Banner Student

Reference

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Banner Student page reference

Updated: April 17, 2025

Banner Student reference pages provide detailed descriptions of the Banner Student baseline pages and functions.

This page reference documentation supports the latest available version of Banner Student. To review documentation for earlier versions, click **Previous Versions** on the navigation bar at the top of the page, and then download the file associated with the version you need. There is a Reference document for that version in the downloaded zip file.

Admissions Application/Checklist Summary (SAAACKL) page

Updated: August 27, 2020

The Admissions Application/Checklist Summary (SAAACKL) page is used to display information about all existing admissions applications and their corresponding checklist items.

An ID must be entered in the Key section. Entry of a term is optional. If a term is not entered, then all admissions applications are displayed in descending order by entry term and application number.

Main window

The main window contains the Key block, the Application Summary section, and the Application Checklist section.

Key block

Use this section to enter the ID and term for the checklist summary.

Application Summary section

Updated: August 27, 2020

The Admissions Application Summary section is used to display summary information for existing admissions applications for the ID, and optionally the term, entered in the Key block. No user updates may be performed in this section. Curriculum summary information is also displayed here.

Information displayed includes entry term, application number, student type, admit type, primary curriculum level, program, catalog term, degree, college, department and major. The most recent application status and decision and their associated dates are also displayed.

Selective queries may be performed within this section. If multiple applications exist, they will be displayed in descending order by term and application number. The scroll bar to the right is used to scroll among multiple application records. If all `mandatory` checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box will be updated from checked to unchecked (no outstanding items), and the **Status** field will be updated from *I*(Incomplete) to *C*(Complete). go to the next section to display the checklist items associated with a specific application.

Fields	Descriptions
Application blank of blank	Displays the record number of the application being viewed in the Application Summary section and the total number of application records for the ID, such as **Application** *1* **of** *8*. Records can be scrolled through using the **Left** and **Right Arrow** buttons.
Application Preference	Preference value entered on the application.
Status	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Status** field will be updated from *I*(Incomplete) to *C*(Complete). If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the **Status** field will be updated from *I*(Incomplete) to *C*(Complete).
Outstanding Requirements	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box will be updated from checked (*Y*) to unchecked (blank). (No outstanding items exist.)

Fields	Descriptions
	If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box in the Admissions Application Summary information will be updated from checked (`Y`) to unchecked (blank). (No outstanding items exist.)
Priority	This is the priority number that defines the curriculum rank.
Program	This is the program for the curriculum record.
Level	This is the level for the curriculum record.
College	This is the college for the curriculum record.
Campus	This is the campus for the curriculum record.
Degree	This is the degree for the curriculum record.
Catalog Term	This is the catalog term code for the curriculum record.
Field of Study Type	Field of study type for the curriculum.
Field of Study Code	Code for the field of study.
Field of Study Department	Department for the field of study.

Application Checklist section

Updated: August 27, 2020

The Application Checklist section is used to review and update, checklist items associated with an admissions application.

If all outstanding *mandatory* checklist items for an application are updated with a received date in this section, the **Outstanding Requirements** check box in the Admissions Application Summary information will be updated from checked to unchecked (no outstanding items), and the **Status** field will be updated from `I`(Incomplete) to `C`(Complete).

Note: The updating of the received date of a high school or prior college transcript will *not* update the transcript received date on SOAHSCH or SOAPCOL.

The following fields are in this section.

Fields	Descriptions
Admission Request	Required admission item needed to complete the application. This value comes from the Admissions Checklist Rules (SAACHKB) page.
Description	Description of admission item needed to complete the application, i.e., transcript, SAT scores, etc.
Received Date	Date the checklist item was received from the applicant. If this field is blank, then the requirement has not been fulfilled. If the **Received Date** field is blank, and the **Mandatory Indicator** check box is checked, then the **Outstanding Requirements** check box in the main window of SAAADMS will also be checked (set to `Y`). Whether or not all the mandatory requirements have been fulfilled (which is determined by the **Received Date** field being blank or not) also affects the application status on the Admissions Application (SAAADMS) page.
Item	Special item codes associated with the admissions request code. This value comes from the Code field on the Source/Background Institution Code Validation (STVSBGI) page.
Item Description	Description of checklist item needed to complete the application, i.e., transcript, SAT scores, etc. or free format comment about the checklist item.
Mandatory Indicator	Check box that indicates whether the associated checklist item is mandatory for admission. Choices are: `checked`-Mandatory for admissions. If any items are marked mandatory, and the **Received Date** field is blank, the **Outstanding Requirements** check box on SAAADMS will be checked (set to `Y`). This value is stored in the database as `Y`. `unchecked`-Not mandatory for admissions. This value is stored in the database as `null`.

Fields	Descriptions
Print Indicator	Check box that indicates whether the item specified should be printed on the checklist items letter. Choices are: *checked*-The item should be printed on the checklist items letter. This value is stored in the database as *Y*. *unchecked*-The item should not be printed on the checklist items letter. This value is stored in the database as *null*.
First Request	Date the checklist item was initially requested from the applicant.
Last Request	Date the checklist item was last requested from the applicant.
Count	Number of times the associated checklist item was requested from the applicant.
Deadline	Date by which the specific checklist item should be received.
Generated by System	Radio group that indicates the source of this checklist item, for example, added automatically by the system based on rules on the Admissions Checklist Rules (SAACHKB) page). Values are *Yes* or *No*.
Checklist Origin	Checklist item source code. This code identifies the process used to insert the checklist item. This field is populated with the value of *BASELINE* when a record has been manually inserted. (The source value is still *U* - user-defined.) You cannot update the checklist source code if the checklist record has been saved and the SARCHKL_SOURCE field has a value *S* (system-generated). This prevents you from changing the checklist origin if the item was added using the automatic checklist generation process when the application was updated. List Checklist Source Validation (STVCKSR)
Date	Date this checklist item was added to the applicant's checklist.
Status	Checklist item status code. This code can provide additional

Fields	Descriptions
	information about the status of the checklist item to the admissions staff and the applicant. List Checklist Source Status Validation (STVCKST)

Communication Plan Change window

Updated: August 27, 2020

If a person submits an admissions application through EDI, and no communication plan has been created for them, the Communication Plan Change window appears when you exit SAAACKL to prompt you to add the person to a plan.

If an admissions decision is made that creates a student record, this may affect a person's communication plan. If this is the case, the Communication Plan Change window will display, and you can make changes to the communication plan. You may also access the window through the Options Menu.

All changes must be saved before exiting the Communication Plan Change window.

Note: To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the page.

Fields

Updated: August 27, 2020

The window contains the following fields.

Fields	Descriptions
Communication Plan	The communication plan code. List Communication Plan Validation (STVCPLN)
Description	Description of the plan code.
Recruit, Applicant, Learner	Radio group which displays the module the plan exists in: `Recruit`, `Applicant`, or `Learner`.

Fields	Descriptions
Term	The recruit term or the admissions term for the plan. If the plan is in Recruiting (radio group is set to `Recruit`), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (radio group is set to `Applicant`), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to `Learner`), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Sequence Number	The sequence number or the application number for the plan. If the plan is in Recruiting (radio group is set to `Recruit`), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (radio group is set to `Applicant`), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to `Learner`), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Active Plan	Check box indicates when checked that the communication plan is active. Only active communication plans display in this window.

Fields	Descriptions
	You can inactivate a plan by clearing the **Active Plan** check box.
Pending Mail	Indicates whether mail exists for the plan. When the communication plan is first added, the field is blank, because the materials have not been created. This value cannot be changed. Choices are: *checked*–Unsent mail exists for the communication plan. This value is stored in the database as *Y*. *unchecked*–No pending mail exists for the plan. This value is stored in the database as *N*.
Delete Mail	Indicate whether to delete mail for the communication plan. This field can be changed to *Y* (checked) if there is pending mail for the plan and the **Active Plan** check box has been unchecked. This field cannot be changed when the **Active Plan** check box is checked because of processing that takes place when materials are created. Missing materials are created for all active communication plans. If you delete the mail on an active plan, the materials are recreated when you save the plan. If the **Active Plan** check box is checked, and the **Delete Mail** field is checked, the communication plan is deleted from the Communication Plan Assignment (SOAPLAN) page, along with any existing mail on the Student Mail (SUAMAIL) page. Choices are: *checked*-Delete communication plan mail. This value is stored in the database as *Y*. *unchecked*-Do not delete communication plan mail. This value is stored in the database as *N*.

Options

Updated: August 27, 2020

The following navigation options are available on the Communication Plan Change window.

Option	Description
Student Mail	Use the Student Mail item in the Options Menu to access the Student Mail (SUAMAIL) page to update/view mail for the current ID in the Key block of the application page.
Return	Use the **Return** button or the Return to (Applicant, Recruit, or Prospect) item in the Options Menu to go back to the **Term** field on the main window of the application page. If the plan was initiated when a record was removed, the process will continue. This option will not return you to the main window if there are pending changes in the window. All changes must be saved before returning.
Start Over	Use the Start Over function to do a complete page Start Over. The cursor will be returned to the Key of the application page. This function will not return you to the main window if there are pending changes in the window. All changes must be saved before returning. To access the Communication Plan Change window, all changes must have been saved on the application page, except

Option	Description
	in the case of the record being removed. If you do not make any changes in the Communication Plan Change window, you will not be prompted to save your changes.

Functions window and Updatable Fields

Updated: August 27, 2020

You may use Oracle functions to modify communication plan records.

Action	Description
Delete old plans	Use the Remove Record function. This will also automatically delete pending materials.
Insert new plan	Use the Insert Record function. You must enter the plan code and select the module. If the module is Recruiting or Admissions, you must also enter a term and sequence number.
Update plan	Change the active status and delete pending mail by changing the value of the **Active Plan** check box to checked or unchecked and the **Pending Mail** check box to checked or unchecked.
Next and Previous section	These functions are not allowed in the Communication Plan Change window. To navigate back to the main window of the application page, press the **Return** button**,** select the Return to (Applicant, Recruit, or Prospect) item in the Options Menu, or use the Duplicate Item function. All changes must be saved before exiting the Communication Plan Change window.

Admissions Application (SAAADMS) page

Updated: August 17, 2023

Create, update admissions applications submitted to your institution, and send notes to

DfE.

An unlimited number of applications can be entered for one applicant for any term. An admission checklist is generated automatically for the application if the applicant's information and the checklist criteria match. When an applicant accepts the institution's offer of admission, a student record is automatically generated allowing the student to register.

Note: The Admissions Decision Rule (SAADCSN) page and the Admission Checklist Rules (SAACHKB) page must be updated before using this page.

All applicants must first be entered through the Identification (SPAIDEN) page. Accepting an applicant is the one of the two methods to generate an initial student record required before the student is allowed to register. The other method is to use the Quick Entry (SAAQUIK) page.

If the applicant's criteria matches the student information entered on the Admissions Decision Rule (SAADCSN) page, a student record is generated after the applicant accepts the institution's offer.

In addition:

- Setting the **Applicant Acceptance** check box to *Y* on the Admission Application Decision Code Validation (STVAPDC) page also indicates that the student is eligible to register.
- When creating an application for admission, the system must generate the first status. The institution must save the application before entering a new status. The system will override the code if an institution's status code is entered without allowing the system to first generate the status.
- When generating an initial student record, you can accept an applicant with a decision code having the **Applicant Acceptance** check box checked (set to *Y*) or use the Quick Entry (SAAQUIK) page.

Prospect data entered during the recruitment cycle can be rolled into the Admissions module at the time the recruit becomes an applicant. To roll this default data, perform a Duplicate Item function from the **Entry Term** of the Admissions Application (SAAADMS) page to display the Prospect Summary (SRASUMI) page. At this time, the user can decide which recruiting record they want to default to admissions. When they have selected the appropriate record, they must place their cursor on the record and perform a Select function to drag the record back to the Admissions Application (SAAADMS) page.

Information entered in the Prospect Information section of the Prospect Information (SRARECR) page will default to the Admissions Application information of the Admissions Application (SAAADMS) page. In addition, the following recruiting data will default to the Admissions Application (SAAADMS) page at this time: sources, cohorts, and attributes. Contacts and outside interests are person-related data which will be displayed on this page.

Because of the complex curriculum validation and communication plan processing that occurs when records are saved on this page, the creation of multiple records prompts the user to save any changes. If you have made unsaved changes to one record, then press **Enter**, which displays `Do you want to save the changes you have made? You must save your changes to proceed to the next record. Yes or No` the results for choosing each option are:

- `Yes` - The changes for the record you are working on are saved, and the necessary validation and communication plan processing proceeds.
- `No` - The save changes message displays until you either save or exit the page.

Main window

Updated: August 27, 2020

Use this window to create and update application information for a specific applicant. An unlimited number of applications can be entered for each applicant per term. Use the Application section to return to the main window from the secondary windows on the page.

Key block

Use the Key block to enter the ID and term of the student for which admissions information is being created or updated. The following fields are in the Key block.

Fields	Descriptions
ID	ID of the admissions applicant for whom admissions information is being created or updated. Choices come from the Person Search (SOAIDEN) page.

Fields	Descriptions
	Perform an extensive name search before creating a new person record.
Name (untitled)	Name of the admissions applicant for whom admissions information is being created or updated. Perform an extensive name search before creating a new person record.
Term	Term for which the applicant has applied. Use it to search all applications for a specific term. This value comes from the **Term** field on the Term Code Validation (STVTERM) page.
View Current/Active Curricula	Check box used to limit the display of curriculum records in the Curriculum and Field of Study sections to only those that are current and active.

Application section

Updated: August 27, 2020

Use the Application section to create and update application information received by an applicant. An unlimited number of applications may be entered for each applicant per term.

The following fields are in this section.

Fields	Descriptions
Entry Term	Term for which the applicant has applied. This value comes from the **Term** field on the Term Code Validation (STVTERM) page. It cannot be changed.
Application Number	Number of the admissions application for a specific term. Applications are numbered in the sequence in which they are entered. This field is maintained by the system.

Fields	Descriptions
Application Preference	Used to enter an application preference value. A value in the **Application Preference** field helps define a hierarchical ranking among multiple applications from a single person for the same entry term. The **Application Preference** value is displayed on other admissions forms that have an Application Summary section. **Note:** The application preference field has a limit of *99*. If the system detects that the limit is exceeded, an "Invalid Application Preference value. Please enter no more that **2 characters**." Please null out the field and enter a valid preference number. Also, this error occurs when using other process pages like SAAQUIK, electronic admission, and any external process using the admission API. Those processes generate an application with a *Null* preference number. Depending on the setting of the default application preference generation control, seen on the Curriculum Rules Control (SOACTRL) page, an application preference number can be generated for an application that is entered without a preference. See the Reference for SOACTRL for details on the generation options. **Note:** An application preference that is generated cannot be removed, only updated.
Application Date	Date of the student's application. The system date is used if no date is entered.
Admission Type	Admission type of the applicant.
Student Type	Type of student the applicant will be classified as if they are accepted. If the application comes from Recruiting and no student type was specified in Recruiting, the default value is *0* (undeclared). This value comes from the Student Type Code Validation (STVSTYP) page. It can be changed.
Residence	Residence type of the applicant. If the application comes from Recruiting and no student type was specified in Recruiting, the default value is *0* (undeclared). This value comes from the Residence Code Validation (STVRESD) page. It can be changed.
Site	Site to which the applicant is applying.

Fields	Descriptions
Full or Part Time	Radio group that specifies the prospect's intended load of study. Valid values are `Full Time`, `Part Time`, and `None`.
Outstanding Requirements	Check box that indicates whether any `mandatory` checklist items exist for this application without a received date associated with them. The default is unchecked.
Application Status	Status of the application. There are three system-generated values that must exist on the Admission Application Status Code Validation (STVAPST) page. They are Incomplete (`I`), Complete (`C`), and Decision Made (`D`). This value comes from the **Code** field on STVAPST. It can be changed. Default values are based on the value of the **Received Date**, **Last Request**, and **First Request** fields automatically generated on the Checklist window in SAAADMS. Choices are: `I`-Incomplete application. This is generated when you first access each application based on the outstanding admissions request items. Incomplete (`I`) is generated if there are admissions request items automatically generated from the Admissions Checklist Rules (SAACHKB) page. The status is set to `I` as mandatory items are added to the Checklist section without received dates. This value is stored in the database as `I`. `C`-Application complete. This status is generated when you first access each application based on the outstanding admissions request items. If there are no checklist items, a status of complete (`C`) is generated. When all mandatory items are received, the status changes from `I` to `C`. This value is stored in the database as `C`. `D`-Decision made. This value is stored in the database as `D`. When a significant decision is entered on the Admissions Decision (SAADCRV) page, the status becomes a `D`. A significant decision is noted on the Admission Application Decision Code Validation

Fields	Descriptions
	(STVAPDC) page. Even if the status is an *I* (incomplete) based on the checklist items, the status will change to a *D* if a significant decision is entered on the Admissions Decision (SAADCRV) page. The system does not automatically override a status of *D*. Defaults are based on the checklist items.
Application Status Date	Date the status of the application was entered or changed. Today's date defaults in when an application status is entered. The date indicates who created or changed the application status. The description will display when the system updates the value to either *S* (System) or *U* (User). This value is maintained by the system and cannot be changed.
Maintained By	Shows who updated the **Application Status** field, a *U* (User) or the *S* (System). This value is maintained by the system and cannot be updated by the user.
Application Decision	Admission application decision code. If an applicant accepts the institution's offer of admission, a general student record is created for the applicant if the **Applicant Acceptance** check box on Admission Application Decision Code Validation (STVAPDC) page is set to *Y*. This code can be updated only from the Admissions Decision (SAADCRV) page. This value comes from the Admission Application Decision Code Validation (STVAPDC) page.
Application Decision Date	Date the decision code indicated in the **Application Decision** field was entered. This date is maintained by the system and cannot be changed by the user.
Maintained By	Shows who updated the **Application Decision** field, a *U* (User) or the *S* (System). This value is maintained by the system and cannot be updated by the user.
Application Originated from Recruiter	Check box used to indicate that the admissions application was sent from Recruiter and loaded to Banner. This field is hidden when the application has been entered directly into Banner.

Curricula Summary section

Updated: August 27, 2020

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

This section 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 (SOILCUR) page 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 section.

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 section

Updated: August 27, 2020

This section is search 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 section 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 (SOILCUR) page 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 section.

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 section.
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 *CONCENTRATION*.

Mouse	Keyboard	Result
Attached to Major	N/A	Lists concentrations

Mouse	Keyboard	Result
		attached to major

Credit Card Rules window

Updated: August 27, 2020

The window displays where the transaction was stored.

TBRMISD is used for a miscellaneous transaction or TBRACCD for an individual transaction account). The receipt number (selected from TSADETL, TSAMISC, or TFAMISC), the transaction number, and the amount paid so the transaction can be traced. The credit card information is pushed from the electronic application holding tables to the Banner® application. Use the Web Credit Card Payment Information option from the main window of SAAADMS to access this window. This window is only active if credit card data exists for the applicant. Use the **Return** button to go back to the main window.

The following fields are in this window.

Fields	Descriptions
Miscellaneous Account/ Transaction Account/None	Radio group that indicates that the Web-entered credit card transaction is stored on TBBMISC or TBRACCD. Choices are: `Miscellaneous Account` - TBRMISC `Transaction Account` - TBRACCD `None` - No record stored
Receipt Number	Receipt number for the Web-entered credit card transaction for application fee. Choices come from the Options List: Student Account Detail - TSADETL Miscellaneous Transaction - TSAMISC

Fields	Descriptions
	Miscellaneous Transaction - Finance - TFAMISC (You may also use a Help function to access this page.)
Amount	Amount of transaction for Web-entered credit card payment for application fee.
Transaction Number	Transaction number of the Web-entered credit card transaction.

Curriculum window

Updated: August 27, 2020

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 section.

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.

If the **Admissions** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, this function also captures the original curriculum start and end date information from the current active record and displays those dates in the Curriculum Start and End date entry window on SAAADMS. The date entry window allows you to update the start and end dates when changing curriculum or field of study records. The dates are only saved to the non-current active program record. Current active program records are not updated. Additionally, if any of the field of study start and end date fields are null, they will also be updated with the dates from the entry window. Users have the option of using the dates captured when running the Clearing House Extract report (SFRNLSC) and the NSLDS SSCR Process (SFRSSCR) only. The dates are not used by any other processes.

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 (SOILCUR) page from the Options menu to view curriculum information for all modules.

You can search 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

Updated: August 27, 2020

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 want 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.
Additionally, if the **Admissions** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, and Replace, Duplicate, or Update is selected, the Curriculum Start and End date entry window on SAAADMS will appear. The start date and end date in the entry window will pre-populate with the values from the original record if they exist. If the values on the original record do not exist, the start date field will

be null and the end date field will reflect the current system date. Dates in the fields are editable or can remain null. After you click **OK**’ the dates from the date entry window will populate the non-current active record. You can then update program dates directly on the current active record before saving the new record.

Sort Order for Curriculum Records

Updated: August 27, 2020

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 are displayed when the population 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 page 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 **Enter** arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study sections 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). • `Current` 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. • `Not Current` displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status code. List Curriculum Activity Status (STVCACT)
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	This is the term code for the module's curriculum record. List Term Code Validation (STVTERM)
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)

Fields	Descriptions
	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
User ID	This field displays the user ID of the person who created the

Fields	Descriptions
	record.
Activity Date	This field displays the date the record was created or modified.
Start Date	This is the start date of the curriculum.
End Date	This is the end date of the curriculum.

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Field of Study window

Updated: August 27, 2020

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 section 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.

Additionally, if the **Admissions** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, and you select the Inactivate button to inactivate a major, the Field of Study Start and End Date entry window will appear. If dates currently exist for the field of study record, the dates will pre-populate the fields in the date entry window. If they do not exist, the start date will be null and the end date will reflect the current system date. Dates in the fields are editable or can remain null. The dates are only saved to the non-current active field of study record. Current active field of study records are not updated.

Fields	Descriptions
Note: 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 **Enter** arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study sections 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). • `Current` 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. • `Not Current` displays rows for the

Fields	Descriptions
	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.
Note: The following fields are updateable, except for the **Current** *field.*	
Current	This field specifies if the record is the current row for the priority. Valid values are *Y* (Current) or *N* (Not Current). Display only. • *Current* displays the most recent row

Fields	Descriptions
	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. • `Not Current` displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status for the field of study. List Curriculum Activity Status (STVCACT)
Status	This is the curriculum status for the field of study. List Curriculum Status (STVCSTS)
Term	This is the term code for the field of study. This value defaults from the Curriculum section.
Type	This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration. List Learner Field of Study Types (GTVLFST)
Priority	This is the priority number that defines the field of study rank.
Catalog	This is the catalog term for the field of study. List Term Code Validation (STVTERM)

Fields	Descriptions
End Term	This is the term code for the end term of the field of study. (This field is not used at this time.) List Term Code Validation (STVTERM)
Field of Study	This is the major, minor, or concentration code for the field of study. List All Major, Minor, or Concentration Codes Help Attached Majors, Minors, or Concentrations
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 *CONCENTRATION*. 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

Fields	Descriptions
	(STVTMST)
Start Date	This is the start date for the field of study.
End Date	This is the end date for the field of study.
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 *INACTIVE* activity and *REMOVED* status. Displays a Field of Study Start and End Date entry window which allows you to enter field of study start and end dates. To enable this functionality, go to Curriculum Rules (Processing Controls) SOACTRL page and check the **Admissions** check box in Enable Curriculum Start and End Dates check box group.

Communication Plan Change window

Updated: August 27, 2020

This window opens when items such as campus, level, college, or degree are changed for an applicant and affect the communication plan (depending on the rules set up on the Communication Rules (SOACOMM) page, or when a new applicant is added to

SAAADMS.

Note: To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the page.

The following fields are in this window.

Fields	Descriptions
Communication Plan	Communication plan code. List Communication Plan Validation (STVCPLN)
Description	Description of the plan code.
Recruit, Applicant, Learner	Radio group which displays the module the plan exists in: `Recruit`, `Applicant`, or `Learner`.
Term	The recruit term or the admissions term for the plan. If the plan is in Recruiting (radio group is set to `Recruit`), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (radio group is set to `Applicant`), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to `Learner`), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Sequence Number	The sequence number or the application number for the plan. If the plan is in Recruiting (radio group is set to `Recruit`), the List function accesses the Prospect Summary (SRASUMI) page.

Fields	Descriptions
	If the plan is in Admissions (radio group is set to `Applicant`), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to `Learner`), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Active Plan	Indicates whether the communication plan is active. Only active communication plans display. If you inactivate a plan here (by clearing the **Active Plan** check box), no future materials will be generated for the specific communication plan. If you only delete the materials on SUAMAIL and leave the plan active, the next change to a record that causes a communication plan change will regenerate the materials previously deleted. Choices are: *checked*-Communication plan is active. This value is stored in the database as *Y*. *unchecked*-Communication plan is not active. This value is stored in the database as *N*.
Pending Mail	Indicates whether mail exists for the plan. When the communication plan is first added, the field is blank, because the materials have not been created. This value cannot be changed. Choices are: *checked*-Unsent mail exists for the communication plan. This

Fields	Descriptions
	value is stored in the database as `Y`. `unchecked`-No pending mail exists for the plan. This value is stored in the database as `N`.
Delete Mail	Indicate whether to delete mail for the communication plan. This field can be changed to `Y` (checked) if there is pending mail for the plan and the **Active Plan** check box has been unchecked. This field cannot be changed when the **Active Plan** check box is checked because of processing that takes place when materials are created. Missing materials are created for all active communication plans. If you delete the mail on an active plan, the materials are recreated when you save the plan. If the **Active Plan** check box is checked, and the **Delete Mail** field is checked, the communication plan is deleted from the Communication Plan Assignment (SOAPLAN) page, along with any existing mail on the Student Mail (SUAMAIL) page. Choices are: `checked`-Delete communication plan mail. This value is stored in the database as `Y`. `unchecked`-Do not delete communication plan mail. This value is stored in the database as `N`.

Options

Updated: August 27, 2020

The following navigation options are available on the Communication Plan Change window.

Option	Description
Student Mail	Use the Student Mail item in the Options Menu to access the Student Mail

Option	Description
	(SUAMAIL) page to update/view mail for the current ID in the Key block of the application page.
Return	Use the **Return** button or the Return to (Applicant, Recruit, or Prospect) item in the Options Menu to go back to the **Term** field on the main window of the application page. If the plan was initiated when a record was removed, the process continues continue. This option will not return you to the main window if there are pending changes in the window. All changes must be saved before returning.
Start Over	Use the **Start Over** function to do a complete page Start Over. The cursor is returned to the Key of the application page. This function does not return you to the main window if there are pending changes in the window. All changes must be saved before returning. To access the Communication Plan Change window, all changes must have been saved on the application page, except in the case of the record being removed. If you do not make any changes in the Communication Plan Change window, you are not prompted to save your changes.

Functions and Updatable Fields window

Updated: August 27, 2020

You may use Oracle functions to modify communication plan records.

Action	Description
Delete old plans	Use the Remove Record function. This will also automatically delete pending materials.
Insert new plan	Use the Insert Record function. You must enter the plan code and select the module. If the module is Recruiting or Admissions, you must also enter a term and sequence number.
Update plan	Change the active status and delete pending mail by changing the value of the **Active Plan** check box to checked or unchecked and the **Pending Mail** check box to checked or unchecked.
Next and Previous section	These functions are not allowed in the Communication Plan Change window. To navigate back to the main window of the application page, press the **Return** button**,** select the Return to (Applicant, Recruit, or Prospect) item in the Options Menu, or use the Duplicate Item function. All changes must be saved before exiting the Communication Plan Change window.

Fees, Mail Submission, Withdrawal Data window

Updated: August 27, 2020

Use this window to create and update application information received by the institution. Multiple applications may be entered for each applicant. Use the Fees, Mail Submission, Withdrawal Data section to access this window.

Application Fees section

Updated: August 27, 2020

Use this section to create and update application fee data for an applicant. You can access this section by selecting the Additional Information item in the Options Menu. The following fields are in this section.

Fields	Descriptions
Application Fee	Radio group used to specify whether a fee has been charged, waived, or does not exist (no billing record is generated). Valid values are `Charge Fee`, `Waive Fee`, and `None`. When a fee is to be charged (**Application Fee** is set to `Charge Fee`), values are required in the **Application Fee Detail** and **Application Fee Amount** fields. When a fee is to be waived (**Application Fee** is set to `Waive Fee`), a value is required in the **Fee Detail** field, and an appropriate error will be issued if this criteria is not met. `Charge Fee` is saved to the database as `Y`. `Waive Fee` is saved as `W`. `None` is saved as blank.
Last Application Fee	Radio group that displays the last action taken the last time the application fee code was updated. The setting for this field is displayed after the setting of the **Application Fee** field has been selected and saved. The displayed values are: `Fee Charged`, `Fee Waived`, or `No Fee`.
Application Fee Waiver	Code used to show if a waiver has been accepted. If the **Application Fee** field is set to `Waive Fee`, a waiver code may be entered in the **Application Fee Waiver** field as an explanation for the waiver. Choices come from the Application Waiver Reason Code Validation (STVWAIV) page.
Application Fee Detail	Module for application fees. The detail codes must be a charge (type C). A fee indicator must be entered each time a detail code is entered. The detail code and amount disappear from the page after the transaction is saved. A detail code cannot be entered if the fee indicator is blank. Valid values come from the Detail Code Validation list (TSADETC).
Application Fee	Amount of the application fee. The amount defaults here from the

Fields	Descriptions
Amount	Detail Code Control (TSADETC) page, but can be manually changed on the Application Fee window.
Application Fee Date	Date the application fee was assessed for the applicant. This is the system date if this field is left blank. It can be changed.
Application Fee Rate	Special rate code that can be associated with an applicant. This value comes from the Student Fee Assessment Code Validation (STVRATE) page. The **Lookup** button from STVRATE is restricted and only displays fee codes that have a detail code type of *C*, and a detail category code of *APF* as defined on the Detail Code Control (TSADETC) page. There is a corresponding rate code on the Registration Fee Assessment Rules (SFARGFE) page to group a specific population of applicants that all have the same rate code.

Additional Data section

Updated: August 27, 2020

Use this section to create and update application information received by the institution for the applicant. The following fields are in this section.

Fields	Descriptions
Session	Session to which the applicant is applying. This value comes from the Session Code Validation (STVSESS) page.
Educational Level	Education level of the applicant. This field is informational only. This value comes from the Education Level Validation (STVEDLV) page.
Educational Goal	Educational goal of the applicant. This field is informational only. This value comes from the Education Goal Validation (STVEGOL) page.

Fields	Descriptions
Recruit Type	Recruit type of the applicant. This value comes from the Recruit Type Validation (STVRTYP) page. This can be defined at the Recruiting level and then follow the prospect through Admissions and General Student.
Recruiter	Code for the person who recruited the applicant. This value comes from the Recruiter Identification Validation (STVRECR) page. This code is used to track the number of prospects for a recruiter that have applied for admissions.
Interview	Status of the applicant's interview. This value comes from the Interview Code Validation (STVINTV) page.
Legacy	Identifies a legacy relationship for this applicant as indicated on the General Person (SPAPERS) page. This value comes from the Legacy Code Validation (STVLGCY) page.
Citizen	Citizenship code of this applicant from the General Person (SPAPERS) page.

Mail Submission section

Updated: August 27, 2020

Use this section to generate a letter to be sent to the applicant.

If the letter is to be sent in the future, you may enter the number of elapsed days before processing begins. Initials may be entered to override the default initials used for signature processing. You can access this section by selecting the Mail Submission item in the Options Menu. The following fields are in this section.

Fields	Descriptions
Letter	Letter to be sent to the applicant. The description of the letter is automatically

Fields	Descriptions
	filled in. This value comes from the Letter Code Validation (GTVLETR) page.
Wait Days	Number of days to wait before generating a letter.
Initials	Initial code for signature override on the letter. This value comes from the Initials Code Validation (STVINIT) page.

Withdrawal Data section

Updated: August 27, 2020

Use this section to enter information for an applicant who has withdrawn their application. You can access this section by selecting the Withdrawal Information item in the Options Menu. The following fields are in this section.

Fields	Descriptions
Withdrawal Reason	Reason the applicant has withdrawn their application. This value comes from the Application Withdrawal Reason Code Validation (STVWRSN) page. If a reason code is entered in this field, the record is no longer active. If information is entered for a prospect record, it may not be rolled forward to Admissions from Recruiting; however, other changes may be made to the record.
Institution Attended	Institution the applicant has chosen to attend as a result of withdrawing the application. This value comes from the Source/Background Institution Code Validation (STVSBGI) page. If this field is entered for a prospect record, it may not be rolled forward to Admissions from Recruiting; however, other changes may be made to the record.

Fields	Descriptions
	If a value is entered in this field, the record is no longer active. If information is entered for a prospect record, it may not be rolled forward to Admissions from Recruiting; however, other changes may be made to the record.

Assigned Administrators window

Updated: August 27, 2020

Use this window to view and update the administrator assigned to a specific recruit. You can either manually enter an administrative assignment or select Administrator Assignments from the Options Menu to have the administrators automatically assigned according to the rules defined on SOAADAS.

The following fields are in this window.

Fields	Descriptions
Administrator ID	ID number of the assigned administrator. The ID must be an administrator defined on Administrator Role (SOAAROL) page.
Name	Name of the assigned administrator.
Role	Administrator's role code. The role must be linked to the ID on Administrator Role (SOAAROL) page.
Type (Untitled)	Radio group which displays whether the administrator is assigned to a recruit or application. Choices are: • *Recruit* • *Applicant*
Term	The recruit term or the applicant term.
Sequence Number	Sequence or application number.
Source	Indicates whether an assignment was made manually (*U*) or was generated by the Administrator Assignments Process (SORAINF)

Fields	Descriptions
	(*S*).

Checklist window

Updated: August 27, 2020

Use this window to create and update checklist items required for an application.

Use the Checklist section to access this window. The system generates items from the Admissions Checklist Rules (SAACHKB) page if the criteria on the page matches that of the application. Changes to the checklist items may update the application status on the Application section in the main window. As an application is entered, admissions request checklist items entered on the Admissions Checklist Rules (SAACHKB) page that match the applicant's criteria are automatically added to the Checklist section. If the applicant accepts the institution's offer of admissions on the Decision section, a student record is generated.

If a test score is a checklist item on the student's admissions application, the checklist will be updated with the most recent test date information (date taken) from the Test Score Information (SOATEST) page. The **Item Description** field in the Checklist window will read *`TEST DATE DD-MON-YYYY`*.

The following fields are in this window.

Fields	Descriptions
Admission Request	Required admission item needed to complete the application. This value comes from the Admissions Checklist Rules (SAACHKB) page.
Description	Description of admission item needed to complete the application, i.e., transcript, SAT scores, etc.
Received Date	Date the checklist item was received from the applicant. If this field is blank, then the requirement has not been fulfilled. If the **Received Date** field is blank, and the **Mandatory Indicator** check box is checked, then the **Outstanding Requirements** check box in the main window will also be checked (set to Y). Whether or not all the mandatory requirements have been fulfilled

Fields	Descriptions
	(which is determined by the **Received Date** field being blank or not) also affects the application status on the Admissions Application (SAAADMS) page.
Item	Special item codes associated with the admissions request code. This value comes from the Code field on the Source/Background Institution Code Validation (STVSBGI) page.
Item Description	Description of checklist item needed to complete the application, i.e., transcript, SAT scores, etc. or free format comment about the checklist item.
Mandatory Indicator	Check box that indicates whether the associated checklist item is mandatory for admission. Choices are: • *`checked`*-Mandatory for admissions. If any items are marked mandatory, and the **Received Date** field is blank, the **Outstanding Requirements** check box on SAAADMS will be checked (set to *`Y`*). This value is stored in the database as *`Y`*. • *`unchecked`*-Not mandatory for admissions. This value is stored in the database as *`null`*.
Print Indicator	Check box that indicates whether the item specified should be printed on the checklist items letter. Choices are:ul • *`checked`*-The item should be printed on the checklist items letter. This value is stored in the database as *`Y`*. • *`unchecked`*-The item should not be printed on the checklist items letter. This value is stored in the database as *`null`*.
First Request	Date the checklist item was initially requested from the applicant.
Last Request	Date the checklist item was last requested from the applicant.
Count	Number of times the associated checklist item was requested from the applicant.

Fields	Descriptions
Deadline	Date by which the specific checklist item should be received.
Generated by System	Radio group that indicates the source of this checklist item, for example, added automatically by the system based on rules on the Admissions Checklist Rules (SAACHKB) page). Values are *Yes* or *No*.
Checklist Origin	Checklist item source code. This code identifies the process used to insert the checklist item. This field is populated with the value of *BASELINE* when a record has been manually inserted. (The source value is still *U* - user-defined.) You cannot update the checklist source code if the checklist record has been saved and the `SARCHKL_SOURCE` field has a value *S* (system-generated). This prevents you from changing the checklist origin if the item was added using the automatic checklist generation process when the application was updated. List Checklist Source Validation (STVCKSR)
Date	Date this checklist item was added to the applicant's checklist.
Status	Checklist item status code. This code can provide additional information about the status of the checklist item to the admissions staff and the applicant. List Checklist Source Status Validation (STVCKST)

Sources, Interests, Comments Section

Updated: August 27, 2020

Use this section to maintain the source(s) of the application for admissions.

Person-related outside interests and comments also display and may be updated here. Only a single primary source may be assigned to an application; however, an unlimited number of secondary sources may be added. This information defaults if defined at the recruiting level and a recruiting record is used to create an application for admissions.

Use the Sources, Interests, Comments section or select the **Sources Interests Comments** item in the Options Menu to access this section.

Sources

Updated: August 27, 2020

Use the **Sources** sub section to create and update the source of the application. Multiple source codes can be created and updated. The following fields are in this sub section.

Fields	Descriptions
Background Institution	Code for a source associated with the application. Multiple sources may be maintained, but one must be the primary source or a warning message appears. An unlimited number of secondary sources can be entered. This information defaults if defined in Recruiting, and a Recruiting record is used to create an application for Admissions for codes with the **Source Indicator** checked on STVSBGI. This value is stored in the database as `Y`. This value comes from the **Type** field on the Source/Background Institution Query–Only (SOISBGI) page.
Description	Description of the source institution associated with the application.
Primary Indicator	Check box that indicates whether the source is the primary, first, or most important source of the application. One source can be a primary source for each application. You do not need to choose a primary source to save the application. Choices are: • `checked`-This value is stored in the database as `Y`. • `unchecked`-This value is stored in the database as `N`.
Activity Date	Last time this record was updated.

Interests section

Updated: August 27, 2020

Use the Interests section to create and update outside interests specified by the admissions applicant. Multiple outside interest codes may be created and updated. The following fields are in this section.

Fields	Descriptions
Interest	Type of outside interests that the applicant designated on the application. This value comes from the Outside Interests Code Validation (STVINTS) page.
Description	Description of the outside interests associated with the applicant.
Activity Date	Last time this record was updated.

Comments section

Updated: August 17, 2023

Use the Comments section to enter and update free page comments about the applicant. Use the **Comment** button to enter, edit, and search text. Recruiting comments are not rolled forward to Admissions. The following fields are in this section.

Fields	Descriptions
Originator	Originator of the comment associated with the application. A code must be entered if a comment is entered. The same origin code may be entered on multiple lines. **Note:** You must select `NOTE` as value for the Originator for DfE notes.
Comment	(Required) Enter the notes for the DfE. When you run the DfEOutBound job, notes are sent to DfE. When you run the DfEInBound job, DfE creates the notes and are updated in the SAAADMS page. **Note:** You can enter notes up to 500 characters. If you select

Fields	Descriptions
	NOTE as the Originator value, entering the comments is mandatory.

Contacts, Cohorts, Attributes window

Updated: August 27, 2020

Use this window to create and update information between the admissions applicant and the institution. Use the Contacts, Cohorts, Attributes section to access this window.

Multiple contact codes may be entered. You can also create and update cohort codes by application. The cohort code is used to group information for Student Right to Know tracking, and other tracking requirements institutions may have. Application-specific attributes may also be maintained. If a recruit record is pulled to admissions, recruit attributes will also roll to admissions.

When a decision is made on the Admissions Decision (SAADCRV) page, and that decision code indicates that the student has accepted and plans to attend the institution (the **Applicant Accept** check box is checked as defined on the Admissions Application Decision Code Validation (STVAPDC) page for the decision code entered), a General Student record is created automatically using the information entered on the application. This information is displayed on the General Student (SGASTDN) page and the Additional Student Information (SGASADD) page.

Note: Cohort codes that are added to SAAADMS after the applicant has accepted, and after general student information is created, do not default to the Additional Student Information (SGASADD) page. Any additional cohorts for the student must, at this point, be added through the Additional Student Information (SGASADD) page.

Contact Type section

Updated: August 27, 2020

Use the Contact Type section to enter contact types to describe contact between the applicant and the institution. You may enter multiple contact codes. The following fields are in this section.

Fields	Descriptions
Contact Type	Contact type for contact between the applicant and the institution.
Description	Description of the contact type associated with the applicant.
Contact Date	Date the applicant was contacted.

Cohort section

Updated: August 27, 2020

The Cohort section contains repeating information that is validated against the Cohort Code Validation (STVCHRT) page. The following fields are in this section.

Fields	Descriptions
Cohort	Group with which the application may be associated. It can be used to track a group of students with common attributes or to group information for tracking requirements such as Student Right to Know tracking.
Description	Description of the group associated with the applicant.
Activity Date	Date the cohort code was added.

Attribute section

Updated: August 27, 2020

Use the Attribute section to create and update student attribute codes associated with the admissions applicant. The following fields are in this section.

Fields	Descriptions
Attribute	Attributes associated with the applicant and term.
Description	Description of the attributes associated with the applicant.
Activity Date	Date the attribute was added to the

Fields	Descriptions
	application.

Enter an applicant

Updated: August 27, 2020

You can enter the details of an applicant.

About this task

The applicant must have a person record.

Procedure

1. Access the **Admissions Application (SAAADMS)** page.
2. Enter the ID of the person page whom an application is to be created.
3. Enter the term details for which the applicant is applying.
4. Go to the Application section.
5. Select the appropriate admit type for this applicant.
6. Select the appropriate student type.
7. Select the appropriate residency code.
8. Go to the Curriculum window.
9. Enter the appropriate curriculum and field of study information.
10. You can enter additional information for an applicant. For example, educational level, goal, and recruiting information.
11. Save.

Update checklist items

Updated: August 27, 2020

You can view and update the checklist items.

Procedure

1. Access the **Admissions Application (SAAADMS)** page.
2. Enter an ID and term.
3. Go to the next section.
4. Select the Checklist section to view and update checklist items.
5. When checklist rules exist on SAACHKB that match those for this applicant, the appropriate checklist items will appear. If not, no entries appear.
6. Enter the date received. You can also add individual checklist items that were not automatically generated. After all checklist items have a date received, the status of the application will change from `Incomplete` to `Complete`.

Assess a fee

Updated: August 27, 2020

You can access the fee and enter the correct fee rate.

Procedure

1. Access the **Admissions Application (SAAADMS)** page.
2. Enter an ID and term.
3. Go to the next section.
4. Select the **Fees, Mail Submission, Withdrawal Data** section.
5. Enter the correct fee rate.
6. The application fee amount defaults into the **Amount** field.
7. Save. The transaction for this fee is sent to the Account Detail Review (TSAAREV) page.

Waive a fee

Updated: August 27, 2020

You can waive a fee.

Procedure

1. Access the **Admissions Application (SAAADMS)** page.
2. Enter an ID and term.
3. Go to the next section.
4. Select the **Fees, Mail Submission, Withdrawal Data** section.
5. Enter a `W` in the **Application Fee or Waiver** field.
6. When the value in the **Application Fee or Waiver** field is `W`, you can enter a waiver code in the **Application Fee Waiver** field as an explanation of the waiver.
7. Enter the correct fee rate.

   Warning! The amount from TSADETC defaults into the **Application Fee Amount** field even though the fee is being waived. You must access the **Application Fee Amount** field and enter 0.00, or the fee will be sent to the Account Detail Review (TSAAREV) page.

8. Save. A transaction is sent to TSAAREV with an amount of zero.

Application User Defined Flags/Fields (SAAAUDF) page

Updated: August 27, 2020

Use this page to define the descriptions for user-defined fields available on the Application Supplemental Information (SOASUPL) page that enable your system to flag applications when they meet your user-defined criteria.

Information on SAAAUDF must be set up before using SOASUPL. After you have established these flags, you can also access these fields from the Application Supplemental Information (SOASUPL) page. For example, you might choose to be informed each time a prospective student visits the campus and talks to a guidance counselor. In this example, you would set a flag to `Visited Campus` and set the associated field in the next section to `Guidance Counselor`. The Flag Description information is displayed in the main window of SAAAUDF. The Field Description information is displayed in the Application User Defined Field Description window. Use Next and Previous section functions to toggle between the windows.

Main window

Updated: August 27, 2020

Use this window to identify the applicable school term and enter descriptions for each flag, or to review the descriptions that exist for each flag.

Key block

Use the Key block to enter the code for the school term. When you select a code, its associated description also displays.

Fields	Descriptions
Term	Required effective term for the set of application use defined rules. This value comes from Code Validation (STVTERM) list. Entry of a term will retrieve the rules record in effect for the term specified, where the maximum effective term is less than or equal to the entered term. When a valid term code is entered, the term description will display. Selecting the **Term** field **Search** button will display an Option List with two choices: • The Valid Terms option will display a list of all valid term codes on the Term Code Validation (STVTERM) page from which valid terms may be selected. (The use of a List function from the **Term** field also displays this list.) • The Existing Description Rules option will display the list of term codes and term description of existing effective terms for Flag/Field Description rules. (The use of a Count Query Hits

Fields	Descriptions
	function from the **Term** field also displays this list.) When a valid term is chosen, and you go to the next section, the effective term displays in the **Effective Term** field to the right of the Flag Descriptions.

Flag Descriptions section

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With the Flag Descriptions section, you can enter different information depending upon the window from which you access it.

When you access this section from the main window, you can enter or review the descriptions for each flag. go to the next section to enter or review the fields associated with each flag in the Field Descriptions section. When you access this section from the secondary window, you can enter a description for each applicable field. Each field is associated with a flag you set up in the preceding section

Note: To return to the main window from the secondary window, go to the next section.

Fields	Descriptions
Flag 1	Description of the data expected in Application Supplemental Data Flag 1 for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are: • `Blank` (default) or `N`-This flag is not relevant for the school term specified in the Key block. • `Y`-This flag is relevant for the school term specified in the Key block.
Flag 2	Description of the data expected in Application Supplemental Data Flag 2 for an admissions application received while the rule is in

Fields	Descriptions
	effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are: • `Blank` (default) or `N`-This flag is not relevant for the school term specified in the Key block. • `Y`-This flag is relevant for the school term specified in the Key block.
Flag 3	Description of the data expected in Application Supplemental Data Flag 3 for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are: • `Blank` (default) or `N`-This flag is not relevant for the school term specified in the Key block. • `Y`-This flag is relevant for the school term specified in the Key block.
Flag 4	Description of the data expected in Application Supplemental Data Flag 4 for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are: • `Blank` (default) or `N`-This flag is not relevant for the school term specified in the Key block. • `Y`-This flag is relevant for the school term specified in the Key block.
Flag 5	Description of the data expected in Application Supplemental Data Flag 5 for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are:

Fields	Descriptions
	• *Blank* (default) or *N*-This flag is not relevant for the school term specified in the Key block. • *Y*-This flag is relevant for the school term specified in the Key block.
Flag 6	Description of the data expected in Application Supplemental Data Flag 6 for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are: • *Blank* (default) or *N*-This flag is not relevant for the school term specified in the Key block. • *Y*-This flag is relevant for the school term specified in the Key block.
Flag 7	Description of the data expected in Application Supplemental Data Flag 7 for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are: • *Blank* (default) or *N*-This flag is not relevant for the school term specified in the Key block. • *Y*-This flag is relevant for the school term specified in the Key block.
Flag 8	Description of the data expected in Application Supplemental Data Flag 8 for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are: • *Blank* (default) or *N*-This flag is not relevant for the school term specified in the Key block.

Fields	Descriptions
	• *Y*-This flag is relevant for the school term specified in the Key block.
Flag 9	Description of the data expected in Application Supplemental Data Flag 9 for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are: • *Blank* (default) or *N*-This flag is not relevant for the school term specified in the Key block. • *Y*-This flag is relevant for the school term specified in the Key block.
Flag 10	Description of the data expected in Application Supplemental Data Flag 10 for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. Choices are: • *Blank* (default) or *N*-This flag is not relevant for the school term specified in the Key block. • *Y*-This flag is relevant for the school term specified in the Key block.
Effective Term	School term associated with the flags in this section. Default value is the school term you entered in the Key block. You cannot change the value in this field.

Application User Defined Field Descriptions window

Updated: August 27, 2020

Use this window to enter descriptions for each applicable field. Each field is associated with a flag you set up in the Flag Descriptions section.

Note: To return to the main window, go to the next section.

Fields	Descriptions
Institutional Data 1	The **Institutional Data 1** description is used to maintain a description of the data expected in Supplemental Institutional Data 1 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 2	The **Institutional Data 2** description is used to maintain a description of the data expected in Supplemental Institutional Data 2 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 3	The **Institutional Data 3** description is used to maintain a description of the data expected in Supplemental Institutional Data 3 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 4	The **Institutional Data 4** description is used to maintain a description of the data

Fields	Descriptions
	expected in Supplemental Institutional Data 4 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 5	The **Institutional Data 5** description is used to maintain a description of the data expected in Supplemental Institutional Data 5 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 6	The **Institutional Data 6** description is used to maintain a description of the data expected in Supplemental Institutional Data 6 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 7	The **Institutional Data 7** description is used to maintain a description of the data expected in Supplemental Institutional Data 7 field for an admissions application

Fields	Descriptions
	received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 8	The **Institutional Data 8** description is used to maintain a description of the data expected in Supplemental Institutional Data 8 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 9	The **Institutional Data 9** description is used to maintain a description of the data expected in Supplemental Institutional Data 9 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 10	The **Institutional Data 10** description is used to maintain a description of the data expected in Supplemental Institutional Data 10 field for an admissions application received while the rule is in effect. The description will display in the Application

Fields	Descriptions
	Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 11	The **Institutional Data 11** description is used to maintain a description of the data expected in Supplemental Institutional Data 11 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 12	The **Institutional Data 12** description is used to maintain a description of the data expected in Supplemental Institutional Data 12 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 13	The **Institutional Data 13** description is used to maintain a description of the data expected in Supplemental Institutional Data 13 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page.

Fields	Descriptions
	You can enter any value you choose. No validation table is associated with this field.
Institutional Data 14	The **Institutional Data 14** description is used to maintain a description of the data expected in Supplemental Institutional Data 14 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 15	The **Institutional Data 15** description is used to maintain a description of the data expected in Supplemental Institutional Data 15 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 16	The **Institutional Data 16** description is used to maintain a description of the data expected in Supplemental Institutional Data 16 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No

Fields	Descriptions
	validation table is associated with this field.
Institutional Data 17	The **Institutional Data 17** description is used to maintain a description of the data expected in Supplemental Institutional Data 17 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 18	The **Institutional Data 18** description is used to maintain a description of the data expected in Supplemental Institutional Data 18 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.
Institutional Data 19	The **Institutional Data 19** description is used to maintain a description of the data expected in Supplemental Institutional Data 19 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.

Fields	Descriptions
Institutional Data 20	The **Institutional Data 20** description is used to maintain a description of the data expected in Supplemental Institutional Data 20 field for an admissions application received while the rule is in effect. The description will display in the Application Supplemental Information (SOASUPL) page. You can enter any value you choose. No validation table is associated with this field.

Define flags and fields

Updated: August 27, 2020

You can define flags and fields.

About this task

Procedure

1. Access the **Application User Defined Flags/Fields (SAAAUDF)** page.
2. Enter the appropriate school term code in the **Term** field.
3. Go to the next section (Flag Descriptions section).
4. Enter a description for each flag you want to use.
5. Go to the next section (Application User Defined Field Descriptions window).
6. The fields on this screen are associated with the flags you defined in the previous section. Enter a value for each field, where appropriate.
7. Save.

Review user-defined flags and fields

Updated: August 27, 2020

You can review user defined flags and fields.

About this task

Procedure

1. Access the **Application User Defined Flags/Fields (SAAAUDF)** page.
2. Enter the appropriate school term.
3. Go to the next section (Flag Descriptions section).
4. Review the descriptions for the flags that appear on the screen.
5. Go to the next section (Application User Defined Field Descriptions window).
6. Review descriptions for the fields that appear on this screen.
7. Exit.

Admissions Checklist Rules (SAACHKB) page

Updated: August 27, 2020

Use this page to build admissions request checklist items that generate automatically as an application is entered.

If the information in the Optional Selection Criteria section matches the information on the application, the checklist item in the Admission Request Codes section is added to the applicant's checklist. Data should be entered on this page before applications are entered into Banner Student®.

Main window

Updated: August 27, 2020

Use this window to build admissions request checklist items.

Key block

Use the Key block to enter the term for the admissions request checklist items.

Fields	Descriptions
Term	Term of admission for which rules are to be built/queried. Choices come from the Term Code Validation (STVTERM) lookup button.

Admissions Request Codes section

Updated: August 27, 2020

Use the Admissions Request Codes section to establish admissions request items that are standard for applications with common criteria. Field information generated automatically appears in the Checklist section of the Admissions Application Information (SAAADMS) page.

Use the Optional Selection Criteria and Curricula Criteria tabs to navigate between those two sets of data.

Fields	Descriptions
Note: The following fields are in the Admissions Request Codes.	
Item	Item code and description. Choices come from the Admission Request Checklist Code Validation (STVADMR) lookup button.
Inactive Indicator	Inactive Indicator which indicates whether the checklist requirement for the admissions request code is inactive. This field is used to inactivate a request code for the term without deleting the record. Choices are: `checked`-Checklist requirement is inactive. This value is stored in the database as `Y`. This prevents the item from being automatically added to the Checklist section on SAAADMS when the application is entered. `unchecked`-Checklist requirement is active. This value is stored in

Fields	Descriptions
	the database as *NULL*.
Term	Effective term code of the admissions checklist requirement. Choices come from the Term Code Validation (STVTERM) lookup button.
Note: The following fields are in the Optional Selection Criteria.	
Admission Type	Admission type to which the admissions checklist requirement applies. Leave the field blank to apply to all admission types. Choices come from the Admission Type Code Validation (STVADMT) lookup button.
Student Type	Student type to which the admissions checklist requirement applies. Leave the field blank to apply to all student types. Choices come from the Student Type Code Validation (STVSTYP) lookup button.
Residence	Residency to which the admissions checklist requirement applies. Leave the field blank to apply to all residencies. Choices come from the Residence Code Validation (STVRESD) lookup button.
Mandatory Indicator	Check box indicating whether the checklist is mandatory or not. Choices are: *checked*-Checklist is mandatory. This value is stored in the database as *Y*. *unchecked*-Checklist is not mandatory.
Note: The following fields are in the Curricula Criteria.	
Level	Level of the applicant to which the checklist requirement applies. Leave the field blank to apply to all student levels. Choices come from the Level Code Validation (STVLEVL) lookup button.
Campus	Campus to which the admissions checklist requirement applies. Leave the field blank to apply to all campuses. Choices come from the Campus Code Validation (STVCAMP) lookup button.

Fields	Descriptions
College	College to which the admissions checklist requirement applies. Leave the field blank to apply to all colleges. Choices come from the College Code Validation (STVCOLL) lookup button.
Degree	Degree to which the admissions checklist requirement applies. Leave the field blank to apply to all degrees. Choices come from the Degree Code Validation (STVDEGC) lookup button.
Program	Program for the curriculum to which the admissions checklist requirement applies. Leave the field blank to apply to all programs. List All Program Codes (SMRPRLE)
Field of Study Type	Field of study type for the curriculum to which the admissions checklist requirement applies. Leave the field blank to apply to all field of study types. The delivered value is `NULL`, and the default is `MAJOR`. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Code for the field of study (major) to which the admissions checklist requirement applies. Leave the field blank to apply to all majors. List All Major Codes (STVMAJR) Help Curriculum Rules (SOACURR) page

Curricula	Pulldown field used to specify if the curricular elements defined on the rule must come from the primary curriculum record, secondary curriculum record, or any curricula.
	
	Valid values are:
	
	`Primary`
	
	`Secondary`
	
	`Any`

Fields	Descriptions
	The default/delivered value is `Primary`.

Create admissions checklist rules

Updated: August 27, 2020

You can the checklist for admissions rules.

About this task

Procedure

1. Enter the term.
2. Access the **Admissions Request Codes** section.
3. Select **Insert** to add a new row, or move to a blank record.
4. Enter the item code.
5. Set the **Inactive Indicator**.
6. Enter the effective term.
7. Enter the optional selection criteria data for the checklist rule, such as student type, admission type, or residence code. Leave the fields blank if the item applies to all types.
8. Check the **Mandatory Indicator** if this item is required for a decision.
9. Enter the curricula criteria for the checklist rule, such as level, campus, college, degree, program, and field of study type and code. Leave the fields blank if the item applies to all codes.
10. Set the **Curricula** field to `Primary`, `Secondary`, or `Any Curriculum`.
11. Save

    Note: Rules can be created for any combination of the selection criteria as needed. Each rule must be unique and must exist before the application record is created to apply.

Admissions Decision and Rating Batch Entry (SAADCBT) page

Updated: August 27, 2020

This page allows institutions to group their applications in multiple ways and then enter decisions for those groups through batch entry.

This page allows institutions to enter ratings for the applications receiving a decision code or to enter only ratings for multiple IDs. All fields in the Key block are optional. Decision codes can be entered for several applications by entering the application decision code in the Key section and then entering the applicant IDs in the Batch Entry section. The curriculum checking in the page uses the SORLCUR and SORLFOS rows for validating curricula and fields of study for significant student accept decisions. The validation only takes place on the maximum number of curricula and fields of study for Learner (General Student), as determined on SOACTRL, and only pushes that number of curriculum rows from Admissions to Learner (General Student).

The field of study status in Admissions is also pushed, depending on the setting of the STVAPDC indicators for the decision. Either the `STVAPDC_CSTS_CODE` value in the STVAPDC table or a default value is used. The default values are for significant decisions only and include:

- If the `STVAPDC_ROW.STVAPDC_SIGNF_IND` field is set to *`Y`*, and the `STVAPDC_ROW.STVAPDC_REJECT_IND` field is set to `Y`, then the `DEFAULT_CSTS` value is changed to *`DENIED`*.
- If the `STVAPDC_ROW.STVAPDC_SIGNF_IND` field is set to *`Y`*, and the `STVAPDC_ROW.STVAPDC_INST_ACC_IND` field is set to `Y`, then the `DEFAULT_CSTS` value is changed to *`INSTACCEPT`*.
- If the `STVAPDC_ROW.STVAPDC_SIGNF_IND` field is set to *`Y`*, and the `STVAPDC_ROW.STVAPDC_STDN_ACC_IND` field is set to `Y`, then the `DEFAULT_CSTS` value is changed to *`APPACCEPT`*.
  The Learner (General Student) field of study status code defaults to *`INPROGRESS`*.

Key block

Updated: August 27, 2020

The following fields are in the Key block.

Fields	Descriptions
Term	The **Term** field in the key identifies the application term of interest. As each ID is entered, the Application Information section displays all applications for that ID for that term.
Decision	The **Decision** field is the decision code to be inserted into `SARAPPD_APDC_CODE` for each ID entered in the Batch Entry section.
Administrator ID	The **Administrator ID** field allows you to default the rating types associated with that administrator ID and role combination (from SAARRCT) and its associated rating types (from SAARRCT) into the Rating Assignments window. This allows institutions to enter ratings scores for the entered IDs at the same time that they enter their decision codes. However, ratings can also be entered, even if no decision code is entered. If no administrator ID is entered in the key, the Rating Assignments window is still displayed, but those fields (**Administrator ID**, **Role**, and **(Rating) Type**) will be blank.
Role	The **Role** field allows you to default the rating types associated with that administrator ID and role combination (from SAARRCT) and its associated rating types (from SAARRCT) into the Rating Assignments window. This allows institutions to enter ratings scores for the entered IDs at the same time that they enter their decision codes. However, ratings can also be entered, even if no decision code is entered. If no role code is entered in the key, the Rating Assignments window is still displayed, but those fields (**Administrator ID**, **Role**, and **(Rating) Type**)

Fields	Descriptions
	will be blank.
Level	This field is not required. If a value is entered, then only applications matching the criteria (possibly in combination with the term) are displayed in the Application Information section.
Campus	This field is not required. If a value is entered, then only applications matching the criteria (possibly in combination with the term) are displayed in the Application Information section.
College	This field is not required. If a value is entered, then only applications matching the criteria (possibly in combination with the term) are displayed in the Application Information section.
Degree	This field is not required. If a value is entered, then only applications matching the criteria (possibly in combination with the term) are displayed in the Application Information section.
Program	This field is not required. If a value is entered, then only applications matching the criteria (possibly in combination with the term) are displayed in the Application Information section.
Major	This field is not required. If a value is entered, then only applications matching the criteria (possibly in combination with the term) are displayed in the Application Information section.

Application Summary section

Updated: August 27, 2020

The Application Summary section displays all valid applications for the selected ID for the term, in addition to the level, campus, college, degree, program, and major in the key.

Curriculum summary information is also displayed here. You can scroll through the records, and the application you leave active is the application that is updated with the new decision code and ratings. Go to the next section from the Key block to access the **ID** field in the Batch Entry section. You can navigate back to the Application Summary section after you have entered an ID, and then you can scroll through the applications that match the criteria in the key for that ID.

Note: Users are not permitted to perform any search functions in this section. Doing so would clear data already entered in the Batch Entry section.

Fields	Descriptions
Application blank of blank	Displays the record number of the application being viewed in the Application Summary section and the total number of application records for the ID, such as **Application** `1` **of** `8`. Records can be scrolled through using the **Left** and **Right Arrow** buttons.
Application Preference	Preference value entered on the application.
Status	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Status** field will be updated from `I`(Incomplete) to `C`(Complete). If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the **Status** field will be updated from `I`(Incomplete) to `C`(Complete).
Outstanding Requirements	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box will be updated from checked (`Y`) to unchecked (blank). (No outstanding items exist.) If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box in the Admissions Application Summary information will be updated from checked

Fields	Descriptions
	(`Y`) to unchecked (blank). (No outstanding items exist.)
Priority	This is the priority number that defines the curriculum rank.
Program	This is the program for the curriculum record.
Level	This is the level for the curriculum record.
College	This is the college for the curriculum record.
Campus	This is the campus for the curriculum record.
Degree	This is the degree for the curriculum record.
Catalog Term	This is the catalog term code for the curriculum record.
Field of Study Type	Field of study type for the curriculum.
Field of Study Code	Code for the field of study.
Field of Study Department	Department for the field of study.

Batch Entry section

Updated: August 27, 2020

The Batch Entry section allows you to enter each ID to be given the decision code that was entered in the key.

As the ID is entered, it is validated as a valid Banner® ID, and its associated applications for the term, level, campus, college, degree, program, and major in the key are displayed in the Application Summary section. In addition, the name of the person is displayed. If the ID is not a valid Banner ID, an auto-hint message states: `* ERROR * ID does not exist; press LIST for name/ID search`. If no application exists for this ID that matches the criteria entered in the key, then the following autohint appears: `* ERROR * ID does not have an application for entered criteria; press List for application summary`.

Note: The List function accesses the Admissions Application Summary (SAASUMI) page allowing you to view all applications for this ID.

Assign Ratings window

Updated: August 27, 2020

The Assign Ratings window is displayed when you select the Assign Ratings section or select Assign Ratings from the Options Menu. However, you must first save the batch entry record.

If an administrator ID code and a role code were entered in the key, then these codes and their associated rating types (from SAARRCT) are displayed in the Assign Ratings window. The rating data entered into the Assign Ratings window pertains to the ID record noted at the top of the window.

After you have entered all the rating types and ratings in the Assign Ratings window, use the **Return** button or the Batch Entry section to return to the main window and enter the next ID to receive a decision code and ratings.

If rating types and ratings are entered in the Assign Ratings window, then the administrator ID, role and rating type, and ratings are inserted into the Admissions Rating Table (SARRRAT).

When you have entered all the IDs to receive a decision code and /or ratings, save the records. If a decision code is entered in the key, then a decision record for each ID on the page is inserted into SARAPPD with the decision code from the key going into `SARAPPD_APDC_CODE`. The `SARADAP_APST_CODE` is updated, and the **Maintained by** field (`SARADAP_MAINT_IND`) is set to *`BATC`* for batch decision on the Admissions Decision (SAADCRV) page.

Admissions Decision (SAADCRV) page

Updated: August 27, 2020

This page is used to enter admissions decisions.

Admission Decisions can be called from the Admissions Application Page or can be selected from the Admissions Menu. When the applicant accepts the institution's offer of admission, a student record is created by the system and the student is able to register. Decision codes can be entered in two ways: either by data entry in the Application Decision section or through the decision calculator.

Note: Although only one applicant acceptance decision type can be entered per application, an applicant can decide to accept multiple offers of admission for the same term provided they are associated with different applications.

Decision codes with the **Inactive Application** flag checked (set to *Y*) on the Admission Application Decision Code Validation (STVAPDC) page can also be saved on SAADCRV. If a general student record exists, the student status is updated to *IS* (Inactive Student) if the following conditions are true:

- There are no registration records that depend on the existence of the general student record.
- All the active curricula associated with the general student record match those associated with the application.
- None of the active curricula associated with the general student record has been changed, because the general student record was created.

Because of the complex curriculum validation and communication plan processing that occurs when records are saved on this page, the creation of multiple records prompts the user to save any changes. If you have made unsaved changes to one record, then press **Enter**, which displays `Do you want to save the changes you have made? You must save your changes to proceed to the next record. Yes or No` the results for choosing each option are:

- `Yes` - The changes for the record you are working on are saved, and the necessary validation and communication plan processing proceeds.
- `No` - The save changes message displays until you either save or exit the page.

Note: Restricting the modification process eliminates the ability to create a new record without saving changes to the one you are currently working on and eliminates confusion over the record for which curriculum checking and communication plan processing are occurring.

Use the main window to view application summary and decision data for a student for a specific term. Use the tabs from the main window to access the secondary windows and additional information related to high school, prior college, test score, application decision letters, decision calculations, and rating reviews for the student. The Application Summary section in the main window is accessed by the Decision Processing section if you want to go back to the main window from a secondary window. The Decision Data section in the main window is accessed by the Application Decision section if you want to go back to the main window from a secondary window.

Use the **Application blank of blank** field to display the record number of the application being viewed in the Application Summary section and the total number of application records for the ID, such as **Application** *1* **of** *8*. Records can be scrolled through using the **Left** and **Right Arrow** buttons.

The curriculum checking in the page uses the SORLCUR and SORLFOS rows for validating curricula and fields of study for significant student accept decisions. The validation will take place on only the maximum number of curricula and fields of study for Learner (General Student), as determined on SOACTRL, and only that number of curriculum rows will be pushed from Admissions to Learner (General Student).

The field of study status in Admissions is also pushed, depending on the setting of the STVAPDC indicators for the decision. Either the `STVAPDC_CSTS_CODE` value in the STVAPDC table or a default value is used. The default values are for significant decisions only and include:

- If the `STVAPDC_ROW.STVAPDC_SIGNF_IND` field is set to *Y*, and the `STVAPDC_ROW.STVAPDC_REJECT_IND` field is set to `Y`, then the `DEFAULT_CSTS` value is changed to *DENIED*.
- If the `STVAPDC_ROW.STVAPDC_SIGNF_IND` field is set to *Y*, and the `STVAPDC_ROW.STVAPDC_INST_ACC_IND` field is set to `Y`, then the `DEFAULT_CSTS` value is changed to *INSTACCEPT*.
- If the `STVAPDC_ROW.STVAPDC_SIGNF_IND` field is set to *Y*, and the `STVAPDC_ROW.STVAPDC_STDN_ACC_IND` field is set to `Y`, then the `DEFAULT_CSTS` value is changed to *APPACCEPT*.
  The Learner (General Student) field of study status code defaults to *INPROGRESS*.

Communication Plan Change window

Updated: August 27, 2020

If an admissions decision is made that creates a student record, this may affect a person's communication plan. If this is the case, the Communication Plan Change window will display, and the user may make changes to the communication plan.

Note: To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the page.

Fields

Updated: August 27, 2020

The window contains the following fields.

Fields	Descriptions
Communication Plan	The communication plan code. List Communication Plan Validation (STVCPLN)
Description	Description of the plan code.
Recruit, Applicant, Learner	Radio group which displays the module the plan exists in: *`Recruit`*, *`Applicant`*, or *`Learner`*.
Term	The recruit term or the admissions term for the plan. If the plan is in Recruiting (radio group is set to *`Recruit`*), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (radio group is set to *`Applicant`*), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to *`Learner`*), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Sequence Number	The sequence number or the application number for the plan. If the plan is in Recruiting (radio group is set to *`Recruit`*), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (radio group is set to *`Applicant`*), the List function accesses the Admissions Application Summary

Fields	Descriptions
	(SAASUMI) page. If the plan is in General Student (radio group is set to `Learner`), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Active Plan	Check box indicates when checked that the communication plan is active. Only active communication plans display in this window. You can inactivate a plan by unchecking the **Active Plan** check box.
Pending Mail	Indicates whether mail exists for the plan. When the communication plan is first added, the field is blank, because the materials have not been created. This value cannot be changed. Choices are: • `checked`-Unsent mail exists for the communication plan. This value is stored in the database as `Y`. • `unchecked`-No pending mail exists for the plan. This value is stored in the database as `N`.
Delete Mail	Indicate whether to delete mail for the communication plan. This field can be changed to `Y` (checked) if there is pending mail for the plan and the **Active Plan** check box has been unchecked. This field cannot be changed when the **Active Plan** check box is checked because of processing that takes place when materials are created. Missing materials are created for all active communication plans. If you delete the mail on an active plan, the materials are recreated when you save the plan. If the **Active Plan** check box is checked, and the **Delete Mail** field is checked, the

Fields	Descriptions
	communication plan is deleted from the Communication Plan Assignment (SOAPLAN) page, along with any existing mail on the Student Mail (SUAMAIL) page. Choices are: • *checked*-Delete communication plan mail. This value is stored in the database as *Y*. • *unchecked*-Do not delete communication plan mail. This value is stored in the database as *N*.

Options

Updated: August 27, 2020

The following navigation options are available on the Communication Plan Change window.

Option	Description
Student Mail	Use the Student Mail item in the Options Menu to access the Student Mail (SUAMAIL) page to update/view mail for the current ID in the Key block of the application page.
Return	Use the **Return** button or the Return to (Applicant, Recruit, or Prospect) item in the Options Menu to go back to the **Term** field on the main window of the application page. If the plan was initiated when a record was removed, the process will continue. This option will not return you to the main window if there are pending changes in the window. All changes must be saved before

Option	Description
	returning.
Start Over	Use the Start Over function to do a complete page Start Over. The cursor will be returned to the Key of the application page. This function will not return you to the main window if there are pending changes in the window. All changes must be saved before returning. To access the Communication Plan Change window, all changes must have been saved on the application page, except in the case of the record being removed. If you do not make any changes in the Communication Plan Change window, you will not be prompted to save your changes.

Functions and Updatable Fields window

Updated: August 27, 2020

You may use Oracle functions to modify communication plan records.

Action	Description
Delete old plans	Use the Remove Record function. This will also automatically delete pending materials.
Insert new plan	Use the Insert Record function. You must enter the plan code and select the module. If the module is Recruiting or Admissions, you must also enter a term and sequence number.
Update plan	Change the active status and delete pending mail by changing the value of the **Active Plan** check box to checked or unchecked and the **Pending Mail** check box to checked or unchecked.

Action	Description
Next and Previous section	These functions are not allowed in the Communication Plan Change window. To navigate back to the main window of the application page, press the **Return** button**,** select the Return to (Applicant, Recruit, or Prospect) item in the Options Menu, or use the Duplicate Item function. All changes must be saved before exiting the Communication Plan Change window.

Decision Processing window

Updated: August 27, 2020

This window displays the application summary and curriculum summary information. This window is accessed by the Decision Processing section.

Fields	Descriptions
Application Preference	Preference value entered on the application.
Status	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Status** field will be updated from `I`(Incomplete) to `C`(Complete). If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the **Status** field will be updated from `I`(Incomplete) to `C`(Complete).
Outstanding Requirements	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box will be updated from checked `(Y`) to unchecked (blank). (No outstanding items exist.) If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the

Fields	Descriptions
	Outstanding Requirements check box in the Admissions Application Summary information will be updated from checked (*Y*) to unchecked (blank). (No outstanding items exist.)
Priority	This is the priority number that defines the curriculum rank.
Program	This is the program for the curriculum record.
Level	This is the level for the curriculum record.
College	This is the college for the curriculum record.
Campus	This is the campus for the curriculum record.
Degree	This is the degree for the curriculum record.
Catalog Term	This is the catalog term code for the curriculum record.
Field of Study Type	Field of study type for the curriculum.
Field of Study Code	Code for the field of study.
Field of Study Department	Department for the field of study.

High School Review window

Updated: August 27, 2020

This window is a summary of the student's high school data used in the automatic decision calculation. High school data is entered and maintained on the High School Information (SOAHSCH) page. This window is accessed by the High School Review section.

Prior College and Degree Review window

Updated: August 27, 2020

This window is a summary of the student's prior college and degree data used in the automatic decision calculation. Prior college and degree data is entered and maintained on the Prior College (SOAPCOL) page. This window is accessed by the Prior College and Degree Review section.

Application Decision window

Updated: August 27, 2020

This window is used to maintain decision data and indicators. This window is accessed by the Application Decision section.

Test Score Review window

Updated: August 27, 2020

This window is used to review the test score information associated with the applicant. Test scores are entered and maintained on the Test Score Information (SOATEST) page. This window is accessed by the Test Score Review section.

Application Decision Letter window

Updated: August 27, 2020

Use this window to enter a letter to be sent to the applicant. This window is accessed by the Application Decision Letter section.

Decision Calculator window

Updated: August 27, 2020

This window provides a mechanism for the decision to be calculated automatically based on the rules on the Decision Rules (SAADCSN) page. This window is accessed by the Decision Calculator section.

Fields	Descriptions
Calculate Decision	Use the **Calculate Decision** check box to calculate the admissions decision.

Rating Review window

Updated: August 27, 2020

Use this window to review rating types and ratings for the ID and admissions application in the main window. This window is accessed by the Rating Review section.

Conditional Decisions window

Updated: August 17, 2023

The Conditional Decisions window provides a mechanism to provide conditional offers that must be met by an applicant with a set of requirements to get an offer from the institution. You can create, update, cancel interviews using the Conditional Decisions window.

Ellucian recommends that the institutions note the following.

- You cannot delete or update decisions with an attributed Offer Conditions after saving. You can only add or insert new decisions subsequently.
- The Conditional Decisions window renders as All/DfE Conditional Decisions for institutions with browser setting as English-UK.
- You must maintain all Conditional Decisions in the SOAXREF page for Decision LOV to work
- The Decision LOV displays the decision values entered in the SOAXREF page for the STVAPDC cross reference label.
- The Decision LOV displays the Electronic Value (SORXREF_EDI_VALUE) for all decisions entered in this page.
- When a decision is saved in the Conditional Decisions window, the equivalent STVAPDC code entered in SOAXREF page (SORXREF_BANNER_VALUE) will be available in the Application Decision window.

Field	Description
Conditional Decisions section	
Decision	Conditional decision to be applied in the application, of any. **Note:** Banner supports the Withdraw at candidate request decision through the SAADCRV page. Using this page, you can withdraw an application or decline an offer at the candidate's request. You should maintain the Withdraw at candidate request value in the SOAXREF page and should map to valid withdrawn decision code from the STVAPDC page. Example:

Field	Description
	• sorxref_xlbl_code - STVAPDC • sorxref_edi_value - Withdraw at candidate request • sorxref_edi_qlfr - DFE • sorxref_banner_value - WW (STVAPDC Code corresponding to withdrawn) • When the decision is sent to DfE and an InBound job is run, the WITHDRAWN OR DECLINED FOR CANDIDATE is set to Y in the SAIEAST page.
Admit Curriculum	Curriculum for decision code for offers with changed curriculum. **Note:** For the Admit Curriculum LOV to display, you must enter the SOACMAP records for a term.
Attendance Type	Attendance type for the curriculum mapping record. Options available are Full Time, Part Time, and None.
Location/Campus	Campus code for the curriculum mapping record.
Training Provider	Source/background institution for the curriculum mapping record.
Reject/Withdraw Reason	Supporting reasons for every reject or withdraw offer decision applied.
Confirm Deferred as Conditions Met	Determines the status of the confirmed deferred application at DfE. The field values available are: • Yes: Indicates that the application conditions are met during the defer confirmation and application status is recruited. • No:Indicates that the application conditions are not met during the defer confirmation and application status is still pending conditions. **Note:** This field is intended for the UK clientele using the DfE

Field	Description
	solution for Banner.
Offer Conditions section	
No	Sequential number of the offer conditions.
Condition	Conditional offer requirements to be met. A decision can have any number of offer conditions.
Reject Reasons section **Note:** You can view the **Reject Reasons** section, only if you select `Reject` as the **Decision** field option in the Conditional Decisions window.	
Reject Code	Reject codes listed in the STVAPDR window for selection. In the STVAPDR page, the codes with 'DfE' as source are displayed in Reject Code LOV.
Reject Reason	Displays the description of the reason to reject. An application can get rejected in the following ways: • When you select the decision as Reject, the Reject Reasons section is available in the Conditional Decisions window. You can enter the Reject Code and Reject Reason and save the record. Then, run the DfEOutBound job, to send the Reject decision is to DfE. • When you select the decision as Reject, and enter the rejection reason in the Reject/Withdraw Reason field of the Conditional Decisions section. Run the DfEOutBound job to send the Reject decision to DfE.
Note: After you process the decision, the system will not allow you to update the reject code and reject reason.	
Interview Details section **Note:** Institutions must maintain the `Interviewing` value in the SOAXREF page should map the valid Withdrawn Decision code from the STVAPDC page. Example:	

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td colspan="2">

sorxref_xlbl_code - STVAPDC
sorxref_edi_value - Interviewing
sorxref_edi_qlfr - DFE
sorxref_banner_value - DI (STVAPDC Code having Institutional acceptance of application set to Y)

While you create, update, and cancel the interviews from the Conditional Decisions window, ensure to note the following information.

Enter the decision as `Interviewing`, and provide the interview details in the INTERVIEW DETAILS section.
Run the DfEOutBound job to send the interview details to DfE.
Run the DfEInBound job to update the Interview ID from DfE in the SAADCRV page.
Provide the cancellation reason in Cancellation Reason field to cancel the Interviews from Banner.
You can view the scheduled interviews in DfE in the Interview Details section of the Conditional Decisions window.
You cannot create interviews that matches the date, time, and location and provider and additional details as per the application. At least any one of the information should differ.
You can update or cancel an interview only after the SAADCRV page displays the Interview ID.

</td></tr>
<tr><td>Interview Date</td><td>Date of the interview.

The interview date must be between the current date and the future date.</td></tr>
<tr><td>From Time</td><td>Time when the interview starts. The valid values are from 0 to 2359.</td></tr>
<tr><td>To Time</td><td>Time when the interview ends.</td></tr>
</table>

Field	Description
	Note: This field is not a mandatory entry for the DfE users and hence can be left blank.
Organization carrying out interview	Training provider's code.
Interview ID	System generated unique ID of this interview.
Location	Location details of where the interview is taking place.
Additional Details	(Optional) Additional details, if any.
Cancellation Reason	Reason for the interview cancellation.

Admissions Decision Rules (SAADCSN) page

Updated: August 27, 2020

Use this page to enter criteria for system-calculated admission decisions. Student information entered in the Key block is compared to admissions application data.

The remainder of this page is used to enter high school, high school subject, prior college, test score, and rating information to be compared to the student's data.

Note: Enter rules on this page before calculating any admissions decisions.

Prerequisite

Updated: August 27, 2020

The default setting for this page is search mode.

Main window

Updated: August 27, 2020

Use this window to enter prior high school and college information.

Decision section

Updated: August 27, 2020

Use the Decision section to establish rules for applicant criteria, high school data, and prior college information for automated admissions decisions.

Note: Create a separate record for each new set of rules for each decision. In other words, multiple records can exist with the same decision code but with a different set of rules.

Fields	Descriptions
Term	Term for the decision sequence. Choices come from the Term Code Validation (STVTERM) list.
Sequence	Sequence number associated with the term code. This value is system-generated.
Decision	Application decision code. The system will assign this code to the admissions records of applicants meeting all requirements under the associated decision sequence. Choices come from the Admission Application Decision Code Validation (STVAPDC) list.
Priority	Alphanumeric code used to determine which decision is selected in the batch process when multiple decisions qualify. The lowest priority value will be chosen first. For example, priority `001` will be selected first. Because the code is alphanumeric, all values should be entered with the same number of digits and the same case to ensure expected sorting. For example, `99` will be sorted after `101`, but `099` will be sorted before `101`. Alpha characters are sorted by their ASCII values. For example, `a1` will be sorted after `A1`, and `A` will be sorted after `1`. If no priority is entered, the greatest decision code is sorted first.
Admission Type	Admission type code associated with an applicant admission type. Choices come from the Admission Type Validation (STVADMT) list.
Student Type	Code to identify the student type required for the decision

Fields	Descriptions
	sequence. Choices come from the Student Type Code Validation (STVSTYP) list.
Residence	Code to identify the residency required for the decision sequence. Choices come from the Residence Code Validation (STVRESD) list.
Citizenship	Citizen code required for the decision sequence. Choices come from the Citizen Validation (STVCITZ) list.
Full or Part Time	Indicator to identify the enrollment status of the applicant governed by the decision sequence. Choices: • `F` – Full-time • `P` - Part-time
Session	Code to identify the session associated with the decision sequence. Choices come from the Session Validation (STVSESS) list.
Primary Curriculum - Level	Degree level code. Choices come from the level code defined on the Level Code Validation (STVLEVL) list.
Primary Curriculum - Campus	Primary campus code required for the decision sequence. Choices come from the Campus Validation (STVCAMP) list.
Primary Curriculum - College	Code to identify the primary college governed by the decision sequence. Choices come from the College Validation (STVCOLL) list.
Primary Curriculum - Degree	Code to identify the primary degree governed by the decision sequence. Choices come from the Degree Code Validation (STVDEGC) list.
Primary Curriculum - Program	Primary program code required for the decision sequence. Choices come from the Program Rules Definition (SMAPRLE) list.
Primary Curriculum - Field of Study Type	Field of study type for the primary curriculum record. List Field of Study (GTVLFST)
Primary Curriculum - Field of Study Code	Code for the field of study. Identifies the primary major governed by the decision sequence.

Fields	Descriptions
	List All Major Codes (STVMAJR)
Secondary Curriculum - Level	Secondary degree level code. Choices come from the level code defined on the Level Code Validation (STVLEVL) list.
Secondary Curriculum - Campus	Secondary campus code required for the decision sequence. Choices come from the Campus Validation (STVCAMP) list.
Secondary Curriculum - College	Code to identify the secondary college governed by the decision sequence. Choices come from the College Validation (STVCOLL) list.
Secondary Curriculum - Degree	Code to identify the secondary degree governed by the decision sequence. Choices come from the Degree Code Validation (STVDEGC) list.
Secondary Curriculum - Program	Secondary program code required for the decision sequence. Choices come from the Program Rules Definition (SMAPRLE) list.
Secondary Curriculum - Field of Study Type	Field of study type for the secondary curriculum record. List Field of Study (GTVLFST)
Secondary Curriculum - Field of Study Code	Code for the field of study. Identifies the secondary major governed by the decision sequence. List All Major Codes (STVMAJR)
High School Diploma	Diploma that the applicant must have been awarded to qualify for the decision code entered on this section. Choices come from the Diploma Type Validation (STVDPLM) list. The diploma entered on the High School (SOAHSCH) page must equal the diploma code entered here for this decision to be automatically generated for the applicant.
High School GPA	Minimum high school grade point average required under the associated decision sequence.

Fields	Descriptions
	GPA values entered on the High School Information (SOAHSCH) page are alphanumeric, and this could impact how a GPA value associated with an applicant's data is compared with decision rules. For example, a GPA value of 2.5 entered as an applicant's high school GPA will be considered less than 2.50 if that is the value entered on a decision rule, because of the way the system sorts alphanumeric characters. As such, this should be taken into consideration when defining decision rules based upon high school GPA data.
High School Percentile Minimum	Minimum high school class rank percentile required for the decision sequence. The format is 999.99.
High School Percentile Maximum	Maximum high school class percentile required for the decision sequence. The format is 999.99.
College Preparatory	Indicates if completion of a college preparatory high school curriculum is required under the associated decision sequence. Choices: • *checked*-College Preparatory required. • *unchecked*-College Preparatory not required.
College Degree	Code to identify the college degree that is required for the decision sequence. Choices come from the Degree Code Validation (STVDEGC) list. The degree entered on the Prior College (SOAPCOL) page must equal this degree for this decision to be automatically generated for the applicant.
College Hours	Number of prior college hours required. The format is 999.99. The decision calculator used by SAADCRV and the Admit Decision Calc Report (SARBDSN) sums up the transfer credit hours for all prior college records before comparing them with admissions

Fields	Descriptions
	decision rules defined on SAADCSN.
College GPA	Minimum grade point average of prior college transfer hours. The value can be `0.00` - `9.99`. GPA values entered on the Prior College (SOAPCOL) page are numeric, and this could impact how a GPA value associated with an applicant's data is compared with decision rules. In contrast to how high school GPA values are compared with decision rules, a GPA value of 2.5 entered as an applicant's prior college GPA is considered equal to 2.50, if that is the value entered on a decision rule.

High School Subject section

Updated: August 27, 2020

Use this section to record high school subjects and minimum requirements for the automated admissions decisions.

Subjects entered for the applicant in the High School Subjects section on the High School (SOAHSCH) page are compared to entries in this section to determine if the student qualifies for the decision.

Fields	Descriptions
Decision Sequence	Sequence number associated with the term code. This value comes from the Key block. It cannot be changed.
Term	Term for the decision sequence. This value comes from the Key block. It cannot be changed.
Subject	Code to identify the high school subject required to admit an applicant under the decision sequence. Choices come from the High School Subject Validation (STVSBJC) list.
Grade	Minimum grade required for the high school subject. Use an alphabetic grade.

Fields	Descriptions
	• The grade entered is compared to the grade entered for the same subject on the applicant's High School (SOAHSCH) page in the High School Subjects section. • The high school grade must be less than or equal to the grade entered on the Decision section to qualify. The letter representation entered on SOAHSCH must be less than the grade entered in the Decision section. • However, the lower the letter representation, the higher the grade. For example, alphabetically, A is less than C but the opposite is true for grade value. A grade of A is greater than a C. If a C is entered on the decision page, a grade of A, B or C entered in the High School Subject section would qualify.
Years	Minimum number of years a high school subject is required for admission under the decision sequence. The format is 99.99.
GPA	Minimum earned grade point average in the high school subject area required for admission under the decision sequence.

Test Score window

Updated: August 27, 2020

Use this window to record tests and minimum or maximum scores that are required for the decision being added or updated. These tests and scores are compared to information entered on the Test Score (SOATEST) page to determine if the applicant qualifies for the decision.

This section must correspond to a decision record displayed at the top of the page.

Fields	Descriptions
Decision Sequence	Sequence number associated with the term code. This value comes from the Key block. It cannot be changed.
Term	Term for the decision sequence. This value comes from the Key block. It cannot be changed.
A/O (and Connector)	Code that determines how the test score is used with other test

Fields	Descriptions
	scores during the decision process. Choices: • `A` (AND)-Each test score must meet certain criteria. For example, the score from test A must equal 900, and the score from test B must equal 750. • `O` (OR)-One of the test scores must meet certain criteria. For example, the score from test A must equal 900, or the score from test B must equal 750.
'(' (Left Parenthesis)	Left parenthesis used to group conditions. You can enter up to ten left parentheses.
Test	Code and description used to identify the test required for admission under the decision sequence. Choices come from the Test Code Validation (STVTESC) list.
Minimum Score	Minimum test score required for the decision sequence. Choices come from the Test Code Validation (STVTESC) list.
Maximum Score	Maximum test score required for the decision sequence. Choices come from the Test Code Validation (STVTESC) list.
')' (Right Parenthesis)	Right parenthesis used to group conditions. You can enter up to ten right parentheses.
Order	Order of conditions in this section, starting with 1 (one).
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 (STVTESC) page.
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 (STVTESC) page.

Ratings window

Updated: August 27, 2020

This window allows you to use a minimum or maximum rating required for the decision code being added or updated. Ratings are entered for applicants on either the Admissions Rating (SAARRAT) page or the Admissions Decision and Rating Batch Entry (SAADCBT) page.

Ratings entered are used in the automated decision process. This section must correspond to a decision record displayed at the top of the page.

Fields	Descriptions
Decision Sequence	Sequence number associated with the term code. This value comes from the Key block. It cannot be changed.
Term	Term for which this rule becomes effective. The rule is effective for this term and all future terms.
Rating Type	Code and description that identify which rating types are to be used in the decision calculation process. SAARRCT is used to define the parameters within which each rating type must fall (i.e., the minimum and maximum rate, etc.). Choices come from the Admissions Rating Type Validation (STVRATP) list.
Minimum Rating	The minimum rating that an applicant can have for the specific rating type for the decision calculation process to assign the decision code.
Maximum Rating	The maximum rating that an applicant can have for the specific rating type for the decision calculation process to assign the decision code.
Rating for	Rate assigned to the applicant. Ratings are entered on either SAARRAT or SAADCBT.
must be in range of	Range between which the rate must appear. These values are taken from the

Fields	Descriptions
	rule page SAARRCT.

Enter an admission decision rule

Updated: August 27, 2020

You can enter an admission decision rule.

About this task

Procedure

1. Access the **Admissions Decision Rules (SAADCSN)** page.
2. Enter the term code.
3. Enter the admission decision code.
4. Enter the level code.
5. Enter any other available information for the admission decision code.
6. Go to the High School Subject section.
7. Enter the high school subject code.
8. Enter any other available information for the high school subject code.
9. Go to the Test Score window.
10. Enter test code.
11. Enter any other available information for the test code.
12. Go to the Ratings window.
13. Enter the rating type.
14. Enter any other available information for the rating type.
15. Save.

Electronic Application Process (SAAEAPS) page

Updated: August 27, 2020

This page is used to display admissions applications received electronically.

It allows a user to perform required manual verification steps, performs system verification of data, and is also used to request that the information be moved from the holding tables to the permanent Banner® tables. The page is entered in search mode to allow the user to specify the criteria to select electronic applications to be displayed and processed. After performing an appropriate search, the **Completion Indicator** check box and the **Accepted Indicator** can be updated. Other special functions can be performed to navigate through the page using the Options Menu.

Special Functions

Updated: August 27, 2020

This is a list of special functions.

- Use the Remember Banner® ID item in the Options Menu to use the Banner ID associated with one of the records on SAAEAPS, when you navigate to another page.
- Use the Change PIN section, the Change PIN item in the Options Menu, or a Help function to change a person's PIN (Personal Identification Number). Different navigation occurs, depending on the value in the **Record Type** field.
    - When the cursor is placed on a record with a **Record Type** of *S* (Student), the record was created using student (secured) Web processing. Student Web processing is available to persons who already exist on the Banner database, have a valid student (SGBSTDN) record, and access the Web using the existing Banner ID and Banner PIN.
      When used with student record types, the Change PIN item in the Options Menu or a Help function will access the Third Party Access (GOATPAC) page where the Banner PIN is maintained. The Banner PIN can then be changed as required. The Change PIN section will not be active for records with a **Record Type** of *S* (Student).
    - When the cursor is placed on a record with a **Record Type** of *N* (Non-Student), the record was created using unsecured Web application processing. Unsecured Web processing is available to anyone, and the applicant uses whatever ID and PIN are desired.

When used with non-student record types, the Change PIN section, Change PIN Options Menu item, or a Help function will access the Non-Student PIN Change section in the Change PIN window, where non-student PINs can be changed.

- Use the Verification Steps section, the Manual Verification Steps item in the Options Menu, or a Duplicate Item function to transfer to the Verification Steps window. This window contains institution-defined manual verification steps which must be completed before the person or an application can be loaded to the permanent Banner tables. From the Person Manual Verification Steps section, you will also be able to match an application to an existing Banner ID or create a new Banner person, if the applicant does not already exist as a Banner person.
- Use the Review Results section, the Review Results item in the Options Menu, or go to the next section to transfer to the Review Results window. This window displays the verification procedures and routines which will be executed when system verification of the application is performed and also displays the results of any verifications already performed. Allowed overrides to verification procedures and routines are performed in this window.
- Use the Verify Application item in the Options Menu or a Count Query Hits function to verify the application data. When verification is performed, all verification procedures and routines which have not been overridden or completed will be performed. Verification results can be displayed in the Review Results window. Application data cannot be loaded into the permanent Banner tables until all required verification procedures and routines have been overridden or completed.
- Use the Load Application item in the Options Menu or an Insert Record function to load data into the permanent Banner tables. When Load is requested, all data which has been verified or for which required verification has been overridden will be loaded to the permanent Banner tables.

Match records

Updated: August 27, 2020

SAAEAPS uses the Common Matching Entry (GOAMTCH) page and Common Matching algorithm to assist in matching incoming Web and EDI application records to existing Banner records. Use the following steps to resolve suspended records or to match and load new records from SAAEAPS.

About this task

Procedure

1. Query for the admissions records that have been suspended (where the **Application Status** is *U* for "suspended"), or by any of the other fields.
2. Set the **Accepted Indicator** to *Y* if it is still set to *U*.
3. Select the Verification Steps section or the Manual Verification Steps option from the Options Menu to access the Verification Steps window.
4. Mark any of the person or application steps complete, except for the *IDVR* step, and then save the changes.
5. Select the *IDVR* step, and then choose the Associate Person with ID item from the Options Menu.
6. This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record from the **Select an ID** field.
    - **Electronic ID** – This is the ID used by the applicant when the electronic application was submitted.
    - **Local ID** – This is the locally assigned ID reported by the applicant when the electronic application was submitted. It is used for applications filed through EDI. For example, this may be a generated ID from another institution or the person's high school.
    - **SSN** – This field displays the value reported by the applicant as a social security or other Federal ID number when the electronic application was submitted.
    - **Banner ID** – This field is used to specify the ID which should be used when the SPRIDEN record is created for the applicant in Banner.
    - **Generate ID** – This field indicates that Banner should generate an ID for this person.
7. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
8. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of

the selected Web application. This source code can be changed if desired.

If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the lookup button.

go to the next section to populate the Data Entry section with all of the data for the incoming electronic applicant record that is present in the temporary tables.

9. You can update or adjust the data in the Data Entry section if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
10. After the data has been “cleaned up”, use go to the next section to call the matching algorithm, or select the **Duplicate Check** button.
11. The incoming electronic application can be a match, a potential match, or a new record:
    a. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match section.
    b. If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.
    c. If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.
12. If the person is found to be an exact match, you can do one of three things:
    a. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.
    b. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.
    c. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
13. After selecting one of the options above, the user will be returned to the Verification Steps window, and the `IDVR` step will be marked as complete. Continue processing

the electronic applicant as needed.

Main window

Updated: August 27, 2020

The main window contains a Key block and Electronic Applications section.

Key block

Updated: August 27, 2020

The Key block information can be used to specify the ID of a particular applicant for whom data should be displayed.

If an ID is entered, only data for applications filed using the specified ID will be displayed. If no ID is specified, the Application Processing section will display in search mode, and you will need to specify the criteria for applications to be displayed, and then search. The following fields are in this section.

Fields	Descriptions
Web ID	The **Web ID** field can be used to specify the ID of an applicant for whom data is to be displayed. The value entered must be a valid electronic ID as stored in the application holding tables. Use a List function to access the Electronic Applicant Search (SOAEIDN) page where you can search for valid electronic IDs using that name. When a valid ID is entered, the name from the application holding tables will be displayed. If an application is entered through Banner Student Self-Service and then the applicant's ID is deleted from SAAEAPS, that ID can be used again to enter an application on the Web. List Electronic Applicant Search (SOAEIDN)

Fields	Descriptions
	page
Record Type	The **Record Type** field will display *S*, *N*, or *X*, depending upon application data associated with the entered ID. • It will display *S* if the applicant filed an application using the specified ID through Student (secured) self-service admissions application processing. • It will display *N* if the applicant filed an application using the specified ID through Non-Student (unsecured) self-service admissions application processing. • It will display *X* if the specified ID was used to file an application through both student and non-student self-service admissions application processing. If *X* is displayed, the user must select to view either the application filed using Student processing (by changing the *X* to *S*) or to view the application filed using Non-Student processing (by changing the *X* to *N*).
Add Date	The **Add Date** field displays the date on which the application was added to the holding tables. To search on all electronic applications that were created on a specific date, enter the date in the **Add Date** field in the Key block. go to the next section to retrieve and

Fields	Descriptions
	display the applications having a date equal to the add date in the key. You can enter `%` for your search, so that system-created items with a time component will be considered in the search.

Electronic Applications section

Updated: August 27, 2020

The Electronic Applications section displays summary information about electronic applications.

It allows you to perform required manual verification, person system verification of data, and also to request that the information be moved from the holding tables to the permanent Banner tables. Use the Electronic Applications section to access this section from secondary windows on the page. If an electronic ID is entered in the Key block, only application data associated with that ID will display. If no electronic ID is entered in the Key block, the Electronic Applications section is entered in search mode. Queries can be performed by **Application Number**, **Applicant Record Type**, **Application Type**, **Term**, **Source**, **Add Date**, **Completion Indicator**, **Accepted Indicator**, **Process**, **Process Date**, **Person Status**, and **Application Status**. (**Applicant Name** and **Web ID** are not fields which can be used in a search. To locate an application for a specific person, use the Key **Web ID** field.)

The following fields are in this section.

Fields	Descriptions
Web ID	The **Web ID** field displays the ID used by the applicant when the application was submitted. The ID displayed will be exactly as provided by the person and has no validation or formatting requirements. IDs may be letters, numbers, in upper or lower case, and may be any number of digits up to a total of nine. This ID is used *`only`* within the holding tables and the Web, if the

Fields	Descriptions
	application was submitted through the Web. The institution will have a number of choices of the ID to be used when the applicant is created as a person in the permanent Banner tables.
Applicant Name	The **Applicant Name** field displays the name given by the applicant when the application was submitted, in the format last, first. It will be displayed `exactly` as provided by the person and has no validation or formatting requirements. This name is used within the holding tables and the Web, and it will be the name loaded into the Banner permanent tables, if identification data for the applicant is created as a result of this application.
Application Preference	Preference value entered on the application.
Application Number	The **Application Number** field displays the number of the application. Many applications can be submitted by one ID. The application number will be generated as applications are submitted by the applicant.
Applicant Record Type	The **Applicant Record Type** field is a display-only field which will display `N` or `S`. `S` indicates that the application was submitted using the student (secured) area of the Banner Web. `N` indicates that the application was submitted using the non-student (non-secured) area of the Banner Web. To use the student area of the Banner Web, a person must be known to the institution and access the Banner Web using an ID and PIN assigned by the institution. `Any` person can use the non-student side of the Banner Web. EDI applications will always have a value of `N` in the **Applicant Record Type** field.
Application Type	The **Application Type** is a display-only field which displays the type of electronic application submitted by the person.
Completion Indicator	The **Completion Indicator** check box indicates whether the application information submitted by the applicant is complete. When an application is submitted through Banner self-service admissions application processing, the applicant indicates when they feel that the information is complete. In EDI application

Fields	Descriptions
	processing, all applications are flagged as complete. The check box is also enterable and updateable on this page, if Web applicants contact the institution and indicate they want to add additional information to the application through the Web. The institution can flag the application as no longer complete. The application is then available for additional updates through the Web. Checked (set to *Y*) and unchecked (set to *N*) are the only valid values.
Banner ID	The **Banner ID** field displays the ID assigned to the Web applicant either manually on the Associate Person with ID window or automatically through the SARETMT process. If the person is matched manually on GOAMTCH, the Banner ID of the person they were matched to is displayed here.
Term	The **(Application) Term** field displays the term for which the application was submitted.
Source	The **Source** field displays the source of the electronic application, such as WEB or EDI.
Add Date	The **Add Date** field displays the date on which the application was added to the holding tables.
Accepted Indicator	The **Accepted Indicato**r is used to specify whether the institution will accept the application for further processing. Electronic applications, whether received through the Web or EDI, will initially have the **Accepted Indicator** set to *U* (Undetermined). If an institution receives an application that it does *not* want to process further, the **Accepted Indicator** can be set to *N*, and no further processing of the application will occur. If the institution wishes to continue processing the application, this flag must be set to *Y*. Further processing of electronic applications cannot take place until the **Accepted Indicator** is set to *Y*. *U*(ndetermined), *Y*(es), and *N*(o) are the only valid values. The **Accepted Indicato**r will be automatically set to *Y* by the SARETMT process and by the Quick

Fields	Descriptions
	Start process.
Process	The **Process** field is a display-only field which indicates the processing stage of the application. There are four possible values: `N` No Verification. No verification of the application data has yet been performed. `E` Verification Errors. Verification of application data has been performed, but there are errors in required data which must be resolved or overridden before further action can be taken. `V` Verification Complete. All required data has been verified or overridden, and the application is eligible to be loaded into the permanent tables. `P` Pushed. The application data has been pushed or loaded into the permanent tables.
(untitled)	The **Process Description** field displays the description associated with the **Process** field.
Process Date	The **Process Date** field is a display-only field. It will display the date on which the most recent processing took place, and it reflects the date on which the **Process** field was set to its current value.
Street Line 1	The **Street** field displays the applicant's street address.
City	The **City** field displays the city for the applicant's address.
State	The **State** field displays the state for the applicant's address. List State Code Validation (STVSTAT)
ZIP Code	The **ZIP/Postal Code** field displays the ZIP code for the applicant's address.
Nation	The **Nation** field displays the nation for the applicant's address.
E-mail Address	The **E-mail Address** field displays the applicant's email address.

Fields	Descriptions
Person Status	The **Person Status (Indicator)** displays the status of the manual verification steps associated with the person. Manual verification steps are attached to the person's record when information is transmitted to the holding tables, based upon rules defined on the Manual Verification Steps Validation (STVASTA) page. Verification steps attached to the person are displayed in the Manual Person Verification Steps section which can be accessed using a Duplicate Item function or by selecting Manual Verification Steps from the Options Menu. The person status in the main window is automatically updated when all the items in the Manual Person Verification Steps section (in the Verification Steps window) have a **Completion Indicator** that is checked (set to *Y*). The Elec. App. Verify/Load Process (SARETMT) and Quick Start processing will set the **Person Status (Indicator)** to *S* if the person has a suspense match to an existing Banner record and *E* if required matching data is missing. The **Person Status (Indicator)** field is search-enabled so it is easy to find the applications with a match status of suspense (*S*) or error (*E*). The values of *Y* or *N* will also display. The **Person Status (Indicator)** will equal *N* if SARETMT has not been run against this record or if the user has not created or matched the person manually on SAAEAPS. The **Person Status (Indicator)** will equal *Y* if either the SARETMT process or Quick Start process has been run against this record and found it to be either a new record or matched to an existing Banner record. The **Person Status (Indicator)** will also equal *Y* if the person has been manually created or matched to an existing Banner person on SAAEAPS.
Application Status	The **Application Status (Indicator)** displays the status of the manual verification steps associated with the application. Manual verification steps are attached to each application when information is transmitted to the holding tables, based upon rules defined on the Manual Verification Steps Validation (STVASTA)

Fields	Descriptions
	page. Verification steps attached to the application are displayed in the Manual Application Verification Steps section which can be accessed using a Duplicate Item function or by selecting Manual Verification Steps from the Options Menu. List Personal and Application Status Codes (STVEAPL) The application status in the main window is automatically updated when all the items in the Manual Application Verification Steps section (in the Verification Steps window) have a **Completion Indicator** that is checked (set to *Y*). If the Override App. Status Ind. parameter for the Elec. App. Verify/ Load Process (SARETMT) is set to *N*, then this step must be done manually on SAAEAPS, if there are any application status rules defined on STVASTA. If there are no application status rules, the **Application Status (Indicator)** will automatically be set to *Y*. The **Application Status (Indicator)** can also be used to track pre-determined error status codes (defined on STVEAPL) that identify a problem or bottleneck within the Quick Start process. When this field is set to *Y*, the application manual verification is complete. A status code would be inserted into this field for a Web application under the following circumstances within Quick Start processing: • Match status is Suspense (*U*) • Match status is Error (*R*) • Verification errors occur (*V*) • Admissions hold (*H*) • If receive error when inserting a decision record (*I*) • Error occurs when pushing an application (*P*)
(untitled)	The **Application Status Description** field displays the description associated with the application status.

Verification Steps window

Updated: August 27, 2020

This window contains two sections: the Manual Person Verification Steps section and the Manual Application Verification Steps section. This window can be accessed using the Verification Steps section.

Manual Person Verification Steps section

Updated: August 27, 2020

The Manual Person Verification Steps section is used to display, add, or update data relative to manual verification steps for a person.

Manual verification steps are defined on the Application Verification Steps Validation (STVASTA) page. Those steps with a checked **Load Indicator** (set to `Y`) will be automatically attached to each person's record when an electronic application is received. You can also attach additional manual verification steps, if required. In any field *`except`* the **Step (Code**) field, use the **Return** button or a Count Query Hits function to return to the Electronic Applications section of the main window. Count Query Hits has a special function in the **Step (Code)** field, which is described in the field descriptions below.

The following fields are in this section.

Fields	Descriptions
Step	The **Step (Code)** field displays the code of a manual verification step attached to the person. It can also be used to add steps for the person. If entered, values must be valid on the Application Verification Steps Validation (STVASTA) page, for step codes defined for people. Use a List function to display a list of valid codes. When a valid code is entered, its description will also be displayed. List Person Manual Verification Codes (STVASTA)
When positioned in this field (for an application filed through non-secured Banner self-service application processing), on the 'IDVR' (ID verification) step which is not yet complete, several special functions are available. Use the Associate Person with ID item in the Options Menu or a Count Query Hits	

Fields	Descriptions
function under these conditions to access the Associate Person with ID window where you can indicate which ID is to be associated with the record. After you select an ID option and save the change, you are taken to the Common Matching (GOAMTCH) page where you can run the common matching process to determine if the incoming record matches an existing Banner record. GOAMTCH allows you to mark the incoming record as *New* or *Matched* after the matching algorithm has been run. When a person status of *S (Suspense)* is returned by the match process, the person can be created as new or matched on GOAMTCH. Data updated on GOAMTCH will be copied back to the temporary tables. This allows you to resolve and push Web applicants who did not enter a piece of data that is required by the matching rules but was not required by the application type. Use the Associate Person with ID item in the Options Menu or a Count Query Hits function under these conditions to transfer to the Associate Person with ID window where you can access GOAMTCH to search for, match on, or create and add the person to Banner. You should *never* add the person to Banner without performing exhaustive searches to determine that the person does not already exist in Banner.	
Add Date	The **Add Date** displays the date on which a manual verification step was attached to a person. It is a display-only field.
Completion Indicator	The **Completion Indicator** check box displays the status of the manual verification step. It will be unchecked (set to *N*) when a new step is added, and must be checked (set to *Y*) manually when the step has been completed. When *all* manual steps for a person are complete, the **Person Status (Indicator)** in the Electronic Applications section of the main window of this page will also be checked (set to *Y*). Checked (set to *Y*) and unchecked (set to *N*) are the only valid values.
Completion Date	The **Completion Date** displays the date on which the step was completed and the **Completion Indicator** checked (set to *Y*). It will default to the current date when the **Completion Indicator** is checked (set to *Y*), but it can be changed to any other valid date.

Manual Application Verification Steps section

Updated: August 27, 2020

The Manual Application Verification Steps section is used to display, add, or update data relative to manual verification steps for a person.

Manual verification steps are defined on the Application Verification Steps Validation (STVASTA) page. Those with a checked **Load Indicator** (set to `Y`) will be automatically attached to each application record when an electronic application is received. You can also attach additional manual verification steps, if required. Use the **Return** button or a Count Query Hits function to return to the Electronic Applications section of the main window when you are finished working in this window.

The following fields are in this section.

Fields	Descriptions
Step	The **Step (Code)** field displays the code of a manual verification step attached to the application. It can also be used to add steps for the application. If entered, values must be valid on the Application Verification Steps Validation (STVASTA) page for steps defined for applications. Use a List function to display a list of valid codes. When a valid code is entered, its description will also display. List Application Verification Step Codes (STVASTA)
Add Date	The **Add Date** displays the date on which a manual verification step was attached to the application. It is a display-only field.
Completion Indicator	The **Completion Indicator** check box displays the status of the manual verification step. It will be unchecked (set to `N`) when a new step is added, and must be checked (set to `Y`) manually when the step has been completed. When `all` manual

Fields	Descriptions
	steps for an application are complete, the **Application Status (Indicator)** in the Electronic Applications section of the main window of this page will also be checked (set to *Y*). Checked (set to *Y*) and unchecked (set to *N*) are the only valid values.
Completion Date	The **Completion Date** displays the date on which the step was completed and the **Completion Indicator** checked (set to *Y*). It will default to the current date when the **Completion Indicator** is checked (set to *Y*), but it can be changed to any other valid date.

Review Results window

Updated: August 27, 2020

This window is contains two sections: the System Verification Procedure section and the System Verification Routines section. Use the Review Results section to access this window.

System Verification Procedure section

Updated: August 27, 2020

The System Verification Procedure section displays the verification procedures and the status of each procedure. It is also where verification procedures must be overridden if an application with errors or missing data is to be processed further after system verification has identified errors.

Verification procedures are defined for each application type on the Electronic Admissions Procedure/Routine Control (SAAECRL) page. This control page is also used to specify which procedures will be attached to an application and whether a procedure can be overridden for the application type. Procedures are attached to each submitted electronic application when the application's data is first stored in the holding tables.

Many procedures can be attached to a single application type. Use the Enter and Enter functions to scroll through attached procedures.

After verification has been performed for an application, the verification status will display on the main window of the Electronic Application Process (SAAEAPS) page. If the verification status is *E* (errors), corrective action must be taken or some or all of the application's data will not be able to be loaded. The specific errors will be identified in the System Verification Routines section of the page.

Corrective action may take one of three forms:

- If an error occurs because a Banner equivalent cannot be found for a received EDI value, the received value and its correct translation can be entered on the EDI Cross-Reference Rules (SOAXREF) page or the EDI Cross-Reference Curriculum Rules (SOAXCUR) page.
- The routine which has encountered the error can be overridden in the System Verification Routines information, if overrides for the specific routine are allowed.
- The procedure, which includes the routine which encountered the error, can be overridden, if overrides for the procedure are allowed. Overriding a procedure overrides any errors in all of the procedure's routines.

Overriding a procedure or a routine simply causes verification checks to be suspended for the associated data. Erroneous data will not be loaded into Banner during the push process. An appropriate error message is displayed if the applicant is found to have an application hold when the push process is run.

Use a Count Query Hits function or the **Return** button to return to the Electronic Applications section of the main window when you have finished working in this window.

The following fields are in this section.

Fields	Descriptions
Procedure Label	The **Procedure Label** displays the label or code of the procedure displayed. It is a display-only field. List Application Procedure Labels (SAAECRL)
Procedure Description (untitled)	The **Procedure Description** displays the

Fields	Descriptions
	description of the procedure. It is a display-only field.
Required Indicator	The **Required Indicator** displays as checked (set to *Y*) or unchecked (set to *N*), depending on whether the procedure is required to be performed for the application type, as specified on the Electronic Admissions Procedures/Routine Control (SAAECRL) page. All procedures attached to the application type will be displayed, but only those required will be performed.
Completion Indicator	The **Completion Indicator** displays the current status of the completion of the procedure. It is a display-only field and will display as checked (set to *Y*) if the procedure has been completed or as unchecked (set to *N*) if the procedure has not been completed.
Override Indicator	The **Override Indicator** is used to override a verification procedure which has encountered an error but should be considered complete. You cannot request that application data be loaded to the permanent Banner tables until all verification procedures are complete. Overriding a procedure or routine controls verification *only*. The push process has separate edit checks that will prevent not valid data from being loaded. The **Override Indicator** will originally display as unchecked (set to *N*). It may be changed to checked (set to *Y*) if the procedure allows overrides, as defined on the Electronic Admissions Procedures/Routine Control (SAAECRL) page.

Fields	Descriptions
	When you override a procedure, you are actually telling the system to consider the routine as completed, and the **Completion Indicator** will also be checked (set to `Y`). If you override a procedure, all of the procedure's routines will also be overridden and therefore considered complete. Checked (set to `Y`) and unchecked (set to `N`) are the only valid values for the **Override Indicator**.
Verified Date	The **Verified Date** displays the date on which verification was last performed for the procedure. It is a display-only field.
Completed Date	The **Completed Date** displays the date on which verification was completed for the procedure. It is a display-only field.
Load Date	The **Load Date** displays the date on which the data associated with the procedure was loaded to the permanent Banner tables. It is a display-only field.
Activity Date	The **Activity Date** displays the date on which the record was added or last updated. It is a display-only field.

System Verification Routines section

Updated: August 27, 2020

The System Verification Routines section displays the verification routines associated with the procedure displayed in the System Verification Procedure section and also displays the status of each routine.

It is also where verification routines can be overridden if an application with errors or missing data is to be processed further after system verification has identified errors. The following fields are in this section.

Fields	Descriptions
Required Indicator	The **Required Indicator** displays as checked (set to *Y*) if the routine is required for the application, as defined on the Electronic Admissions Procedure/Routine Control (SAAECRL) page. It is a display-only field.
Completion Indicator	The **Completion Indicator** displays the current status of the completion of the routine. It is a display-only field and will display as checked (set to *Y*) if the procedure has been either completed or overridden. It will display as unchecked (set to *N*) if the procedure is not complete and has not been overridden.
Override Indicator	The **Override Indicator** is used to override a verification routine which has encountered an error but should be considered complete. You cannot request that application data be loaded to the permanent Banner tables until all verification procedures and routines are complete. Overriding a procedure or routine controls verification *only*. The push process has separate edit checks that will prevent data that is not valid from being loaded. The **Override Indicator** will originally display as unchecked (set to *N*). It can be changed to checked (set to *Y*) if the procedure allows overrides, as defined on the Electronic Application Procedure/ Routines Control (SAAECTL) page. When you override a routine, you are telling the system to consider the routine as completed, and the **Completion Indicator** will also be checked (set to *Y*). Checked (set to *Y*) and unchecked (set to *N*) are the only valid values for the **Override Indicator**.
Verification Messages	The **Verification Messages** field displays a message associated with each verification routine. Before verification is performed, the message will be a description of the routine. When verification has been performed, the message will state the result of the routine. When a procedure or routine has been overridden, the message will reflect the override.

Change PIN window

Updated: August 27, 2020

This window can be used to change the PIN of a person who has submitted an admissions application through Banner self-service admissions application processing.

It also displays the applicant's last login date and the **Web Access Locked** check box, and is where you would re-enable a Web login if it has been disabled due to excessive login failures. This window can be accessed using the Change PIN section if the **Record Type** is *N* (Non-Student). Use a Count Query Hits function or the **Return** button to return to the Electronic Applications section of the main window when you have finished working in this window.

The following fields are in the Non-Student PIN Change section.

Fields	Descriptions
Identifier	The **Identifier** field displays the ID used to access non-student (unsecured) Banner self-service admissions application processing. It is a display-only field.
Web Access Locked	The **Web Access Locked** check box is checked (set to *Y*) if the applicant's login has been disabled due to excessive login failures. If disabled, this field can be unchecked (set to *N*) to allow the applicant to access application processing in the unsecured portion of the Banner Web.
Transaction Packet	The **Transaction Packet** field displays the transaction packet reference number assigned to an application received through EDI. It is a display-only field.
PIN	The **PIN** field displays the encrypted PIN used by a non-student to submit and review application information through Banner self-service admissions application processing. This field can also be used to update the PIN. The PIN is displayed as “******”. When your institution needs to provide a new PIN for a student who has forgotten their PIN, the administrator should make note of the PIN

Fields	Descriptions
	and provide it to the student. The required PIN length is determined by the value of the **Maximum Length** field on the Enterprise PIN Preferences (GUAPPRF) page.
Confirm New PIN	The **Confirm New PIN** field is used to re-enter and verify the PIN entered in the **PIN** field. The following controls defined on GUAPPRF are checked to see if the new PIN meets the required criteria. When the PIN does not meet the required criteria, the necessary corrections are displayed in the auto hint. • **PIN Reset Format** • **Minimum Length** • **Maximum Length** • **Number Required Indicator** • **Character Required Indicator**
Activity Date	The **Activity Date** displays the system-maintained date on which the record was added or last updated. It is a display-only field.
Web Last Access Date	The **Web Last Access Date** field displays the date on which the applicant last accessed Banner self-service admissions application processing. It is a display-only field.

Associate Person with ID window

Updated: August 27, 2020

This window is used to indicate the type of ID that should be assigned to the person if they are determined to be `New` by the matching algorithm.

Until an electronic applicant is either matched to an existing Banner pidm or has a SPRIDEN record created, none of the application information can be loaded to the permanent tables. This window is accessed from the Verification Steps window using the Associate Person with ID item in the Options Menu or a Count Query Hits function.

Warning! An electronic applicant should `never` be added as a Banner person until an exhaustive search has been performed and you are `sure` that the applicant does not already exist as a Banner person!

To associate a person with an ID, specify the ID to be used by choosing one of the option group buttons for the **Select an ID** field, or specify that you want to have an ID generated. After you have selected the ID type by selecting the appropriate option button, use Save to automatically call the GOAMTCH page.

The following fields are in the Associate Person with ID window.

Fields	Descriptions
Select an ID	The **Select an ID** radio group is used to specify that the value in one of the ID fields will be used as the Banner ID when the identification record is created, or that you want to generate a Banner ID. You indicate your choice by selecting an option from the radio group. The Generate ID option will generate a Banner ID. The first three choices are data elements which may have been received in the electronic application. The last two choices are used respectively to enter an ID or generate an ID.

Fields	Descriptions
	• **Electronic ID** – This is the ID used by the applicant when the electronic application was submitted. • **Local ID** – This is the locally assigned ID reported by the applicant when the electronic application was submitted. It is used for applications filed through EDI. For example, this may be a generated ID from another institution or the person's high school. • **SSN** – This field displays the value reported by the applicant as a social security or other Federal ID number when the electronic application was submitted. • **Banner ID** – This field is used to specify the ID which should be used when the SPRIDEN record is created for the applicant in Banner. • **Generate ID** – This field indicates that Banner should generate an ID for this person. If the option you choose in the **Select an ID** field does not contain a value, a message will inform you that the selected ID is blank. You must select another option to create the person in Banner.
First Name	The **First Name** field displays the first name exactly as submitted in the electronic application.
Middle Name	The **Middle Name** field displays the middle name exactly as submitted in the electronic application.

Fields	Descriptions
Last Name	The **Last Name** field displays the last name exactly as submitted in the electronic application.
Username	The **Username** field displays the current ID of the current terminal session. It will be stored in the identification (SPRIDEN) record created by use of this page to audit the user who created the identification record.
Origin	The **Origin** field displays the name of the page currently in use (SAAEAPS). It will be stored in the identification (SPRIDEN) record created by use of this page to audit the source of the identification record.

Electronic Admissions Procedure/Routine Control (SAAECRL) page

Updated: August 27, 2020

This page is used to specify both the verification procedures and routines assigned to each person or application record received electronically. These processes are performed by the system when verification is requested. The main window is used for the verification procedures.

Procedures and routines are different than the verification steps defined on the Application Verification Steps Validation (STVASTA) page, because validation steps must be performed manually, but procedures and routines are performed by the system when verification is requested. A set of procedures and routines is provided by the company and attached to the sample data application types. If new application types are developed by an institution, the appropriate procedures and routines must be attached to them.

The procedures and routines defined on this page control what data is moved over to the production Banner® tables. The data must first be validated and then it can be pushed.

Use the **Copy Procedure** button in the Key section to copy the procedures and routines defined for one web application type to another application type. After the new application type has been entered in the Key section, the Copy option can be executed.

The user is presented with a window displaying all the valid application type codes. The user selects the code they want to copy and selects *OK*. The only set up needed is to delete any procedures for data that should not be pushed to production and to set up the appropriate **Override** switches. This function can also be used after routines and procedures are entered for an application type. The function adds whatever procedures are missing.

Key block

Updated: August 27, 2020

The following fields are in the Key block.

Fields	Descriptions
Web Application Type	Use the **Web Application Type** field to specify the electronic application type for which procedures and routines are to be displayed or updated. When a valid application type is entered, its description will display. Required. The value must be valid on the Application Type Code Validation (STVWAPP) page. List Electronic Application Code Validation (STVWAPP)

Procedures section

Updated: August 27, 2020

The following fields are in this section.

Fields	Descriptions
Procedure	The **Procedure** field displays a number assigned to each validation or push procedure. Required.
Description	The **Description** field displays the description of the procedure. Required.
Required	The **Required** check box indicates whether

Fields	Descriptions
	the procedure is required. When required, the procedure and all of its associated routines will be attached to each new electronic application. Because the procedures and routines will be attached when the application is created, the procedures and routines will be performed when the application is verified or the data push is requested. Checked mean yes and unchecked mean no.
Override	The **Override** check box indicates whether the procedure can be overridden. When a procedure is overridden, the procedure and its associated routines will not be performed when application data is verified or the application data is pushed. Checked means yes and unchecked mean no.
System Required	The **System Required** check box is used to specify whether the procedure is a system-required value. Procedures delivered by the company are needed for system processing, and therefore are system-required. Checked means yes and unchecked means no.
Number of Routines	The **Number of Routines** field displays the number of routines which are associated with the procedure. Routines are displayed in the Admissions Verification and Load Routines window of SAAECRL.

Admissions Verification and Load Routines window

Updated: August 27, 2020

This window is used for the verification routines.

Routines section

Updated: August 27, 2020

The following fields are in this section.

Fields	Descriptions
Routine	The **Routine** field displays a number assigned to each validation or push routine. Required.
Description	The **Description** field displays the description of the routine. Required.
Required	The **Required** check box indicates whether the routine is required. When required, the routine will be attached to each new electronic application. Because the routine will be attached when the application is created, the routine will be performed when the application is verified or the data push is requested. Checked mean yes and unchecked mean no.
Override	The **Override** check box indicates whether the routine can be overridden. When a routine is overridden, the routine will not be performed when application data is verified or the application data is pushed. Checked means yes and unchecked mean no.
System Required	The **System Required** check box is used to specify whether the routine is a system-required value. Routines delivered by the company are needed for system processing, and therefore are system-required. Checked means yes and unchecked means no.

EDI Cross-Reference Term Code Rules (SAAECTM) page

Updated: August 27, 2020

This page is used to define the term that corresponds to a provided intended entry date for the purposes of loading admissions applications received in TS 189 format through EDI.

TS 189 applications do not contain an application term or intended entry term. Instead, they contain only an entry date. When a TS 189 application is received through EDI, the requested entry date is compared to the date ranges defined in this page, and the term code associated with the date range which includes the supplied date will be used as the application term. If no date range includes the supplied date, the date range with the earliest start date which is greater than the supplied date will be used. If there is no date range which either includes the supplied date or one with a start date greater than the supplied date, the application will not be loaded for processing.

When date ranges and terms are entered, the page edits to ensure that no date ranges overlap with any other date ranges. Multiple date ranges can be associated with the same term, but these date ranges cannot overlap.

The Search section of the page can be used to help determine the term which will be assigned for any given date. Entering a date in the **Search Date** field displays the term code derived from the date, if any is available. If not, the message *No Term Found For Date* will display in the untitled **Term Description** field to indicate that no term can be derived from the supplied date.

Electronic Admissions Application Rules (SAAERUL) page

Updated: August 27, 2020

This page is used to define the rules which are used when processing electronic applications, electronic prospects, and data loads.

Rows for this table are not intended to be added locally. Rules that are used in system processing are delivered by the company, and users only need to update the **(Rule) Value** to reflect local processing options if it contains *UPDATE ME*. Rules fall into three major categories:

- Rules that control processing within self-service admissions, self-service prospects,

or data load processing.
For example, there is a rule which specifies the number of outside interest slots which will display in Web applications.

- Rules which specify default values for various data elements. These kinds of rules can apply to both Web and EDI applications.
- Rules which govern how data will be loaded into the permanent Banner® tables.
For example, there is a set of rules which specifies whether application records will be created if one already exists for the person, term, level, major, or overall curriculum chosen.

Three general types of values may be required in the **(Rule) Value** field, and the **Rule Description** field will usually indicate the type of value expected.

- Simple descriptive answers, like true, false, or a number to indicate the number of values which will be available.
- A valid Banner validation table code, like an address type code.
- An EDI value which is valid within the TS189 transaction set. A complete, current listing of all codes used in the TS189 transaction set is available online.
For a complete current set of EDI values, you can consult the Postsecondary Electronic Standards Council (PESC) Website (www.pesc.org) and use the link to the EDI Implementation Guides.
(When a valid EDI value is expected, the **EDI Indicator** for the rule will be `Y`).

Use the **Copy PREL Group** button to copy existing PREL rules to a new group code. After the values have been copied, the **System Required Indicator** defaults to `N` or unchecked, so you can customize the group settings. This allows users to customize the PREL rules based on each PREL code used, instead of the same set of values applying to all PREL codes.

For example, if a PREL code of SAT exists and you want it to be processed differently based on the rules for a group code of PREL on SAAERUL, then do the following.

1. Define a `new group code` on the EDI Rule Group Validation (STVEGRP) page for SAT. (The new group code must match the PREL code).
2. Enter `SAT` in the **Group** field on SAAERUL.
3. Select the **Copy PREL Group** button. All of the rules that exist for the PREL group code will be copied to your new SAT group code.

4. You can customize those values, and they will be applied only when the PREL code used on SRTLOAD, SRRSRIN, or SRRPREL is SAT.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Detail section.

Key block

Updated: August 27, 2020

The following fields are in the Key block.

Fields	Descriptions
Group	Use the **Group** field to specify the code of the rule group for which you want to display rules. Rule groups are simply high-level descriptions of types of rules. Entering a group code will limit the display of rules to only those within the group code specified. If you do not enter a group code, all rules for all groups will be available for display in the Detail information. After a valid group is entered, its description will display. Optional. The value must be valid on the EDI Rule Group Validation (STVEGRP) page. List EDI Rule Groups Validation (STVEGRP)

Detail section

Updated: August 27, 2020

The following fields are in this section.

Fields	Descriptions
Group	The **Group** field displays the group code for each rule. Group codes are high-level descriptions of types of rules, and their use

Fields	Descriptions
	allows you to limit the display of rules by generic categories.
Rule Label	The **Rule Label** field displays the internal label of the rule. The label is a system-defined value which is used in actual programming logic to identify each rule so that its value can be obtained when needed.
Rule Description	The **Rule Description** field displays a description of the specific rule.
Value	The **(Rule) Value** field is used to maintain the institution's selected value for the rule. `Value is the only field which should ever be updated using this page.`
EDI Indicator	The **EDI Indicator** field is used to specify whether the rule contains an EDI value. Checked means yes and unchecked means no.
System Required Indicator	The **System Required Indicator** is used to specify whether the rule is a system-required value. All rules are delivered by the company and are needed for system processing, and therefore all rules are system-required. Checked means yes and unchecked means no.
Activity Date	**Activity Date** is system-maintained. It is set to the system date when a record is added or changed.

Electronic Application Submitted (SAAETBL) page

Updated: August 27, 2020

This page is used to display and review information received in electronic admissions applications before the data is loaded from the holding tables to the Banner® permanent tables.

Data verification procedures and requirements are defined for each electronic application type using the Electronic Admissions Procedure/Routine Control (SAAECRL) page. For each application type, the required procedures and routines are identified, and an institution has the option to specify whether a required procedure can be overridden. Before an application can be loaded into the Banner permanent tables, required verifications must either be completed or overridden. This page can be used to review the submitted information so that the operator can make appropriate decisions on an override.

Use the options for the **Select** field from the Application Data and Associated Persons sections in the main window to access a series of secondary windows with additional data for the Web ID, such as: High School Details, Intended Curriculum, Previous College Details, Requested Materials, Test Score Details, Person Biographical Details, Employment Details, or Phone Numbers.

Main window

Updated: August 27, 2020

The main window contains the Key block, the Application Data section, and the Associated Persons section.

Key block

Updated: August 27, 2020

Use this section to enter the Web ID and record type for the electronic application.

Application Data section

Updated: August 27, 2020

Use this section to review the application data.

Fields	Descriptions
Application Preference	Preference value entered on the application.

Associated Persons section

Updated: August 27, 2020

Use this section to review the associated persons data, including name information.

Credit Card Information window

Updated: August 27, 2020

Use the Financial Details option from the **Select** field in the Application Data section to access this window and view credit card information, such as the transaction number, the amount, the receipt number, where the credit card transaction was stored, and if any waivers exist.

Use the **Return** button or a Count Query Hits function to return to the main window.

Fields	Descriptions
Miscellaneous	The **Miscellaneous** field displays a value of *T* or *M* to indicate where the credit card transaction was stored, on TSADETL (*T*), TSAMISC (*M*), or TFAMSIC (*M*).

High School Details window

Updated: August 27, 2020

Use the High Schools option from the **Select** field in the Application Data section to access this window and view high school information, such as the qualifier, address, and graduation information for the applicant.

Use the **Return** button or a Count Query Hits function to return to the main window.

Intended Curriculum window

Updated: August 27, 2020

Use the Intended Curriculum option from the **Select** field in the Application Data section to access this window and view curriculum and field of study information for the applicant.

Use the **Return** button or a Count Query Hits function to return to the main window.

Previous Activities window

Updated: August 27, 2020

Use the Previous Activities option from the **Select** field in the Application Data section to access this window and view activity qualifier, sponsor, and participation details for the applicant.

Use the **Return** button or a Count Query Hits function to return to the main window.

Previous College Details window

Updated: August 27, 2020

Use the Previous Colleges option from the **Select** field in the Application Data section to access this window and view prior college information for the applicant, such as dates of attendance, degree, and address.

Use the **Return** button or a Count Query Hits function to return to the main window.

Letters of Recommendation window

Updated: August 27, 2020

Use the Letters of Recommendation option from the **Select** field in the Application Data section to access this window and view qualifier, relationship, and description details for the applicant.

You can use the **Select** field in this window to access three additional detail windows for Letters of Recommendation Evaluation, Messages, and Recommendation Communications.

Use the **Return** button or a Count Query Hits function to return to the main window.

Letters of Recommendation Evaluation window

Updated: August 27, 2020

Use the Evaluation option from the **Select** field in the Letters of Recommendation window to access this window and view qualifier, evaluation, and value information.

Use the **Return** button or a Count Query Hits function to return to the Letters of Recommendation window.

Letters of Recommendation Messages window

Updated: August 27, 2020

Use the Message option from the **Select** field in the Letters of Recommendation window to access this window and view message text for the recommendation.

Use the **Return** button or a Count Query Hits function to return to the Letters of Recommendation window.

Letters of Recommendation Communications window

Updated: August 27, 2020

Use the Recommendation Communications option from the **Select** field in the Letters of Recommendation window to access this window and view qualifier and communication information.

Use the **Return** button or a Count Query Hits function to return to the Letters of Recommendation window.

Applicant Reference Number Details window

Updated: August 27, 2020

Use the Reference Numbers option from the **Select** field in the Application Data section to access this window and view qualifier and reference date information for the applicant.

Use the **Return** button or a Count Query Hits function to return to the main window.

Request for Information window

Updated: August 27, 2020

Use the Request for Information option from the **Select** field in the Application Data section to access this window and view essay information for the applicant from the page's temporary table.

This consists of essay questions and responses, either a short answer (for non-essay questions), or the long essay answer. This window also displays any associated admissions request (checklist) codes. Use the **Return** button or a Count Query Hits function to return to the main window.

Requested Materials window

Updated: August 27, 2020

Use the Requested Materials option from the **Select** field in the Application Data section to access this window and view material code and description information for the applicant.

Use the **Return** button or a Count Query Hits function to return to the main window.

Residency Details window

Updated: August 27, 2020

Use the Residency Details option from the **Select** field in the Application Data section to access this window and view residency details for the applicant, such as residential code, relationship code, address, and location qualifier.

Use the **Return** button or a Count Query Hits function to return to the main window.

Test Score Details window

Updated: August 27, 2020

Use the Test Scores option from the **Select** field in the Application Data section to access this window and view test score details for the applicant, such as test code, name, date, level, and score.

Use the **Return** button or a Count Query Hits function to return to the main window.

Address Details window

Updated: August 27, 2020

Use the Address Data option from the **Select** field in the Associated Persons section to access this window and view address and qualifier information for the applicant.

Use the **Return** button or a Count Query Hits function to return to the main window.

Person Biographical Detail window

Updated: August 27, 2020

Use the Biographic Data option from the **Select** field in the Associated Persons section to access this window and view personal, veteran, language, and qualifier information for the applicant. Ethnicity and race data from the SARPERS and SARPRAC tables is also displayed.

Use the **Return** button or a Count Query Hits function to return to the main window.

Fields	Descriptions
New Ethnicity	Pulldown list used to select the new ethnicity for the person.

Fields	Descriptions
	Values are: • `Hispanic or Latino` • `Not Hispanic or Latino` • `None (default)`
Race Code	Code and description of the race code associated with the record.
Veteran File Number	Veteran identification number associated with the ID.
Veteran Classification	Indicates whether the ID is associated with one of the categories in the pulldown list, and therefore may be eligible for Veteran-related programs, if applicable. This field is also used in Banner Human Resources reporting. The values for the pulldown list are separated by category and employees included in that category. Choices are: • `Not a Veteran` • `Protected veteran` (choosing not to self-identify the classification) • `Not a Protected Veteran` • `Active Wartime or Campaign Badge Veteran`

Employment Details window

Updated: August 27, 2020

Use the Employment Data option from the **Select** field in the Associated Persons section to access this window and view employment details for the applicant, such as employer, title, and occupation information.

Use the **Return** button or a Count Query Hits function to return to the main window.

Health Conditions window

Updated: August 27, 2020

Use the Health Conditions option from the **Select** field in the Associated Persons section to access this window and view health details for the applicant, such as condition, treatment dates, and whether the condition has been resolved.

Use the **Return** button or a Count Query Hits function to return to the main window.

Immunization Details window

Updated: August 27, 2020

Use the Immunization Date option from the **Select** field in the Associated Persons section to access this window and view immunization details for the applicant, such as immunization code, status, and dates.

Use the **Return** button or a Count Query Hits function to return to the main window.

Language Details window

Updated: August 27, 2020

Use the Languages option from the **Select** field in the Associated Persons section to access this window and view language details for the applicant, such as qualifier, professional, and use.

Use the **Return** button or a Count Query Hits function to return to the main window.

Phone Numbers window

Updated: August 27, 2020

Use the Phone Numbers option from the **Select** field in the Associated Persons section to access this window and view phone-related details for the applicant, such as qualifier, reference date, and phone number.

Use the **Return** button or a Count Query Hits function to return to the main window.

Person's Reference Numbers window

Updated: August 27, 2020

Use the Reference Numbers option from the **Select** field in the Associated Persons section to access this window and view qualifier and reference information for the applicant.

Use the **Return** button or a Count Query Hits function to return to the main window.

Religion Details window

Updated: August 27, 2020

Use the Religion option from the **Select** field in the Associated Persons section to access this window and view religion code and name information for the applicant.

Use the **Return** button or a Count Query Hits function to return to the main window.

Faculty Application Review Group (SAAFARG) page

Updated: October 21, 2021

Assign faculty members to the Application Review Group. After assigning, the faculty members will have the required/permitted access to view applications that are associated to the respective review groups only.

Key block

Updated: October 21, 2021

Specify the review group code for which you want to assign faculty members.

Field	Description
Review Group	Select the review group from the LOV that lists the Review Group values. The Review Group LOV drop-down list fetches the **Short Title** field column values from the SKASSDT page for the ARC entity and REVIEW GROUP attribute.

Review Group section

Updated: October 21, 2021

Specify the faculty and access information for the review group specified in the Key block.

Field	Description
ID	Banner ID of the faculty user.
Name	First name and last name associated with the Person ID for the faculty user.
From Date	Start date for the permission to view or update records for the review group on the Faculty Self-Service UCAS pages.
To Date	End date for the permission to view or update records for the review group on the Faculty Self-Service UCAS pages.
Active	Check box to indicate whether the faculty user is active for the review group. If inactive, the faculty user cannot view applications for this review group.
Update Allowed	Check box to indicate whether the faculty member has the necessary permissions to add a comment or take any required actions on the applications for the review group. Without the update permission, the faculty members can only view the review group data.

Admissions Mass Entry (SAAMAPP) page

Updated: August 27, 2020

Use this page to perform mass entry admissions processing for students with admissions applications (SAAADMS).

Updates can be made even when holds exist. You can search on specific criteria, perform updates, and then view the results. If no search criteria is entered, the Results window will not display any records. You can manually enter `IDs` for students with admissions applications and perform updates from the Results window. Population selection can be also used to search for applications and PIDMs that meet the search criteria of the page. Application records are selected first, then an 'intersect' is performed. PIDMs that exist in the population selection are selected and displayed with the results.

Main window

Updated: August 27, 2020

This window contains the Search Criteria and Population Selection information. Use the Search section to access this window from other windows in the page.

Search Criteria Information

Updated: August 27, 2020

Use this section to enter the search criteria for mass admissions processing. Use the search criteria and the population selection criteria to perform the search.

Fields	Descriptions
Admission Term	Admission term for the search criteria. This is required when any other search criteria are entered, including a population selection. List Term Code Validation (STVTERM)
Admission Type	Admission type for the search criteria. List Admission Type Validation (STVADMT)
Application Status	Application status for the search criteria. List Admissions Application Status Validation (STVAPST)
Application Status Date	Application status date for the search criteria.
Application Decision	Application decision for the search criteria. List Admission Application Decision Code Validation (STVAPDC)
Select if Application Decision is not the Most Recent Decision	Check box that indicates whether the most recent admissions decision should be selected.
Application Decision	Application decision date for the search criteria.

Fields	Descriptions
Date	
Most Recent Decision	Radio group that indicates the most recent application decision for the search criteria. Valid values are: • *No Selection* • *Institution Accepted* • *Institution Rejected* • *Applicant Rejected* • *No Decision Exists*
Applicant Withdrawn	Check box that indicates whether the applicant has withdrawn the application.
Cohort	Cohort for the search criteria. The cohort used is based on the cohort that is active for the search term. List Cohort Code Validation (STVCHRT)
Attribute	Student attribute for the search criteria. The attribute on the application is used for the search. List Student Attribute Validation (STVATTS)
Level	Level for the search criteria. List Level Code Validation (STVLEVL)
Campus	Campus for the search criteria. List Campus Validation (STVCAMP)
College	College for the search criteria. List College Validation (STVCOLL)

Fields	Descriptions
Degree	Degree for the search criteria. List Degree Code Validation (STVDEGC)
Program	Program for the search criteria. List Existing Programs (SMAPRLE)
Field of Study Type	Learner field of study type for the search criteria. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code for the search criteria. List All Major Codes (STVMAJR)
Department	Department for the search criteria. List Department Validation (STVDEPT)
Curricula	Curriculum for the search criteria. This field is required when any curriculum information is entered and defaults to *Any*. If no other curriculum items are entered, this field is not included in the search. Valid values are *Primary*, *Secondary*, *Any*.

Population Selection Information

Updated: August 27, 2020

Use this section to enter a population selection of students for mass entry processing.

Fields	Descriptions
Application	Application code that identifies the general area for which the selection identifier is defined.

Fields	Descriptions
	The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This ID may or may not be the same as the Creator ID.

Update window

Updated: August 27, 2020

This window contains the Admission Update Values, the Admission Insert Values, and the Mail Submission information. Use the Update section to access this window.

Admissions Update and Insert Values Information

Updated: August 27, 2020

Use this section to add update and insert values for admissions applications based on the search criteria entered in the Search window.

Fields	Descriptions
The following fields are in the Admissions Update Values information.	
Admission Type	Admission type for the update criteria. List Admission Type Validation (STVADMT)
Student Type	Student type for the update criteria. List Student Type Code Validation (STVSTYP)
Residence	Residence for the update criteria. List Residence Code Validation (STVRESD)
Admission Status	Admission status for the update criteria. List Admissions Application Status Validation (STVAPST)
The following fields are in the Admissions Insert Values information.	
Admission Checklist Request	Admission checklist request item for the insert criteria. List Admission Request Code Validation (STVADMR)
Mandatory Checklist Indicator	Check box that indicates if the requested checklist item is mandatory.
Checklist System Generated	Radio group that indicates whether the checklist was system generated. Valid values are: *No*, *Yes*, *Default* (system generated).
Checklist Origin	Checklist source code for insert criteria. List Checklist Source Validation (STVCKSR)
Application Decision	Application decision for the insert criteria.

Fields	Descriptions
	List Admission Application Decision Code Validation (STVAPDC)
Attribute	Student attribute for the insert criteria. List Student Attribute Validation (STVATTS)
Cohort	Cohort for the insert criteria. List Cohort Code Validation (STVCHRT)
Interest	Outside interest code the for insert criteria. List Outside Interests Code Validation (STVINTS)

Mail Submission Information

Updated: August 27, 2020

Use this section to enter letters and mailing information used to contact students involved in the mass processing.

Fields	Descriptions
Letter Code	Letter code for mailing updates. List Letter Code Validation (GTVLETR)
Initiated Date	Date letter is initiated.
Print Date	Date letter is printed.
Initials	Initials of the person who is signing the letter. List Initial Code Validation (STVINIT)
Wait Days	Number of days to wait before the letter is printed.

Results window

Updated: August 27, 2020

This window is used to view the mass entry results and then submit the results for immediate update processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP). This window contains the Results section and the Submission section.

Results section

Updated: August 27, 2020

Use this section to view and update the results of the search and add individual IDs for processing. You can select and deselect IDs for processing and search on various fields for individual records. You can also review result messages.

Note: You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click `OK` when you are done, and then press the Tab key to view the message for the Enter. Continue to click **OK** and press the Tab key to review as many messages as you want.

Use the Options Menu to access SSASUMI, TSAAREV, and SOQHOLD. You can also use Remember ID to view a specific ID.

Fields	Descriptions
Select Indicator	Radio group used to select all, deselect all, or take no action for the IDs returned by the search. • When `Select All` is chosen, the **Select** check box is automatically checked for all records. • When `Deselect All` is chosen, the **Select** check box is automatically unchecked for all records. • After either `Select All` or `Deselect All` is chosen, the radio group defaults to `None`. Values are: `Select All`, `Deselect All`, `None`.
Select	Check box used to indicate that the individual ID has been

Fields	Descriptions
	manually selected for processing. This field must be checked for updates to occur.
ID	ID of the student to be processed. Use SOAIDEN or GUIALTI to manually add an ID. List Person Search (SOAIDEN) page Dup Item SSN/SIN Alternate ID Search (GUIALTI) page
Name	Name of student to be processed.
Term Code	Term code for the application for which the student is to be processed. This is the term for the search criteria, not the update criteria term. List Term Code Validation (STVTERM)
Application	Application sequence number for the application and term combination to be processed.
Hold	Check box used to indicate whether application holds exist. This field is informational only and will not prevent processing from taking place.
Deceased	Check box used to indicate whether the applicant is deceased. SAAMAPP search results will not present deceased applicants. However, the indicator will be checked if manually entered records are for deceased applicants. **Note:** If the applicant is deceased, no updates can take place.
Conf (Confidential)	Check box used to indicate whether the student's information is confidential. This field is informational only and will not prevent processing from taking place.
Manually Added	Check box used to indicate whether the ID was added manually on the page. This field is informational only and will not prevent processing from taking place.
Update Status	Radio group that indicates whether changes for the record were successfully saved and the parent page was updated, were not

Fields	Descriptions
(untitled)	successfully saved and the parent page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates occurred for the record. Valid values are: `Yes`, `No`, `Partial`, `None`.
Message	Displays results related text for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.

Submission section

Updated: August 27, 2020

This section is used to submit the information for immediate mass entry processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Fields	Descriptions
Submit	Check box used to indicate that the updates can be submitted for immediate online processing. This is the default (as opposed to holding the updates for later processing).
Hold for Job Submission	Check box used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP).
Batch Process ID	System generated ID used for running the batch process through job submission.

Quick Entry Rules (SAAQKER) page

Updated: August 27, 2020

Use this page to enter, build, and maintain values by term and level that default to the Quick Entry (SAAQUIK) page which accelerates the admissions and registration process.

Prerequisite

Updated: August 27, 2020

Validation forms referenced by the Quick Entry Rules (SAAQKER) page must be completed before using this page.

Main window

Updated: August 27, 2020

The following fields are in the main window.

Fields	Descriptions
Term	Code and description to enter the effective term for the associated quick entry rule. Choices come from the Term Code Validation (STVTERM) list.
Level	Code and description to enter the level default value associated with the quick entry rule. Choices come from the Level Code Validation (STVLEVL) list.
Student Type	Code and description to enter the student type default value associated with the quick entry rule. Choices come from the Student Type Code Validation (STVSTYP) list.
Residency	Code and description to enter the residence code default value associated with the quick entry rule. Choices come from the Residence Code Validation (STVRESD) list.
Student Status	Code and description to enter the student status code default value associated with the quick entry rule. Choices come from the Status Code Validation (STVSTST) list.
Campus	Code and description to enter the campus default value associated with the quick entry rule. Choices come from the Campus Validation (STVCAMP) list.
Degree	Code and description to enter the degree default value associated with the quick entry rule. Choices come from the Degree Code Validation (STVDEGC) list.
College	Code and description to enter the college default value associated with quick entry rule. Choices come from the College Validation (STVCOLL) list.

Fields	Descriptions
Major	Code and description to identify the major program of study associated with the quick entry rule. Choices come from the Major Code Validation (STVMAJR) list.
Fee Rate	Code and description to enter the fee assessment rate default value associated with the quick entry rule. Choices come from the Student Fee Assessment Rate Validation (STVRATE) list.
Education Level	Code and description to enter the education level associated with the student. Choices come from the Education Level Validation (STVEDLV) list.
Create Recruit?	Check box that indicates whether a recruiting record is to be created by the system for the applicant associated with the quick entry rule. Choices: • `checked`-Indicates whether a recruiting record is to be created by the system for the applicant associated with the quick entry rule. Value will default to Quick Entry (SAAQUIK) page. • `unchecked`-Recruiting record will not be created by the system.
Recruit Department	Code and description to identify the recruiting department default value associated with the quick entry rule. Choices come from the Department Validation (STVDEPT) list.
Primary Source	Code and description used to enter the primary recruiting source default value associated with the quick entry rule. Primary recruiting source defined on the Source/Background Institution Query-Only (SOISBGI) page.
Create Application?	Check box that indicates whether an admissions application is to be created by the system. Choices: • `checked`-Indicates whether an admissions application is to be created by the system. • `unchecked`-An admissions application will not be created by

Fields	Descriptions
	the system.
Application Status	Code and description to enter the application status default value associated with the quick entry rule. Choices come from the Admission Application Status Validation (STVAPST) list.
Education Goal	Code and description to enter the education goal value associated with the quick entry rule. Choices come from the Education Goal Validation (STVEGOL) list.
Admission Type	Code and description to enter the admissions type default value. For example readmit, transfer, etc. Choices come from the Admissions Type Validation (STVADMT) list.
Decision	Code and description to enter the admissions application decision code. Choices come from the Admission Application Decision Code Validation (STVAPDC) list.

Enter a quick entry rule

Updated: August 27, 2020

You can enter a quick entry rule.

About this task

Procedure

1. Access the **Quick Entry Rules (SAAQKER)** page.
2. Enter the term code.
3. Enter the level code.
4. Enter any other available information for the quick entry rule.
5. Save.

Application Questions/Answers (SAAQUAN) page

Updated: August 27, 2020

This page is used to both display an application summary and to store free format questions and answers collected during the application process.

If the application is submitted through a Web application, the questions and answers are pushed to this page during the push process. The questions and answers pushed from the Web cannot be updated. If the application is entered through a standard application, the questions and answers can be updated.

Application Summary section

Updated: August 27, 2020

This section displays a summary of data from the admissions application and the curriculum record.

Fields	Descriptions
Application blank of blank	Displays the record number of the application being viewed in the Application Summary section and the total number of application records for the ID, such as **Application** `1` **of** `8`. Records can be scrolled through using the **Left** and **Right Arrow** buttons.
Application Preference	Preference value entered on the application.
Status	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Status** field will be updated from `I`(Incomplete) to `C`(Complete). If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the **Status** field will be updated from `I`(Incomplete) to `C`(Complete).
Outstanding Requirements	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box will be updated from checked (`Y`) to unchecked (blank). (No outstanding

Fields	Descriptions
	items exist.) If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box in the Admissions Application Summary information will be updated from checked (*Y*) to unchecked (blank). (No outstanding items exist.)
Priority	This is the priority number that defines the curriculum rank.
Program	This is the program for the curriculum record.
Level	This is the level for the curriculum record.
College	This is the college for the curriculum record.
Campus	This is the campus for the curriculum record.
Degree	This is the degree for the curriculum record.
Catalog Term	This is the catalog term code for the curriculum record.
Field of Study Type	Field of study type for the curriculum.
Field of Study Code	Code for the field of study.
Field of Study Department	Department for the field of study.

Application Questions and Answers section

Updated: August 27, 2020

This section is used to display the question along with either the short or long answer associated with the question. The maximum length of each question and answer is 2000 characters. The **Question Answer** and **Essay Answer** fields have **Edit** buttons for expanding the field in the editor box.

Fields	Descriptions
Admission Request Code	This is the checklist code associated with each question on the Web User Defined Questions (SAAWUDQ) page. You can search on the **Admission Request Code** field to search for all questions and answers related to one checklist item.

Fields	Descriptions
Originated From Web	The **Originated From Web** check box indicates if the question/answer originated from the Web data entry.
Display on Web Summary	The **Display on Web Summary** check box indicates if the question/answer can be displayed on the Web. (This will support future functionality.).

Quick Entry (SAAQUIK) page

Updated: August 27, 2020

The intent of the Quick Entry Page is to provide a way to enter and register persons on the system with minimal effort.

This page is combined with the General Person Identification (SPAIDEN) page, which allows a person to be added to the system along with addresses (optional). It can also create recruiting and admissions records at the user's option, and will automatically create a student record which is required for registration. To enter a new ID or generate a new ID number when Common Matching is turned off globally or for a specific user ID, you may do one of the following:

1. Select Generate ID from the Options Menu, or enter `GENERATED` in the **ID** field to open the Current Identification window.
2. Use the **Search** feature and then select Add Person from the Options List, or perform a Count Query Hits function from the **ID** field to open the Current Identification window.
3. Enter a new ID number in the **ID** field manually, and press Enter to open the Current Identification window.

When Common Matching is turned on, you will not use the Current Identification window. Instead, you will be taken to the Common Matching Entry (GOAMTCH) page to perform the matching process for the new ID when you enter `GENERATED` in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner.®

You can also access GOAMTCH using the Common Matching (GOAMTCH) item in the Options Menu to enter information for a new ID and then execute the matching process before a new PIDM is created in Banner.

You may not enter a future birth date, i.e., one which is greater than the system date, in the **Birth Date** field.

Use the Applicant and Recruit Information section to enter information for creating an admissions application or recruiting record for the person during the quick entry process.

Use the Quick Admit section to access the main window from secondary windows of the page.

Fields	Descriptions
Enter Address	Check this box to quickly access the Addresses window. The check box will only be active when address data exists for the ID.
Enter Biographical	Check this box to quickly access the Biographical window. The check box will only be active when biographical data exists for the ID.
Full or Part Time	The **Full or Part Time** radio group specifies the prospect's intended load of study. Valid values are `Full Time`, `Part Time`, and `None`.

SAAQUIK Processing

Updated: August 27, 2020

The following scenarios and error messages are used with SAAQUIK.

- If a student record already exists for a given term and level (with no registration), when you go to the next section from the Key section, you receive the following error message: `*ERROR* Student record exists for term, use a different term.`
  You can then enter address and biographic information to update the curriculum information. If curriculum information is updated and saved, the SGASTDN record will reflect those changes. If a recruit or application record was initially created as well, the curriculum changes are not reflected on SRARECR or SAADMS.
- If a student record already exists for a given term and level, and registration exists but for a term other than the one in the Key section, you receive the following error message: `*ERROR* Student record exists for term, use a different term.`

You can then enter address and biographic information to update the curriculum information. If curriculum information is updated and saved, the SGASTDN record reflects those changes. If a recruit or application record was initially created as well, the curriculum changes are not reflected on SRARECR or SAAADMS.

- If registration exists for the student for the term entered in the Key section of SAAQUIK, you receive the following error message when you go to the next section from the Key section: `*ERROR* Registration exists for this term. Cannot create/update student data.`
  You will not see any curriculum information for the student. You may enter address and biographic information for this person.
- If you navigate past the **Citizenship** field, you will receive the following message, as the student's curriculum data cannot be updated: `Curriculum data cannot be updated.`
- If a student record already exists for the term in the Key section, but you enter a different level, you will receive the following error message when you go to the next section from the Key section: `*ERROR* Student record exists for term, use a different term.`

You will not see any curriculum information for the student. You can enter address and biographic information for this person, but you cannot enter curriculum information.

Current Identification window

Updated: August 27, 2020

Use this window to enter the name information for either a new ID entered by a user or a system-generated ID.

Access this window from the Key section using the **Generate ID** item in the Options Menu or the **Generate ID** button. This window allows you to enter a name for the new recruit, the message at the bottom of the window indicates that the Person is being associated with Displayed ID. It states that the there is a Generated ID Being Used for Addition of New Person. When Common Matching is turned on globally or for a specific user ID, you do not use the Current Identification window. Instead, you are transferred to the Common Matching Entry (GOAMTCH) page to perform the matching process for the new ID. GOAMTCH is displayed if the user does not have the **Exclude User** check box selected on GORCMUS. If **Exclude User** is selected, then the Current Identification window will be used to create the new person.

Curriculum section

Updated: August 27, 2020

Use this section to enter curriculum information for the applicant. This section contains the key fields required to create a curriculum record and allows you to enter or delete curriculum data quickly. This section is a mini-version of the Curriculum section in the Curriculum window on SAAADMS.

Data entered in this section updates the SORLCUR and SORLFOS tables. You can use the Options Menu to access SOILCUR and view curriculum information for all modules.

The following fields are in this section.

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 **Enter** and **Enter** arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study sections changes for each record.
Term	This is the term code for the module's curriculum record. List Term Code Validation (STVTERM)
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.

Fields	Descriptions
	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.

Fields	Descriptions
	List Degree Code Validation (STVDEGC) Help Base Curriculum Rules by Degree Count Hits Change Curriculum
Study Path	Key sequence number of the study path.

Field of Study section

Updated: August 27, 2020

Use this section to enter field of study information for the applicant.

This section contains the key fields required to create a curriculum record and allows you to enter or delete curriculum data quickly. This section is a mini-version of the Field of Study section in the Curriculum window on SAAADMS. Data entered in this section updates the SORLCUR and SORLFOS tables. You can use the Options Menu to access SOILCUR and view curriculum information for all modules.

The following fields are in this section.

Fields	Descriptions
Priority	This is the priority number that defines the field of study rank.
Type	This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration. List Learner Field of Study Types (GTVLFST)
Status	This is the curriculum status for the field of study. List Curriculum Status (STVCSTS)
Field of Study	This is the major, minor, or concentration

Fields	Descriptions
	code for the field of study. List All Major, Minor, or Concentration Codes Help Attached Majors, Minors, or Concentrations
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 *CONCENTRATION*. List All Major Codes Help Attached Majors Edit Curriculum Rules (SOACURR)
Department	This is the department code for the field of study. List All Department Codes Help Attached Departments

Communication Plan Change window

Updated: August 27, 2020

When items such as campus, level, college, or degree are changed for an applicant, this may affect their communication plan

When this is the case, the Communication Plan Change window will display, and the user may make changes to the communication plan. The window also displays when a new applicant is added to SAAQUIK.

Note: To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the page.

Fields

Updated: August 27, 2020

The window contains the following fields.

Fields	Descriptions
Communication Plan	The communication plan code. List Communication Plan Validation (STVCPLN)
Description	Description of the plan code.
Recruit, Applicant, Learner	Radio group which displays the module the plan exists in: `Recruit`, `Applicant`, or `Learner`.
Term	The recruit term or the admissions term for the plan. If the plan is in Recruiting (radio group is set to `Recruit`), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (radio group is set to `Applicant`), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to `Learner`), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Sequence Number	The sequence number or the application number for the plan. If the plan is in Recruiting (radio group is set to `Recruit`), the List function accesses the Prospect Summary (SRASUMI) page.

Fields	Descriptions
	If the plan is in Admissions (radio group is set to *Applicant*), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to *Learner*), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Active Plan	Check box indicates when checked that the communication plan is active. Only active communication plans display in this window. You can inactivate a plan by unchecking the **Active Plan** check box.
Pending Mail	Indicates whether mail exists for the plan. When the communication plan is first added, the field is blank, because the materials have not been created. This value cannot be changed. Choices are: • *checked*-Unsent mail exists for the communication plan. This value is stored in the database as *Y*. • *unchecked*-No pending mail exists for the plan. This value is stored in the database as *N*.
Delete Mail	Indicate whether to delete mail for the communication plan. This field can be changed to *Y* (checked) if there is pending mail for the plan and the **Active Plan** check box has been unchecked. This field cannot be changed when the **Active Plan** check box is checked because of processing that takes place when materials are created. Missing materials are created for all active communication plans. If you delete the mail on an active plan, the

Fields	Descriptions
	materials are recreated when you save the plan. If the **Active Plan** check box is checked, and the **Delete Mail** field is checked, the communication plan is deleted from the Communication Plan Assignment (SOAPLAN) page, along with any existing mail on the Student Mail (SUAMAIL) page. Choices are: • `checked`-Delete communication plan mail. This value is stored in the database as `Y`. • `unchecked`-Do not delete communication plan mail. This value is stored in the database as `N`.

Options

Updated: August 27, 2020

The following navigation options are available on the Communication Plan Change window.

Option	Description
Student Mail	Use the Student Mail item in the Options Menu to access the Student Mail (SUAMAIL) page to update/view mail for the current ID in the Key block of the application page.
Return	Use the **Return** button or the Return to (Applicant, Recruit, or Prospect) item in the Options Menu to go back to the **Term** field on the main window of the application page. If the plan was initiated when a record was removed, the process will continue. This option will not return you to the main

Option	Description
	window if there are pending changes in the window. All changes must be saved before returning.
Start Over	Use the Start Over function to do a complete page Start Over. The cursor will be returned to the Key of the application page. This function will not return you to the main window if there are pending changes in the window. All changes must be saved before returning. To access the Communication Plan Change window, all changes must have been saved on the application page, except in the case of the record being removed. If you do not make any changes in the Communication Plan Change window, you will not be prompted to save your changes.

Functions and Updatable Fields window

Updated: August 27, 2020

You may use Oracle functions to modify communication plan records.

Action	Description
Delete old plans	Use the Remove Record function. This will also automatically delete pending materials.
Insert new plan	Use the Insert Record function. You must enter the plan code and select the module. If the module is Recruiting or Admissions, you must also enter a term and sequence number.
Update plan	Change the active status and delete pending mail by changing the value of the **Active Plan** check box to checked or unchecked and

Action	Description
	the **Pending Mail** check box to checked or unchecked.
Next and Previous section	These functions are not allowed in the Communication Plan Change window. To navigate back to the main window of the application page, press the **Return** button**,** select the Return to (Applicant, Recruit, or Prospect) item in the Options Menu, or use the Duplicate Item function. All changes must be saved before exiting the Communication Plan Change window.

Addresses window

Updated: August 27, 2020

Use this window to enter address, phone, and delivery point information for the applicant. This window can be accessed using the Addresses section or the Address Information item in the Options Menu.

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. Addresses with the same address type may be added on this page as long as the address effective dates do not overlap.

When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation (GTVZIPC) page 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/Postal Code is entered manually.

The phone information includes country code, area code, phone number, and extension, if applicable.

Biographical window

Updated: August 27, 2020

This window displays information from the main section of SPAPERS. You can view and update person records in this window. This window is accessed by the Biographical section or the Biographical Information item in the Options Menu. Use the Bio/Demo

Information [SPAPERS] item to access SPAPERS.

Biographical Information section

Updated: July 20, 2023

Information on the biographical information section.

Fields	Descriptions
Legal Sex	Indicates the legal sex of the person or non-person. From the drop down list select `Male`, `Female`, or `Not Available` if the gender is unknown. You can add more values to the drop down list on the Legal Sex Code Validation (GTVLGSX) page.
Birth Date	ID's birth date. You may not enter a future birth date, that is, 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 page 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. SSN/SIN/TIN is used by some reports and processes, instead of the ID, such as tax documents (W-20, T2202A, etc.). Data loads can match against either ID or SSN/SIN/TIN.
Confidential	Confidential Indicator. To indicate that information about this person should remain confidential, select the check box. If the box is checked, then the message `Confidential` displays on any forms with the ID in the Key block. The **Confidential (Indicator)** does not control any other system processing.
Deceased	Select if the ID is deceased. Online processing is not prevented for deceased IDs; however, the message `Deceased` displays on any forms with the ID in the Key block. You may request and run a transcript for a student who is deceased. However, the Grade

Fields	Descriptions
	Mailer Report (SHRGRDE) and associated processing are prohibited for a deceased person.
Deceased Date	Date of death if deceased. If you enter the deceased date, then the system automatically checks the **Deceased** check box.
Citizenship	Used to display the citizen type code of the recruit, i.e, citizen, non-citizen, native, etc. Valid values come from the Citizen Type Code Validation (STVCITZ) page. If this value is entered in SPAPERS, it will default into SRAQUIK. If this value is entered on SRAQUIK, it will default into SPAPERS. List Citizen Type Validation list
Marital Status	ID's marital status. List Marital Status Validation List
Religion	ID's religion. List Religion Code Validation list
Legacy	ID's relationship to alumni of the institution. List Legacy Code Validation list
Ethnicity	ID's ethnic background. This is critical for IPEDs and additional reports. List Ethnic Code Validation list

New Ethnicity	Pulldown list used to select the new ethnicity for the person.
	
	Values are:
	
	`Hispanic or Latino`
	
	`Not Hispanic or Latino`

Fields	Descriptions
	`None (default)`
Ethnicity and Race Confirmed	Check box 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	Veteran identification number associated with the ID.
Veteran Classification	Indicates whether the ID is associated with one of the categories in the drop-down list, and therefore may be eligible for Veteran-related programs, if applicable. This field is also used in Banner Human Resources reporting. The values for the drop-down list are separated by category and employees included in that category. Choices are: • `Not a Veteran` • `Protected veteran` (choosing not to self-identify the classification) • `Not a Protected Veteran` • `Active Wartime or Campaign Badge Veteran`
Date of Discharge	This is the date the person was separated from active duty. Enter in DD-MON-YYYY format.
Armed Forces Service Medal Indicator	Check box that indicates whether the veteran was awarded a medal for service in the armed forces.
Disabled Veteran	Check box 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 section

Updated: August 27, 2020

This section 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.

Admissions Rating (SAARRAT) page

Updated: August 27, 2020

The Admissions Rating (SAARRAT) page allows you to enter multiple rating types and associated ratings per individual ID.

Main window

Updated: August 27, 2020

The main window contains the Key block, the Application Summary section, and the Application Rating section.

Key block

Updated: August 27, 2020

The following fields are in the Key block.

Fields	Descriptions
ID	The **ID** field is used for the ID of the applicant who is to be assigned ratings.
Term	The **Term** field in the key determines which

Fields	Descriptions
	applications are displayed in the Application Information section. If a term is entered, then the applications that display begin with that term, sorted in descending order by application number. If no term is entered, then the applications are displayed in descending order by term and then by application number. You may scroll through all the available applications. The rating data entered in the Application Rating section pertains to the application shown in the Application Summary section.
Administrator ID	If the **Administrator ID** and **Role** fields are entered in the key, then all rating types assigned to that administrator ID and role combination on the Admissions Rating Type Rules (SAARRCT) page are defaulted into the Application Rating section. The administrator ID can also enter additional rating types and ratings as long as they have been defined in the Term Rating Type Rules section on SAARRCT. If the **Administrator ID** field in the key is left blank, then any rating types/ratings defined on SAARRCT can be entered for this ID.
Role	If the **Administrator ID** and **Role** fields are entered in the key, then all rating types assigned to that administrator ID and role combination on the Admissions Rating Type Rules (SAARRCT) page are defaulted into the Application Rating section. The administrator ID can also enter additional rating types and ratings as long as they have been defined in the Term Rating Type Rules section on SAARRCT.

Application Summary section

Updated: August 27, 2020

This section displays a summary of data from the admissions application and the curriculum record.

Fields	Descriptions
Application blank of blank	Displays the record number of the application being viewed in the Application Summary section and the total number of application records for the ID, such as **Application** *1* **of** *8*. Records can be scrolled through using the **Left** and **Right Arrow** buttons.
Application Preference	Preference value entered on the application.
Status	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Status** field will be updated from *I*(Incomplete) to *C*(Complete). If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the **Status** field will be updated from *I*(Incomplete) to *C*(Complete).
Outstanding Requirements	If all checklist items associated with a specific application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box will be updated from checked (*Y*) to unchecked (blank). (No outstanding items exist.) If all outstanding checklist items for an application are updated with a received date in the Application Checklist information, the **Outstanding Requirements** check box in the Admissions Application Summary information will be updated from checked (*Y*) to unchecked (blank). (No outstanding items exist.)
Priority	This is the priority number that defines the curriculum rank.
Program	This is the program for the curriculum record.
Level	This is the level for the curriculum record.
College	This is the college for the curriculum record.

Fields	Descriptions
Campus	This is the campus for the curriculum record.
Degree	This is the degree for the curriculum record.
Catalog Term	This is the catalog term code for the curriculum record.
Field of Study Type	Field of study type for the curriculum.
Field of Study Code	Code for the field of study.
Field of Study Department	Department for the field of study.

Application Rating section

Updated: August 27, 2020

The Application Rating section displays summary data by rating type. It displays a total rating for each rating type and an average rating for that same rating type. In addition, it displays an overall total and an overall average.

- The total for a rating type is the addition of all ratings with that same rating type.
- The average for a rating type is the total of all ratings with that rating type divided by the number of ratings for that type.
- The overall total is the addition of all ratings for all rating types.
- The overall average is the overall total divided by the number of rating types.

Fields	Descriptions
Administrator ID	The **Administrator ID** field in the Application Rating section is validated against the SORAROL table.
Administrator Role	The **Administrator Role** field in the Application Rating section is validated against the SORAROL table.
Rating Type	The **Rating Type** field is validated against the Admissions Rating Type Validation (STVRATP) page. The allowed values that a rating can have are defined on the Admissions Rating Type Rules (SAARRCT) page. This page determines the number of positions for the rating and its allowed minimum and maximum values.

Fields	Descriptions
User	The **User** field designates the user for whom the rating record is inserted, updated, or deleted.
Untitled	The **(Ratings) must be a numeric value between** field indicates what the valid numeric range is for the rating type that is currently selected based on the rules set up for that rating type on SAARRCT. If you enter a rating that is not valid based on the rules on SAARRCT, you will receive the following error message in the autohint: `* ERROR * Rating Type must be between xx and yy`.

Admissions Rating Type Rules (SAARRCT) page

Updated: August 27, 2020

This page allows institutions to define and tailor each type of rating to meet their individual needs.

The data contained in this page is stored in the Admissions Rating Table (SARRRCT). All rating types to be used must be defined in the Term Rating Type Rules section. Use of the Administrator Rating Type Rules section is optional.

Term Rating Type Rules section

Updated: August 27, 2020

The following fields are in this section.

Fields	Descriptions
Effective Term	The **Effective Term** field defines the term for which this rule becomes effective. The rule is effective for this term and all future terms.
Rating Type	The **Rating Type** is a required field. It must already have been defined on the Admissions Rating Type Validation (STVRATP) page. The rating type is entered here so that the guidelines for the rating

Fields	Descriptions
	associated with this rating type can be defined.
Minimum Rating	The **Minimum Rating** field is required. It determines the minimum value that the rating can have for the associated rating type.
Maximum Rating	The **Maximum Rating** field is required. It determines the maximum value that the rating can have for the associated rating type.

Administrator Rating Type Rules section

Updated: August 27, 2020

All rating types defined for that administrative ID and role on SAARRCT are displayed.

So, if one particular administrator is supposed to rate each applicant on three different items, those three items (rating types) can be defined for that administrator on SAARRCT, and they are automatically filled in on the Admissions Rating (SAARRAT) page or the Admissions Decision and Rating Batch Entry (SAADCBT) page when that administrator's ID and role are entered in the key. The following fields are in this section.

Fields	Descriptions
Effective Term	The **Effective Term** field defines the term for which this rule becomes effective for the administrator ID and role combination. The rule is effective for this term and all future terms.
Administrator ID	The **Administrator ID** field defines the ID of the administrator to whom this rating type is being assigned. The **Administrator ID** field is validated against the SORAROL table in conjunction with the STVRADM table. One of the administrative roles assigned to this ID must have the **Rater Indicator** checked on the Administrative Role Code Validation (STVRADM) page in

Fields	Descriptions
	order for this person to be allowed to enter ratings.
Administrator Role	The **Administrator Role** field defines the role to be associated with the rating type.
Rating Type	The **Rating Type** field is required and identifies which rating type is being associated with this administrator ID and role combination. If this field is not used, SAARRCT is used to define the parameters within which each rating type must fall (i.e., the minimum and maximum rate, etc.).
Minimum Rating	The value in the **Minimum Rating** field defaults in for the assigned rating type based on the rules defined for this rating type in the Term Rating Type Rules section.
Maximum Rating	The value in the **Maximum Rating** field defaults in for the assigned rating type based on the rules defined for this rating type in the Term Rating Type Rules section.

Admissions Rating Formula Definition (SAARRDF) page

Updated: August 27, 2020

This page is term-driven and allows a customized rating formula to be built by using the factor codes defined on SAARRFT.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Rating Formula section.

Key block

Updated: August 27, 2020

The following fields are in the Key block.

Fields	Descriptions
Rating Type	Enter the rating type to be associated with the user-defined formula. This is a required field. List Rating Type Codes (STVRATP)
Term	Enter the term for which this rating formula takes effect. This formula is in effect until a new, greater term record is created for the same rating type. This is a required field. List Term Code Validation (STVTERM)

Rating Formula section

Updated: August 27, 2020

Use this section to create the rating formula. The **Display Formula** button is used to display the entire formula created by combining all the records.

The following fields are in the Rating Formula section.

Fields	Descriptions
Term	Enter the term to be associated with the formula. This field is populated automatically based on the value in the **Term** field in the Key block.
Sequence Number	Enter the sequence number for the order of the records when building the formula. Enter the number in format 99.99. The maximum number allowed per formula is 9999999.99. If a component of the formula was left out, it can be inserted in the correct position by using the decimal point feature of the sequence number, for example, 2.04.
Rating Formula Factor Code	Enter the factor code for the rating formula. Only one value can exist for a formula

Fields	Descriptions
	component: a factor code, or parenthesis, or a mathematical operator. See example below. List Admissions Factor Code Validation (STVAFCT)
Left Parenthesis	Enter the rating formula component for the left parenthesis. Only one value can exist for a formula component: a factor code, or parenthesis, or a mathematical operator. See example below.
Operator	Enter the rating formula component for the mathematical operators (/ = + -). Only one value can exist for a formula component: a factor code, or parenthesis, or a mathematical operator. See example below.
Right Parenthesis	Enter the rating formula component for the right parenthesis. Only one value can exist for a formula component: a factor code, or parenthesis, or a mathematical operator. See example below.

Example

Enter one component of the formula on each line of the page. To create the following formula: (A + B) / C, enter the following information:

Line	Factor Code	Component
1		(
2	Factor Code = A	
3		+
4	Factor Code = B	
5		)
6		/

Line	Factor Code	Component
7	Factor Code = C	

Admissions Rating Factor Rules (SAARRFT) page

Updated: August 27, 2020

Use this page to associate factor codes with specific criteria and values. Curriculum checking is not performed on this page.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Data section.

Key block

Updated: August 27, 2020

The Key block of the page is used to search on existing admissions rating factors that meet the criteria entered here.

The following fields are in the Key block.

Fields	Descriptions
Term	Enter the effective term for which the factor rule is in effect. This rule is in effect until a new, greater term record is created for this factor. This field is not required. List Term Code Validation (STVTERM)
Level	Enter the level for which the factor rule is in effect. This field is not required. List Level Code Validation (STVLEVL)
Campus	Enter the campus for which the factor rule is in effect. This field is not required.

Fields	Descriptions
	List Campus Validation (STVCAMP)
College	Enter the college for which the factor rule is in effect. This field is not required. List College Validation (STVCOLL)
Degree	Enter the degree for which the rating rule is in effect. This field is not required. List Degree Code Validation (STVDEGC)
Program	Enter the program for which the factor rule is in effect. This field is not required. List All Program Codes (SMAPRLE)
Field of Study Type	Field of study type for the curriculum for which the factor rule is in effect. List Learner Field of Study (GTVLFST)
Field of Study Code	Code for the field of study (major) for which the factor rule is in effect. This field is not required. List All Major Codes (STVMAJR)
Admission Type	Enter the admit type for which the factor rule is in effect. This field is not required. List Admission Type Validation (STVADMT)
Student Type	Enter the student type for which the factor rule is in effect. This field is not required. List Student Type Code Validation

Fields	Descriptions
	(STVSTYP)
Residence	Enter the residency type for which the factor rule is in effect. This field is not required. List Residence Code Validation (STVRESD)

Data section

Updated: August 27, 2020

The following fields are in the Data section.

Fields	Descriptions
Term	Enter the effective term for which the factor rule is in effect. This rule is in effect until a new, greater term record is created for this factor. This is a required field. List Term Code Validation (STVTERM)
Level	Level. Enter the level for which the factor rule is in effect. This field is not required. List Level Code Validation (STVLEVL)
Campus	Campus. Enter the campus for which the factor rule is in effect. This field is not required. List Campus Validation (STVCAMP)
College	College. Enter the college for which the factor rule is in effect. This field is not required. List College Validation (STVCOLL)
Degree	Enter the degree for which the factor rule is in effect. This field is

Fields	Descriptions
	not required. List Degree Code Validation (STVDEGC)
Program	Enter the program for which the factor rule is in effect. This field is not required. List All Program Codes (SMAPRLE)
Field of Study Type	Field of study type for the curriculum for which the factor rule is in effect. List Learner Field of Study (GTVLFST)
Field of Study Code	Code for the field of study (major) for which the factor rule is in effect. This field is not required. List All Major Codes (STVMAJR)
Curricula	Drop-down field used to specify if the curricular elements defined on the rule must come from the primary curriculum record, secondary curriculum record, or any curricula. Valid values are: • *Primary* • *Secondary* • *Any* • The default value is *Primary*.
Admission Type	Admit type. Enter the admit type for which the factor rule is in effect. This field is not required. List Admission Type Validation (STVADMT)
Student Type	Student type. Enter the student type for which the factor rule is in effect. This field is not required.

Fields	Descriptions
	List Student Type Code Validation (STVSTYP)
Residence Code	Residency. Enter the residency type for which the factor rule is in effect. This field is not required. List Residence Code Validation (STVRESD)
Factor	Enter the factor code for which the rating rule is in effect. This field is required. See example below. List Admissions Factor Code Validation (STVAFCT)
Table Name	Enter the table name to be used with the factor code for the generated SQL statement. This field is not required and is validated against `ALL_TABLES`. See example below. List User Table Names
Select Column	Enter the database table column to be used in the select condition of the generated SQL statement. List displays the available columns from `ALL_TAB_COLUMNS` based on the table name entered in the **Table Name** field. Select the column for the condition you want met when associating the **Select Column** with the **Factor** field. This field is not required. See example below. List User Table Columns
Where Column	Enter the database table column to be used in the where condition of the generated SQL statement. List displays the available columns from `ALL_TAB_COLUMNS` based on the table name entered in the **Table Name** field. This field is not required. See example below. List User Table Columns
Value	Enter an alpha-numeric value for the factor value. If an SQL statement is to be generated, this value is used in the where

Fields	Descriptions
	condition. Otherwise, this value will be a static value for the factor code. This field is not required. See example below.
Activity Date	This is the date the record was created. This field is display only.

Example

To assign the test score associated with a test code of S01 to the factor code of TestS01, enter the following values:

Field	Value
Factor	*TestS01*
Table Name	*SORTEST*
Select Column	*SORTEST_TEST_SCORE*
Where Column	*SORTEST_TESC_CODE*
Value	*S01*

Admissions Application Summary (SAASUMI) page

Updated: August 27, 2020

Use this page to view a summary of admissions applications for a person. This page can be accessed directly from the Admissions Application (SAAADMS) page. Fields on SAASUMI cannot be changed.

Prerequisite

Updated: August 27, 2020

An application for admissions must exist for the ID. You can create an application on the Admissions Application (SAAADMS) page.

Main window

Updated: August 27, 2020

Use this window to search on existing admissions applications.

Key block

Updated: August 27, 2020

Use the Key block to enter the ID and term for the admissions application search.

Fields	Descriptions
Confidential (Confidential Message)	Message displays when the **Confidentiality (Indicator)** check box is checked on the General Person (SPAPERS) page. Confidentiality may be requested by the student or determined by institution policy.
Deceased (Deceased Message)	Message displays when the **Deceased (Indicator)** check box is checked on the General Person (SPAPERS) page. You may process data for a person who is deceased.
ID	ID of the student for whom you want to search existing admissions applications.
Term	Term to search for which admissions application records exist. In search mode, this value comes from the **Term** field in the Key block of the Admissions Application (SAAADMS) page. If accessed directly, choices come from the Term Code Validation (STVTERM) list.
Level	Level code for the curriculum on the admissions application. Examples include graduate, medical, law, transfer. In search mode, this value comes from the **Level** field in the Curriculum window on the Admissions Application (SAAADMS) page. If accessed directly, choices come from the Level Code Validation (STVLEVL) list. List All Level Codes (STVLEVL)
Campus	Campus code for the curriculum on the admissions application. Examples include

Fields	Descriptions
	main, north, downtown. In search mode, this value comes from the **Campus** field in the Curriculum window on the Admissions Application (SAAADMS) page. If accessed directly, choices come from the Campus Code Validation (STVCAMP) list. List All Campus Codes (STVCAMP)
College	College code for the curriculum on the admissions application. Examples include College of Arts and Sciences, College of Business. In search mode, this value comes from the **College** field in the Curriculum window on the Admissions Application (SAAADMS) page. If accessed directly, choices come from the College Codes (STVCOLL) list. List All College Codes (STVCOLL)
Degree	Degree code for the curriculum on the admissions application. Examples include BA, BS, MBA, PHD. In search mode, this value comes from the **Degree** field in the Curriculum window on the Admissions Application (SAAADMS) page. If accessed directly, choices come from the Degree Codes (STVDEGC) list. List All Degree Codes (STVDEGC)
Program	Program code for the curriculum on the admissions application. Examples include BA in English, BS in Math.

Fields	Descriptions
	In search mode, this value comes from the **Program** field in the Curriculum window on the Admissions Application (SAAADMS) page. If accessed directly, choices come from the Program Codes (SMAPRLE) list. List All Program Codes
Field of Study Type	Field of study type for the curriculum on the admissions application. List Learner Field of Study (GTVLFST)
Field of Study Code	Code for the field of study. This is the primary major selected for the admissions application. Examples include Liberal Arts, Biology, Accounting. In search mode, this value comes from the **Field of Study** field in the Curriculum window on the Admissions Application (SAAADMS) page. If accessed directly, choices come from the Major Codes (STVMAJR) list. List All Major Codes (STVMAJR)

Admissions Application Summary section

Updated: August 27, 2020

Use the Admissions Application Summary section to view admissions applications and to search specific information for the applications. An ID may have multiple application records. Applications are sorted by term in descending order and then by application number in descending order within each term.

Fields	Descriptions
Entry Term	Term in which admissions applications were processed. In search mode, this value comes from the **Entry Term** field in the main window on the Admissions Application (SAAADMS) page.If accessed directly, choices come from the Term Code Validation (STVTERM) list.
Application Number	Sequence number for the application. In search mode, this value comes from the **Application Number** field in the main window on the Admissions Application (SAAADMS) page. If accessed directly, enter an application number.
Application Preference	Preference value entered on the application.
Admission Type	Type of admission processed on the admissions application. Examples include early decision, early admission, standard. In search mode, this value comes from the **Admission Type** field in the main window on the Admissions Application (SAAADMS) page. If accessed directly, choices come from the Admission Type Validation (STVADMT) list.
Student Type	Type of student processed on the admissions application. Examples include first-time freshman, continuing education student, transfer student. In search mode, this value comes from the **Student Type** field in the main window on the Admissions Application (SAAADMS) page. If accessed directly, choices come from the Student Type Code Validation (STVSTYP) list.

Fields	Descriptions
Residence	Residence code for the application. List Residence Code Validation (STVRESD)
Outstanding Requirements	Check box that shows whether required documents for the application are outstanding. This value comes from the **Outstanding Requirements** check box in the main window on the Admissions Application (SAAADMS) page.
Status	Status of the application. Examples include withdrawn, decision pending, complete-ready for review. In search mode, this value comes from the **Application Status** field in the main window on Admissions Application (SAAADMS) page. If accessed directly, choices come from the Admission Application Status Validation (STVAPST) list.
Status Date	Date of the status associated with the admissions application. If no date is entered, the system date is the default. This value comes from the **Application Status Date** field in the main window on the Admissions Application (SAAADMS) page. If the application status changes because checklist items have been received, then the item received date for the checklist item will be defaulted into the status date for the application.
Decision	Decision associated with the admissions application. Examples include quick entry, departmental approval, final review.

Fields	Descriptions
	In search mode, this value comes from the **Application Decision** field in the main window on the Admissions Application (SAAADMS) page. If accessed directly, choices come from the Admission Application Decision Code Validation (STVAPDC) list.
Decision Date	Date the application decision was made. If no date is entered, the system date is the default. This value comes from the **Application Decision Date** field in the main window on the Admissions Application (SAAADMS) page.

Curricula Summary section

Updated: August 27, 2020

This section displays a summary of curricula data.

This section displays the most recent curriculum data for each priority if the curriculum row is `ACTIVE`. The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing. The curricula summary information comes from the general student record. The summary sections are populated when the SGBSTDN record for the person is queried. 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 section title to identify these two rows. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

The following fields are in this section.

Fields	Descriptions
Priority	This is the priority number that defines the curriculum rank.

Fields	Descriptions
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.
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 section

Updated: August 27, 2020

This section is display only for the ID in the Key block and displays a summary of field of study data. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

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 section.

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 section.
Type	This is the type code for the learner field of study. It identifies whether the row is for a

Fields	Descriptions
	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 `CONCENTRATION`.

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

Filter on an admissions application from the Key block

Updated: August 27, 2020

You can filter on the admissions application from the key block.

About this task

Procedure

1. Enter an ID on SAASUMI.
2. Enter a term to only see applications for a specific term,

   or,

   Leave **Term** blank to see all existing applications for the person.
3. Go to the next section to view the application records for the person.

Filter on an admissions application from the Admissions Application Summary section

Updated: August 27, 2020

You can filter on the admissions application from the Admissions Application summary section.

About this task

Procedure

1. Enter an ID on SAASUMI.
2. Go to the next section.
3. Choose Enter Query mode.
4. Enter data in one or a combination of searchable fields.
5. Execute the search.
6. View the application records for the person.

Filter on an admissions application from SAAADMS

Updated: August 27, 2020

You can filter on the admissions application.

About this task

Procedure

1. Enter an ID on SAAADMS.
2. Enter a term to only see applications for a specific term,

   or,

   Leave **Term** blank to see all existing applications for the person.
3. Select Admissions Application Summary (SAASUMI) from the Key block Options Menu to access SAASUMI.

4. Use the scroll bar to view all the application records for the person.
5. Use Exit with Value to select the record to take back to SAAADMS.

Web Admissions Term Calendar Rules (SAAWAAD) page

Updated: August 27, 2020

This page is used for controlling the calendar of applications in the Banner® production tables.

This calendar determines by term when an application can be viewed, when the status can be viewed, and when the most recent decision can be viewed. The level, campus, college, and admit type are optional variables in setting up the calendar.

Fields	Descriptions
Priority	The **Priority (Code)** field is used to create a unique key for a calendar rule. It may be necessary to have multiple records for one level and term that start and end on the same date, to exclude specific admit types from ever displaying on the Web. The **Priority (Code)** field can be used to make each record unique.
View Application	Check the **View Application** check box to allow applications in the date range to be viewed on the Web.
Show Status	Check the **Show Status** check box to allow the application statuses in the date range to be viewed on the Web.
Show Decision	Check the **Show Decision** check box to allow application decisions in the date range to be viewed on the Web.

Electronic Applicant Web Default Rules (SAAWADF) page

Updated: August 27, 2020

You can customize Web application data by application type using the Electronic Applicant Web Default Rules (SAAWADF) page. Use this page to enter default data and rules for curriculum, email address, link text, and credit cards.

The keys to the record are the Web application type and an effective term. The effective term code in the Default Curriculum section may be different than the effective term in the key. If the term and curriculum are entered on this page, the curriculum data will automatically populate the student's application when the electronic application is created. The Web data section for curriculum does not have to be displayed on the Web application. If the section is displayed, the curriculum entered on SAAWADF will automatically be filled in. Use the Default Curriculum section to access the main window from a secondary window.

E-mail and Credit Card Rules window

Updated: August 27, 2020

This window contains email and link information for use in Student Self-Service and credit card rules for application fees. Use the E-mail and Credit Card Rules section to access this window.

Checklist Email Link section

Updated: August 27, 2020

This section is used to define the email address and the link text that will appear on the Application Checklist Menu on the Web.

If no link text or email address exists on this page, but the *SENDEMAILADDR* and *SENDEMAILLINK* rules exist on SAAERUL where the **Group** is equal to *ADMS*, then that link text will display on the Application Checklist Menu and that email address will become the To: address. Use the Checklist Email Link item in the Options Menu to access this section.

Application Credit Card Fee Rule section

Updated: August 27, 2020

This section is used to define credit card processing values and to control the rule to accept credit card payments for application fees. Use the Application Credit Card Fee Rule item in the Options Menu to access this section.

Payment Transaction Processing

Updated: August 27, 2020

New applicants who enter their applications on the Web may or may not exist in Banner® when the credit card transaction is processed.

It is necessary to record the credit immediately in Banner to offset the incoming money from the credit card company. If the applicant has not been pushed into Banner production, the transaction is recorded in the TBRMISD and TBBMISC tables, and is viewable on the TFAMISC page if Banner Finance is installed or on the TSAMISC page if it is not installed. If the applicant already exists in Banner, and the **Transactions to Miscellaneous Table** check box is set to *N*, their transaction will be recorded in the TBRACCD table, which is viewable on TSADETL. All transactions will be written to TBRMISD and TBBMISC if the institution has the **Transactions to Miscellaneous Table** check box set to *Y* on SAAWADF. Information about the applicant's credit card payment is recorded on the Electronic Admissions Application Header Table (SARHEAD). This information is also pushed to the Admissions Application Repeating Table (SARADAP).

The detail codes for application fees are validated against TBBDETC and must have a category code of “APF”, a type of “C” (charge), and must be active to be used with this enhancement.

Two transactions are written to the either the student's account or the miscellaneous account using the amount from this rule. One transaction is the charge and has the detail code from this rule. The second transaction written is the payment. It has the detail code the credit card is paid into as specified on the Credit Card Merchant ID (GOAMERC) page. If the transactions are written to TBRACCD, the `TRAN_NUMB_PAID` column for the payment equals the transaction number of the charge. The cashier ID entered on both transactions is specified on GOAMERC, so that all transactions entered on the Web can be reconciled together with the bank.

Fields	Descriptions
Charge Detail	The **Charge Detail** field is used to select the detail code (that is, application fee) for the transaction. Valid values come from TSADETC. This field is required if credit card processing is set to allowed or required.
Amount	The **Amount** field displays the amount associated with the detail code (that is, $25.00 for the application fee), and that amount defaults in. This field is required if credit card processing is set to allowed or required.
Application Fee Admission Request	The **Application Fee Admission Request** field is used to select the admissions application checklist code to be associated with the application fee. Valid values come from the Admission Request Checklist Code Validation (STVADMR) page.
Processing	The **Processing** radio group is used to select which circumstance applies to the Web. Choices are: **Allow Credit Card**, **Require Credit**

Fields	Descriptions
	Card, and **Do Not Allow Credit Card**.
Allow Waiver	The **Allow Waiver** check box is used to allow application fee waivers on the Web when it is checked.
Transactions to Miscellaneous Table	The **Transactions to Miscellaneous Table** check box is used to write all credit card transactions to the TBRMISD and TBBMISC tables when it is checked.

Matching and Processing Rules window

Updated: August 27, 2020

This window contains information about Quick Start matching and automated processing for use in Student Self-Service. Use the Matching and Processing Rules section to access this window.

Web Rules section

Updated: August 27, 2020

Use this section with the Quick Start matching process.

Institutions can indicate by application type the interface code that corresponds to the matching rules they would like to use in the match process. You can also enter the maximum number majors, minors, concentrations and additional majors per curriculum that can be displayed on the Web. This section is accessed using the Web Matching Rules item in the Options Menu.

Fields	Descriptions
`The following fields are in the Web Matching Rules section.`	
Interface Code	The **Interface Code** field uses the **Search** feature to access the Interface Code Validation List (STVINFC) for valid rules.
Application Source	Valid values for the **Application Source** field come from STVAPLS. This value is displayed on SAAEAPS in the **Source** field.
Application SBGI Source	The **Application SBGI Source** field uses the **Search** feature to access SOISBGI. This field is loaded to the `SARRSRC_SBGI_CODE` field for the corresponding application on SARADAP if one is created. (The SARETMT and SAAEAPS push processes will also load this new value. It will also be loaded to

Fields	Descriptions
	`SRRRSRC_SBGI_CODE` for the corresponding recruit record on SRBRECR if one is created.)
Use Generated ID, SSN or Web ID	The **Use Generated ID, SSN or Web ID** indicator allows the entry of *G*, *S*, or *W* to indicate which option should be used when creating a new ID in Banner. If no value is entered, the default value is *G*.
`The following fields are in the Web Display Rules section.`	
Maximum Number of Majors	Value that determines the maximum number of Planned Courses of Study that an applicant can enter through self-service. A course of study should be thought of as a curriculum and primary major. Valid values are *1* - *99*.
Maximum Number of Minors	Value that determines the maximum number of minors that an applicant can enter per curriculum through self-service. Valid values are *1* - *99*.
Maximum Number of Concentrations	Value that determines the maximum number of concentrations that an applicant can enter per curriculum through self-service. Valid values are *1* - *99*.
Maximum Number of Additional Majors	Value that determines the maximum number of secondary (i.e., non-primary) majors that an applicant can enter per curriculum through self-service. Valid values are *1* - *99*.

Automated Processing Rules section

Updated: August 27, 2020

Use this section to decide at a high level (i.e., by application type) if you want to use some and all of the automatic processing available with Quick Start processing. This section is accessed using the Automated Processing Rules item in the Options Menu

Fields	Descriptions
Enable QuickStart Processing	When **Enable QuickStart Processing** is checked, the other indicators on the page are enabled for optional use with Quick Start processing. No other Quick Start processing will occur unless this check box is checked. To use standard self-service admissions processing for an application

Fields	Descriptions
	type, leave this check box unchecked. When the **Enable QuickStart Processing** check box is checked, any of the rest of the boxes that follow can be checked. For example, you can use Quick Start to create just an application record or just a recruit record. Or you can use it to just create a student record like SAAQUIK does.
Automatically Create Recruit Record	When **Automatically Create Recruit Record** is checked, a recruiting record will be created automatically on SRARECR for the Web applicant. The SBGI source code indicated in the Matching Rules window of SAAWADF will be inserted into SRRRSRC for the created recruiting record.
Automatically Create Application Record	When **Automatically Create Application Record** is checked, an application will be created automatically on SARADAP for the Web applicant. The SBGI source code indicated in the Matching Rules window of SAAWADF will be inserted into SARRSRC for the created application. Just as with SAAQUIK, a user need not have an application or recruit record created just because they want a student record created.
Process Decision	When the **Process Decision** check box is checked, an application decision code can be entered and will be reflected on the application. The **Admission Decision** field is enabled when the **Process Decision** check box is

Fields	Descriptions
	checked.
Admission Decision	The **Admission Decision** field allows you to select a decision code from STVAPDC to use when creating a decision record for the newly created application. If no decision code exists, only the application will be created, not the decision record. For a student record to be created, this field must be populated with a significant decision code, regardless of whether an application is created (**Automatically Create Application Record** is checked).
Provide Access to Student Self-Service	When **Provide Access to Student Self-Service** is checked, and the Web applicant has a student record (either previously existing or just created by the Quick Start process), then an **Access Web for Students** button will display on the Signature Page even if the Quick Start process was not completed successfully. The button allows the applicant to log in to Student Self-Service to register or use any of the available features on the Web for Students menu. So even if a Quick Start applicant is unable to register based on some prohibition, they still have access to the other features of Student Self-Service.
Create one application	Check box used to determine if one application should be created with all curriculum data assigned to that one record, or if one application should be created for each major that has been entered (multiple records).

Fields	Descriptions
	• If the indicator is checked (*Y*), then only one recruiting and application record will be created, and all curricula entered will be associated with that one record. • If the indicator is unchecked (*N*), then a new record (recruiting and/ or application) will be created for each major entered by the Web user. *N* is the default setting.

Web Signature Letters window

Updated: August 27, 2020

This window is used to enter the letter code for the customized Signature Web page.

This window is accessed using the Signature Page Letters item in the Options Menu or the Web Signature Letters section. You can enter multiple customized letters to be used by standard Web application and Quick Start processing under different circumstances. The letter must first be constructed on the Format HTML Letter Rules (SOAELTR) page. This page allows for the placement of electronic applicant variables, some formatting, and free page text. The BWSKASGN package organizes the letter and places it on the Signature Web page after the application is marked complete.

Fields	Descriptions
Letter Code	The values for the **Letter Code** field are displayed in a lookup button from SOAELTL and display only those letters with a module code that matches the associated module code defined for the letter type on STVWLTT.
Letter Type	The **Letter Type** field is validated by the STVWLTT table. This table includes a module code that has been defined for each letter code. The letter type identifies the circumstance in which the

Fields	Descriptions
	corresponding letter code would be displayed to the Web applicant.
User ID	Displays the user ID of the person who created the record.
Activity Date	Displays the date the record was created or modified.

Web Application Customized Lists (SAAWADP) page

Updated: August 27, 2020

The Web Application Customized Lists (SAAWADP) page allows users to customize which test codes, requested materials, interests, and credit card waiver reasons will appear

For example, graduate schools can customize their Web application to show only graduate-related test codes such as GMAT and GRE. Enter the values for the selected pulldowns on SAAWADP. The pulldowns will be populated from the SARWADP table. If none exist on SARWADP, then the values will be pulled from the Web-enabled rows on SORXREF with the corresponding label. If no Web-enabled rows exist on SORXREF, then the pulldown will be populated from the validation table, for example: STVMATL for requested materials.

The Key block is used to enter the **Web Application Type** from STVWAPP and the **Validation Table Name** from STVXLBL. Only the following validation table names can be used: STVINTS, STVMATL, STVTESC, STVWAIV. If no table name is entered, the page will display all tables and associated codes defined for the specified application type.

The main section is where you enter the table name you would like to set up and where you choose the specific values from the corresponding validation table which should appear in the Web pulldowns for this application type.

Fields	Descriptions
Table	The **Table** field also has a lookup button from STVXLBL if the validation table name is entered or queried here.
Code	The **Code** field displays only those values from the corresponding table.

Fields	Descriptions
Description	The **Description** field shows the text that will appear in the Web drop-down.

Web Application Section Rules (SAAWAPP) page

Updated: October 21, 2021

Use the Web Application Section Rules (SAAWAPP) page to specify the application sections which make up each Web admissions application and the order in which the sections are displayed. Optionally, if a section of an application includes address information, the address type expected in the address information should be entered.

The Section Rules section in the main window is used to define the section rules for the display order and the selection of the Web sections.

The **Copy Configuration** in the main window is used to copy existing web application rules to new web application types. Enter the application type in the Key block. Select the **Copy Configuration** button. This displays a window which lists all existing application types. Select the application type from which you want to copy.

If the application type being copied from has questions defined for it on SAAWUDQ, a copy of those questions will be made on SAAWUDQ for the new application type. If questions have already been defined on SAAWUDQ for the new application type, the copy process won't touch those questions but will add all questions with non-matching sequence numbers from the existing application type to the new application type.

For example:

A new application type of X1 has questions defined with sequence numbers 1, 2, and 5 on SAAWUDQ.

Questions with sequence numbers 1, 2, 3, 4, 5, 6, and 7 have already been defined for existing application type of Y1.

Use SAAWAPP to copy application type Y1 into X1. Questions 1, 2, and 5 for application type X1 will remain unchanged.

Questions 3, 4, 6, and 7 will be copied from application type Y1 to application type X1.

During the copy, any questions already assigned to application type X1 will also be assigned to application type Y1.

Fields	Descriptions
Web Application Type	Use the **Web Application Type** field to specify the electronic application type for which an application section is to be defined. Required. The value must be valid on the Application Type Code Validation (STVWAPP) page. List Electronic Application Code Validation (STVWAPP)
Display Order	Use the **Display Order** field to indicate the order in which application sections should display in the Student Self-Service admissions applications. The specific numbers used are not important, as long as the order of section display is correctly indicated by the numbers. Required. Must be a valid number.
Web Section	Use the **Web Section** field to specify a valid application section which will be part of the associated application type. Required. The value must be valid on the Web Application Section Validation (STVWSCT) page. List Electronic Application Section Code Validation (STVWSCT)
Section Rules Description	The **Section Rules Description** field is where the user can rename the section description label that will appear on the Web Application Checklist Menu and within each section.
Address Type	Use the **Address Type** field to indicate the address type which will be collected by the application section, if the application

Fields	Descriptions
	section is one which collects address data. Required. The value must be valid on the Address Type Code Validation (STVATYP) page. List Address Type Code Validation (STVATYP) **Note:** The Address Type used specifies the address type for each section of an application which collects address information.
Required	Use the **Required** check box to indicate that there are data elements within this Web section that the applicant must complete. If unchecked, no data elements within this section are required. **Warning!** Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Required** check box on SAAWAPP for the *PERSONAL* (Personal Information) Web application section code if requiring users to provide ethnicity and race information is prohibited. If such a regulation applies to your institution, you must also review your existing Web application definitions and clear this check box for any applications for which it is currently checked.
Activity Date	**Activity Date** is system-maintained. It is set to the system date when a record is added or changed.

Web Application Section - Data Element Rules window

Updated: August 27, 2020

The Web Application Section - Data Element Rules window is used to enter the data elements that will display on a given section.

This is where the fields displayed on the Web page are ordered for each data section. This is also where the user specifies which question(s) defined on SAAWUDQ are displayed on a section. The first time you enter this window when defining a new section, all the data elements defined on STVWSCF for that Web section will populate the window. The user can then reorder the elements and delete any not automatically marked as required.

This window enforces the entry requirement of First and Last name, Street Line 1, City, and Choice of Study before an application can be marked complete.

Use the system-required section code *`ESSAY`* on STVWSCT with the *`QUESTION`* data element on SAAWAPP to tie essay questions to the essay Web section. The number of essay questions you can set up for the essay Web page section is limited to ten.

This window allows updates to the **Order**, **Element Rules Label**, **Question Sequence Number**, **Required** (**Indicator)**, and **Display** (**Indicator)** fields.

The Element Rules section is sorted by the **Order** field. When data elements initially populate the Element Rules section, their order is automatically set in increments of five (5). The user can update the **Order** field or delete an entire data element record.

Fields	Descriptions
Web Section	The **Web Section** field data defaults from the **Web Section** field in the main window.
Untitled	The **Description** field data defaults from the **Description** field in the main window.
Order	The **Sequence Number Order** field displays the order of the elements for the Web Application Page.
Element Code	The **Web Element Code** field displays the code name for the data element. List Data Element Entries (STVWSCF)

Fields	Descriptions
Element Rules Label	The **Element Rules Label** field is where the user can rename the element description label that appears within a Web section.
Question Sequence Number	The identifies the sequence order number assigned to the question on the Web User Defined Questions (SAAWUDQ) page. Use the **Search** feature or a lookup button function from the **Question Sequence Number** field, when the **Element Code** for the record is `Question`. The associated question will be inserted in the assigned order on the specified section. List Web User-Defined Questions (SAAWUDQ)
Required	The **Required** check box is where the user indicates that a data element is required. If an element is required, the applicant must enter data in the specific element to complete their application. If this indicator is checked, the **Display** check box must also be checked. Data elements on the Web page will have a red `*` on the right side of the label if it is marked as required on this page. For example, if the **Gender** field is marked as required, the label on the Web page is: Gender `*`
Display	The **Display** check box is where the user indicates if a specific data element should display on the Web. This box will be checked if the data element is supposed to display. The default setting for data elements is checked.

Web Application Term Calendar Rules (SAAWATR) page

Updated: August 27, 2020

SAAWATR can be used to define calendars for the application types that have different schedules. When this page is used for an application type, it must always be used.

This page works in conjunction with the Web Application Term Display Control (SOAATRM) page, where the calendar for all applications can be defined. If no rules exist on SAAWATR for an application type, then the rules defined on SOAATRM take effect.

This page controls when applications can be entered and viewed on the Web. The key to this page is the Web application type. You may enter a Web application type and a term to see only the application entry and display rules for that term, or you may leave the term blank to see all the rules for that Web application type.

When an application has been pushed to Banner® production tables, the electronic application is no longer viewable on the Web pages; instead the application from the production tables is viewable on the Web.

The Application Entry section of this page controls when electronic applications can be entered. The Application Display section controls when electronic applications can be viewed.

Use the **Copy Calendar** button to copy an existing calendar and insert or update the calendar to another application type.

Web Application Customized Curriculum (SAAWCUR) page

Updated: August 27, 2020

This page is used to search Web curriculum records and to update the **Restrict to type (Indicator)** setting.

When you access the page, the following message is displayed: `This page is now used for search or to update the restricted indicator. Use SOACURR to update self-service displays.` Use SOACURR to update the display of information in the Admissions module of Student Self-Service.

Fields	Descriptions
Restricted	If the **Restricted** check box in the Key block is checked, then only curriculum rules restricted to the application type in the key will be displayed in the Main section. (i.e., These are the only curricula that will display in the Web Plan Section drop-down.)
Web Display	When the **Web Display (Indicator)** is checked for a record, it indicates that the record is available for display on the Web `for all application types`. The Web description for that record that will also be displayed on the Web. This field is display only.
Restrict to Type	The **Restrict to Type** check box indicates that this curriculum rule should be restricted to the application type in the Key block. If at least one curriculum rule is restricted for a given application type, then only the restricted rule(s) will display in the Web Plan Section drop-down for that application type. This field is updateable.
Auto Student	The setting of the **Auto Student** check box indicates if this particular curriculum can be used with the Quick Start functionality `for all quick start application types`. This field is display only.

Web User Defined Questions (SAAWUDQ) page

Updated: August 27, 2020

This page is used to define institution-specific essay or personal statement questions which are included in the Additional Information section of the Student Self-Service admissions application. Institution-specific questions can be defined for as many Web application types as an institution requires.

Up to ten user-defined questions can be displayed on any application section, while up to twenty user-defined questions can be displayed in the Additional Information section.

Fields	Descriptions
Application Type	Use the **Application Type (Code)** field to specify the application type for which a user-defined question is maintained. Required. The value must be valid on the Application Type Code Validation (STVWAPP) page. List Electronic Application Code Validation (STVWAPP)
Ordering Sequence	Use the **Ordering Sequence** field to indicate the order in which the user-defined questions should display in the Student Self-Service admissions applications. The specific numbers used are not important, as long as the order of questions displayed is correctly indicated by the numbers. Required. Must be a valid number up to 9999.
Question Text	Use the **Question Text** field to maintain the text of the user-defined question. The question will appear in the Student Self-Service admissions application exactly as its text is maintained in this field. Required.
Yes/No Question	Check this box to indicate that this question should have a **Yes/No** radio option as the answer option on the Web, instead of a text box.
EDI Question Code	Use the **EDI Question Code** field to indicate the number of an EDI question code with which the user-defined question is associated. Optional.
Admission Request Code	Use the **Admission Request Code** to associate a question and its answer with an admission request checklist code. If the question is answered, the corresponding checklist item on the application will be marked as received. If no corresponding checklist record exists, one will be created automatically and marked as received. If the addition of the received data on this checklist item makes all the checklist items complete, the application status will automatically be updated to *C* (Complete). List Admission Request Code Validation (STVADMR)
Activity Date	**Activity Date** is system-maintained. It is set to the system date when a record is added or changed.

Student Ethos Admissions Staging Summary (SAIEAST) page

Updated: September 16, 2021

The SAIEAST allows you to view the incoming data coming through for admission applications and communicated to Banner over the Ethos APIs.

Note: Institutions can review the application information for every date item in the application and can make necessary Banner configurations required for admission processing.

Key Block

Updated: August 17, 2023

Use the Key block to specify the student's admission details to view the summary.

Field	Description
Web Application Type	Unique ID of the application.
Entry Year	Candidate's year of entry.
Application ID	Unique ID of the application.
Submitted At	Time of submission.
Candidate ID	Candidate's ID in the system.
Updated At	Time of last change.
Application Reference ID	Candidate's reference number for the application.

Base section

Updated: June 20, 2025

Use the base block to view the summary of the student details specified in the Key block.

Field	Description
Ethos API Loan Summary section	
Application Sequence Number	Unique sequence number for application in staging. This sequence number increments for each new sequence of the application.

Field	Description
Web Application Type	Type of the web application.
Submitted At	Time of submission.
Updated At	Time of last change.
Year	Course's recruitment cycle year.
Application ID	Unique ID of the application.
Candidate ID	Candidate's ID in the system.
Last Name	Candidate's last name.
First Name	Candidate's first name.
Application Status	The status of the application.
Application Summary (Applicant) section	
Application ID	The unique ID of the applicant's application.
Application Sequence Number	Unique sequence number for application in staging. This sequence number increments for each new sequence of the application.
Phase	Phase of the application. **Note:** For new applications, the value is displayed as blank.
Type	Application type.
Reference ID	Unique reference ID. **Note:** For new applications, the value is displayed as blank.
Application Status	Status of the application.
Personal Statement	The candidate's personal statement, combined from the **Becoming a Teacher** and **Subject Knowledge** fields in the application form.
Interview Preferences	The candidate's interview needs.
Further Information	Any personal or professional issues relevant to the application which are not covered in the form.
Submitted At	Time of submission.
Updated At	Time of last change.
Reject By Default	Time when the application is due to be rejected by default.

Field	Description
Recruited At	Date when the candidate met their conditions, receiving a firm place on the course.
Withdrawal Date	Date of withdrawal.
Application Summary (Course) section	
Year	The course’s recruitment cycle year.
Provider Code	Provider’s code.
Derived Provider Code	Displays the Banner equivalent values for the incoming application data. **Note:** The derived provider information gets populated only after the application is loaded to the required tables used by Electronic Admissions Processing.
Site Code	Site’s code.
Derived Site Code	Displays the Banner equivalent values for the incoming application data. **Note:** The derived site code information gets populated only after the application is loaded to the required tables used by Electronic Admissions Processing.
Course Code	Course's code.
Start Date	Course start date.
Study Mode	Mode of study, whether full time or part time.
Derived Study Mode	Displays the Banner equivalent values for the incoming application data. **Note:** The derived study mode information gets populated only after the application is loaded to the required tables used by Electronic Admissions Processing.
Applied Curriculum Rule	Banner equivalent curriculum rule for the course applied. The field fetches the rule from the SOACURR page based on the course mapping setup in SOACMAP page.
Applied Major Rule	The Banner equivalent major rule for the course applied. The field fetches the rule from the SOACURR page based on

Field	Description
	the course mapping setup in SOACMAP page.
Application Summary (Candidate Details) section	
Candidate ID	Candidate’s ID in the system.
First Name	Candidate's first name.
Last Name	Candidate's last name.
Date of Birth	Candidate's date of birth.
Fee Payer Status	Provisional fee payer status based on a candidate's nationality, residency status, and domicile.
Nationality	Candidate's nationality.
Derived Nationality	Displays the Banner equivalent values for the incoming application data. **Note:** The derived nationality information gets populated only after the application is loaded to the required tables used by Electronic Admissions Processing.
Domicile	Extract of the candidate’s domicile, from their address.
Residency Status	Candidate's residency status.
Residency Status Code	Code of the candidate’s UK residency status indicating their right to work and study in the UK.
English Main Language	Indicates the candidate has English as the main language.
English Language Qualification	Candidate’s English language qualifications, if English is not the main language.
Other Languages	Details of the candidate’s fluency in other languages.
Disability Disclosure	Voluntary disclosure of disability or SEN so providers can provide appropriate support.
Application Summary (Contact Details) section	
Phone Number	The candidate’s phone number.
Address Line 1	First line of the candidate's address.
Address Line 2	Second line of the candidate's address.
Address Line 3	Third line of the candidate's address.
Address Line 4	Fourth line of the candidate's address.

Field	Description
Postal Code	Candidate's postal code.
Country	Candidate's country name.
Derived Country	Displays the Banner equivalent values for the incoming application data. **Note:** The derived country information gets populated only after the application is loaded to the required tables used by Electronic Admissions Processing.
Email	Candidate's email address.
Application Summary (Safeguarding Information) section	
Safeguarding Status	Status of candidate's response to the safeguarding issues declaration.
Safeguarding Issues Details URL	URL to Apply system where safeguarding issues disclosed by the candidate can be access by users with permissions to view safeguarding information.
Application Summary (Demographic Data) section	
Sex	Candidate's sex.
Derived Sex	Displays the Banner equivalent values for the sex for the incoming application. **Note:** The derived sex information gets populated only after the application sex code is loaded to the required tables by the dfe-application-submission-process API.
Disability	Candidate's disability.
Other Disability Details	The candidate’s description of their disability, if you select the `Other` option with a value.
Derived Disability	Displays the Banner equivalent values for the incoming application data. **Note:** The derived disability information gets populated only after the application disability codes are loaded to the required tables by the dfe-application-submission-process API.

Field	Description
Ethnicity	Candidate's ethnicity.
Derived Ethnicity	Displays the Banner equivalent values for the incoming application data. **Note:** The derived ethnicity information gets populated only after the application ethnicity code is loaded to the required tables by the dfe-application-submission-process API.
Other Ethnicity Details	The candidate's description of their ethnicity, if you select the `Other` option with a value.
Qualification section	
ID	The qualification ID in the Apply system.
Qualification Category	Category of the qualification.
Qualification Type	The qualification awarded.
Other Qualification Type	Description of the qualification type. **Note:** When the browser language is English-UK, this label translates to Non- UK qualification type.
Subject	Subject studied.
Subject Code	The code for the subject studied, if available. **Note:** For the UK users, the HECoS code for the subject studied, if available
Grade	Grade awarded.
Currently Completing Qualification	Indicates whether the student is currently studying to retake the GCSE.
Missing Explanation	GCSE qualification missing explanation.
Other UK Qualification Type	Other UK qualification type.
Start Year	Year the candidate started qualification.
Award Year	Year the award was made.
Institutional Details	Details about the institution and awarding body.
Awarding Body	Details about the qualification awarding body.

Field	Description
Equivalency Details	Details of equivalency, if this qualification was awarded overseas.
Degree Type	Code for the degree type. **Note:** When the browser language is English-UK, this label translates to HESA degree type.
Degree Subject	Code for the degree subject. **Note:** When the browser language is English-UK, this label translates to HESA degree subject.
Degree Class	Code for the degree class. **Note:** When the browser language is English-UK, this label translates to HESA degree class.
Degree Establishment	Code for the degree establishment. **Note:** When the browser language is English-UK, this label translates to HESA degree establishment.
Degree Country	Code for the degree country. **Note:** When the browser language is English-UK, this label translates to HESA degree country.
Degree Start Date	Degree start date. **Note:** When the browser language is English-UK, this label translates to HESA degree start date.
Degree End Date	Degree end date. **Note:** When the browser language is English-UK, this label translates to HESA degree end date.
Missing GCSES Explanation	If the candidate lacks any required GCSEs, the field contains the free-text explanation of why this is the case.
References section.	

Field	Description
ID	Unique reference ID.
Name	Referee's name.
Email	Referee's email.
Relationship	Candidate's description of their relationship with the referee.
Reference	Reference content provided by the referee.
Referee Type	Referee's relationship to the candidate.
Safeguarding Concerns	Indicates whether the referee flagged safeguarding concerns about this candidate.
Jobs and Volunteering section	
ID	The work experience ID in the Apply system.
Work Type Category	Work experience category. The available values are: jobs/ volunteering/work history break explanation.
Start Date	Date the position began.
End Date	Date the position ended, if applicable.
Role	Position held by the candidate.
Organization	Organization name worked for.
Working With Children	Indicates if the position involve working in a school or with children.
Teaching Skills	Indicates if the position involve teaching skills.
Work Start Estimated	Indicates the estimated work start date and time.
Work End Estimated	Indicates the estimated work end date and time.
Commitment	Indicates whether the work was full time or part time.
Description	Written description of the work involved.
Work History Break Explanation	Candidate's explanation for any breaks in work history. Will be null if there are no breaks in the candidate's work history. You can define a break in work history as more than a month between two jobs.
Interview Details section	
ID	Unique ID of this interview. DfE service automatically generates this ID.

Field	Description
Provider Code	Provider’s code. This code must correspond to either the training or the ratifying provider for the application and the course applied to.
Date	Date of the interview.
Cancelled At	Date and time of cancellation, if interviews are cancelled.
Created At	Date and time the interview is updated.
Location	Location details for where and how the interview will take place.
Additional Details	Additional notes for every interview.
Cancellation Reason	Reason for the cancellation of the interview.
Offer Details section	
Year	Recruitment cycle year for offer course.
Provider Code	Offer provider code.
Derived Provider Code	Banner STVSBGI equivalent code for institution code.
Study Mode	Offer study mode.
Derived Study Mode	Banner transformed study mode.
Offer Accepted At	Date and time the offer was accepted.
Offer Conditions	Conditions of the offer.
Course Code	Offer course code.
Site Code	Offer site code.
Derived Site Code	Banner STVCAMP equivalent code for the site code.
Start Date	Offer start date.
Offer Curriculum Rule	The Banner Equivalent curriculum rule for the course offered by the institution. The field fetches the rule from the SOACURR page based on the course mapping setup in SOACMAP page.
Offer Major Rule	The Banner equivalent major rule for the course offered by the institution. The field fetches the rule from the SOACURR page based on the course mapping setup in SOACMAP page.

Field	Description
Offer Made At	Date and time the offer was made.
Offer Declined At	Date and time the offer was declined.
Withdrawal Details section	
Withdrawal Date	Date of the withdrawal.
Rejection Details section	
Rejection Date	Time of the rejection or offer withdrawal.
Rejection Reason	The reason for rejection or offer withdrawal.
Deferred Details section	
Status before deferral	Application status before the deferral. Options available are pending_conditions or recruited
Offer deferred at	Date on which the application was deferred.
Deferred to recruitment cycle year	The recruitment cycle year for which a deferred application can be confirmed.
Withdrawn or Declined for Candidate section	
Withdrawn or Declined for Candidate	Indicates whether the application is withdrawn or an offer declined application at the candidate's request.

Student Admissions Electronic Applications Summary (SAIEASU) page

Updated: December 16, 2021

The SAIEASU page allows you to view a summary of the admissions applications and their attributed electronic applications for a person. The page is for display-only purpose.

Note: Users in the UK, using the staging tables such as SAREAAS, SAREARS, SAREAES, and SAREAQS to capture the incoming electronic applications details view the fields in the Electronic Applications Details block that are displayed with values. For all other users, the Electronic Applications Details fields display as blank.

Base Filter window

Updated: June 20, 2025

Specify the search inputs for students to view the summary of admissions details and electronic applications information.

Field	Description
Person Detail Search section Use the filters to search by the students' admissions details and electronic application details to view the summary. Select a record from the results after the search to view the admissions and electronic application details for the application. **Note:** For UK customers, at any given time the electronic application values displayed is for an application for the application sequence number that is pushed to the target tables using SARSTML process.	
Web Application Type	Code of the electronic admissions application type.
Banner ID	ID of the student for whom you want to search existing admissions applications.
First Name	First name of the student.
Last Name	Last name of the student.
Application Add Date	Date of the student's admissions application.
Decision Applied	Decision code associated with the admissions application (the STVAPDC decision code).
Term	Term to search for which admissions application records exist in SAAADMS. This value should match the Campus field in the Curriculum window on the Admissions Application (SAAADMS) page.
Program	Program code for the curriculum on the admissions application. This value should match the Program field in the Curriculum window on the Admissions Application (SAAADMS) page.
Major	Code for the field of study.

Field	Description
	This value should match the Field of Study field in the Curriculum window on the Admissions Application (SAAADMS) page.
Campus	Campus code for the curriculum on the admissions application.
Candidate ID	Candidate’s ID in the system.
Application ID	Unique ID of the application.
Submitted At	Time of an electronic application’s submission.
Updated At	Time of last change for an electronic application.
Reject by default	Time when the electronic application is due to be rejected by default.
Application Status	The status of the electronic applications.
Admissions Application Summary section Displays the admissions applications for a student.	
Entry Term	Term in which admissions applications were processed.
Application Number	Sequence number for the application, this value comes from the Application Number field in the main window on the Admissions Application (SAAADMS) page.
Decision	Decision associated with the admissions application, this value comes from the **Application Decision** field in the main window on the Admissions Application (SAAADMS) page.
Decision Date	Date the application decision was made. This value comes from the Application Decision Date field in the main window on the Admissions Application (SAAADMS) page.
Application Date	Date of the student's admission application.
Student Type	Type of student processed on the admissions application. Examples include first-time freshman, continuing education student, transfer student.

Field	Description
	This value comes from the Student Type field in the main window on the Admissions Application (SAAADMS) page.
Status	Status of the application. The value comes from the Application Status field in the main window on Admissions Application (SAAADMS) page.
Curricula section Displays the most recent curriculum data for each priority if the curriculum row is Active. The curriculum values are inherited from the SOACURR settings for the curricula records.	
Priority	Priority number that defines the curriculum rank.
Program	Program in the curriculum record for the student.
Level	Level for the curriculum record.
College	College for the curriculum record.
Campus	Campus for the curriculum record.
Degree	Degree for the curriculum record.
Catalog Term	Catalog term code for the curriculum record.
Field of Study section Displays only the appropriate field of study value for the active curriculum record. The field of study values are based on the SOACURR values.	
Type	Field of study type for the curriculum.
Code	Code for the field of study.
Department	Department for the field of study.
Electronic Applications Details section Displays the incoming electronic applications data coming through to staging from the Ethos APIs. The staging tables that renders values to this section are SAREAAS, SAREARS, SAREAES, and SAREAQS.	

Field	Description
Application Sequence Number	Unique sequence number for application in staging. This sequence number increments for each new sequence of the application.
Application ID	The unique ID of the applicant's application.
Candidate ID	Candidate’s ID in the system.
Reference ID	Unique reference ID. **Note:** For new applications, the value is displayed as blank.
Status	Status of the application.
Submitted At	Time of submission.
Updated At	Time of last change.
Reject By Default	Time when the application is due to be rejected by default.
Recruited At	Date when the candidate met their conditions, receiving a firm place on the course.
Phase	Phase of the application. **Note:** For new applications, the value is displayed as blank.
Last Name	Candidate’s last name.
First Name	Candidate's first name.
Date of Birth	Candidate's date of birth.
Admit Curricula section	
Year	The course’s recruitment cycle year.
Course Code	Course's code.
Study Mode	Mode of study, whether full time or part time.
Provider Code	Provider’s code.
Site Code	Site code.
Start Date	Course start date.
Interview Details section	
ID	Unique ID of this interview. DfE service automatically generates this ID.
Provider Code	Provider’s code.

Field	Description
	This code must correspond to either the training or the ratifying provider for the application and the course applied to.
Date	Date of the interview.
Cancelled At	Date and time of cancellation, if interviews are cancelled.
Created At	Date and time the interview is updated.
Location	Location details for where and how the interview will take place.
Additional Details	Additional notes for every interview.
Cancellation Reason	Reason for the cancellation of the interview.
Offer and Conditions section	
Year	Recruitment cycle year for offer course.
Course Code	Offer course's code.
Study Mode	Mode of study, whether full time or part time for the course.
Provider Code	Offer provider code.
Site Code	Offer site’s code.
Start Date	Course start date.
Offer Made At	Date and time the offer was made.
Offer Accepted At	Date and time the offer was accepted.
Offer Declined At	Date and time the offer was declined.
Conditions	Offer conditions, if any.
Candidate Details section	
Nationality	Candidate's nationality.
Residency Status	Candidate's residency status.
Residency Status Code	Code of the candidate’s UK residency status indicating their right to work and study in the UK.
Domicile	Extract of the candidate’s domicile, from their address.
Fee Payer Status	Provisional fee payer status based on a candidate's nationality, residency status, and domicile.
Email	Candidate's email address.

Field	Description
Phone Number	The candidate’s phone number.
Address	Candidate's address.
Qualification section	
Qualification Category	Category of the qualification.
Qualification Type	The qualification awarded.
Other Qualification Type	Description of the qualification type. **Note:** When the browser language is English-UK, this label translates to Non- UK qualification type.
Subject	Subject studied.
Subject Code	The code for the subject studied, if available. **Note:** For the UK users, the HECoS code for the subject studied, if available
Grade	Grade awarded.
Currently Completing Qualification	Indicates whether the student is currently studying to retake the GCSE.
Missing Explanation	GCSE qualification missing explanation.
Other UK Qualification Type	Other UK qualification type.
Institution Details	Details about the institution and awarding body.
Start Year	Year the candidate started qualification.
Award Year	Year the award was made.
Equivalency Details	Details of equivalency, if this qualification was awarded overseas.
Degree Type	Code for the degree type. **Note:** When the browser language is English-UK, this label translates to HESA degree type.
Degree Subject	Code for the degree subject. **Note:** When the browser language is English-UK, this label

Field	Description
	translates to HESA degree subject.
Degree Class	Code for the degree class. **Note:** When the browser language is English-UK, this label translates to HESA degree class.
Degree Establishment	Code for the degree establishment. **Note:** When the browser language is English-UK, this label translates to HESA degree establishment.
Degree Country	Code for the degree country. **Note:** When the browser language is English-UK, this label translates to HESA degree country.
Degree Start Date	Degree start date. **Note:** When the browser language is English-UK, this label translates to HESA degree start date.
Degree End Date	Degree end date. **Note:** When the browser language is English-UK, this label translates to HESA degree end date.
Missing GCSES Explanation	If the candidate lacks any required GCSEs, the field contains the free-text explanation of why this is the case.
Language Skills section	
English Main Language	Indicates the candidate has English as the main language.
English Language Qualification	Candidate's English language qualifications, if English is not the main language.
Other Languages Known	Details of the candidate's fluency in other languages.
Personal Statement section	

Field	Description
Personal statement that the candidate submits.	
References section	
Name	Referee's name.
Email	Referee’s email.
Relationship	Candidate’s description of their relationship with the referee.
Reference Statement	Reference content statement provided by the referee.
Referee Type	Referee’s relationship to the candidate.
Referee Safeguarding Concerns	Indicates whether the referee flagged safeguarding concerns about this candidate.
Interview References section The candidate’s interview needs.	
Further Information section Any personal or professional issues relevant to the application which are not covered in the form.	
Disability Disclosure section Voluntary disclosure of disability or SEN so providers can provide appropriate support.	
Safeguarding Information section	
Safeguarding Status	Status of candidate's response to the safeguarding issues declaration.
Safeguarding URL	URL to Apply system where safeguarding issues disclosed by the candidate can be access by users with permissions to view safeguarding information.
Jobs and Volunteering section	
Work Type Category	Work experience category. The available values are: jobs/ volunteering/work history break explanation.
Role	Position held by the candidate.
Organization	Organization name worked for.

Field	Description
Working With Children	Indicates if the position involve working in a school or with children.
Teaching Skills	Indicates if the position involve teaching skills.
Work Start Estimated	Indicates the estimated work start date and time.
Work End Estimated	Indicates the estimated work end date and time.
Commitment	Indicates whether the work was full time or part time.
Description	Written description of the work involved.
Start Date	Date the position began.
End Date	Date the position ended, if applicable.
Work History Break	Candidate's explanation for any breaks in work history. **Note:** Will be null if there are no breaks in the candidate's work history.
Demographic Data section	
Sex	Candidate's sex.
Disability	Candidate's disability.
Ethnicity	Candidate's ethnicity.
Other Disability Details	The candidate's description of their disability, if you select the `Other` option with a value.
Other Ethnicity Details	The candidate's description of their ethnicity, if you select the `Other` option with a value.
Reject section	
Reject Date	Time of the rejection or offer withdrawal.
Reject Reason	The reason for rejection or offer withdrawal.
Withdraw section	
Withdraw Date	Date of the withdraw.
Deferral section	
Status before deferral	Application status before the deferral. Options available are pending_conditions or recruited
Offer deferred at	Date on which the application was deferred.

Field	Description
Deferred to recruitment cycle year	The recruitment cycle year for which a deferred application can be confirmed.

Student Admission Decision Errors (SAISADE) page

Updated: March 17, 2022

The SAISADE page allows the DfE users to view the decision details and errors (if any), that the system encounters while executing the DfEConsumeDecisions pipeline jobs from Ethos Data Connect.

You can only view the details in this page and the page does not allow to insert, delete, or update records. The page displays the job details as per the **Job ID** for the DfEConsumeDecisions pipeline, only if the **Log Status Of Decision** option for the job is enabled in Ethos Data Connect.

The DfEConsumeDecisions pipeline job is responsible to send the decision notifications to DfE that are in queue in Ethos Data Connect. This DfE application decisions are applied in the All/DfE Conditional Decisions window of the SAADCRV page.

Job Details block

Updated: March 17, 2022

View the student's job details.

Field	Description
Job Details section Basic Filter: Use the filters to search by the students' job details to view the summary. The default filter field options are **Job Run ID**, **Job Run Date**, and **Application ID**.	
Job Run ID	Unique job ID that the Ethos Data Connect assigns for each job execution. The **Job Run ID** field is the unique job ID for the job that you execute using the DfEConsumeDecisions pipeline only.

Field	Description
Job Run Date	Date on which you execute the DfEConsumeDecisions pipeline job.
Job Status	Status of the DfEConsumeDecisions job that you execute. Available values are Success or Failure.
Response Code	HTTP Status codes that the Ethos Data Connect sends to denote the API response for a job that you execute.
Application ID	Unique ID for the application.
Decision GUID	Unique decision GUID that the system generates for the decision applied from the All/DfE Conditional Decisions window of the SAADCRV page. This field denotes the unique GUID from the SARAPPD_DFE_ADMN_DECN_GUID column.
Decision	The STVAPDC page decision code that implies the decision applied for application.
Decision Description	Description for the STVAPDC page decision code that you have applied.

Course Base Maintenance (SCABASE) page

Updated: August 27, 2020

Use the Course Base Maintenance (SCABASE) page to enter or display the start and end terms of courses. If no sections exist for a course, you can also use this page to delete that course and all of its historical information from the system.

Warning! All catalog table entries will be deleted if the course is deleted.

The Basic Course Information (SCACRSE) page must be completed for a given course before it can be accessed using this page.

This page is composed of the Key block and the Course Base Maintenance section.

Key block

Updated: March 20, 2025

Use the Key block to specify the course and effective term for which you want to enter or display start and end terms.

Fields	Descriptions
Subject	Code and description of the subject for which you are entering or displaying start and end terms. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in all of the fields in the Key block. If desired, you can change the defaulted values to specify a different course. (For example, if you choose an existing course for the wrong term, you can then change the value in the **Term** field to the correct term.)
Course	Number of the course.
Term	Code and description of the term associated with the course.
Course Title	Title of the course, automatically displayed when valid values have been entered in all of the Key block fields. Display only.
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Course Base Maintenance

Updated: August 19, 2021

Use this section of the page to enter or display start and end terms for the course specified in the Key block, or to delete the course from the system.

When a course start term is changed on SCABASE, catalog tables are used for the new term when the following is true:

- The new start term for the course is greater than the old start term, and the effective term from the appropriate table is less than or equal to the new start term.
  OR
- The new start term for the course is less than the old start term, and the effective term from the appropriate table is equal to the new start term.

Example

The course start term is 200510. A course fee record exists for term 201010, and a course equivalent exists for term 200810. The start term is changed to term 200910. The course fee will not be changed. The course equivalent will be moved to term 200910, because a course catalog record cannot have a term that is less than the course catalog start term.

The course start term is 200910. A course fee record exists for term 201010, and a course equivalent exists for term 200910. The start term is changed to 200810. The course fee is not moved to term 200810, because it starts after the initial start term. The course equivalent is moved to term 200810, because it was initially created with the start of the course catalog.

Fields	Descriptions
Catalog Start Term	Code of the first term in which the course is in effect. If the value in this field is changed to an earlier or later term, all start (from) terms will be changed for the course to begin in this term. The changed term cannot be later than a term where sections are scheduled. The value in this field must be less than or equal to the value in the **Term** field in the Key block. Additionally, the start term must not be greater than the smallest effective term for the course. For example, if there is course information for term 200803, the start term cannot be greater than 200803. This ensures that the information for 200803 will remain available.

Fields	Descriptions
Catalog End Term	Code of the last term in which the course is in effect. If the value in this field is changed to an earlier or later term, all end (to) terms will be changed for the course to end in this term. The changed term cannot be earlier than a term where sections are scheduled. The value in this field must be greater than or equal to the start term and the value in the **Term** field in the Key block. For example, if there is course information for term 200804, the end term must be greater than or equal to 200804.

Course Alias Usage Rules (SCACARL) page

Updated: November 20, 2024

Use the Course Alias Usage Rules (SCACARL) page to define rules at institutional and college specific for course alias usage. The rules are utilized across the modules that display the Course information.

Institutional Course Alias Rules

Use the Institutional Course Alias Rules section to enable the Course Alias usage at institute level which would be applicable for all the colleges.

Field	Description
Enable Course Alias for All Colleges	By default the check box is cleared. When you add a record for the college there will be an entry created in the SCRCARL – Course Alias Usage Rules table and the College column is stored as 99.

College Course Alias Rules

You can enable course alias for the individual colleges. Use this section on the API's, based on the basic set up. The course areas or course values display in the Banner Self-Service applications.

Field	Description
College	Code of the college offering the course alias rules. Do not use the code 99 as it indicates all colleges. The field is LOV and is linked to STVCOLL.
College Description	The description of the selected college.
Enable	By default the check box is cleared.

Course Labor Distribution (SCACLBD) page

Updated: August 27, 2020

The Course Labor Distribution (SCACLBD) page is used to build and maintain job labor distribution data at the course catalog level for adjunct faculty assignments.

This information can be used for scheduling as well on SSACLBD. (Labor distribution data is entered in Banner® Human Resources.) The use of labor distribution information is optional. If this information is not entered on SCACLBD, the FOAPAL (fund, organization, account, program, activity, location) distribution for the associated position is used. The data on SCACLBD is used to override the budget factors associated with the funding of a specific position in Banner Human Resources that has been assigned to the employee on SIAASGN. The page displays one of two sets of data, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part of term or the effective term end date on STVTERM if no part of term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the **External Account Code** field must be entered, and no validation takes place.

Note: Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation.

From this page you can access SIAASGN and view faculty assignments, access SSASECT and view term section details, and access SSACLBD and view schedule labor distribution information.

Banner Finance installed view

Updated: August 27, 2020

This page contains the Key block and the Course Labor Distribution section. This following page view is displayed when Banner Finance is installed.

Key block

Updated: March 20, 2025

Use the Key block to enter the subject, course, and term from SCACRSE for the course labor distribution.

Fields	Descriptions
Subject	Code and description used for the subject of the course for the labor distribution record.
Course	Course number for the labor distribution record.
Term	Code and description of the term used for the subject and course for the labor distribution record.
Course Title	Title of the selected course.
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Course Labor Distribution

Updated: August 27, 2020

Use this section of the page to enter the Chart of Accounts information for the labor distribution record. Use the **End Term** button to end the information by term and the **Copy Term Data** button to copy information by term.

Fields/Buttons	Descriptions
From Term	Term from which the record is valid.
To Term	Term to which the record is valid.
End Term	Button used to end the labor distribution record for a term.
Copy Term Data	Button used to copy the labor distribution record to a new term.
COA	Chart of Accounts code for the record from FTVCOAS.
Index	Account index code for the record from FTVACCI.
Fund	Fund code for the record from FTVFUND. The grant data is not available in the lookup for the field.
Organization	Organization code for the record from FTVORGN.
Account	Account code for the record FTVACCT.
Program	Program code for the record from FTVPROG.
Activity	Activity code for the record from FTVACTV.
Location	Location code for the record from FTVLOCN.
Project	Project code for the record from FTVPROJ.
Cost	Cost code for the record from FTMCTYP.
Percent	Amount of distribution percentage. The total of all percentage distributions must equal 100%. If total does not equal 100%, an error message is displayed when you try to save the record.
Total Percent	Total of percentage of contract value. This field is populated when the records are saved and must equal 100%.

Banner Finance not installed view

Updated: August 27, 2020

This page contains the Key block and the Course Labor Distribution section. This following page view is displayed when Banner Finance is not installed.

Key block

Updated: August 27, 2020

Use the Key block to enter the subject, course, and term from SCACRSE for the course labor distribution.

Fields	Descriptions
Subject	Subject of the course for the labor distribution record.
Course	Course number for the labor distribution record.
Term	Term of the subject and course for the labor distribution record.
Course Title	Title of the selected course.

Course Labor Distribution

Updated: August 27, 2020

Use this section of the page to enter the account code information for the labor distribution record, for non-Banner Finance users. Use the **End Term** button to end the information by term and the **Copy Term Data** button to copy information by term.

Fields/Buttons	Descriptions
From Term	Term from which the record is valid.
To Term	Term to which the record is valid.
End Term	Button used to end the labor distribution record for a term.
Copy Term Data	Button used to copy the labor distribution record to a new term.
External Account Code	Free form account code that allows

Fields/Buttons	Descriptions
	updates to an accounting system other than Banner Finance.
Percent	Amount of distribution percentage. The total of all percentage distributions must equal 100%. If total does not equal 100%, an error message is displayed when you try to save the record.
Total Percent	Total of percentage of contract value. This field is populated when the records are saved and must equal 100%.

Basic Course Information (SCACRSE) page

Updated: August 27, 2020

Use the Basic Course Information (SCACRSE) page to enter or display the basic course catalog information for an institution. This page contains the minimum information needed to add a course into the catalog.

Updates to course information can be done only when the value in the **From Term** field is equal to the **Term** field in the Key block. When a new course is added to the system, all sections of this page must be completed.

No other Course Catalog module page can be accessed for a given course until the course is added to the catalog through this page.

This page is composed of the following sections:

- Key block
- Course Details
- Hours
- Repeat Details
- Level

- Grading Mode
- Schedule Type
- Partition Preferences
- Room Attribute Preferences

Key block

Updated: December 24, 2024

Use the Key block to specify the subject, course, and term for which you want to enter or display basic course information.

Fields	Descriptions
Subject	Code and description of the subject for which you are entering or displaying basic course information. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in all of the fields in the Key block. If desired, you can change the defaulted values to specify a different course. (For example, if you choose an existing course for the wrong term, you can then change the value in the **Term** field to the correct term.)
Course	Number of the course.
Term	Code and description of the term associated with the course.
Course Title	Title of the course, automatically displayed when the record is saved (for new records) or when valid values have been entered in all of the Key block fields (for existing records). Display only.
Copy	The **Copy** button opens the Copy Course Information (SCACRSE) window, where you

Fields	Descriptions
	can select an existing subject, course and term, and copy a course to a new SUBJ, CRSE, or TERM combination.
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Copy Course Information

Updated: September 19, 2024

On the Copy Course Information SCACRSE window, you can copy a course to a new SUBJ/CRSE/TERM combination.

Field	Description
From Subject	This field is LOV, and linked to the Existing Courses window.
From Course	This field is LOV, and linked to the Existing Courses window.
From Term	This field is LOV, and linked to the Existing Courses window.
Course Title	Shows the title of the selected course.
Copy	Click **Copy** to copy the following details to the Subject, Course and Term fields on the key block. • Course Details • Course Level • Grading Mode • Schedule Type • Partition Preferences

Field	Description
	• Room Attribute Preferences **Note:** • For the effective term if the data is not available when copying on the existing course for the same term mentioned on key block, then the search happens on the immediate maximum term lesser than the key block term and copies the details to the new subject, course and term mentioned in key block. • If the subject and course selected in key block has data, then, on performing Copy, the existing date is replaced with the Subject, Course and Term selected on the Copy Course Information SCACRSE window.
Course Alias	This field is LOV, and linked to the Existing Courses window. The value for the **Course Alias** displays when the user selects a record from either of the **From Subject**, **From Course** and **From Term** fields. The Copy Course copies the new **Course Alias** field details when copying a information from an exiting course to the new course as defined in key block fields.

Course Details

Updated: December 24, 2024

Enter or display details about the course specified in the Key block. Use the **Copy Term Data** button to copy course information to a new term.

When selecting the setting of the **Prerequisite Check Method** radio group, be aware of the following scenarios.

- When the **Prerequisite Check Method** is set to *`CAPP`* for a course and no CAPP area prerequisites exist for the term range, and the user makes a change to the record and saves the record, an error message is displayed: `A CAPP area prerequisite must exist to save CAPP as a valid prerequisite check method`. The user must acknowledge the message to continue.

- When the **Prerequisite Check Method** is set to *CAPP* for a course and no CAPP area prerequisites exist for the term range, and the **Copy Term Data** button is used to copy the course to a new term, and no CAPP area prerequisites exist in the term range for the new course record, the setting of the **Prerequisite Check Method** radio group will be changed from *CAPP* to *Basic or None*, because no CAPP area prerequisites exist for the term range. The record is saved successfully.
- When the **Prerequisite Check Method** is set to *CAPP* for a course and the **Copy Term Data** button is used to copy the course to a new term, and CAPP area prerequisites exist for some but not all terms in the term range for the new course record, the record is saved successfully for the *CAPP* prerequisite check method when an area has been defined for the selected term.
- When the **Prerequisite Check Method** is set to *CAPP* for a course and CAPP area prerequisites exist for some but not all terms in the term range on the course record, and the user makes a change to the record and then saves the record, a warning message is displayed: `WARNING: CAPP area prerequisites exist, but the CAPP prerequisite check method is not selected`. The user must acknowledge the warning to continue.

Fields/Buttons	Descriptions
From Term	First term this course is available. Display only.
To Term	Last term this course is available. Display only.
Copy Term Data	Button used to copy course information from one effective term to a new effective term.
Course Title	Free form field for the title of the course. A maximum of 30 characters can be used to define the course title. If required, you can define a larger title in the Course Syllabus (SCASYLB) page. Most reports provide an option to print the longer course title.
Course Alias	This is an optional field. The values in this field are stored in the SCRCALS - Course Alias Repeating table. SCRCALS table is a one to one relation with the SCBCRSE table and SCRCALS has the data in the same effective term as SCBCRSE. When you perform the Copy Term Data operation by clicking **Copy**, the values in the **Course Alias** field are copied to a new effective term provided in the key block.

Fields/Buttons	Descriptions
	The field is restricted to a maximum of 20 characters. If you enter more than 20 characters, the application displays an error. **Note:** The **Course Alias** field is introduced to support California Community Colleges (CCC) and to adopt the Common Course Numbering (CCN) system. This field is optional and can be left blank, allowing institutions outside California to decide whether or not to enter values. Additionally, non-California institutions may use the **Course Alias** field to accommodate longer course numbers or duplicate course numbers.
College	Code and description of the college offering the course.
Division	Code and description of the division offering the course.
Department	Code and description of the department offering the course.
Status	Code and description of the status used for the current standing of a course.
Approval	Code and description specifying how the course was approved.
Credit Status	Code of the credit status associated with this course. If the saved value in this field is for a course credit status that signifies "noncredit course" (that is, the **Credit Course** check box on the Course Credit Status Validation [SVVCCST] is unchecked) and the **Noncredit Enhanced Funding** check box on the Course Detail Information (SCADETL) page is checked, the value cannot be subsequently changed to a status that signified "credit course." If you need to make this change, you can do so by unchecking the **Noncredit Enhanced Funding** check box and saving the record, then making your desired change.
CIP	Classification of Instructional Program (CIP) code and description that identifies the primary content of the course.
Prerequisite Waiver	Code and description of the type of role that is allowed to authorize a student to waive a prerequisite requirement. Examples include instructor, registrar, and so on.
Duration	Course duration number of units. Together with the value contained in the next field, the duration

Fields/Buttons	Descriptions
	defines the amount of time students are given to complete the course, such as ten (10) weeks or three (3) months. This information defaults to the section records created for this course and can be updated for an individual section on the Section Information (SSASECT) page.
Duration Unit Code (untitled)	Code of the duration unit (such as weeks, months, and so on) for the course from GTVDUNT. This value is defaulted to new section records when they are created.
Continuing Education	Check box used to indicate whether a course is a continuing education course. A course cannot be a continuing education course *and* a non-continuing education course at the same time. When this check box is checked, levels entered in the Level section must be CEU level codes (the **CEU Ind(icator)** check box for the level on the Level Code Validation Page [STVLEVL] must be checked). When this check box is checked, all the level codes in the Level section must be CEU levels.
Tuition Waiver	Check box used to indicate whether the course can be offered for a tuition and fee waiver. • When checked, rules on SFARGFE for which the **Override** check box is checked will not be applied. • When unchecked, rules on SFARGFE for which the **Override** check box is checked will be applied. This check box does not update existing sections and registration records. Rules for tuition and fees waivers are defined on the Registration Fees Assessment Rules (SFARGFE) page.

Fields/Buttons	Descriptions
Additional Fees	Check box used to indicate whether fees other than those defined on SFARGFE are charged for this course. Additional course fees are defined in Fee Code section of the Course Detail (SCADETL) page. This check box does not control any system processing and is for information only.
Clock Hours	Check box used to indicate whether or not the course is a clock hour course. By default, this check box is left unchecked. • When checked, the **Contact hours** field requires an input and fields with a CEU or Credit and Billing header are disabled. • When unchecked, the existing logic remains the same. **Note:** The **Clock Hours** check box is disabled when there is an existing section for a course.
Prerequisite Check Method	Radio group used to select the registration prerequisite checking method for the course for the effective term. Values are `Basic or None` (use existing prerequisites), `CAPP` (use CAPP area prerequisites), and `DegreeWorks` (use DegreeWorks prerequisites). The default value is `Basic or None`. Values saved to the database are `B`, `C`, or `D`. When DegreeWorks is installed, the `CAPP` option is not available. When CAPP prerequisite checking is in use, the `DegreeWorks` option is not available. For more information on using CAPP area prerequisites, refer to the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site. For more information on using DegreeWorks prerequisites, refer to the Registration chapter of the *Banner Student Use* content.
Syllabus Exists	Check box used to indicate whether learning objectives, required

Fields/Buttons	Descriptions
	materials, and technical requirements have been entered on the Course Syllabus (SCASYLB) page for this course. Display only.
Long Title Exists	Check box used to indicate whether a long course title has been entered on SCASYLB for this course. Display only.

Fields/Buttons	Descriptions
Credit Status	Code of the credit status associated with this course. If the saved value in this field is for a course credit status that signifies "noncredit course" (that is, the **Credit Course** check box on the Course Credit Status Validation [SVVCCST] is unchecked) and the **Noncredit Enhanced Funding** check box on the Course Detail Information (SCADETL) page is checked, the value cannot be subsequently changed to a status that signified "credit course." If you need to make this change, you can do so by unchecking the **Noncredit Enhanced Funding** check box and saving the record, then making your desired change.

Hours

Updated: August 27, 2020

Use this section of the page to enter or display hours information about the course specified in the Key block.

Fields/Buttons	Descriptions
CEU or Credit Low	Minimum number of credits for which the course can be offered. Credit hour values control the number of credit hours for which sections can be scheduled and for which students can register. This field is required if the course is a non-continuing education course. The system automatically calculates the continuing education units associated with the continuing education course if this field is left blank.
CEU or Credit	Relationship between low and high credit hours.

Fields/Buttons	Descriptions
Options	• `None` - sets the credit hours to none • `Or` - sets the credit hours at two specific offerings, such as `3 or 4 credit hours` • `To` - sets the credit hours within a range, such as `2 to 6 credit hours` This field is required if you want to enter a value in the **CEU or Credit High** field.
CEU or Credit High	Maximum number of credits for which the course can be offered. A value can be entered in this field only if a value has been entered in the **CEU or Credit Options** field. If entered, the value must be greater than the value in the **CEU or Credit Low** field.
Billing Low	Minimum number of hours for which the course can be billed based on defined registration fee assessment rules (SFARGFE). Billing credits must be specified for continuing education courses. If no billing hours are assigned to a course, a zero (`0`) must be entered.
Billing Options	Relationship between low and high billing hours. • `None` - sets the credit hours to none • `Or` - sets the credit hours at two specific offerings, such as `3 or 4 billing hours` • `To` - sets the credit hours within a range, such as `2 to 6 billing hours` This field is required if you want to enter a value in the **Billing High** field.
Billing High	Maximum of hours for which the course can be billed.

Fields/Buttons	Descriptions
	A value can be entered in this field only if a value has been entered in the **Billing Options** field. If entered, the value must be greater than the value in the **Billing Low** field.
Lecture Low	Minimum number of lecture hours for which the course can be offered. This field is used in the calculation of course contact hours (displayed in the **Contact Low** field) and faculty workloads.
Lecture Options	Relationship between low and high lecture hours. • `None` - sets the credit hours to none • `Or` - sets the credit hours at two specific offerings, such as `3 or 4 lecture hours` • `To` - sets the credit hours within a range, such as `2 to 6 lecture hours` This field is required if you want to enter a value in the **Lecture High** field.
Lecture High	Maximum of lecture hours for which the course can be offered. A value can be entered in this field only if a value has been entered in the **Lecture Options** field. If entered, the value must be greater than the value in the **Lecture Low** field. This field is used in the calculation of course contact hours (displayed in the **Contact High** field) and faculty workloads.
Lab Low	Minimum number of lab hours for which the course can be offered. This field is used in the calculation of course contact hours (displayed in the **Contact Low** field) and faculty workloads.

Fields/Buttons	Descriptions
Lab Options	Relationship between low and high lab hours. • `None` - sets the credit hours to none • `Or` - sets the credit hours at two specific offerings, such as `3 or 4 lab hours` • `To` - sets the credit hours within a range, such as `2 to 6 lab hours` This field is required if you want to enter a value in the **Lab High** field.
Lab High	Maximum of lab hours for which the course can be offered. A value can be entered in this field only if a value has been entered in the **Lab Options** field. If entered, the value must be greater than the value in the **Lab Low** field. This field is used in the calculation of course contact hours (displayed in the **Contact High** field) and faculty workloads.
Other Low	Minimum number of other hours for which the course can be offered. (Other hours are defined by your institution.) This field is used in the calculation of course contact hours (displayed in the **Contact Low** field) and faculty workloads.
Other Options	Relationship between low and high other hours. • `None` - sets the credit hours to none • `Or` - sets the credit hours at two specific offerings, such as `3 or 4 hours` • `To` - sets the credit hours within a range, such as `2 to 6 hours` This field is required if you want to enter a value in the **Other High**

Fields/Buttons	Descriptions
	field.
Other High	Maximum of other hours for which the course can be offered. (Other hours are defined by your institution.) A value can be entered in this field only if a value has been entered in the **Other Options** field. If entered, the value must be greater than the value in the **Other Low** field. This field is used in the calculation of course contact hours (displayed in the **Contact High** field) and faculty workloads.
Contact Low	Minimum contact hours for the course. The value displayed in this field is automatically calculated by the system and is the sum of the **Lecture Low**, **Lab Low**, and **Other Low** fields. This value divided by ten (10) becomes the continuing education unit value for a continuing education course. This calculated value is stored in the **CEU or Credit Low** field for courses whose **Continuing Education** check box in this page is checked.
Contact Options	Relationship between low and high other hours. • `None` - sets the credit hours to none • `Or` - sets the credit hours at two specific offerings, such as `3 or 4 hours` • `To` - sets the credit hours within a range, such as `2 to 6 hours` This field is required if you want to enter a value in the **Other High** field.
Contact High	Maximum of other hours for which the course can be offered. (Other hours are defined by your institution.)

Fields/Buttons	Descriptions
	The value displayed in this field is automatically calculated by the system and is the sum of the **Lecture High**, **Lab High**, and **Other High** fields. A value can be entered in this field only if a value has been entered in the **Contact Options** field. If entered, the value must be greater than the value in the **Other Low** field.

Repeat Details

Updated: August 27, 2020

Use this section of the page to enter or display repeat details about the course specified in the Key block.

Fields/Buttons	Descriptions
Limit	Maximum number of times the course can be repeated by a student. Valid values are `Null` and `1` to `98`, allowing up to 99 occurrences. The repeat limit is used in the repeat check process in Academic History. The value entered in this field does not prevent a student from taking a course as many times as desired. If an attempt is made to register a student in a course after exceeding the repeat limit, the system delivers a warning/error message, if repeat limit severity is being checked for the registration term according to the Term Control (SOATERM) page. These warnings/errors can be overridden. However, this field does designate how many times the course will be counted in the Repeat Rules Process (SHRRPTS) for credit.
Maximum Hours	Maximum number of hours a student can earn in multiple enrollments in the course. Valid values for this field are `Null` and `0.000` to `9998.999`.

Fields/Buttons	Descriptions
	The value entered in this field does not prevent a student from taking a course as many times as desired. If an attempt is made to register a student in a course after exceeding the maximum hours, the system delivers a warning/error message, if repeat limit severity is being checked for the registration term according to SOATERM. These warnings/errors can be overridden. However, this field does designate how many times the course will be counted for credit in the SHRRPTS process.
Repeat Status	Code and description of the repeat status of this course, used to indicate whether it can be repeated. Display only. This field does not control any processing.

Fields/Buttons	Descriptions
Repeat Type	Course's repeat type for registration repeat rules processing. Values are `Non-repeatable Credit, Legally Mandated Training, Activity/Other Repeatable`, and `null`. `Null` represents “Non-repeatable Credit.” Any course with `Legally Mandated Training` is ignored in all CALBSTU repeat limit registration processing. This field was added to support CALBSTU localizations.
Repetition Family button	If the repeat type is a family type, click this button to access the Course Repetition Family window, where you can enter or display repetition family codes for the course. (The terms "repetition family" and "family", when used in relation to the Course Repeats functionality, are the CALBSTU terms used to represent the regulatory requirement for "courses related in content" If multiple codes are associated with the course, the phrase Multiple family codes exist is displayed next to the button. You must open the Course Repetition Family window to enter or display repetition family codes. If only one code is associated with the course, the word Single is

Fields/Buttons	Descriptions
	displayed in the field along with the code. This button was added to support CALBSTU localizations

Level

Updated: August 27, 2020

Use this section of the page to enter or display the levels at which the course specified in the Key block can be offered. Use the **Copy Term Data** button to copy the level information to a new term.

If the course is defined as a continuing education course, only levels defined as CEU (that is, for which the **CEU Ind(icator**) check box is checked in the Level Code Validation Page [STVLEVL]) can be selected.

Fields/Buttons	Descriptions
From Term	First term this course is available. Display only.
To Term	Last term this course is available. Display only.
Copy Term Data	Button used to copy course level information from one effective term to a new effective term.
Level	Code and description of the level at which this course can be offered. If the course is a continuing education course, you can select only those levels defined as CEU on STVLEVL.
CEU	Check box used to indicate that the level is a continuing education level. Display only.

Grading Mode

Updated: August 27, 2020

Use this section of the page to enter or display grading modes for the course specified in the Key block. Use the **Copy Term Data** button to copy the grade mode information to a new term.

You also use this section of the page to set the **Default (Grade Indicator)**, which is the grading mode that will automatically be assigned to the course when a student registers for the course. Exactly one grading mode must be designated as the default. You cannot designate more than one, and you cannot leave the Grading Mode section unless one grade mode is designated. The default grading mode can be overridden on the Student Course Registration (SFAREGS) page.

Fields/Buttons	Descriptions
From Term	First term this course is available. Display only.
To Term	Last term this course is available. Display only.
Copy Term Data	Button used to copy grading mode information from one effective term to a new effective term.
Grading Mode	Code and description of the grading mode for which the course can be taken, such as audit, credit/no credit, pass/fail, and so on.
Default Indicator	Radio group used to indicate whether the grading mode is the default mode for the course. Valid values are: • `Default` - default grade mode, saved to the database as *D* • `Not Default` - not the default grade mode, saved to the database as *N* One (and only one) course must be designated as the default.

Schedule Type

Updated: August 27, 2020

Use this section of the page to enter or display schedule type information for the course specified in the Key block. Use the **Copy Term Data** button to copy the schedule type information to a new term.

You can associate an instructional method with a schedule type in the Schedule Type Validation (STVSCHD) page. If this association has been made, the designated instructional method code and description will be defaulted into this section of the page when the schedule type is entered, although you can change the instructional method or delete it.

Fields/Buttons	Descriptions
From Term	First term this course is available. Display only.
To Term	Last term this course is available. Display only.
Copy Term Data	Button used to copy schedule type information from one effective term to a new effective term.
Schedule	Code and description of the schedule type associated with the course.
Instructional Method	Code and description of the instructional type associated with the schedule type. If an instructional method has been associated with a schedule type in the Schedule Type Code Validation (STVSCHD) page, the associated instructional method is displayed in this field when the schedule type is added. You can change or delete the defaulted instructional method. If the schedule type has not been associated with a specific instructional method, you can enter an instructional method code in this field to create that

Fields/Buttons	Descriptions
	relationship. Whether the instructional method is attached to the schedule type on STVSCHD or in this section of the page, the information is stored in the SCRSCHD table.
Workload	Instructional workload value of the schedule type. The value entered here defaults to the **Instructional Workload** field in the Instructor section of the Schedule (SSASECT) page and the **Workload** field in the Instructional Assignment section of the Faculty Assignment (SIAASGN) page. It is used in the Faculty Load module when instructional workload is calculated.
Enrollment Overload	Number of enrolled students that constitutes an over-enrollment for the schedule type.
Adjusted Workload	Adjusted instructional workload value for the schedule type. This field is used to make adjustments to the instructional workload as a result of over-enrollment in a section. The adjusted workload appears in the **Override Workload** field in the Faculty Instructional Assignment section of the Faculty Assignment (SIAASGN) page. It is used by the Faculty Load module when instructional workload is calculated.

Partition Preferences

Updated: August 27, 2020

Use this section of the page to inform the scheduler software that classes for related CRNs should be assigned to a particular location on campus.

Use the **Copy Term Data** button to copy the partition preferences information to a new term. The partition preferences defined on the catalog record are defaulted to the CRN when new sections are created. If the partition preference code in the Course Catalog module is blank, the preferences defined for the subject are displayed. If you want to modify this value, valid values come from STVRDEF.

Fields/Buttons	Descriptions
From Term	First term this course is available. Display only.
To Term	Last term this course is available. Display only.
Copy Term Data	Button used to copy partition preferences from one effective term to a new effective term.
Partition	Code and description of the partition associated with the physical location you want to identify as a preference for the course.
Preference	Preference number for the partition. Enter a value from `0 – 99`. Multiple records can be entered for the same preference number. A message is displayed when the value is not `01`, `02`, `03`, or `04`, as those values are used with auto scheduling. A preference number of `01` is considered highest priority by the scheduling software.

Room Attribute Preferences

Updated: August 27, 2020

Use this section of the page to define the room attributes required to facilitate the needs of the course specified in the Key block. Use the **Copy Term Data** button to copy the room attribute preferences information to a new term.

If the room attribute preference code in the Course Catalog module is blank, the preferences defined for the subject are displayed. You can change the default values, if desired.

Fields/Buttons	Descriptions
From Term	First term this course is available. Display only.
To Term	Last term this course is available. Display only.
Copy Term Data	Button used to copy room attribute preferences from one effective term to a new effective term.
Room Attribute	Code and description of the room attribute required for the course or its instructor, such as blackboard, projector, overhead, and so on.
Preference	Preference number for the room attribute. Enter a value from *0 – 99*. Multiple records can be entered for the same preference number. A message is displayed when the value is not *01*, *02*, *03*, or *04*, as those values are used with auto scheduling. A preference number of *01* is considered highest priority by the scheduling software.

Course Repetition Family Window (California Localization)

Updated: June 17, 2021

Use this window to enter or display repetition family codes for the course specified in the Key Block. You can access this window only if the repeat type is a family type (such as Family Non-repeatable Credit or Family Activity/Other Repeatable).

You can associate multiple repetition family codes to a course. Click Repetition Family next to Repetition Family field in the Repeat Detail section of the Course Detail section of the Course Details block to display this window.

The terms "repetition family" and "family", when used in relation to the Course Repeats functionality, are the CALBSTU terms used to represent the regulatory requirement for "course related content".

This window was added to support CALBSTU localizations.

Field	Description
Code	Repetition family code for this course. This is used to specify that a course belongs to a family of courses when registration course repeat limits are evaluated. You can enter multiple codes for a course.
Repetition Limit	Maximum number of times courses in this family of courses can be repeated. Display only.

Course Catalog Control (SCACTRL) page

Updated: November 13, 2024

Use the Course Catalog Control (SCACTRL) page to configure course-related settings and manage the conversion from clock hours to credit hour.

For institutions using clock hours, the Course Catalog Control (SCACTRL) page allows you to configure the conversion of clock hours to credit hours, when determining enrollment status to accurately disburse financial aid.

Buttons	Descriptions
Clock to Credit Enabled	This button enables the **Clock Hour** flag on the Basic Course Information (SCASRSE) page.

Buttons	Descriptions
Clock to Credit Rounding	This button enables rounding down the calculated credit hour that is returned from the clock to credit conversion service.

Fields	Descriptions
Term	Clock to credit hour conversion service retrieves term values from the Term Code Validation Table (STVTERM).
Term Type	Valid entries from the options include: • **Q=Quarter** • **S=Semester** • **T=Trimester**
Number of Weeks	The number of weeks in the associated term. Valid values range from `<1>` to `<99>`. The maximum number of weeks allowed is 99.

Course to Schedule Copy (SCACSCY) page

Updated: June 15, 2023

Use SCACSCY page to mass update the schedule data in case a course catalog edit has been performed for that course.

You can select the sections you want to copy from course catalog to its schedule sections. You can access the SCACSCY page from the **Related** section, within the following pages.

- Course Registration Restrictions (SCARRES)
- Catalog Prerequisite and Test Score Restrictions (SCAPREQ)
- Course Labor Distribution (SCACLBD)
- Course Detail Information (SCADETL)
- Course Syllabus (SCASYLB)

Note:

- If the data already exists for any of the schedule page sections, then the existing data will be over-ridden with the data from the respective course catalog page sections.
- If registration record exists for the CRNs selected for the combination of subject, course, and schedule term, then the course catalog sections will not be copied to the Schedule sections.

Key block

Updated: June 16, 2023

Use the Key block to specify the subject, course, and term for which you want to enter or display basic course information.

Field	Description
Subject	Code and description of the subject for which you are entering or displaying basic course information. If you select a course from the Existing Courses list, the system automatically enters the appropriate field values in the Key block. You can change the defaulted values to specify a different course. For example, if you choose an existing course for the wrong term, you can change the **Term** field value to the correct term.
Course	Course number.
Term	Code and description of the term associated with the course.
Course Title	Title of the course, automatically displayed when the record is saved (for new records) or when valid values have been entered in all of the Key block fields (for existing records). Display only.
Course Alias	The Course Alias is a LOV field and is linked with the Existing Courses. Enter the exact Course Alias value to populate values in all

Field	Description
	the fields, or, click the ellipsis icon to open the Existing Courses pop up window. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in the Subject, Term, Course and Course Title fields.

The key block information is auto-populated if you access the page from the existing course catalog pages. For example, if the Subject, Course, and Term are defined on the SCARRES course catalog page, then clicking the **Course To Schedule Copy [SCACSCY]** option under the **Related** page section, the control navigates to the new page and populates the Subject, Course Number, and Term information selected on the course catalog page to the SCACSCY page key block.

Copy Course to Schedule

Updated: June 16, 2023

You can select the Copy Course to Schedule section check box fields. By default, all the check boxes are clear.

Field	Description
Course Catalog Term	This is a display only field, and populated by the value selected in the Key block.
Schedule Term	This is a LOV, and is linked to the Term Code Validation (STVTERM) page.
Copy	The Copy button displays two options: • **Continue** - Click to copy data from Course Catalog sections to Schedule page sections. • **Cancel** - Click to close the Copy window.

Course Registration Restrictions

This section allows you to copy the course catalog sections from Course Registration Restrictions (SCARRES) to their Schedule Restrictions (SSARRES) page sections.

Field	Code and Description
Department	Department being restricted.
Class	Class being restricted.
Degree	Degree being restricted.
Campus	Campus being restricted.
Student Attribute	Student attribute being restricted.
Field of Study	Field of study being restricted.
Level	Level being restricted.
Program	Program being restricted.
College	College being restricted.
Cohort	Field of study being restricted.

Catalog Prerequisite and Test Score Restrictions

This section allows you to copy the course catalog sections from Catalog Prerequisite and Test Score Restrictions (SCAPREQ) to their Schedule Prerequisite and Test Score Restrictions (SSAPREQ) page sections.

Field	Description
Course Test Score and Prerequisite	Course test scores and prerequisite restrictions for prerequisite requirements.
Course Area	Course area prerequisite restrictions.

Course Labor Distribution

This section allows you to copy the course catalog sections from Course Labor Distribution (SCACLBD) to their Schedule Labor Distribution (SSACLBD) page sections.

Field	Description
Course Labor Distribution	Chart of Accounts information for the labor distribution record.

Course Detail Information

This section allows you to copy the course catalog sections from Course Detail

Information(SCADETL) to its Section Detail (SSADETL) page sections.

Field	Description
Fee Codes	Fee code information for the course with the student curriculum information and student information.
Degree Attributes	The Attribute codes associated with the course.
Grading	Select the check box and click **Copy** after entering the schedule term to copy the Anonymous Grading configuration from the **Grading** tab in the SCADETL page to the **Grading** tab in the SSADETL page for all the CRN's that have the same subject and course in the selected term. **Note:** This functionality is not available as a part of the current release, and will be available in a future release.

Course Syllabus

This section allows you to copy the course catalog sections from Course Syllabus (SCASYLB) to their Section Syllabus (SSASYLB) page sections.

Field	Description
Long Course Title	A long title for the course.
Required Materials	A required course materials and other course-related information for the course.
Learning Objectives	The learning objectives information for the course.
Technical Requirements	Technical requirements for the course.

Results

Updated: September 13, 2023

The Results section lists all the filtered CRNs to be copied from the Course Catalog to Schedule pages. The list of CRNs are repetitive for each of the check boxes selected in the Copy Course to Schedule section to have clear details.

Note: The results information is shown only for that specific session. The results clear when you close the page, or when you start over from key block.

Field	Description
Course Catalog Field Name	Names of the check boxes selected for copying. For Example, Department Restrictions, Course Area, and Fee Codes.
Course Catalog Term	Term from which the individual data is retrieved from to be copied to the CRN. **Note:** If data does not exist for any of the course catalog sections selected for the Subject, Course, and Course Catalog Term defined in Key block, then the records from the Maximum term less than the Course Catalog Term selected in the key block is considered while copying to the Schedule sections.
CRN	CRN number for which the data is copied.
CRN Title	Title defined for the CRN in **SSASECT page** > **Course Section Information** > **Title**.
Schedule Term	The **Schedule Term** selected on the Copy Course to Schedule section of the page.
Section Number	Details defined for the CRN in **SSASECT page** > **Course Section Information** > **Section**.
Registration Exists	If the registration exists for a CRN and data is not copied from the Course Catalog to Schedule pages, then this check box will be selected.
Data Overridden	The copy functionality logic overrides any existing data to a CRN. If any of the data for a Course Catalog Field Name is overridden for a CRN on the respective Schedule pages, then this check box will be selected.
Success	If the data for a CRN is copied successfully from the Course Catalog to Schedule pages, then this check box will be selected.
Error Message	The column displays the reason for which

Field	Description
	the data is not copied for a CRN from the Course Catalog to Schedule pages.

Note: The Results section is display only. The section does not allow you to insert, copy or delete a record.

Course Detail Information (SCADETL) page

Updated: August 27, 2020

Use the Course Detail Information (SCADETL) page to add specific details to a course that has been defined on the Basic Course Information (SCACRSE) page.

This can include:

- corequisite courses
- equivalent courses
- fees
- student curriculum
- student information
- attributes
- course text for specific courses
- long course descriptions for specific courses
- supplemental data
- transfer institution agreement information
- integration with third party partner systems

  Note: Before you can access a course in this page, if must first be defined on SCACRSE.

This page is composed of the following sections:

- Key block

- Corequisite Course
- Equivalent Course
- Fee Codes
- Degree Attributes
- Transfer Institutions
- Supplemental Data
- Course Description
- Course Text
- Integration Partner

Key block

Updated: March 20, 2025

Use the Key block to specify the subject, course, and term for which you want to enter or display detail course information.

Fields	Descriptions
Subject	Code and description of the subject associated with the course for which you are entering or displaying detail course information. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in all of the fields in the Key block. If desired, you can change the defaulted values to specify a different course. (For example, if you choose an existing course for the wrong term, you can then change the value in the **Term** field to the correct term.)
Course	Number of the course.

Fields	Descriptions
	You must enter a value in the **Subject** field for the Existing Courses List to be displayed from this field.
Term	Code and description of the term associated with the course.
Course Title	Title of the course, automatically displayed when valid values have been entered in all of the Key block fields. Display only.
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Corequisite Course

Updated: March 20, 2025

Use this section of the page to enter or display corequisite subject and course information for the course specified in the Key block. Use the Corequisites and Equivalents section to access this section of the page.

Updates to course information can be done only when the value in the **From Term** field is equal to the **Term** field in the Key block. Use the **End Term** button to end the corequisite information by term and the **Copy Term Data** button to copy corequisite information by term.

Corequisite data is used in the Registration module to ensure that a student registers for all required courses concurrently. A course cannot be a corequisite of itself. Also, if a course if specified as a corequisite, it cannot be specified as either a prerequisite or an equivalent course during the same term range for which the corequisite exists. No validation is done to ensure the prerequisite course is in the course catalog.

Fields/Buttons	Descriptions
From Term	First term in the range for which these details are in effect for the course. Display only.
To Term	Last term in the range for which these details are in effect for the course. Display only.
End Term	Button used to end the corequisite course record for a term.
Copy Term Data	Button used to copy the corequisite course record to a new term.
Subject	Code and description of the subject associated with the corequisite.
Course	Number of the corequisite course.
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.

Equivalent Course

Updated: March 20, 2025

Use this section of the page to enter or display equivalent course information for the course specified in the Key block. Use the Corequisites and Equivalents section to access this section of the page.

Updates to course information can be done only when the value in the **From Term** field is equal to the **Term** field in the Key block. Use the **End Term** button to end the equivalent information by term and the **Copy Term Data** button to copy equivalent information by term.

A course cannot be an equivalent of itself. Also, if a course if specified as an equivalent, it cannot be specified as a corequisite course during the same term range for which the equivalent exists.

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

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

Fields/Buttons	Descriptions
From Term	First term in the range for which these details are in effect for the course. Display only.
To Term	Last term in the range for which these details are in effect for the course. Display only.
End Term	Button used to end the equivalent course record for a term.
Copy Term Data	Button used to copy the equivalent course record to a new term.
Subject	Code and description of the subject associated with the equivalent course.
Course	Number of the equivalent course.
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Start Term	First term for which this course is equivalent to the course specified in the Key block.
End Term	Last term for which this course is equivalent to the course specified in the Key block.

Fee Codes

Updated: August 27, 2020

Use this section of the page to enter fee code information for the course specified in the Key block. You can also enter student curriculum information and student information. Use the Fee Codes section to access this section of the page.

The fees entered in this section are the default section level fees to be included in registration fee assessment, in addition to the standard registration fees. The fee information entered here is defaulted to the section level fee information for all sections of the course. Only the section level fees are included in registration fee assessment. The catalog level fees are used to set up the default fees for all sections of the course only, and they are not included in fee assessment.

Updates to fee information can be done only when the value in the **From Term** field is equal to the **Term** field in the Key block. Use the **End Term** button to end the fee code information by term and the **Copy Term Data** button to copy fee code information by term.

The data in the student curriculum data and student information sections of the page is used for registration fee assessment processing for courses.

Fields/Buttons	Descriptions
From Term	First term in the range for which these details are in effect for the course. Display only.
To Term	Last term in the range for which these details are in effect for the course. Display only.
End Term	Button used to end the fee code information for a term.
Copy Term Data	Button used to copy the fee code information to a new term.
These fields are in the Section Fees information.	
Detail	Detail code and description for the fee to be assessed for the course. The detail code must have a type of `C` (Charge) on the Detail Code Control (TSADETC) page.
Amount	Monetary amount of the fee. If an amount is entered on TSADETC, it defaults here when a valid value is entered in the **Detail** field, although you can change

Fields/Buttons	Descriptions
	it.
Fee Type	Fee type for the course, such as flat fee, per credit hour, per billing hour, per duration unit, and so on. This field represents the basis for registration fee assessment. • If `FLAT` is entered, no calculation will be made in the fee assessment process. • If `CRED` is entered, the amount entered will be multiplied by the billing hours of the section. • If `BILL` is entered, fees will be calculated based on the billing hours assigned to the section/course. • If `DURN` is entered, the amount will be multiplied by the duration units assigned to the course. If fees are assessed based on a duration unit, this information must be defined for the section before entering fee rules.
Duration (Unit)	Duration units defined for the course on SCACRSE. Display only. Fees can be charged based on the course duration units. If you choose to assess fees based on the duration units, the course must be defined with duration information.
These fields are in the Student Curriculum information.	

Fields/Buttons	Descriptions
Level	Level for the fee assessment rule.
College	College for the fee assessment rule.
Degree	Degree for the fee assessment rule.
Campus	Campus for the fee assessment rule.
Program	Program for the fee assessment rule.
Field of Study Type	Learner field of study type code for the fee assessment rule from GTVLFST.
Field of Study Code	Major (field of study code) for the fee assessment rule.
Department	Department for the fee assessment rule.
Admission Term	Admission term for the fee assessment rule.
Curricula Student Type	Student type code on the curriculum record for the fee assessment rule.
Curricula Rate	Fee assessment rate code on the curriculum record for the fee assessment rule.
Curricula	Primary curriculum for the fee assessment rule. Valid values are `Primary`, `Secondary`, `Any`.
These fields are in the Student information.	
Residency	Residence for the fee assessment rule.
Student Attribute	Student attribute for the fee assessment rule.
Student Rate	Fee assessment rate for the fee assessment rule.
Student Type	Student type for the fee assessment rule.
Cohort	Cohort for the fee assessment rule.
Class	Class for the fee assessment rule.
Visa Type	Visa type for the fee assessment rule.

Degree Attributes

Updated: August 27, 2020

Use this section of the page to enter or display attribute codes associated with the course specified in the Key block. Use the Degree Attributes section to access this section of the page.

The attributes entered are the default section level attributes. The attribute information is defaulted to the section level attributes data for all sections of the course. The catalog level attributes are used to set up the default attributes for all sections of the course only.

Updates to attribute information can be done only when the value in the **From Term** field is equal to the **Term** field in the Key block. Use the **End Term** button to end the program attribute information by term and the **Copy Term Data** button to copy program attribute information by term.

Fields/Buttons	Descriptions
From Term	First term in the range for which these details are in effect for the course. Display only.
To Term	Last term in the range for which these details are in effect for the course. Display only.
End Term	Button used to end the program attribute information for a term.
Copy Term Data	Button used to copy the program attribute information to a new term.
Attribute	Code and description of the degree attribute associated with the course.

How degree attributes move from catalog to academic history

Updated: August 27, 2020

Information on how to move degree attributes from catalog to academic history.

Procedure

1. Degree attributes are entered in the Course Catalog module (SCADETL).

2. A new schedule record is created in the Class Schedule module, and the catalog attributes populate the schedule attributes (SSADETL).

   Note: This is the reason that degree attributes exist on the catalog record, so they can be defaulted into the schedule record.

3. A student registers for the section, and the section is graded and rolled to history.
4. For the first student that is rolled in the section, the schedule degree attributes are used to populate the history degree attributes (SHRATTC table).
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 (SHRATTR) on a student's record, you can insert and delete data on SHADEGR.

Transfer Institutions

Updated: August 27, 2020

Use this section of the page to enter or display course transfer institution information for the course specified in the Key block.

This section of the page contains the source background institution code and the articulation agreement date. Use the Transfer Institutions section to access this section of the page. Updates to transfer institution information can be done only when the value in the **From Term** field is equal to the **Term** field in the Key block. Use the **End Term** button to end the transfer agreement information by term and the **Copy Term Data** button to copy transfer agreement information by term.

Fields/Buttons	Descriptions
From Term	First term in the range for which these details are in effect for the course. Display only.
To Term	Last term in the range for which these

Fields/Buttons	Descriptions
	details are in effect for the course. Display only.
End Term	Button used to end the transfer agreement information for a term.
Copy Term Data	Button used to copy the transfer agreement information to a new term.
Source	Code and description of the institution that has a transfer agreement with your institution for the subject specified in the Key block.
Agreement Date	Date of transfer agreement.

Supplemental Data (California Localization)

Updated: August 27, 2020

Use this section of the page to maintain institution-required information about the course specified in the Key block.

The fields (and the supporting validation forms) allow you to determine which additional information must be maintained regarding the course, such as course classification and whether the course is a co-operative education course or an occupational course. Use the Supplemental Data section to access this section of the page. Use the **End Term** button to end the supplemental data information by term and the **Copy Term Data** button to copy supplemental data information by term.

Each of the institutional reporting elements #1 - 6 is supported by a Catalog Element (Number) Validation Page (STVCUDA through STVCUDF), which is used to create, update, insert, and delete institutionally specific information.

The values for Element 1 are derived from the Catalog Element One Validation (STVCUDA) page, values for Element 2 are derived from the Catalog Element Two Validation (STVCUDB) page, and so on through Element 6 and the Catalog Element Six Validation (STVCUDF) page.

Fields/Buttons	Descriptions
From Term	First term in the range for which these details are in effect for the course. Display only.

Fields/Buttons	Descriptions
To Term	Last term in the range for which these details are in effect for the course. Display only.
End Term	Button used to end the supplemental data information for a term.
Copy Term Data	Button used to copy the supplemental data information to a new term.
Taxonomy of Program	Code and description of the taxonomy of the program associated with the course, such as English, Biology, or History. You can use this field for categorizing the course into a special area or for state reporting numbering criteria.
Occupational Course	Code and description of the occupational course associated with the course.
Classification	Code and description of the classification associated with the course.
Cooperative Education	Radio group used to indicate whether the course is a cooperative education course. Valid values are: `None` or `Yes`.
Course Identifier Course Control Number	Permanent district identifier for course reporting.
Credit Category	Course credit category code for California MIS process for field CB22.
Institutional Reporting Element 1	Course catalog reporting element one for Management Information System (MIS) reporting. The description is also displayed. This information is reported in the MIS Course Record (CB) Record Extract (SERCBREC).
Institutional Reporting Element 2	Course catalog reporting element two for MIS reporting. The description is also displayed. This information is reported in the MIS Course Record (CB) Record Extract (SERCBREC).

Fields/Buttons	Descriptions
Institutional Reporting Element 3	Course catalog reporting element three for MIS reporting. The description is also displayed. This information is reported in the MIS Course Record (CB) Record Extract (SERCBREC).
Institutional Reporting Element 4	Course catalog reporting element four for MIS reporting. The description is also displayed. This information is reported in the MIS Course Record (CB) Record Extract (SERCBREC).
Institutional Reporting Element 5	Course catalog reporting element five for MIS reporting. The description is also displayed. This information is reported in the MIS Course Record (CB) Record Extract (SERCBREC).
Institutional Reporting Element 6	Course catalog reporting element six for MIS reporting. The description is also displayed. This information is reported in the MIS Course Record (CB) Record Extract (SERCBREC).
Special Class Status Institutional Reporting	Code indicating whether this is an approved special class.
Special Class Status Institutional Reporting Description	Description associated with the special class status code. Display only.
C.A.N. Code Institutional Reporting	Code of the California Articulation Number (CAN) for which the course has been qualified.
C.A.N. Code Institutional Reporting Description	Description associated with the CAN code. Display only.

Fields/Buttons	Descriptions
C.A.N. Sequence Code Institutional Reporting	Code of the CAN for which the course has been qualified as a component of a sequence of courses.
C.A.N. Sequence Code Institutional Reporting Description	Description associated with the CAN code. Display only.
CSU Crosswalk Course Dept Name Institutional Reporting	Code of the course department reported to California State University (CSU).
CSU Crosswalk Course Dept Name Institutional Reporting Description	Description associated with the course department code. Display only.
CSU Crosswalk Course Number Institutional Reporting	Code of the course number reported to CSU.
CSU Crosswalk Course Number Institutional Reporting Description	Description associated with the course number code. Display only.
Prior-to-College Level Institutional Reporting	Code of the course level status achieved for English, writing, English as a second language (ESL), reading, and mathematics courses.
Prior-to-College Level Institutional Reporting Description	Description associated with the course level status code. Display only.
Funding Agency Code	Code for the funding agency.
Noncredit Category	Code of the course non-credit category.

Fields/Buttons	Descriptions
Program Status	Code of the course program status.
Basic Skills	Indicator for the type of basic skills associated with this course. Values are Basic Skills, Not Applicable, and null.
Minimum Hours	Minimum number of credit hours for which the course can be taken. The value entered here is for information only and does not affect processing.
Maximum Hours	Maximum number of credit hours for which the course can be taken. The value entered here is for information only and does not affect processing.
Noncredit Enhanced Funding	Check box used to indicate whether the course is to be considered as a noncredit enhanced funding course for CCFS-320 reporting. This applies only to noncredit courses. (Credit/noncredit is defined at the course level on the Basic Course Information Page [SCACRSE].)
In-Service	Check box used to indicate whether the course is to be considered as an in-service course for CCFS-320 reporting. This applies only to courses defined as credit. (Credit/noncredit is defined at the course level on SCACRSE.)
Sports/Physical Education Course	Check box used to indicate whether the course is to be considered as a sports or physical education class for CCFS-320 reporting. This indicator is used in combination with the Exclude from Apportionment and Concurrent Enrollment Rule check boxes on the Registration Permit-Overrides Control (SFAROVR) page to determine whether a student meets the sports 10% concurrent enrollment rule. Enrollment of CRNs for courses with this checked are analyzed by the PE Concurrent Enrollment Process (SVRCALP). Whenever enrollment for a CRN does not meet the limitations of the rule, an override is added to SFASRPO to exclude as many concurrent students as are needed to reduce concurrent enrollment reported. The SFASRPO override code must be set up with both the Exclude from Apportionment and Concurrent Enrollment Rule check boxes checked. Registrations with that override are excluded from CCFS-320 reporting to satisfy the rule.

California Localization

The field and description in this section applies to California only.

Fields/Buttons	Descriptions
Course Control Number	Permanent district identifier for course reporting.

Course Description

Updated: August 27, 2020

Use this section of the page to enter a lengthy description (up to 32K of data) of the course specified in the Key block.

This description can be used exclusively or can supplement the existing multiple 60-character records found in the Course Text section. Use the Course Description section to access this section of the page. Use the **End Term** button to end the course description information by term and the **Copy Term Data** button to copy course description information by term.

Fields/Buttons	Descriptions
From Term	First term in the range for which these details are in effect for the course. Display only.
To Term	Last term in the range for which these details are in effect for the course. Display only.
End Term	Button used to end the course description information for a term.
Copy Term Data	Button used to copy the course description information to a new term.
Description	Free form field for the course description. You can enter up to 32,760 characters per long comment. Comments entered in this field automatically wrap at the end of the line. You can also edit existing text.

Course Text

Updated: August 27, 2020

Use this section of the page to enter or display an unlimited number of 60-character records containing supplemental text about the course specified in the Key block.

These records are stored in the SCRTEXT table. Text entered in this section appears in the Bulletin Report (SCRBULT). Use the Course Text section to access this section of the page. Use the **End Term** button to end the course text by term and the **Copy Term Data** button to copy course text by term.

Fields/Buttons	Descriptions
From Term	First term in the range for which these details are in effect for the course. Display only.
To Term	Last term in the range for which these details are in effect for the course. Display only.
End Term	Button used to end the course text for a term.
Copy Term Data	Button used to copy the course text to a new term.
Course Text	Text associated with the course, up to 60 characters.
Re-Sequence Text	Button used to re-sequence text records and save the changes.

Integration Partner

Updated: August 27, 2020

Use this section of the page to designate the course to be used for integration with third party partner systems, such as WebCT, or to enter a valid integration code in the **Integration Partner** field. Use the Integration Partners section to access this section of the page.

Institutions that use multiple schedule types and instructional methods to flag courses and course sections for integration can populate that data in this section of the page. You can also copy partner codes from one term to another using the **Copy Term Data** button.

Integration codes are defined and maintained on the Integration Partner Rules (GORINTG) page and are used in extract and event processing. Codes must be cross-referenced to valid partner system values that have been defined on Integration Partner System Code Validation (GTVINTP) page.

Note: Some partner systems do not use course data. If your institution has a partner system that does not use course data in their processing, there is no requirement to populate data in this section.

Fields/Buttons	Descriptions
From Term	First term in the range for which these details are in effect for the course. Display only.
To Term	Last term in the range for which these details are in effect for the course. Display only.
End Term	Button used to end the integration partner information for a term.
Copy Term Data	Button used to copy the integration partner information to a new term.
Integration Partner	Institution-defined integration partner code and description from GORINTG. This code can be modified at any time as required by business practices. Changes to this code will produce an *LDICOURSE* event.

Grading in SCADETL

Updated: March 21, 2024

Use the SCADETL - Grading to enable anonymous grading for a specific subject and course combination from the effective term to the end term.

Field	Description
From Term	First term in the range for which the anonymous grading details are in effect for the course.

Field	Description
To Term	Last term in the range for which the anonymous grading details are in effect for the course.
Grading by Anonymous ID	Click **Yes** to enable anonymous grading; otherwise, click **No**.

Related concepts

- Term Roll Report (SSRROLL) - Process
- Term Roll Report (SSRROLL) - Use

Related reference

- Grading in SSADETL

Mutual Course Exclusion (SCAMEXC) page

Updated: August 27, 2020

This page is used to define a course as mutually exclusive to an existing course in the course catalog.

You can access the Course Detail Information (SCADETL) page and the Basic Course Information (SCACRSE) page from this page to view details for a course record. If you have not entered a course record on SCACRSE and you try to access SCAMEXC, an error will be displayed. You can access SCAMEXC from SSASECT through SCACRSE. When in the Schedule (SSASECT) page for a CRN, subject, and course number, you can access SCACRSE and then access SCAMEXC. A course that is defined as an equivalent course cannot also be defined as a mutual exclusion. When you define a course as a mutual exclusion on SCAMEXC, edit checks are used to ensure that the course is not already defined as an equivalency. If a conflicting entry is found in the Equivalent Course Repeating Table (SCREQIV), an error message is displayed with course equivalent detail when you try to save the changes on SCAMEXC. You cannot create mutual exclusions with those records until the equivalency conflicts are resolved.

When a course is defined as an equivalent or as a mutual exclusion, that qualification is in effect for all terms within the effective term range and for all terms with start and end terms that are included in the range. If an error is encountered, you should check for overlapping equivalencies or courses defined as mutual exclusions for the effective terms and the start and end term ranges. Remember that the end term is included in the term range. For example, if a course is defined as a mutual exclusion from start term 200820 to end term 200920, term 200920 is included in the mutual exclusion definition time period. If you do not want to include term 200920, use the previous term as the end term for the mutual exclusion definition.

The edit check process also looks for courses that are already defined as mutual exclusions when you try to create an equivalency record in SCADETL. When an error occurs on SCAMEXC, you can access SCADETL to view the conflicting equivalency entry. When an error occurs on SCADETL, you can access SCAMEXC to view the conflicting mutual exclusion entry. You can correct term definitions in both pages to continue creating equivalencies or mutual exclusions. After a conflicting entry is corrected, any additional conflict errors are displayed. You should review existing equivalency and mutual exclusion data to resolve those errors.

Note: When a course is defined as mutually exclusive, reciprocal definitions are assumed. For example, when ENGL 1005 is mutually exclusive to LIT 1007, then the opposite is also true.

This page is composed of the following sections:

- Key block
- Mutually Exclusive Course Definitions

Key block

Updated: March 20, 2025

Use the Key block to enter the subject, course, and term of the course from SCACRSE for which you want to define an associated mutually exclusive course.

Fields	Descriptions
Subject	Code and description for the subject of the course.
Course	Course number.
Term	Code and description of the effective term of the course.
Course Title	Title of the course. Display only.

Fields	Descriptions
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Mutually Exclusive Course Definitions

Updated: March 20, 2025

Use this section of the page to define a course as mutually exclusive to the course in the Key block.

Enter the subject, course, level, grade, and start and end term information. Courses defined as mutual exclusions are sorted in alphanumeric order by subject and course number. Use the **End Term** button to end the mutually exclusive course information by term and the **Copy Term Data** button to copy mutually exclusive course information by term.

Fields/Buttons	Descriptions
From Term	First term of the effective term range in which registration restriction activity checks for courses defined as mutual exclusions.
To Term	Last term of the effective term range in which registration restriction activity checks for courses defined as mutual exclusions. The value `99999` is displayed if no to term exists.
End Term	Button used to end the mutually exclusive course information for a term.
Copy Term Data	Button used to copy the mutually exclusive course information to a new term.

Fields/Buttons	Descriptions
Subject	Subject code and description of the mutually exclusive course.
Course	Course number of the mutually exclusive course.
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Level	Level code for the passing grade of the mutually exclusive course. This field uses a validation check against SCACRSE to determine whether the level entered is valid for the course. If it is not valid, an error is displayed, but you can still enter the record.
Grade	Grade of the mutually exclusive course that is considered as a passing grade. When students have earned this grade or a higher grade, they are restricted from registering for the mutually exclusive course.
Start Term	Start term of the mutually exclusive course.
End Term	End term of the mutually exclusive course.

Catalog Prerequisites by program(SCAPPRQ) page

Updated: August 27, 2020

Enter or display prerequisite restrictions at the Program level.

During registration processing, prerequisite checking enforces prerequisite restrictions defined at the catalog, program or program and course level. This page is composed of the following sections:

- Key block
- Course Prerequisite Information
- Course Test Scores and Prerequisite Restrictions
- Course Area Prerequisite Restrictions

Key block

Updated: August 27, 2020

Enter the course and the effective term for the program.

Fields	Descriptions
Program	Program code for which you are entering or displaying prerequisite information.
Term	Effective term associated with the program. If prerequisite information does not exist for the term, it will be used as the beginning effective term the information you enter.

Course Information

Updated: August 27, 2020

Information about the course used in the prerequisite check.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
Subject	The subject area of the program prerequisite.
Course	Course number of the program prerequisite. The Course is updated only if the Course ID is updated on the SCACRSE

Fields/Buttons	Descriptions
	page.
Prerequisite Check Method	The option used to select the registration prerequisite checking method. Values are *Basic* (use existing prerequisites), *CAPP* (use CAPP area prerequisites), and *In Program* (a read-only indicator that displays whether the course is in the Program). The default value is *Basic* .

Course Test Score and Prerequisite Restrictions

Updated: March 20, 2025

Use this section of the page to enter or display course test scores and prerequisite restrictions for prerequisite requirements.

If prerequisite requirements are more complicated than can be defined using this section, CAPP areas can be used to define the more complicated requirements. For example, if a requirement is to take three out of four specified courses, that requirement could not be defined using test score and prerequisite restrictions, but could be defined using a CAPP area.

Both test score and prerequisite restrictions and CAPP area restrictions can be defined for the same time period, but only one set of restrictions will be effective, based on the value of the **Prerequisite Check Method** radio group. Restrictions can be set up using stacked parentheses.

For example:

((MATH 100 AND S01 400) OR (MATH 300)) AND STAT 200

---------Test---------

A/O	**'('**
	(
	(
A	
O	(
A	

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

Fields/Buttons	Descriptions
And | Or (Connector)	Shows the relationship between multiple test score and prerequisite records. Multiple conditions can be specified using the **And | Or** connector value. It is not necessary to establish an And | Or connector when defining prerequisites with stacked parentheses (that is, parentheses on a line without test score or prerequisite information). Values are: `And` - saved to the database as *A* `Or` - saved to the database as *O*
(	Left parenthesis. Beginning of a set of test score and prerequisite conditions that are to be contained within parentheses. Parentheses can be stacked, but all open sets of parenthesis *must* be closed when creating test score and prerequisite restrictions. Example of stacked parentheses: ((MATH 100 AND S01 400) OR (MATH 300)) AND STAT 200
Test Code	Code for the test that is a prerequisite requirement for the course.
Test Score	Minimum test score the student must receive for the test type entered in the **Test Code** field to satisfy the restriction for the course.
Subject	Subject of the prerequisite course.
Course	Course number of the prerequisite course. A list of valid courses is available, but you can enter any value, whether it represents a valid course or not. This allows you to define prerequisite restrictions for a course without having to define the prerequisite course first.

Fields/Buttons	Descriptions
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
In Program	Indicates if this is in a program.
Prerequisite Level	Required level of the prerequisite course. This field is used with the **Grade** field to determine if the student has achieved the required minimum grade to satisfy the prerequisite.
Prerequisite Grade	Minimum grade required for the prerequisite course. This field is used with the **Level** field to determine if the student has achieved the minimum grade required to satisfy the prerequisite. While a minimum grade is not required to define a prerequisite restriction, if not entered, a course that has been failed or withdrawn from will satisfy the prerequisite restriction.
Prerequisite Concurrency	Used to specify that the prerequisite requirement may be fulfilled if the prerequisite course exists, but has not yet been graded (in either academic history or registration), for the *same* registration term (but not future terms). If concurrency is allowed and a student is enrolled in the prerequisite course during the same term, restriction checking will ignore level and grade if they have been specified. However, if the course is taken in the *same* term and has already been graded, minimum grade checking will be performed. Values are *None*, *Yes*, *No*.
')'	Right parenthesis. End of a set of test score and prerequisite conditions that are to be contained within parentheses. Parentheses can be stacked, but all open sets of parenthesis *must* be closed when creating test score and prerequisite restrictions. Example of stacked parentheses:

Fields/Buttons	Descriptions
	((MATH 100 AND S01 400) OR (MATH 300)) AND STAT 200

Course Area Prerequisite Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display the CAPP areas that include prerequisite restrictions for the course specified in the Key block.

If prerequisite requirements are more complicated than can be defined using the fields in the Course Test Scores and Prerequisite Restrictions section, CAPP areas can be used to define the more complicated requirements. For example, if a requirement is to take three out of four specified courses, that requirement could not be defined using test score and prerequisite restrictions, but could be defined using a CAPP area.

Both test score and prerequisite restrictions and CAPP area restrictions can be defined for the same time period, but only one set of restrictions will be effective, based on the value of the **Prerequisite Check Method** radio group. If more than one area is indicated, the requirements of all listed areas will be applied.

Fields/Buttons	Descriptions
Area	CAPP area that includes the prerequisite restrictions for the course.
Description	Description of the CAPP area, automatically displayed when a valid value is entered in the Area field. Display only.
Activity Date	Date on which the record was last updated. Display only.

Catalog Prerequisite and Test Score Restrictions (SCAPREQ) page

Updated: August 27, 2020

Use the Catalog Prerequisite and Test Score Restrictions (SCAPREQ) page to enter or display prerequisite restrictions at the catalog level.

Catalog level prerequisite restrictions default to each section of a course created using the Schedule (SSASECT) page. During registration processing, prerequisite checking enforces prerequisite restrictions defined `at the section level only`. Catalog level prerequisite restrictions are `never` checked during registration processing. This page is composed of the following sections:

- Key block
- Course Prerequisite Information
- Course Test Scores and Prerequisite Restrictions
- Course Area Prerequisite Restrictions

Key block

Updated: March 20, 2025

Use the Key block to specify the course and effective term for which you want to enter or display course level prerequisite restrictions.

Each field in the Key block must contain a valid value. When you attempt to leave the Key block to display or maintain prerequisite information, the **Subject**, **Course**, and **Term** fields must together represent a valid course which exists for the specified effective term.

Fields	Descriptions
Subject	Code and description of the subject for which you are entering or displaying catalog level prerequisite information. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in all of the fields in the Key block. If desired, you can change the defaulted values to specify a different course. (For example, if you choose an existing course for the wrong term, you can then change the value in the **Term** field to the correct term.)
Course	Number of the course for which you want

Fields	Descriptions
	to view or maintain catalog level prerequisite information
Term	Code and description of the effective term associated with the course. If no prerequisite information exists for the specified term, the term you enter will be used as the beginning effective term for any subsequent prerequisite information.
Course Title	Title of the course, automatically displayed when valid values have been entered in all of the Key block fields. Display only.
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Course Information

Updated: August 27, 2020

Information about the course.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.

Fields/Buttons	Descriptions
Subject	The subject area of the program prerequisite.
Course	Course number
Prerequisite Check Method	Radio group used to select the registration prerequisite checking method for the course for the effective term. Values are *Basic or None* (use existing prerequisites), *CAPP* (use CAPP area prerequisites), and *DegreeWorks* (use DegreeWorks prerequisites). The default value is *Basic or None*. Values saved to the database are *B*, *C*, or *D*. When DegreeWorks is installed, the *CAPP* option is not available. When CAPP prerequisite checking is in use, the *DegreeWorks* option is not available.
View DegreeWorks Prerequisite Description	Button used to open the Prerequisite Information window. This button is displayed when DegreeWorks prerequisite checking is in use.

Course Test Score and Prerequisite Restrictions

Updated: March 20, 2025

Use this section of the page to enter or display course test scores and prerequisite restrictions for prerequisite requirements.

If prerequisite requirements are more complicated than can be defined using this section, CAPP areas can be used to define the more complicated requirements. For example, if a requirement is to take three out of four specified courses, that requirement could not be defined using test score and prerequisite restrictions, but could be defined using a CAPP area.

Both test score and prerequisite restrictions and CAPP area restrictions can be defined for the same time period, but only one set of restrictions will be effective, based on the value of the **Prerequisite Check Method** radio group. Restrictions can be set up using stacked parentheses.

For example:

((MATH 100 AND S01 400) OR (MATH 300)) AND STAT 200

---------Test---------

A/O	**'('**
	(
	(
A	
O	(
A	

MATH
S00
MATH
)
STAT

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

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the test score prerequisite restrictions as of the term in the Key block.
Copy Term Data	Button used to copy the test score prerequisite restrictions to a new term.
And | Or (Connector)	Shows the relationship between multiple test score and prerequisite records. Multiple conditions can be specified using the **And | Or** connector value. It is not necessary to establish an And | Or connector when defining prerequisites with stacked parentheses (that is, parentheses on a line without test score or prerequisite information). Values are: `And` - saved to the database as *`A`* `Or` - saved to the database as *`O`*
'('	Left parenthesis. Beginning of a set of test score and prerequisite conditions that are to be contained within parentheses. Parentheses can be stacked, but all open sets of parenthesis *`must`* be closed when creating test score and prerequisite restrictions. Example of stacked parentheses: ((MATH 100 AND S01 400) OR (MATH 300)) AND STAT 200
Test Code	Code for the test that is a prerequisite requirement for the course.
Test Score	Minimum test score the student must receive for the test type entered in the **Test Code** field to satisfy the restriction for the

Fields/Buttons	Descriptions
	course.
Prerequisite Subject	Subject of the prerequisite course.
Prerequisite Course	Course number of the prerequisite course. A list of valid courses is available, but you can enter any value, whether it represents a valid course or not. This allows you to define prerequisite restrictions for a course without having to define the prerequisite course first.
Prerequisite Course Alias	The Prerequisite Course Alias is similar to the Course. The Prerequisite Course Alias is updated only if the Course ID is updated on the SCACRSE page.
In Program	Indicates if this is in a program.
Prerequisite Level	Required level of the prerequisite course. This field is used with the **Grade** field to determine if the student has achieved the required minimum grade to satisfy the prerequisite.
Prerequisite Grade	Minimum grade required for the prerequisite course. This field is used with the **Level** field to determine if the student has achieved the minimum grade required to satisfy the prerequisite. While a minimum grade is not required to define a prerequisite restriction, if not entered, a course that has been failed or withdrawn from will satisfy the prerequisite restriction.
Prerequisite Concurrency	Used to specify that the prerequisite requirement may be fulfilled if the prerequisite course exists, but has not yet been graded (in either academic history or registration), for the `same` registration term (but not future terms). If concurrency is allowed and a student is enrolled in the prerequisite course during the same term, restriction checking will ignore level and grade if they have been specified. However, if the course is taken in the `same` term and has already been graded,

Fields/Buttons	Descriptions
	minimum grade checking will be performed. Values are *None*, *Yes*, *No*.
')'	Right parenthesis. End of a set of test score and prerequisite conditions that are to be contained within parentheses. Parentheses can be stacked, but all open sets of parenthesis *must* be closed when creating test score and prerequisite restrictions. Example of stacked parentheses: ((MATH 100 AND S01 400) OR (MATH 300)) AND STAT 200

Course Area Prerequisite Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display the CAPP areas that include prerequisite restrictions for the course specified in the Key block.

If prerequisite requirements are more complicated than can be defined using the fields in the Course Test Scores and Prerequisite Restrictions section, CAPP areas can be used to define the more complicated requirements. For example, if a requirement is to take three out of four specified courses, that requirement could not be defined using test score and prerequisite restrictions, but could be defined using a CAPP area.

Both test score and prerequisite restrictions and CAPP area restrictions can be defined for the same time period, but only one set of restrictions will be effective, based on the value of the **Prerequisite Check Method** radio group. If more than one area is indicated, the requirements of all listed areas will be applied.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these

Fields/Buttons	Descriptions
	restrictions are in effect for the course. Display only.
Area	CAPP area that includes the prerequisite restrictions for the course.
Description	Description of the CAPP area, automatically displayed when a valid value is entered in the Area field. Display only.
Activity Date	Date on which the record was last updated. Display only.

Course Registration Restrictions (SCARRES) page

Updated: August 27, 2020

Use the Course Registration Restrictions (SCARRES) page to enter or display registration restrictions for specific courses.

Registration restrictions may be entered on an effective term basis for department, field of study (major), class, level, degree, program, campus, college, student attribute, and cohort. When entered here, these restrictions default to the course section information for the term. The catalog restrictions can then be changed at the section level, if necessary. To end restrictions for department, field of study (major), class, level, degree, program, campus, college, student attribute, and cohort:

Select the **End Term** button from the appropriate restriction information (such as the Department Restrictions or Field of Study Restrictions), and those restrictions are ended for the term shown in the Key block.

To modify restrictions for department, field of study (major), class, level, degree, program, campus, college, student attribute, and cohort:

Select the **Copy Term Data** button from the appropriate restriction information to create a new effective term record for the term in the Key block. This new effective term record may be modified at the your discretion.

This page is composed of the following sections:

- Key block

- Department Restrictions
- Field of Study Restrictions
- Class Restrictions
- Level Restrictions
- Degree Restrictions
- Program Restrictions
- Campus Restrictions
- College Restrictions
- Student Attribute Restrictions
- Cohort Restrictions

Key block

Updated: March 20, 2025

Use the Key block to specify the subject, course, and term for which you want to enter or display course restriction information.

Fields	Descriptions
Subject	Code and description of the subject for which you are entering or displaying course restriction information. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in all of the fields in the Key block. If desired, you can change the defaulted values to specify a different course. (For example, if you choose an existing course for the wrong term, you can then change the value in the **Term** field to the correct term.)
Course	Code of the course.

Fields	Descriptions
Term	Code and description of the term associated with the course.
Course Title	Title of the course, automatically displayed when valid values have been entered in all of the Key block fields. Display only.
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Department Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display department restrictions for the course specified in the Key block.

Use the **End Term** button to end the department restrictions by term and the **Copy Term Data** button to copy department restrictions by term. Use the Department section to access this section of the page.

You can either include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the department of the primary or secondary curriculum, as displayed for the registration term in the General Student (SGASTDN) page, is included in the list of departments specified.
- An exclusion restriction prohibits a student from registering for the section of the course if the department of the primary or secondary curriculum, as displayed for the registration term in SGASTDN, is included in the list of departments specified.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the department restrictions for a term.
Copy Term Data	Button used to copy the department restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated colleges. Valid values are: `Include` - Students whose curriculum is associated with the specified department will be permitted to register for the course, without override, when the **Department** radio group is set to *`Fatal`* in the Section Options on the Term Control (SOATERM) page. All error flags can be overridden on the Student Course Registration (SFAREGS) page. `Exclude` - Students whose curriculum is associated with the specified department will not be permitted to register in the course when the **Department** radio group is set to *`Fatal`* in the Section Options on SOATERM. The default value for this field is `Exclude`.
Department	Code and description of the department being restricted. The **Include/Exclude** radio

Fields/Buttons	Descriptions
	group specifies whether the restrictions are inclusions or exclusions.

Field of Study Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display field of study (major) restrictions for the course specified in the Key block.

Use the **End Term** button to end the field of study restrictions by term and the **Copy Term Data** button to copy field of study restrictions by term. Use the Field of Study section to access this section of the page. You can either include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the major 1 or major 2 of either the primary or secondary curriculum, as displayed for the current registration term in SGASTDN and SFAREGS, is included in the list of fields of study specified.
- An exclusion restriction prohibits a student from registering for the section of the course if the major 1 or major 2 of either the primary or secondary curriculum, as displayed for the current registration term in SGASTDN and SFAREGS, is included in the list of fields of study specified.

Field of study type restrictions use AND conditions, not OR conditions. For example, when a section has *MAJOR*, *MINOR*, and *CONCENTRATION* field of study types set to include MATH, all three field of study types have to be satisfied for the student to register for the course. When the **All Field of Study Types** check box is checked and the field of study types include MATH, the student would only have to have MATH as a *MAJOR*, *MINOR*, or *CONCENTRATION* to register for the course.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.

Fields/Buttons	Descriptions
End Term	Button used to end the field of study restrictions for a term.
Copy Term Data	Button used to copy the field of study restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their fields of study. Valid values are: `Include` - Students whose curriculum is associated with the specified field of study will be permitted to register for the course, without override, when the **Field of Study** radio group is set to *`Fatal`* in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified field of study will not be permitted to register in the course when the **Field of Study** radio group is set to *`Fatal`* in the Section Options on SOATERM. The default value for this field is `Exclude`.
All Field of Study Types	Check box used to indicate that all field of study types should be considered. When this box is checked, the **Field of Study Type** field is inactive, and the user is taken to the **(Field of Study) Code** field to select the field of study value.
Field of Study Type	Code and description of the learner field of study type, such as *`MAJOR`*, *`MINOR`*, *`CONCENTRATION`* from GTVLFST. The **Include/Exclude** radio group specifies

Fields/Buttons	Descriptions
	whether the restrictions are inclusions or exclusions.

Field of Study Restrictions (second section)

Updated: August 27, 2020

Use this section of the page to enter or display field of study codes associated with the restricted records in the main/master Field of Study Restrictions section.

The records in this section are child records of the records in that section. You must enter a field of study code when the **All Fields of Study Types** check box is checked.

Fields/Buttons	Descriptions
Field of Study Code	Code and description of the field of study being restricted.

Class Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display class restrictions for the course specified in the Key block.

Use the **End Term** button to end the class restrictions by term and the **Copy Term Data** button to copy class restrictions by term. Use the Class and Level section to access this section of the page. You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the class that has been calculated and displayed for the registration term in SGASTDN and SFAREGS is included in the list of classes specified.
- An exclusion restriction prohibits a student from registering for the section of the course if the class that has been calculated and displayed for the registration term in SGASTDN and SFAREGS is included in the list of classes specified.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course.

Fields/Buttons	Descriptions
	Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the class restrictions for a term.
Copy Term Data	Button used to copy the class restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated classes. Valid values are: `Include` - Students whose curriculum is associated with the specified class will be permitted to register for the course, without override, when the **Class** radio group is set to *`Fatal`* in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified class will not be permitted to register in the course when the **Class** radio group is set to *`Fatal`* in the Section Options on SOATERM. The default value for this field is `Exclude`.
Class	Code and description of the class being restricted. The **Include/Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

Level Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display level restrictions for the course specified in the Key block.

Use the **End Term** button to end the level restrictions by term and the **Copy Term Data** button to copy level restrictions by term. Use the Class and Level section to access this section of the page. You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the level code of the primary or secondary curriculum, as displayed for the registration term in SGASTDN, is included in the list of levels specified.
- An exclusion restriction permits a student from registering for the section of the course if the level code of the primary or secondary curriculum, as displayed for the registration term in SGASTDN, is included in the list of classes specified.

For level restrictions, the system does not check the level specified in dual degree information in SGASTDN when a student registers for the course.

The information in this section defaults from the course level restrictions established in the Course Registration Restriction (SCARRES) page when a new section is created in the Schedule (SSASECT) page, but you can change it.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the level restrictions for a term.
Copy Term Data	Button used to copy the level restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific

Fields/Buttons	Descriptions
	course based on their associated level. Valid values are: `Include` - Students whose curriculum is associated with the specified level will be permitted to register for the course, without override, when the **Level** radio group is set to *`Fatal`* in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified level will not be permitted to register in the course when the **Level** radio group is set to *`Fatal`* in the Section Options on SOATERM. The default value for this field is `Exclude`.
Level	Code and description of the level being restricted. The **Include/Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

Degree Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display degree restrictions for the course specified in the Key block.

Use the **End Term** button to end the degree restrictions by term and the **Copy Term Data** button to copy degree restrictions by term. Use the Degree and Program section to access this section of the page. You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the degree of the primary or secondary curriculum, as displayed for the current registration term in SGASTDN, is included in the list of degrees specified.
- An exclusion restriction prohibits a student from registering for the section of the

course if the degree of the primary or secondary curriculum, as displayed for the current registration term in SGASTDN, is included in the list of degrees specified.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the degree restrictions for a term.
Copy Term Data	Button used to copy the degree restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their degree. Valid values are: `Include` - Students whose curriculum is associated with the specified degree will be permitted to register for the course, without override, when the **Degree** radio group is set to *`Fatal`* in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified degree will not be permitted to register in the course when the **Degree** radio group is set to *`Fatal`* in the Section Options on SOATERM. The default value for this field is `Exclude`.
Degree	Code and description of the degree being

Fields/Buttons	Descriptions
	restricted. The **Include/Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

Program Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display program restrictions for the course specified in the Key block.

Use the **End Term** button to end the program restrictions by term and the **Copy Term Data** button to copy program restrictions by term. Use the Degree and Program section to access this section of the page.

Note: Only curriculum-dependent program codes can be entered.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the program, as displayed for the current registration term in SGASTDN, is included in the list of programs specified.
- An exclusion restriction prohibits a student from registering for the section of the course if the program of the primary or secondary curriculum, as displayed for the current registration term in SGASTDN, is included in the list of programs specified.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the program restrictions for a term.
Copy Term Data	Button used to copy the program restrictions to a new term.

Fields/Buttons	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their program. Valid values are: `Include` - Students whose curriculum is associated with the specified program will be permitted to register for the course, without override, when the **Program** radio group is set to *`Fatal`* in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified program will not be permitted to register in the course when the **Program** radio group is set to *`Fatal`* in the Section Options on SOATERM. The default value for this field is `Exclude`.
Program	Code and description of the program being restricted. The **Include/Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

Campus Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display campus restrictions for the course specified in the Key block.

Use the **End Term** button to end the campus restrictions by term and the **Copy Term Data** button to copy campus restrictions by term. Use the Campus and College section to access this section of the page. You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the campus of the primary or secondary curriculum, as displayed for the current registration term in SGASTDN, is included in the list of campuses specified.
- An exclusion restriction prohibits a student from registering for the section of the course if the campus of the primary or secondary curriculum, as displayed for the current registration term in SGASTDN, is included in the list of campuses specified.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the campus restrictions for a term.
Copy Term Data	Button used to copy the campus restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated campus. Valid values are: `Include` - Students whose curriculum is associated with the specified campus will be permitted to register for the course, without override, when the **Campus** radio group is set to *`Fatal`* in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified campus will not be permitted to register in the course when the **Campus** radio group is set to *`Fatal`* in the Section Options on

Fields/Buttons	Descriptions
	SOATERM. The default value for this field is `Exclude`.
Campus	Code and description of the campus being restricted. The **Include/Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

College Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display college restrictions for the course specified in the Key block.

Use the **End Term** button to end the college restrictions by term and the **Copy Term Data** button to copy college restrictions by term. Use the Campus and College section to access this section of the page. You can either include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the college of the primary or secondary curriculum, as displayed for the registration term in the General Student (SGASTDN) page, is included in the list of colleges specified.
- An exclusion restriction prohibits a student from registering for the section of the course if the college of the primary or secondary curriculum, as displayed for the registration term in SGASTDN, is included in the list of colleges specified.

For college restrictions, the system does not check the college specified in dual degree information in SGASTDN when a student registers for the course.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course.

Fields/Buttons	Descriptions
	Display only.
End Term	Button used to end the college restrictions for a term.
Copy Term Data	Button used to copy the college restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated colleges. Valid values are: `Include` - Students whose curriculum is associated with the specified college will be permitted to register for the course, without override, when the **College** radio group is set to *`Fatal`* in the Section Options on the Term Control (SOATERM) page. All error flags can be overridden on the Student Course Registration (SFAREGS) page. `Exclude` - Students whose curriculum is associated with the specified college will not be permitted to register in the course when the **College** radio group is set to *`Fatal`* in the Section Options on SOATERM. The default value for this field is `Exclude`.
College	Code and description of the college being restricted. The **Include/Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

Student Attribute Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display student attribute restrictions for the course specified in the Key block.

Use the **End Term** button to end the student attribute restrictions by term and the **Copy Term Data** button to copy student attribute restrictions by term. Use the Student Attribute and Cohort section to access this section of the page. You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the student attribute of the primary or secondary curriculum, as displayed for the current registration term in SGASTDN, is included in the list of student attributes specified.
- An exclusion restriction prohibits a student from registering for the section of the course if the student attribute of the primary or secondary curriculum, as displayed for the current registration term in SGASTDN, is included in the list of student attributes specified.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the student attribute restrictions for a term.
Copy Term Data	Button used to copy the student attribute restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated student attributes. Valid values are:

Fields/Buttons	Descriptions
	`Include` - Students whose curriculum is associated with the specified student attribute will be permitted to register for the course, without override, when the **Student Attribute** radio group is set to *`Fatal`* in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified student attribute will not be permitted to register in the course when the **Student Attribute** radio group is set to *`Fatal`* in the Section Options on SOATERM. The default value for this field is `Exclude`.
Student Attribute	Code and description of the student attribute being restricted. The **Include/ Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

Cohort Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display cohort restrictions for the course specified in the Key block.

Use the **End Term** button to end the cohort restrictions by term and the **Copy Term Data** button to copy cohort restrictions by term. Use the Student Attribute and Cohort section to access this section of the page. You can either include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the cohort of the primary or secondary curriculum, as displayed for the registration term in the General Student (SGASTDN) page, is included in the list of cohorts specified.
- An exclusion restriction prohibits a student from registering for the section of the

course if the cohort of the primary or secondary curriculum, as displayed for the registration term in SGASTDN, is included in the list of cohorts specified.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the cohort restrictions for a term.
Copy Term Data	Button used to copy the cohort restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated cohorts. Valid values are: `Include` - Students whose curriculum is associated with the specified cohort will be permitted to register for the course, without override, when the **Cohort** radio group is set to *`Fatal`* in the Section Options on the Term Control (SOATERM) page. All error flags can be overridden on the Student Course Registration (SFAREGS) page. `Exclude` - Students whose curriculum is associated with the specified cohort will not be permitted to register in the course when the **Cohort** radio group is set to *`Fatal`* in the Section Options on SOATERM. The default value for this field is `Exclude`.

Fields/Buttons	Descriptions
Cohort	Code and description of the cohort being restricted. The **Include/Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

Course Search (SCASRCH) page

Updated: August 27, 2020

Use the Course Search (SCASRCH) page to search for all courses (either by subject and course or subject alone) that are active for a specified date range.

This allows administrative users to have non-term search capabilities. The date ranges entered are compared to the term start and end dates defined in the Term Code Validation (STVTERM) page. This term is then used to retrieve all course records based on the effective term range of the course as contained in the SCBCRKY and SCBCRSE tables.

Example

On STVTERM:

Term	Start Date	End Date
200610	01-SEP-2005	31-DEC-2005
200620	01-JAN-2006	15-APR-2006

On SCBCRSE:

From Term	To Term	Subject	Course
200510	200620	ENGL	100
200620	200630	ENGL	101
200710	999999	ENGL	101

On SCASRCH, in the Key block:

Subject	Course	Start Date	End Date (inclusive)
ENGL		01-DEC-2005	31-JAN-2006

This data filter would return the first two records (or all records where the search start and end dates are between the term start and end dates).

On SCASRCH, in the Key block:

Subject	Course	Start Date	End Date (inclusive)
ENGL	101	01-DEC-2005	31-JAN-2006

This data filter would return the ENGL 101 record with the effective term of 200620 (or all records where the search start and end dates are between the term start and end dates).

On SCASRCH, in the Key block:

Subject	Course	Start Date	End Date (inclusive)
ENGL	101	01-DEC-2005	

This data filter would not return any records.

This page is composed of the following sections:

- Key block
- Course Search

Key block

Updated: March 20, 2025

Use the Key block to specify the subject, course number, and from and to dates of the course for which you want to search.

Fields	Descriptions
Subject	Code and description of the subject for which you are entering or displaying start and end terms.

Fields	Descriptions
	If you select a course from the Existing Courses list, the system automatically enters the appropriate values in all of the fields in the Key block. If desired, you can change the defaulted values to specify a different course. (For example, if you choose an existing course for the wrong term, you can then change the value in the **Term** field to the correct term.)
Course	Code of the course. If you enter the course number directly, it is validated against the SCBCRKY table.
From Date	First date of the range (effective term) in which you want to search for the course.
To Date	Last date of the range (effective term) in which you want to search for the course.
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Course Search

Updated: August 27, 2020

This section of the page displays the results of the data filter defined in the Key block. This section is display-only.

Fields	Descriptions
Start Term	First term in which the course is offered. This is the effective term from the SCBCRKY record.
End Term	First term in which the course is `not` offered or is not offered in its existing format. This is the effective term from the SCBCRKY record.
Subject	Subject code for the course from the SCBCRSE record.
Course	Number of the course from the SCBCRSE record.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Description	Description of the course from the SCBCRSE record.
(Credit Hours) Low	Minimum number of credit hours a student can earn for the course as defined on the SCBCRSE record.
(Credit Hours) Options	Relationship between low and high credit hours. • `None` - no credit hours can be used • `Or` - either the low or the high credit hours can be used, but nothing in between • `To` - any number of credit hours within the range can be used
(Credit Hours) High	Maximum number of credit hours a student can earn for the course as defined on the SCBCRSE record.

Catalog Schedule Restrictions (SCASRES) page

Updated: August 27, 2020

Use the Catalog Schedule Restrictions (SCASRES) page to enter or display scheduling restrictions for specific courses by term and campus, using the appropriate **Include/ Exclude** radio group. The Basic Course Information (SCACRSE) page must be completed for a given course before it can be accessed using this page.

To end restrictions for term and campus:

Select the **End Term** button from the appropriate restriction information, and those restrictions are ended for the term shown in the Key block.

To modify restrictions for term and campus:

Select the **Copy Term Data** button from the appropriate restriction information to create a new effective term record for the term in the Key block. This new effective term record may be modified at the your discretion.

This page is composed of the following sections:

- Key block
- Term Restriction
- Campus Restriction

Key block

Updated: March 20, 2025

Use the Key block to specify the course and effective term for which you want to enter or display course level schedule restrictions.

Fields	Descriptions
Subject	Code and description of the subject for which you are entering or displaying catalog level schedule information. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in all of the fields in the Key block. If desired, you can change the defaulted values to specify a different course. (For example, if you choose an existing course for the wrong term, you can then change the value in the **Term** field to the correct term.)
Course	Code of the course.

Fields	Descriptions
Term	Code and description of the term associated with the course.
Course Title	Title of the course, automatically displayed when valid values have been entered in all of the Key block fields. Display only.
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Term Restriction

Updated: August 27, 2020

Use this section of the page to enter or display term restrictions associated with the course specified in the Key block. Use the **End Term** button to end the term restrictions by term and the **Copy Term Data** button to copy term restrictions by term.

You can include or exclude restrictions.

- An inclusion restriction allows you to create a course section on the Schedule (SSASECT) page for only those term restriction codes in the area.
- An exclusion restriction prohibits you from creating a course section for only those term restriction codes in the area.

Updates to term restrictions can be done only when the value in the **From Term** field is equal to the **Term** field in the Key block.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.

Fields/Buttons	Descriptions
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the term restrictions for a term.
Copy Term Data	Button used to copy the term restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls whether or not the course can be scheduled in the term range. Valid values are: `Include` - The course can be scheduled only in the specified terms. `Exclude` - The course cannot be scheduled during the specified terms. The default value for this field is `Exclude`.
Term	Code and description of the term being restricted. The **Include/Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

Campus Restriction

Updated: August 27, 2020

Use this section of the page to enter or display campus restrictions associated with the course specified in the Key block. Use the **End Term** button to end the campus restrictions by term and the **Copy Term Data** button to copy campus restrictions by term.

You can include or exclude restrictions.

- An inclusion restriction allows you to create a course section on the Schedule (SSASECT) page for only those campus codes in the area.

- An exclusion restriction prohibits you from creating a course section for only those campus codes in the area.

Updates to term restrictions can be done only when the value in the **From Term** field is equal to the **Term** field in the Key block.

Note: When a campus restriction exists on a section, and the current campus is not valid, the user is not permitted to enter or update information in any sections of information on SSASECT.

Fields/Buttons	Descriptions
From Term	First term in the range for which these restrictions are in effect for the course. Display only.
To Term	Last term in the range for which these restrictions are in effect for the course. Display only.
End Term	Button used to end the campus restrictions for a term.
Copy Term Data	Button used to copy the campus restrictions to a new term.
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls whether or not the course can be scheduled in the term range. Valid values are: `Include` - The course can be scheduled only in the specified campuses. `Exclude` - The course cannot be scheduled for the specified campuses. The default value for this field is `Exclude`.
Campus	Code and description of the campus being restricted. The **Include/Exclude** radio group specifies whether the restrictions are inclusions or exclusions.

Fields/Buttons	Descriptions
Description	Description of the term, automatically displayed when a valid value is entered in the **Term** field. Display only.

Course Syllabus (SCASYLB) page

Updated: August 27, 2020

Use the Course Syllabus (SCASYLB) page to enter or display a course's syllabus, including descriptions of student learning objectives, required materials, and technical requirements.

This information is displayed in Banner Self-Service to aid students in selecting and registering for course sections. The syllabus information can be copied down to the section level at the user's request, but cannot be representative of all of the sections of the course. All syllabus information is optional. This page is composed of the following sections:

- Key block
- Long Course Title
- Learning Objectives
- Required Materials
- Technical Requirements

Key block

Updated: March 20, 2025

Use the Key block to specify the subject, course number, and effective term of the course for which you want to enter or display syllabus information.

Fields	Descriptions
Subject	Code and description of the subject for which you are entering or displaying start and end terms.

Fields	Descriptions
	If you select a course from the Existing Courses list, the system automatically enters the appropriate values in all of the fields in the Key block. If desired, you can change the defaulted values to specify a different course. (For example, if you choose an existing course for the wrong term, you can then change the value in the **Term** field to the correct term.)
Course	Code of the course. Select a course from the Existing Courses List. If you enter the course number directly, it is validated against SCBCRKY.
Term	Code and description of the term associated with the course. SCBCRSE is checked to ensure that the subject and course specified in this section exist for the entered term.
Course Title	Title of the course, automatically displayed when valid values have been entered in all of the Key block fields. Display only.
Course Alias	The **Course Alias** field auto-populates when you enter the Subject, Course and Term. If there is no corresponding course alias for the combination of Subject, Course, and Term, leave the **Course Alias** field blank. The Course Alias field is a LOV and is associated with the Existing Courses.

Long Course Title

Updated: August 27, 2020

Use this section of the page to enter or display a long title for the course specified in the Key block.

You can copy this title into the Class Schedule module (SSASYLB) at a later date, if you choose. This long course title information is primarily for use in Banner Self-Service and with hardcopy reporting. Use the **End Term** button to end the long course title by term and the **Copy Term Data** button to copy the long course title by term. Use the Long Course Title section to access this section of the page.

To make changes to an existing record, the value in the **From Term** field in this section must equal the value in the **Term** in the Key block.

Fields/Buttons	Descriptions
From Term	First term in the range for which this long course title is in effect for the course. Display only.
To Term	Last term in the range for which this long course title is in effect for the course. Display only. This is the last term in which the long course title specified in this record will be used.
End Term	Button used to end the long course title for a term.
Copy Term Data	Button used to copy the long course title to a new term.
Title	Free form field for the long title of the course, up to 100 characters. You can also edit existing text. Although this title will not display on the forms, most reports contain an option to print this title in place of the title entered on

Fields/Buttons	Descriptions
	the Basic Course Information (SCACRSE) page. There is also the option to display the contents of this field in the Banner Self-Service applications using Term Control (SOATERM) page.
URL	URL, up to 100 characters, for Web-based course content or course materials. This will be displayed to Banner Self-Service users as an active hypertext link.

Learning Objectives

Updated: August 27, 2020

Use this section of the page to enter or display the learning objectives information for the course specified in the Key block.

This is what the student should expect to learn if taking this course to make an informed decision about registering for it. This information will be displayed in the course catalog in both the secured and unsecured Banner Self-Service modules. Use the **End Term** button to end the learning objectives by term and the **Copy Term Data** button to copy learning objectives by term. Use the Learning Objectives section to access this section of the page.

Fields/Buttons	Descriptions
From Term	First term in the range for which these learning objectives are in effect for the course. Display only.
To Term	Last term in the range for which these learning objectives are effect for the course. Display only.
End Term	Button used to end the learning objectives for a term.
Copy Term Data	Button used to copy the learning objectives

Fields/Buttons	Descriptions
	to a new term.
Learning Objectives (untitled)	Free form field for the text for the learning objectives. You can enter up to 32,760 characters. Text entered in this field automatically wraps at the end of the line. You can also edit existing text.

Required Materials

Updated: August 27, 2020

Use this section of the page to enter or display text about required course materials and other course-related information for the course specified in the Key block. This information will be displayed in the course catalog in both the secured and unsecured Banner Self-Service modules.

Use the **End Term** button to end the required materials by term and the **Copy Term Data** button to copy required materials by term. Use the Required Materials section to access this section of the page.

Fields/Buttons	Descriptions
From Term	First term in the range for which these required materials are in effect for the course. Display only.
To Term	Last term in the range for which these required materials are effect for the course. Display only.
End Term	Button used to end the required materials for a term.
Copy Term Data	Button used to copy the required materials to a new term.
Required Materials (untitled)	Free form field for the text for the required materials. You can enter up to 32,760 characters. Text entered in this field automatically wraps at the end of the line. You can also edit existing text.

Technical Requirements

Updated: August 27, 2020

Use this section of the page to maintain technical requirements for the course specified in the Key block.

This should include information such as the minimum computer requirements the student must have to successfully complete the course. This information will be displayed in the course catalog in both the secured and unsecured Banner Self-Service modules.

Use the **End Term** button to end the technical requirements by term and the **Copy Term Data** button to copy technical requirements by term. Use the Technical Requirements section to access this section of the page.

Fields/Buttons	Descriptions
From Term	First term in the range for which these technical requirements are in effect for the course. Display only.
To Term	Last term in the range for which these technical requirements are effect for the course. Display only.
End Term	Button used to end the technical requirements for a term.
Copy Term Data	Button used to copy the technical requirements to a new term.
Technical Requirements (untitled)	Free form field for the text for the technical requirements. You can enter up to 32,760 characters. Text entered in this field automatically wraps at the end of the line. You can also edit existing text.

College and Department Text (SCATEXT) page

Updated: August 27, 2020

Use the College and Department Text (SCATEXT) page to enter or display text about colleges and departments within colleges.

This text will be included on the Bulletin Report (SCRBULT). You can enter an unlimited number of 60-character records in the College and Department Text section of the page. For longer text messages, use the College and Department Long Text section. This page is composed of the following sections:

- Key block
- College and Department Text
- College and Department Long Text

Key block

Updated: August 27, 2020

Use the Key block to specify the college and effective term for which you want to enter or display text. You can also specify a department within a college, if desired.

Fields	Descriptions
College	Code and description of the college for which you are entering or displaying text.
Department	Code and description of the department. If a value is entered in this field, the text will apply only to the department within the college. If this field is left blank, the text will apply to all departments within the college.
Term	Code and description of the term for which the text is in effect.

College and Department Text

Updated: August 27, 2020

Use this section of the page to enter or display text for the college (and department, if one is designated) specified in the Key block.

Updates to text can be done only when the value in the **From Term** is equal to the value in the **Term** field in the Key block. Use the **End Term** button to end the college and department text by term and the **Copy Term Data** button to copy college and department text by term. Use the Text section to access this section of the page.

Fields/Buttons	Descriptions
From Term	First term in the range for which this text is in effect for the college (and department, if one is designated). Display only.
To Term	Last term in the range for which this text is in effect for the college (and department, if one is designated). Display only.
End Term	Button used to end the college and department text for a term.
Copy Term Data	Button used to copy the college and department text to a new term.
Text	Text associated with the college (and department, if applicable), up to 60 characters. Each line is an individual record, and an unlimited number of records can be maintained. No word processing functions are provided.
Re-Sequence Text	Button used to re-sequence text records and save the changes.

College and Department Long Text

Updated: August 27, 2020

Use this section of the page to enter a long description (up to 32K of data) for the college (and department, if one is designated) specified in the Key block.

Text entered here can be used exclusively or can supplement the existing 60-character records in the College and Department Text section of the page. Long text information will be included on the Bulletin Report (SCRBULT), based on parameter settings. Use the **End Term** button to end the college and department long text by term and the **Copy Term Data** button to copy college and department long text by term. Use the Narrative Text section to access this section of the page.

Fields/Buttons	Descriptions
From Term	First term in the range for which this text is in effect for the college (and department, if one is designated). Display only.
To Term	Last term in the range for which this text is in effect for the college (and department, if one is designated). Display only.
End Term	Button used to end the college and department long text for a term.
Copy Term Data	Button used to copy the college and department long text to a new term.
Long Text (untitled)	Free form field for the text for the college (and department, if one is designated). You can enter up to 32,760 characters per long comment. Comments entered in this field automatically wrap at the end of the line. You can also edit existing text.

Service Group Assignment (SEAASGN) page

Updated: August 27, 2020

The purpose of the Service Group Assignment Page is to allow assignment of goals, needs, and services associated with a service group to a person.

The person must be defined to the system before access on the Service Group Assignment Page.

When a Service Group Code is associated with a person, the detailed information about the goals, needs, and services may be viewed through a Count Query Hits function on the Support Services Detail (SEADETL) page.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copy Service Group Assignment
Maintenance	Duplicate Item	End Service Group Assignment

Support Service Detail (SEADETL) page

Updated: August 27, 2020

The purpose of the Support Service Detail Page is to allow assignment of goals, needs, and services associated with a person. The main window displays the goal assignment descriptions.

The person must be defined to the system before accessing the Support Service Detail Page.

You may perform a Count Query Hits from the **ID** field, or select View Support Services Summary from the Options Menu to access the Support Services Query (SEAQGNS) page.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copy Goal Assignment
Maintenance	Duplicate Item	End Goal Assignment

Need Assignment window

Updated: August 27, 2020

This window displays the need assignment descriptions.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copy Need Assignment
Maintenance	Duplicate Item	End Need Assignment

Service Assignment window

Updated: August 27, 2020

This window displays the service assignment descriptions.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copy Service Assignment
Maintenance	Duplicate Item	End Service Assignment

Goal Attributes and Comments (SEAGDTL) page

Updated: August 27, 2020

The purpose of the Goal Attributes and Comments Page is to allow assignment of attributes and comments for a goal to a person.

The person must be defined to the system, and the goal must be assigned to the person on the Support Services Detail (SEADETL) page, before accessing this page.

Fields	Descriptions
Goal Comments	The **Goal Comments** field in the Goal Comments section is 4,000 characters long and has autowrap and capability. Use the **Goal Comments** edit button for entering and editing of text.

Mouse	Keyboard	Result
Maintenance (Goal Attributes section)	Duplicate Record	Copy Goal Attributes
Maintenance (Goal Attributes section)	Duplicate Item	End Goal Attributes
Maintenance (Goal Comments section)	Duplicate Record	Copy Goal Comments
Maintenance (Goal Comments section)	Duplicate Item	End Goal Comments

Goal Query (SEAGQRY) page

Updated: August 27, 2020

The purpose of the Goal Query Page is to allow display of all goals associated with a person for an effective term. The person must be defined to the system before accessing the Goal Query Page.

To access this page from SEAGDTL, use a List function the **Goal** field.

Need Attributes and Comments (SEANDTL) page

Updated: August 27, 2020

The purpose of the Need Attributes and Comments Page is to allow assignment of attributes and comments of a need to a person.

The person must exist on the system, and the need must be assigned to the person in the Need Assignment window of the Support Services Detail (SEADETL) page, before entering data on the Need Attribute and Comments Page.

Fields	Descriptions
Need Comments	The **Need Comments** field in the Need Comments section is 4,000 characters long and has autowrap and capability. Use the **Need Comments** edit button for entering and editing of text.

Mouse	Keyboard	Result
Maintenance (Need Attributes section)	Duplicate Record	Copy Need Attributes
Maintenance (Need Attributes section)	Duplicate Item	End Need Attributes
Maintenance (Need Comments section)	Duplicate Record	Copy Need Comments
Maintenance (Need Comments section)	Duplicate Item	End Need Comments

Need Query (SEANQRY) page

Updated: August 27, 2020

The purpose of the Need Query Page is to allow display of all needs associated with a person for an effective term. The person must be defined to the system before accessing the Need Query Page.

To access this page from SEANDTL, use a List function from the **Need** field.

Support Services Query (SEAQGNS) page

Updated: August 27, 2020

The Support Services Query (SEAQGNS) page is used to display all persons who have been assigned the combination of goal, need, and service specified in the Key block for the effective term requested.

This is a stand alone query page, which may be accessed from the menu.

Placing the cursor next to the ID number and then performing a Count Query Hits function will return the user to the Support Services Detail (SEADETL) page, where all of the detail information about goals, needs, and services may be viewed.

To access this page from SEADETL, use the View Support Services Summary item in the Options Menu or perform a Count Query Hits function from the **ID** field on the Support Services Detail (SEADETL) page.

Service Attributes and Comments (SEASDTL) page

Updated: August 27, 2020

The purpose of the Service Attributes and Comments Page is to allow assignment of attributes and comments of a service to a person.

The person must be defined to the system, and the service must be assigned to the person in the Service Assignment window of the Support Services Detail (SEADETL) page, before accessing this page.

Fields	Descriptions
Service Comment	The **Service Comments** field in the Service Comments section is 4,000 characters long and has autowrap and capability. Use the **Service Comments** edit button for entering and editing of text.

Mouse	Keyboard	Result
Maintenance (Service Attributes section)	Duplicate Record	Copy Service Attributes

Mouse	Keyboard	Result
Maintenance (Service Attributes section)	Duplicate Item	End Service Attributes
Maintenance (Service Comments section)	Duplicate Record	Copy Service Comments
Maintenance (Service Comments section)	Duplicate Item	End Service Comments

Service Query (SEASQRY) page

Updated: August 27, 2020

The purpose of the Service Query Page is to allow display of all services associated with a person for an effective term. The person must be defined to the system before access on the Service Query Page.

To access this page from SEASDTL, use a List function from the **Service** field.

Service Group Rules (SEASSGP) page

Updated: August 27, 2020

The purpose of the Service Group Rules Page is to enter and maintain goals, services, and needs associated with a service group code and term.

The Service Group must be defined on the Service Group Validation (STVSSGP) page before it can be accessed using SEASSGP.

Mouse	Keyboard	Result
Maintenance (Goal Code section)	Duplicate Record	Copy Goal Code Rules
Maintenance (Goal Code section)	Duplicate Item	End Goal Code Rules
Maintenance (Need Code section)	Duplicate Record	Copy Need Code Rules
Maintenance (Need Code section)	Duplicate Item	End Need Code Rules

Mouse	Keyboard	Result
Maintenance (Service Code section)	Duplicate Record	Copy Service Code Rules
Maintenance (Service Code section)	Duplicate Item	End Service Code Rules

Registration Additional Fees Control (SFAAFEE) page

Updated: August 27, 2020

The Registration Additional Fees Control Page provides the fee codes and the amounts that can be used in the Registration Additional Fees (SFAEFEE) page, which may be accessed through the Student Course Registration (SFAREGS) page.

These codes and amounts will be included in registration fee assessment. Before entering information on this page, the fee codes must be entered on the Student Detail Code Control (TSADETC) page. Only a charge code may be used on this page.

Class Attendance Roster (SFAALST) page

Updated: August 27, 2020

This page is used for CEU sections where grades and hours of attendance must be maintained. There are three processes which may be accomplished on this page.

The first displays the section information and the students enrolled in the course. The records will be ordered by entry into the course. This can be used to monitor sections during registration. Section information must be entered in the Schedule (SSASECT) page before accessing this information. To get the student information on the page, the student needs to be registered for the section for the term.

Note: Section start and end dates roll to academic history when an enrollment is rolled, regardless of whether the section is a CEU section. Section start and date dates are displayed in Academic History in the Additional Course Detail window (available from the Course Detail information in the main window) of the Course Maintenance (SHATCKN) page.

The second purpose allows for entry of final grades. The first step of the grade process is to produce the grade rosters. During this process, class roster data will be sorted by name and the files updated. When the page is required, it will display in name order and in the order of the grade roster. You are now ready to enter grades.

If the **Roll (Indicator)** in the Key block is checked, final grades which have been entered will roll to history files when a Save function is performed. If the **Roll (Indicator)** is unchecked, rows are written to a collector file which can be processed using the batch Grade Roll to Academic History (SHRROLL). If mid-term grades are to be entered, then the Class Roster (SFASLST) page should be used.

Note: Only final grades are rolled to academic history. The **Roll Learner (Indicator)** must be set to `Yes` on the learner curriculum for an outcome record to be created and the rolled course to be applied toward an outcome. The **Roll Learner (Indicator)** is set to `Yes` or `No` when the learner curriculum is created. The user can select a value of `Yes`, `No`, or `Default`. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio group on SOACTRL.

The system provides a warning message `Warning - Student was automatically graded through registration` if you attempt to change a grade on the roster that was entered by the system as an auto-grade associated with the course registration status (as defined on the Course Registration Status Code Validation (STVRSTS) page. However, the updated grade will roll to academic history if the **Roll (Indicator)** is checked, or if the **Roll (Indicator**) is unchecked and the Grade Roll to Academic History (SHRROLL) is run, provided the original grade was not previously rolled to academic history.

Before saving, you may correct an erroneous grade when the Key block **Roll (Indicator)** is set. The **Roll** (**Indicator)** on each individual enrollment will not be set until all validation, including grade substitution checking, has occurred, and the enrollment will be able to be rolled.

When grade entries are saved, grade validation will begin with the first person in the list and continue until an error is encountered, which will prevent an enrollment from rolling. An error message will then be given, and the cursor will be positioned on that enrollment. The erroneous grade will be able to be corrected, and grade validation will continue when a Save is performed. Roll flags will be set only after grade validation has been completed. Note that grades will not actually be rolled until grade validation has been successfully completed for `all` enrollments which have not yet been rolled, and if corrections are not made to `all` grades which fail validation, `none` of the enrollments which qualify for rolling will be rolled.

There is also an optional **Degree Award Status** field in the Key block. If used, this indicator will permit entering of grades for only those students with a specific degree status. Valid choices are `Awarded`, `Pending`, and `Select... (null)` for all statuses.

The third process allows the entry and maintenance of the attendance hours in the **Hours Attended** field. This non-required field may be updated with the number of hours the person attended the section.

Electronic Gradebook

Updated: August 27, 2020

When used in conjunction with Electronic Gradebook processing and Faculty and Advisors Self-Service, the entry of final grades if gradable components have been defined for a CRN will be affected.

Any updates to final grades made in this page will not be reflected in the student's final grade record (SHRCMRK) and will only update their registration record (SFRSTCR). This page serves as a grade override and will preserve the audit trail of the calculated final mark based on individual component marks.

A message is displayed (if the section has gradable components) informing you that midterm and final grades entered here could be overwritten if the grade calculation process is initiated from the Electronic Gradebook.

When information is rolled to academic history either online using SFASLST or SFAALST or in batch using the Grade Roll to Academic History (SHRROLL), the section start and end dates are rolled. If the schedule type of the section permits assignment of a CRN to a co-op activity, and the CRN is assigned to a co-op for the term , the start and end dates for the co-op are rolled. If no co-op exists or the section's type does not permit the assignment of a CRN to a co-op activity, then the section dates are rolled.

Incomplete Grades (California Localization)

Updated: August 27, 2020

The **Incomplete Final Grade** and **Extension Date** fields are used with automated incomplete grade processing.

The **Incomplete Final Grade** field is used to replace a final grade after the extension date to complete coursework has expired. The **Extension Date** field displays the date when the incomplete final grade is eligible to replace the final grade. This date must be less than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to `Shorten` for the rule. This date must be greater than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to `Lengthen` for the rule. The extension date must meet the date restrictions for the rule when restrictions apply. These restrictions are relative to the default date.

These fields are activated when a grade code value for an incomplete grade is entered in the **Final Grade** field. Overrides are also permitted if the rule on SHAINCG allows overrides. The **Incomplete Final Grade** field is populated with the system value for the incomplete grade. You can enter a value in this field when the **Incomplete Grade Processing** field on SHAINCG is checked (`Y`). The **Extension Date** field is also populated and can be entered when the **Override Grade** field on SHAINCG is checked (`Y`). When the value in the **Final Grade** field is one that is other than incomplete, the **Incomplete Final Grade** and **Extension Date** fields are not active. All incomplete grades must have an associated incomplete final grade and extension date. When the grade has been rolled to history, the incomplete final grade and the extension date cannot be changed using these fields.

The **Grade Comment** field (STVGCMT) can be used to add comments that pertain to incomplete grades.

Fields	Descriptions
Roll	If the **Roll (Indicator)** in the Key block is checked, final grades which have been entered will roll to history files when a Save function is performed. If the **Roll (Indicator)** is unchecked, rows are written to a collector file which can be processed using the batch Grade Roll to Academic History (SHRROLL). If mid-term grades are to be entered, then the Class Roster (SFASLST) page should be used. Only final grades are rolled to academic history. The **Roll Learner (Indicator)** must be set to `Yes` on the learner curriculum for an outcome record to be created and the rolled course to be applied toward an outcome. The **Roll Learner (Indicator)** is set to `Yes` or `No` when the learner curriculum is

Fields	Descriptions
	created. The user can select a value of *Yes*, *No*, or *Default*. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio group on SOACTRL.
Degree Award Status	There is an optional field in the Key block. If used, this indicator will permit entering of grades for only those students with a specific degree status. Valid values are *Awarded*, *Pending*, and *Select* (null).
Final Grade	Student's grade code for the final grade. When a grade code is entered that has been defined on SHAGRDE to require the entry of the last date of attendance for the student, then the user has to enter the date before the record can be saved. List Grade Code Maintenance (SHAGRDE) page
Incomplete Final Grade	Used to replace a final grade after the extension date for the coursework has expired. List Grade Code Maintenance (SHAGRDE) page
Extension Date	Date when the incomplete final grade is eligible to replace the final grade. This date must be less than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Shorten* for the rule. This date must be greater than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Lengthen* for the rule. The extension date must meet the date restrictions for the rule, or it may be shortened or lengthened relative to the default date, if no restrictions apply.

Fields	Descriptions
	This field can only be updated when the final grade is an incomplete grade and incomplete grade processing is active (turned on).
Hours Attended	Perform the entry and maintenance of the attendance hours in the **Hours Attended** field. This non-required field may be updated with the number of hours the person attended the section.
Last Attendance Date	The **Last Attendance Date** field allows updates and queries on the last date of attendance in a particular class for a student. This can help institutions determine the last date of attendance for unofficial withdrawals.
Grade Comment	The **Grade Comment** and **Description** fields are used with electronic gradebook processing. Use the lookup button for the **Grade Comment** field to select a valid code from STVGCMT. The comment information is stored in `SFRSTCR_GCMT_CODE`. Although only one comment can be entered from this page, you have the ability to enter multiple comments on the Course Maintenance (SHATCKN) page in conjunction with a grade change. Comments can also be added for incomplete grades.

California Localization

The fields and description in this section applies to California Localization only.

Fields	Descriptions
Status	To support CALB localizations, the system displays student registration records with status codes where `STVRSTS_APPORT_IND` = `Y`. Course registration status codes used to signify 'drop' must have the **Apportionment Indicator** check box checked to be included in the apportionment FTES calculations.
Final Grade	To support CALB localizations, this field is not updateable if the record has a status code for which the **Gradable Indicator** check box on the Course Registration Status Code Validation (STVRSTS) page is unchecked (that is, STVRSTS_GRADABLE_IND = N).

Fields	Descriptions
Hours Attended	To support CALB localizations, the following details apply to this field. • This field is updateable only if the attendance accounting method code for the CRN is one for which the **Actual** check box on the Attendance Accounting Method Validation (STVACCT) page is checked. • This field is not updateable if the record has a status code for which the **Waitlist Indicator** check box on STVRSTS is checked (that is, STVRSTS_WAIT_IND = Y). • The value entered in this field cannot greater than value of the **Total Contact Hours** on the Section (SSASECT) page.
Last Attendance Date	To support CALB localizations, this field is not updateable if the record has a status code for which the **Waitlist Indicator** check box on STVRSTS is checked (that is, STVRSTS_WAIT_IND = Y).
Grade Comment	To support CALB localizations, this field is not updateable if the record has a status code for which the **Gradable Indicator** check box on STVRSTS is unchecked (that is, STVRSTS_GRADABLE_IND = N).

Section Information window

Updated: August 27, 2020

Use this window to view section detail for the course in the key. This window is accessed by selecting View Summary of Section from the Options Menu or performing a Duplicate Item function from the **CRN** field in the Key block.

Registration Add Authorization Codes (SFAAUTC) page

Updated: August 27, 2020

Use the Registration Add Authorization Codes (SFAAUTC) page to create authorization codes for faculty, advisors, administrators, or students to use during registration when an authorization code is required.

You can create authorization codes regardless of the **Authorization Codes Active for Term** setting on SOATERM or the **Authorization Codes Active for Term** setting on SSASECT.

SFAAUTC also provides you with the ability to assign students authorization codes before registration begins. By doing this, the students will not need to enter the authorization code to register for the section.

Note: Although a student uses an authorization code to register for a section, all registration error processing, other than capacity, will still occur. If the authorization code is accepted and the student encounters fatal registration errors, the student must resolve those errors before registration. When the fatal errors have been resolved, the student can register for the class successfully without re-entering the authorization code.

After an authorization code has been assigned to a Student ID and is activated, whether pre-assigned by an administrator or entered at the time of registration, the authorization code cannot be used by a different student. It is important to note that the administrators control the **Code Active** check box and the **Student ID**. If a student registers with an authorization code they have been assigned and an administrator removes the Student ID while the code is active, it is possible for the administrator to distribute the authorization code to another student. Ellucian recommends that you do not do this, except in special circumstances.

When an Authorization Code is pre-assigned to a student ID, a corresponding SFASRPO record is created with the SOATERM **Add Authorization Permit Override Code**. This is similar to the functionality when an authorization code is entered and validated at the time of registration. The SFAAUTC record is updated and the SFASRPO record created.

When a student drops a class for which they registered using an authorization code, the assignment is not removed from SFAAUTC.

Key block

Use the key block to specify the Term and CRN for which you want to create an Authorization Code.

Fields	Descriptions
Term	Code and description of the term associated with the section you want to define or display.
CRN	CRN of the section.

Fields	Descriptions
Course	Course number of the CRN. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Field/Button	Description
Generate Next Random Authorization Code	Click **Generate Next Random Authorization Code** to generate the number of authorization codes indicated in the **Number of Random Authorization Codes to Create** field. These codes are generated in a six-character, alpha-numeric format. (optional)
Number of Random Authorization Codes to Create	Enter the number of authorization codes you would like to create. This defaults to 5, but you can enter any value between 1 to 100. (Required if using the Generate Next Random Authorization Code function.)
Authorization Code	A code that has been randomly generated by the system. This is the authorization code that would be entered for the course during registration. Codes are generated in a six-character, alpha-numeric format.
Code Active	Select this check box when you want to activate the authorization code.
Student ID	Student ID assigned an authorization code.
Student Name	The student’s name will be populated after they are assigned an authorization code.
First Assigned Date	This is populated after a student has been assigned an authorization code.

Block Registration Control (SFABLCK) page

Updated: August 27, 2020

Use the Block Registration Control (SFABLCK) page to define block registration rules by term.

You can enter or display a set of sections (CRNs) related to a block code. The block code can then be assigned to a student on the Student Block Pre-Assignment (SFABLPA) page, through the Student Block Pre-Assignment Process (SFPSBPA), on the Student Course Registration (SFAREGS) page, or using the Student Block Load Process (SGPBLCK). This code can be used by the Student Course Registration (SFAREGS) page to default the sections related to the student's block code or in batch through Course Request and Scheduling processing. The block code is used to do the following:

- associate a block code to a term
- associate CRNs with a block for a given term
- define the pre-assignment limit for the block
- view CRNs in a block
- view defined pre-assignment block limits

This page is composed of the following sections:

- Key block
- Capacity Definition
- Block Registration Control
- Base Section Detail Information

Key block

Updated: August 27, 2020

Use the Key block to specify the term and Block code for which you are displaying block registration information.

As a prerequisite, do the following tasks:

- Create term codes on the Term Code Validation (STVTERM) page.
- Create block codes on the Block Code Validation (STVBLCK) page.

Fields	Descriptions
Term	Term code and description for the block registration rule.
Block	Block code and description for the rule.

Capacity Definition

Updated: August 27, 2020

This section of the page is used to define the pre-assignment limit for the term and block in the Key block.

The block pre-assignment limit is required. If the pre-assignment limit has been reached for a block when the Student Pre-Assignment Process (SFPSBPA) is run, no more assignments can be made.

Fields	Descriptions
Block Pre-Assignment Limit	Maximum seats available for block pre-assignment when running the Student Block Pre-Assignment process (SFPSBPA).

Block Registration Control

Updated: August 27, 2020

Use this section of the page to create the groups of sections (CRNs) to be used in block registration. The detail information for each CRN is displayed for reference from the SSBSECT table.

Enrollment status and time conflict messages are displayed by CRN. CRNs in a block are considered to be mandatory for registration unless the student has add and drop permission, or the **Enrollment Optional** indicator is checked for the course within the block.

Credit and billing hours can be assigned to the CRN if they are specified as variable hours. For example, if a CRN has three to five credit hours, you can change the value to be specifically four credit hours for use in the block of courses. The grade mode can also be changed.

Note: If a section included in the Block Registration Control section of the page is an open learning course, the instructional method and registration from and to dates are displayed.

Fields	Descriptions
The following fields are in the Course and Section information.	
CRN	CRN of the course that is associated with

Fields	Descriptions
	the block code.
Subject	Subject code and description associated with the CRN. Display only.
Course Number	Course number associated with the CRN. Display only.
Section	Section number associated with the CRN. Display only.
The following fields are in the Enrollment information.	
Maximum	Maximum enrollment for the CRN. Display only.
Actual	Actual enrollment for the CRN. Display only.
Remaining	Number of seats available for enrollment in the CRN. Display only.
The following fields are in the CRN/Block Validation Statuses information.	
CRN Enrollment Status	Displays an enrollment status message for the CRN. Display only. • If a CRN has a maximum enrollment capacity that is less than the block pre-assignment limit, the message *Lesser than block capacity* is displayed. • If a CRN has a maximum enrollment capacity that is more than the block pre-assignment limit, the message *Greater than block capacity* is displayed. A message is not displayed in the **CRN Enrollment Status** field if the CRN has a maximum enrollment capacity that is equal to the block pre-assignment limit.
Time Conflict CRN	Displays time conflict message for the

Fields	Descriptions
	CRN. Display only.
The following fields are in the Hours information.	
Credit Hours	Credit hours associated with the CRN. • If the **Credit Hours** field has a single credit-hour value, the field is display only. • If the **Credit Hours** field has variable credit hours, the value can be changed. If you enter a value, this is considered to be the default for registration. The credit hours are used in registration when the block is processed. The value defaults as follows: • If section level credit hours are defined on the Schedule (SSASECT) page, that value is displayed. • If no section level credit hours are assigned on SSASECT, the low end of the range of credit hours from the Basic Course Information (SCACRSE) page is displayed.
Billing Hours	Billing hours associated with the CRN. • If the **Billing Hours** field has a single billing-hour value, the field is display only. • If the **Billing Hours** field has variable billing hours, the value can be changed. The billing hours are used in registration when the section is processed. The value defaults as follows:

Fields	Descriptions
	• If section level billing hours are defined on the Schedule (SSASECT) page, that value is displayed. • If no section level billing hours are assigned on SSASECT, the low end of the range of billing hours from Basic Course Information (SCACRSE) page is displayed. If you enter a value, this is considered to be the default for registration. You can use this field to restrict a section to a single billing-hour value if the course is defined with variable billing hours on the Basic Course Information (SCACRSE) page. The value entered must fall between the variable range.
The following fields are also in the Block Registration Control section.	
Enrollment Optional	Check box used to indicate whether or not enrollment is optional for the section. If this check box is checked for a CRN and the **Add and Drop Courses** radio group is set to *Not Allowed* or *Non-block Only* on the Block Rules Definition (SFABRDF) page or the Pre-Assignment Block Configuration (SFAPABC) page, the student can drop the CRN during Self-Service registration.
Grade Mode	Grade mode and description associated with the CRN.

Fields	Descriptions
	Grade mode is defined in the Basic Course Information (SCACRSE) page. • The grade mode defined on the Schedule (SSASECT) page is populated in Block Registration Control (SFABLCK) page and cannot be changed. • When the grade mode is not defined on SSASECT, a valid grade can be entered on SFABLCK.
Campus	Campus code and description associated with the CRN. Display only.
The following fields are in the Totals information.	
Total Credit Hours	Total credit hours for the block of courses. Display only.
Total Billing Hours	Total billing hours for the block of courses. Display only.

Base Section Detail Information

Updated: August 27, 2020

This section of the page displays the child detail record for the active record in the Block Registration Control section. Section data comes from the Schedule (SSASECT) page.

Fields	Descriptions
CRN	CRN of the course that is associated with the section code. Display only.
Subject	Subject code and description associated with the CRN. Display only.
Course Number	Course number associated with the CRN. Display only.
Section	Section number associated with the CRN.

Fields	Descriptions
	Display only.
Course Title	Title of the course which is associated for the CRN. Display only.
Status	Status code and description of the CRN. Display only.
Part of Term	Part of term code and description for the CRN. Display only.
Credit Hours	Credit hours associated with the CRN. Display only. This value is used in registration when the block is processed. The value defaults as follows: • If section level credit hours are defined on the Schedule (SSASECT) page, that value is displayed. • If no section level credit hours are assigned on SSASECT, the credit hours range defined in the Basic Course Information (SCACRSE) page are displayed.
Billing Hours	Billing hours associated with the CRN. Display only. This value is used in registration when the block is processed. The value defaults as follows: • If section level billing hours are defined on the Schedule (SSASECT) page, that value is displayed. • If no section level billing hours are assigned on SSASECT, the billing hours range defined in the Basic Course Information (SCACRSE) page are

Fields	Descriptions
	displayed.
Grade Mode	Grade mode and description associated with the CRN. Display only.
Link Identifier	User-defined code that links two sections that must be taken concurrently. Display only.
Special Approval	Check box used to indicate whether special approval is required for the CRN and has been granted for students in the sections processed using block registration. Display only.
Campus	Campus code and description associated with the CRN. Display only.
Cross List	Cross list group identifier and description associated with the CRN. Display only.
Schedule Type	Schedule type code and description associated with the CRN. Display only.
Instructional Method	Instructional method code and description associated with the CRN, used with open learning courses. Display only.
Registration From Date	First date in the registration date range for the CRN, used with open learning courses. Display only.
Registration To Date	Last date in the registration date range for the CRN, used with open learning courses. Display only.
Multiple Block	Check box used to indicate whether the section of the course belongs to multiple blocks of courses for registration. Display only. This field is informational only and is not stored in the database.

Student section Pre-Assignment (SFABLPA) page

Updated: August 27, 2020

The Student section Pre-Assignment (SFABLPA) page is used to maintain existing pre-assigned section information or to manually pre-assign a section to a student for a specific term and study path.

The pre-assigned section and associated section rule are displayed. Only one section per study path can be pre-assigned to a student for a specific term. Sections can be assigned in batch using the Student Pre-Assignment Process (SFPSBPA). You can use a population selection or can select from the process parameters.

This page is composed of the following sections:

- Key block
- Pre-Assigned section
- Rule used for section Assignment

Key block

Updated: August 27, 2020

Use the Key block to enter the student ID, term code, and study path.

Fields	Descriptions
ID	Student ID used for the section pre-assignment.
Name	Student name.
Term	Term code and description of the term for which you want to pre-assign a section to the student or view existing pre-assigned records.
Study Path	Study path code and description for the study path to be used for the student section pre-assignment. The field can be `Null`.

Fields	Descriptions
	If study path is not active, the default of `99` is used.

Pre-Assigned section

Updated: August 27, 2020

This section of the page is used to display sections already pre-assigned to the student and to manually pre-assign additional sections to the student.

When a section is manually assigned on this page, the **Assigned Manually** indicator is checked, and no rule is displayed. The section also shows if a permit-override exists for the section in which the student is currently registered.

Fields	Descriptions
section	section code and description of the pre-assigned section.
Program	Program code and description. Display only. • If the study path is active, the program code of the study path is displayed. • If the study path is not active, the program code of the primary curriculum is displayed.
Assigned Manually	Check box used to indicate whether the section has been manually pre-assigned to the student. Display only. This indicator is checked when a section is manually pre-assigned to a student.
Permit-Override Code	Permit-override code and description for the pre-assigned section.

Fields	Descriptions
	In SFAPABC, if the **Create Override** check box is checked and a permit-override code is available, the same code will be displayed in SFABLPA. This code can be manually changed to a different permit-override code. The **Permit-Override Code** field can be `Null`.

Rule used for section Pre-Assignment

Updated: August 27, 2020

This section of the page displays the rule selected by the section Pre-Assignment Process (SFPSBPA). The rule is associated with the section on the section Rules Definition (SFABRDF) page.

If the section is manually pre-assigned, all the fields in the Rule used for section Assignment section of the page will be `Null`.

Fields	Descriptions
Rule Active	Check box indicates whether a rule is active or inactive, as defined for the rule in SFABRDF. Display only.
section Selection Required	Check box indicates that the student must select the section in Self-Service, which is as defined in section Rules Definition (SFABRDF) page. Display only.
Term	Effective term code and description defined for the rule on SFABRDF. Display only.
Priority	Priority defined for the rule in SFABRDF. Display only.
Level	Student level code and description defined for the rule on SFABRDF. Display only.

Fields	Descriptions
Campus	Campus code and description defined for the rule on SFABRDF. Display only.
College	College code and description defined for the rule on SFABRDF. Display only.
Degree	Degree code and description defined for the rule on SFABRDF. Display only.
Program	Program code and description defined for the rule on SFABRDF. Display only.
Field of Study Type	Field of study type code and description for the rule on SFABRDF. Display only.
Field of Study Code	Field of study code and description for the rule on SFABRDF. Display only.
Department	Department code and description defined for the rule on SFABRDF. Display only.
Curricula	Curriculum of the student such as `Primary`, `Secondary`, `Any`. Display only.
Class	Class code and description defined for the rule on SFABRDF. Display only.
Cohort	Cohort code and description defined for the rule on SFABRDF. Display only.
Student Attribute	Student attribute code and description defined for the rule on SFABRDF. Display only.

Block Rule Definition (SFABRDF) page

Updated: August 27, 2020

The Block Rule Definition (SFABRDF) page defines block rules, block restrictions, and course restrictions. Rules are defined for each term and assigned a priority.

The rule attributes defined on this page are matched with the student characteristics (such as level, class, program, and so on) that are created as part of the learner record on the General Student (SGASTDN) page. When a match occurs, the rule is applied to the student.

Restrictions can be placed on the rule to require students to select a block and whether students can switch from one block to another. You can also set restrictions to determine which classes can be added or dropped.

This page is composed of the following sections:

- Rules Definition
- Settings

Rules Definition section

Updated: August 27, 2020

Use this section of the page to define the block rules. These rules determine which blocks are available for students to register for the term.

Only one rule is applied to the student at a time. When multiple rules match a student's characteristics, the one with the highest priority will be applied to the student. When two rules with the same priority match a student's characteristics, the one with the latest maintenance date is applied to the student.

Note: If no rule is selected based on the student characteristics (class, college, department, field of study, level, program, and so on), no blocks will be made available to the student during registration in Banner Student Self-Service.

When the **Block Selection Required** indicator is checked and the student meets the rule, the student must select a block that is attached to the rule during registration. When the **Allow Change Block** indicator is checked, changes can be made. When this indicator is not checked, no changes can be made after block selection or registration.

Fields	Descriptions
Priority	Priority number for the rule. This is a required field that is used to determine the order of preference for rule selection. Selection can occur in Self-Service or using the Block Pre-Assignment Process (SFPSBPA). A priority of `1` will have a higher precedence when a rule is selected. For example, if Rule A has a priority of 1, and Rule B has a priority

Fields	Descriptions
	of 2, and both rules match the student's attributes, then Rule A will be selected for the student's block assignment.
Level	Student level code for the rule.
Campus	Campus code for the rule.
College	College code for the rule.
Degree	Degree code for the rule.
Program	Program code for the rule.
Field of Study Type	Field of study type for the rule. Used to specify if the Field of Study attached to the curriculum record must be a major, minor or concentration.
Field of Study Code	Field of study code for the rule.
Department	Department code for the rule.
Curricula	Curriculum of the student. Valid values are *`Primary`*, *`Secondary`*, *`Any`*.
Student Attributes	Student attribute code for the rule.
Cohort	Cohort code for the rule.
Class	Class code for the rule.
Block Selection Required	Check box used to indicate whether the student must select a block during registration in Self-Service. If this indicator is not checked the following occurs: • The **Allow Change Block** check box will be checked by default. • The choices for the **Add and Drop Courses** drop down list will be disabled, and the *`Without Restrictions`* option will be selected by default.
Allow Change Block	Check box used to indicate whether the student can change from the currently enrolled block to another block during registration in Self-Service.

Fields	Descriptions
	If this indicator is not checked, the student will not be able to change the block to another available block in Self-Service after registration has occurred.
Active	Check box used to indicate whether a rule is active. If this indicator is not checked, the rule is inactive and will not be applied to a student during registration in Self-Service. If this indicator is checked, the rule is active. If the rule characteristics match the student curriculum data, the blocks will be available for registration in Self-Service. Similarly, if SFPSBPA process is run, the rule will be used to pre-assign a block to the student.

Settings section

Updated: August 27, 2020

Use this section of the page to associate blocks with the rules defined on the Block Rules Definition section of the page. You can also view existing block settings. The records displayed are child records of the records in the Block Rules Definition section of the page.

Block settings are displayed for each rule. The **Assign Block to Student** indicator is used by the SFPSBPA process to assign a student population to blocks until the pre-assignment limit is met. The **Add and Drop Course** drop down list determines if changes can be made by the student in Self-Service for none, some, or all courses, whether block or non-block. When the enrollment requirement exists on SFABLCK, no changes can be made.

Fields	Descriptions
Block	Block code for the rule. When the rule is applied to the student, the blocks associated with the rule are displayed as available blocks during registration in

Fields	Descriptions
	Self-Service. When the Block Pre-Assignment Process (SFPSBPA) is used, the rule selected for the student from the Block Rules Definition (SFABRDF) page and one of the blocks associated with the rule will be pre-assigned to the student.
Assign Block to Student	Check box used to indicate whether this block is available for assignment to a student when the Block Pre-Assignment Process (SFPSBPA) is run. The block pre-assignment will be successful only when the student qualifies for the rule. When the SFPSBPA is run and the **Assign Block to Student** check box is checked, the block can be pre-assigned to the student. When the SFPSBPA process is run and the **Assign Block to Student** check box is not checked, the block will not be pre-assigned to the student.
Add and Drop Courses	Drop down list used to define add and drop course restrictions for the block. Choices are: • `Not Allowed`: The student cannot add or drop any courses after the registration is complete in Self-Service. • `Non-block Only`: The student can add or drop only those courses which are not part of the block for which registration has occurred. • `Without Restriction`: The student can add or drop courses within the block in addition to courses that are outside the block.

Program Duration Rules (SFACPLR) page

Updated: August 27, 2020

The Program Duration Rules (SFACPLR) page is used to create and maintain rules for the data to be reported to Common Origination & Disbursement (COD) in Banner Financial Aid and NSLDS and NSC enrollment reporting in Banner Student.

These rules must be defined so Banner Financial Aid can use the data for reporting. The rules include the following data:

- length of a program in years, weeks or months
- number of weeks in the academic year
- credential level
- special program code
- program required hours

This data is determined using curriculum and student data as the basis for the rule.

- The curriculum data includes: level, college, campus, degree, program, catalog start term, catalog end term, field of study type, and field of study code.
- The general student data includes: student type, class, cohort, and attribute.

The rules allow the institution to use multiple field of study types and field of study codes to allow for variations in program lengths, based on specific combinations of majors, minors, and concentrations.

Rules section

Updated: August 27, 2020

Use the Rules section to define and maintain the reporting rules.

The reporting process uses this data to determine the program length, program credential level, program CIP code for the major, special program indicator, program required hours, and program academic year in weeks. All fields can be updated except for the **Rule Number**, **Level**, and **CIPC** fields.

Note: The **Weeks in Year** value defaults to `000000` for the program's Title IV academic year when the **Measured In** program length type is `Years` (Y).

Fields	Descriptions
Rule Number	Program duration rule number.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.
The following fields are in the Curriculum Rules information.	
Level	Level code for the rule. List Level Code Validation (STVLEVL)
Campus	Campus code for the rule. List Campus Code Validation (STVCAMP)
College	College code for the rule. List College Code Validation (STVCOLL)
Degree	Degree code for the rule. List Degree Code Validation (STVDEGC)
Program	Program code for the rule. List Existing Programs (SMAPRLE)
Catalog Start Term	Catalog start term for the rule. List Term Code Validation (STVTERM)
Catalog End Term	Catalog end term for the rule. List Term Code Validation (STVTERM)
The following fields are in the Student Rules information.	

Fields	Descriptions
The Student Rules information is only compared against the current learner record when SFRNSLC and SFRSSCR are run.	
Student Type	Student type code for the rule. List Student Type Code Validation (STVSTYP)
Class	Class code for the rule. List Class Code Validation (STVCLAS)
Attribute	Attribute code for the rule. List Student Attribute Validation (STVATTS)
Cohort	Cohort code for the rule. List Cohort Code Validation (STVCHRT)
The following fields are in the Field of Study Rules information. Any combination of majors, minors, or concentrations can be used for the learner field of study types when defining the rule.	
Type	Field of study type. List Learner Field of Study Types (GTVLFST)
Code	Field of study code. List All Major Codes (STVMAJR)
CIPC	CIP code for the major used for the rule.
Type	Field of study type.

Fields	Descriptions
	List Learner Field of Study Types (GTVLFST)
Code	Field of study code. List All Major Codes (STVMAJR)
CIPC	CIP code for the major used for the rule.
Type	Field of study type. List Learner Field of Study Types (GTVLFST)
Code	Field of study code. List All Major Codes (STVMAJR)
CIPC	CIP code for the major used for the rule.
The following fields are in the Program Length, Level and Type information.	
Length	Program length for the rule. Valid values are from *0* - *999.999*.
Measured In	Program length type for the rule. Valid values are *W (Weeks)*, *M (Months)*, *Y (Years)*. List Program Length Type Validation (SFRFDRV)
Weeks in Year	Valid number of weeks in the academic year. This field is required when the length type in the **Measured In** field is *W* or *M*. The maximum value is *52*.
Credential Level	Certificate or degree credential for the NSC or NSLDS. Valid values are:

Fields	Descriptions
	• *01* - Undergraduate certificate or diploma program • *02* - Associate's degree • *03* - Bachelor's degree • *04* - Post Baccalaureate certificate • *05* - Master's degree • *06* - Doctoral degree • *07* - First Professional degree • *08* - Graduate/professional certificate • *99* - Non-credential programs (preparatory coursework/ teacher certification) List Credential Level Validation (SFRFDRV)
Special Program	Special program certificate or degree for the NSC or NSLDS. Valid values are: • *A* - Special Admission Associate Degree Programs • *B* - Bachelor's Degree Completion Programs • *N* - Not Applicable • *P* - Preparatory Coursework Graduate Professional Program • *T* - Non-Credential Teacher Certification Program • *U* - Preparatory Coursework Undergraduate Program List Special Program Validation (SFRFDRV)
Program Required Hours	Required hours for the program. Valid values are from *0* - *99,999,999.999*.

Required Terms Rule (SFACPLT) page

Updated: August 27, 2020

The Required Terms Rule (SFACPLT) page is used to define rules that designate terms as required for a student.

Rules are based on the student's curriculum data elements from SORLCUR and SORLFOS, such as level, college, campus, degree, program, and major (field of study), or the student attribute from SGRSATT. When rules have been created, you can copy terms from one rule to another.

You cannot create multiple rules with identical elements. You cannot create duplicate rules for the same grouping of level, the other curriculum elements, the major code, and the student attribute. When the **Level** field is set to `**`, no other elements can be added to the rule, and no other required term rules can be added.

Main window

Updated: August 27, 2020

The main window contains the Curriculum Elements and Major section and the Required Term Codes section.

Curriculum Elements and Major section

Updated: August 27, 2020

Use the Curriculum Elements and Major section to enter the curriculum items, the major, and the student attribute for the required terms rule.

Exact rule duplicates cannot exist. This means the curriculum and major and student attribute values cannot be the same in two records. This section uses the Required Terms Rule Table (SFRCPLT).

The `SFRCPLT_RULE_WEIGHT` column value is not displayed as a field on SFACPLT. It is displayed as a rule value in the Copy Terms window. As rules are added to the page, a calculation is performed to populate this column in the SFRCPLT table. The **Level**, **Campus**, **College**, **Degree**, **Program**, **Major**, and **Student Attribute** field values are considered for the calculation. The maximum value allowed in this column is `7`. A value of `7` only occurs when data exists in each of the curriculum/major/student attribute elements. The minimum value is `1` and occurs when the only value entered is the **Level**, which is required. Each of the fields has a value of `1` that is added to the weight.

Fields	Descriptions
(untitled)	Placeholder field that displays an "*" to show the rule the cursor is on when the user is in the Required Term Codes section.
Rule Number	Sequence number for the required terms rule.
Level	Level code for the required terms rule. Enter a level code or `**`. The level is required for the rule. When the value is **, processing uses this rule for all students, and no other elements can exist in the rule. When the value is **, no other rules can exist. List Level Code Validation (STVLEVL) page
Campus	Campus code for the required terms rule. List Campus Code Validation (STVCAMP) page
College	College code for the required terms rule. List College Code Validation (STVCOLL) page
Degree	Degree code for the required terms rule. List Degree Code Validation (STVDEGC) page
Program	Program code for the required terms rule. List Program Codes (SMAPRLE)

Fields	Descriptions
Major	Field of study code for the required terms rule. List Major, Minor, Concentration Code Validation (STVMAJR) page
Major Description	Field of study code description.
CIPC	The **CIPC** value is populated when a major code is entered in the **Major** field. The value is the `STVMAJR_CIPC_CODE`, where the `SFRCPLT_MAJR_CODE` is equal to the `STVMAJR_CODE`.
Student Attribute	Student attribute for the person and effective term. List Student Attribute Validation (STVATTS) page

Required Term Codes section

Updated: August 27, 2020

Use the Required Term Codes section to associate a term with the curriculum elements. This section uses the Required Terms Table (SFRCPTT).

The `SFRCPTT_CPLT_SEQNO` column value is not displayed on SFACPLT. This column is populated in the SFRCPTT table when a rule is added to the page, and term codes are added to the table. The `SFRCPTT_CPLT_SEQNO` column value is set equal to the `SFRCPLT_SEQNO` column value when the record is saved.

You can copy terms from one rule to another rule using the Copy Terms item on the Options Menu. A secondary window is displayed with the rule information for the copy process. The Copy Terms item is only available when the selected rule in the Curriculum Elements and Major section does not have any associated term codes in the Required Terms Table (SFRCPTT). When the **Level** field is set to `**`, the Copy Terms item is not available.

Fields	Descriptions
Term	Code of the term that is required for the curriculum elements and major code. List Term Code Validation (STVTERM) page
Term Description	Term code description.

Copy Terms window

Updated: August 27, 2020

Use this window to copy terms from one rule to another rule. Rule values come from SFRCPLT.

Fields	Descriptions
Rule Number	Sequence number for the required terms rule.
Level	Level code for the required terms rule.
Campus	Campus code for the required terms rule.
College	College code for the required terms rule.
Degree	Degree code for the required terms rule.
Program	Program code for the required terms rule.
Major	Field of study code for the required terms rule.
Rule Weight	Value based on calculation of the number of elements defined for the required terms rule.
Student Attribute	Student attribute code for the required terms rule.
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.

Mouse	Keyboard	Result
Find	N/A	Performs search on rules
Okay	N/A	Selects the rule to be copied
Cancel	N/A	Cancels the copy of the rule

Student Course Request (SFACREQ) page

Updated: August 27, 2020

The Student Course Request Page provides an interactive method for capturing student course requests for input to the Course Request and Scheduling module. This page also has a billing hours override which supports section scheduling. Anticipated registration checking errors can also be overridden.

Course Program of Study Control (SFACPSC) page

Updated: August 27, 2020

This page is used to set up controls for course program of study processing. You can define process rules, in program override rules, and repeat exclusion rules.

Main window

Updated: August 27, 2020

The main window contains the Process Rules section and the Registration Terms section. Use the Process Rules section to access these sections.

Process Rules section

Updated: June 17, 2021

Use the Process Rules section to define process rules for course evaluation.

You can include ESL processing, remedial processing, repeat processing, and in program processing. When in program processing is not used, you can use a default value instead. You can also select the degree audit system you want to use.

- When CAPP is used, you can define the default compliance request code and the compliance request origin code.

- When Degree Works is used, you can define the integration code for the API connection. You can also save the what-if audit record or freeze the what-if audit record in the Degree Works database.

Fields	Descriptions
Perform ESL Processing	Radio group used to indicate whether English as a Second Language course processing is enabled for course evaluation. Valid values are `Yes` (enabled) or `No` (disabled). When this field is set to `No`, running SFPCPOS sets the **ESL** indicator on SFPCPOS to `Disabled` or `Null`.
Perform Remedial Processing	Radio group used to indicate whether remedial course processing is enabled for course evaluation. Valid values are `Yes` (enabled) or `No` (disabled). When this field is set to `No`, running SFPCPOS sets the **Remedial** indicator on SFPCPOS to `Disabled` or `Null` and the **Remedial Hours** field to `0` or `Null`.
Perform Repeat Processing	Radio group used to indicate whether repeat course processing is enabled for course evaluation. Valid values are **Yes** (enabled) or `No` (disabled). When this field is set to `No`, running SFPCPOS sets the **Repeat** indicator on SFPCPOS to `Disabled` or `Null` and the **Repeat Count** field to `0` or `Null`.
Perform In Program Processing	Radio group used to indicate whether in program course processing is enabled for course evaluation. Valid values are `Yes` (enabled) or `No` (disabled). When this field is set to `No`, the **In Program** indicator on SFPCPOS is set to the defined default for all CRNs.
In Program Default	Radio group used to indicate the default value for the **Perform In**

Fields	Descriptions
Value	**Program Processing** indicator when that indicator is set to `No`. Valid values are `Yes` (counted in program), **No** (not counted in program), or `None` (no default value). When the **Perform In Program Processing** indicator is set to `Yes`, this field is inactive.
Audit System	Radio group used to indicate the source of the degree audit system associated with the course for in program processing. Valid values are *`CAPP`* or *`Degree Works`*. When the **Perform In Program Processing** indicator is set to `Yes`, this field is active. When the **Perform In Program Processing** indicator is set to `No`, this field is inactive.
Include Program Repeats	Allows institutions to turn on/off the Include program Repeats logic. Required field with default value of No. If the Audit System is set to CAPP and the Include Program Repeats is Y the correct CAPP Default code must be selected. The CAPP Default code is setup on SMADFLT and must have the "Create Rejection Records" checked. If the Audit System is DegreeWorks and the Include Program Repeats is Y, the API Integration code used for RestFul API connection must be set correctly.
Use Term as Catalog Year	Use to indicate whether the Term Code or Academic Year should be used for Catalog Year in the Cops Audit. This is required for Degree Works audit processing only.
Process Code	Code and description of the process code for dynamic SQL processing to be used for English as a second language course, remedial course, and perform count for aid processing.

Fields	Descriptions
	List Business Rule Process Code Validation (GTVSQPR)
ESL Rule Code	Code and description of the rule code for dynamic SQL processing to be used for English as a second language course processing. List Business Rule Code Validation (GTVSQRU)
Remedial Rule Code	Code and description of the rule code for dynamic SQL processing to be used for remedial course processing. List Business Rule Code Validation (GTVSQRU)
CAPP Default Code	Code and description of the default code used to create a compliance request when CAPP is used. This field is active when the **Audit System** indicator is set to `CAPP`. List Default Compliance Parameters Validation (STVDFLT)
CAPP Origin Code	Code and description of the original source code used to create a compliance request when CAPP is used. This field is active when the **Audit System** indicator is set to `CAPP`. List Originator Code Validation (STVORIG)
API Integration Code	Code and description of the integration code used for the RestFul API connection when the degree audit system used is Degree Works. This field is active when the **Audit System** indicator is set to `Degree Works`.
Save Audit	Check box used to indicate whether the what-if audit is saved to the Degree Works database. A saved audit record is retained until the next what-if audit is created.

Fields	Descriptions
	When this field is checked, enter a description in the **Audit Description** field.
Audit Description	Description for the what-if audit that is saved.
Freeze Audit	Check box used to indicate whether the what-if audit is frozen to the Degree Works database. A frozen audit record is retained until it is manually deleted. When this field is checked, enter a valid Degree Works freeze type in the **Freeze Type** field
Freeze Type	Degree Works freeze type for the what-if audit.
Count for Aid Processing	Radio group used to indicate whether count for aid processing is enabled for course evaluation. When this field is set to No, running SFPCPOS sets the Count for Aid indicator on SFPCPOS to Disabled or Null. Valid values are: • Yes (enabled) • No (disabled)
Count for Aid Rule Code	Code and description of the rule code for dynamic SQL processing to be used for count for aid processing. List Business Rule Code Validation (GTVSQRU)

Registration Terms section

Updated: August 27, 2020

Use the Registration Terms section to define active registration terms used with the rules in the Process Rules section. This data includes start and end dates and editable comments.

Fields	Descriptions
Term	Term code and description of the registration term used to capture the

Fields	Descriptions
	student registration record for course program of study processing. List Term Code Validation (STVTERM)
Start Date	Date when course program of study is started for the term.
End Date	Date when course program of study is ended for the term.
Comments	Free form comment up to 4,000 characters. Use the **Edit** button to open the Edit window and enter the comment. Click **OK** or **Cancel**. Click **Search** to open the Search/Replace window. Enter text in **Search for** or **Replace with** fields. Use the **Search**, **Replace**, **Replace All**, or **Cancel** options as appropriate.

Override Rules window

Updated: March 20, 2025

The Override Rules window is used to set up rules for course in program overrides.

These rules are used to override institution process rules for the courses defined in this window. The courses can be counted in the program, counted toward the student program from the degree audit result, or not counted in the from term and to term range. Use the Override Rules section to access this window. Overrides can be used for a program or a subject and course combination.

- For program overrides, the **In Program Processing** indicator is set to `Yes`, and the **In Program Default Value** field is set to `No`. The **Audit System** field can be set to any choice.
- For subject and course overrides, the **In Program Processing** indicator is set to `No`, and the **In Program Default Value** field can be set to `Yes` or `No`.

Fields	Descriptions
Subject	Subject code of the course to be overridden for course in program processing. List Subject Code Validation (STVSUBJ)
Course	Course number of the course to be overridden for course in program processing. List Existing Courses
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
From Term	Term code and description of the start term for which the course will be overridden for course in program processing. List Term Code Validation (STVTERM)
To Term	Term code of the end term for which the course will be overridden for course in program processing. List Term Code Validation (STVTERM)
In Program	Indicates whether the CRN is counted toward the student program from the degree audit result. Values are `Yes` (counted) or `No` (not counted).
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Repeat Exclusion Rules window

Updated: March 20, 2025

The Repeat Exclusion Rules window to define repeat exclusion rules used to exclude courses from the repeat counts.

You can set up courses to be excluded during the from and to term range. Rules can be created for a subject and course combination. Use the Exclusion Rules section to access this window.

Fields	Descriptions
Subject	Subject code of the course to be excluded from the repeat coursework calculation. List Subject Code Validation (STVSUBJ)
Course	Course number of the course to be excluded from the repeat coursework calculation. List Existing Courses
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
From Term	Term code and description of the start term for which the course will be excluded from the repeat coursework calculation. List Term Code Validation (STVTERM)
To Term	Term code of the end term for which the course will be excluded from the repeat coursework calculation. List Term Code Validation (STVTERM)
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Program Exclusion Rules

Updated: August 27, 2020

The Program Exclusion tab will allow users to exclude programs from SFPCPOS processing based on various combinations of curricula information.

Field	Description
Program	Program Code and Description for the program that will be excluded. List Program Code Validation (SMRPRLE_PROGRAM)
Level	Level code and description for the program which will be excluded. List Level Code Validation (STVLEVL)
Campus	Campus code and description for the program that will be excluded. List Campus Code Validation (STVCAMP)
College	College code and description for the program that will be excluded. List College Code Validation (STVCOLL)
Degree	Degree code and description for the program that will be excluded. List Degree Code Validation (STVDEGC)
Catalog From Term	Term code and description of the start term for the program that will be excluded. List Term Code Validation (STVTERM)
Catalog To Term	Term code and description of the end term for which the course will be excluded. List Term Code Validation (STVTERM)

Course Registration Drop Status Rules (SFADROP)

Updated: August 27, 2020

The Course Registration Drop Status Rules (SFADROP) page controls the display of the Drop or Withdraw code that is calculated based on the dates applied to the section on the Schedule Calendar (SSAACCL) page.

Course Registration Drop Status Rules are defined at the Term level. SFADROP rules evaluate dates applied to the CRN in the term on SSAACCL.

Course Registration Drop Status Rules defined on SFADROP take effect when Calculated Drop is turned ON for the term on SOATERM.

Note: All Status Codes entered on SFADROP must be defined in STVRSTS with a **Status Type** of `Dropped` or `Withdrawn`. In the case of the required Status * in the Course Registration Status for Drop Calculation section, the Dropped or Withdrawn STVRSTS code selected for this field must NOT exist in SFARSTS in any part of term for the SFADROP Term Code rule.

In the case of the codes assigned to a Registrar, Student or Faculty or Advisor in the Schedule Calendar Registration Drop or Withdraw Status section, the Dropped or Withdrawn STVRSTS code selected for these fields MUST EXIST in SFARSTS for any part of term for the SFADROP Term Code rule.

Course Registration Status for Drop Calculation

Updated: August 27, 2020

The selection of a Status for Course Registration Drop Status for Drop Calculation validates against STVRSTS and must be defined as a Dropped or Withdrawn Status Type.

The Status code selected in this position must NOT be defined in the SFADROP key block term or any part of term on SFARSTS. The Status code in the Course Registration Drop Status for Drop Calculation is the Status code that triggers the calculation of a drop code by the administrator on SFAREGS. If this Status Code is defined as a status for the Term/ Part of Term on SFARSTS, the Status will function as defined on SFARSTS and not function as a trigger to calculate the drop.

Ellucian suggests that an STVRSTS Dropped or Withdrawn code be designated for the Status * defined in the Course Registration Status for Drop Calculation section on

SFADROP for use in any/all terms set up for Calculated Drop. This way, the same Dropped or Withdrawn code would be available for use by administrators on SFAREGS in any Calculated Drop term set up on SFADROP. Accordingly, this Dropped or Withdrawn status used for the Course Registration Status for Drop Calculation on SFADROP should never be defined for any term or part of term on SFARSTS.

Should an institution decide that an SFADROP Status* be designated only for use by the Registrar to trigger Calculated Drop on SFAREGS, a suggestion might be to update the STVRSTS Dropped or Withdrawn Status code Description to identify the function such as *`Calculated Drop Trigger Status`*. Accordingly, the STVRSTS Action Description that will display to the Registrar in Self-Service would be updated with an appropriate description such as `Drop Code Calculated`.

The administrator responsible for the setup of Calculated Drop processing and assigning this code on SFADROP would typically be responsible with communicating this Status for Course Registration Drop Status for Drop Calculation to any administrators who would use this Status* to trigger the calculated drop on SFAREGS.

Schedule Calendar Registration Drop or Withdraw Status

Updated: August 27, 2020

The Drop or Withdraw code assigned to each persona must be defined on SFARSTS for the SFADROP key block term and exist in at least one Part of Term. Any valid Drop or Withdraw code defined on SFARSTS may be assigned to any persona.

Field	Description
Priority	The order in which the rules are checked.
Date Qualifier	the comparison against the date on the Section on SSAACCL.

The remainder of the fields represent the Drop or Withdraw code that presents to the Registrar persona in SFAREGS or in Self-Service or to the Student or Faculty and Advisor personas when a rule is met.

Each rule is optional, but If any field on a row is updated, all fields for the rule need to be updated to save the record. Rules that are left NULL will be skipped.

Rules will be checked in priority order. If an SFADROP rule is met, the Drop or Withdraw code calculated for the section will be the only option available to choose from the action drop-down in Self-Service by the Student or Faculty or Advisor Persona. The STVRSTS

Drop or Withdraw code must be have the Web Indicator ON to display to the Student or Faculty or Advisor in Self-Service.

If no SFADROP rule is met for the section the Student cannot drop or withdraw from the section. Likewise, a Faculty or Advisor can not drop or withdraw the student from the section.

In the case of a Registrar persona in SFAREGS or Self-Service, when an SFADROP rule is met the Registrar will always have the option to choose the calculated Drop/Withdraw code or any valid code from SFARSTS List or Values on SFAREGS or the Action drop-down in Self-Service.

If an SFADROP rule is not met by the Registrar persona, the Registrar will always have the option to choose any valid SFARSTS code on SFAREGS from the List of Values or in Self-Service from the Action drop-down.

For example:

	Priority	Date Qualifier	Registrar	Student	Faculty or Advisor
Calculated Section Start	10	<	W1	D2	D3
Refund	20	<=	D4	D5	W6
Census One					
Record Academic History	30	<	D7	W8	D9
Drop Without Penalty					

When Calculated Drop is ON for the term on SOATERM, Course Registration Drop Status Rules (SFADROP) are checked against all registered traditional sections in priority order.

Based on the rules in the table example, for any traditional registered section:First rule checked based on Priority is Calculated Section Start: If ‘today’ is less than the Calculated Section Start for the section on SSAACCL, present W1 to the Registrar on SFAREGS or

Self-Service, D2 to the Student in Self-Service or D3 to the Faculty or Advisor in Self-Service.

If ‘today’ is not less than the Calculated Section Start for the section, check the next Priority rule, Refund. If ‘today’ is less than or equal to the Refund date for the section on SSAACCL, present D4 to the Registrar on SFAREGS or Self-Service, D5 to the Student in Self-Service or W6 to the Faculty or Advisor in Self-Service.

If ‘today’ is not less than or equal to the Refund date for the section, check the next Priority rule. Census One rule is NULL so it will be bypassed. Record Academic History is the next rule to check.

If ‘today’ is less than the Record Academic History date for the section on SSAACCL, present D7 to the Registrar on SFAREGS or Self-Service, W8 to the Student in Self-Service or D9 to the Faculty or Advisor in Self-Service.

Drop Without Penalty has no rule, so it is bypassed.

After all rules are checked and if no rule is met, the Registrar may choose any valid SFARSTS code on SFAREGS or Self-Service.

If no rule is met, the Student or Faculty or Advisor cannot drop the class in Self-Service.

Drop Roster Control (SFADRPC) page

Updated: August 27, 2020

Use this page to enable the Drop Roster controls and to set up registration controls for the Drop Roster process for the term. This page also allows you to enable or disable the Drop Roster controls for a specific CRN.

Key block

Updated: August 27, 2020

Use this block to specify the details to enable the drop roster controls.

Field	Description
Term	Term code and description you want to configure Drop Roster controls for.

Field	Description
CRN	Course reference number of the section. This is an optional field. **Note:** If a CRN is entered in the Key block, the Drop Roster for CRN option can be updated in the Section Configuration block.
Subject	Subject code of the CRN, if entered.
Course	Course number of the CRN, if entered
Copy From Term	Term code and description of the term the Drop Roster control page settings are to be copied from if you want to copy the settings from another term.
Copy	Copies the Drop Roster control page settings to the specified term.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Term Configuration-Drop Roster Controls Block

Updated: August 27, 2020

Use this block to specify the term configuration details for the drop roster controls.

Field	Description
Enable Drop Roster	Check box used to specify whether the selected term is eligible to use the Drop Roster functionality. By default, the option will not be selected. If selected, all class sections in the term will be eligible for Drop Roster functionality unless explicitly disabled. Values are saved to the database as Y (enabled) or N (disabled).
Allow Faculty to Drop the Last Class	Check box used to indicate whether faculty members can drop a student's last class during Drop Roster processing. Values are saved to the database as Y (allowed to drop) or N (not allowed to drop).

Term Configuration-Registration Error Checking Block

Updated: September 19, 2024

Use this block to specify the registration error checking details for the selected term configuration.

Note: The registration error checking restrictions configured on this page apply only to the Drop Roster process and to the students who are being dropped by authorized faculty using the Drop Roster pages in Student Self-Service. The settings on SOATERM for registration error checking do NOT apply to the Drop Roster process.

Field	Description
Links	Radio group used to include linked courses in registration error checking when set to `Fatal`.
Prerequisites	Radio group used to include prerequisite courses in registration error checking when set to `Fatal`.
Corequisites	Radio group used to include corequisite courses in registration error checking when set to `Fatal`.
Minimum Hours	Radio group used to include minimum hours for courses in registration error checking when set to `Fatal`.
Registration Hold	Radio group used to include registration holds for courses in registration error checking when set to `Fatal`.

Section Configuration–Drop Roster Controls Block

Updated: August 27, 2020

Use this block to specify the drop roster controls for the section configuration.

Field	Description
Drop Roster for CRN	Radio group used to enable or disable the Drop Roster for the specified CRN in the Key Block. Any value entered here takes precedence (for the CRN) over the value set at the term level. Values are saved to the database as Y (enabled) or N (disabled).

Registration Additional Fees (SFAEFEE) page

Updated: August 27, 2020

The Registration Additional Fees (SFAEFEE) page allows you to add additional charges to the student registration fee assessment.

Before data may be entered on this page, the ID must be that of a registered student. Any fee codes entered on this page must have been established on the Registration Additional Fees Control (SFAAFEE) page. Dollar amounts may not be changed on this page.

Detail codes that have been entered and saved may not be changed. Detail codes can only be modified when a new record is inserted.

This page is composed of the following sections:

- Key block
- Registration Additional Fees

Key block

Updated: August 27, 2020

Use the Key block to enter the term and ID for which you want to view or enter additional registration fee information.

Fields	Descriptions
ID	ID of the student who has the registration fees.
Name	Name of the student,
Term	Term code and description for the registration term in which the fees exist.

Registration Additional Fees

Updated: August 27, 2020

Use this section of the page to view or enter fee information by detail code and amount.

Fields	Descriptions
Code	Detail code and description for the additional fee.
Charge	Charge amount.
Total	Total of all fees in the **Charge** field.

Student Enrollment Reporting Control (SFAENRC)

Updated: January 05, 2021

Use the Student Enrollment Reporting Control (SFAENRC) page to update and delete the records from the National Student Loan Clearinghouse Data Extract Process Control (SFRTCTL) table, and SFRSSCR Process Control (SFRSCTL) table to correctly report data for enrollment.

Key Block

Updated: January 07, 2021

Use the key block to select the table from the drop down list.

Field	Values
Table Name	SFRTCTL SFRSCTL

SFRTCTL Control Table

On selecting SFRTCTL in the Table Name drop down list, the columns related to the table display. You can modify the Report Date, Report Standard Indicator, Branch Code and FICE Code fields in this table and report the updated latest student enrollment information to National Student Loan Clearing House (NSLC).

Columns	Description
Term	Term code associated with student enrollment time status data contained in the report.
Report Date	Date of student enrollment time status data

Columns	Description
	contained in the report. You can update the field.
Report Standard Indicator	Indication of whether the report is a standard (Y) or non-standard (N) report. You can update the field.
Branch Code	Branch Code for which the report was run. You can update the field.
FICE Code	Institutional FICE Code for which the report was run. You can Update the field.
NSLC Version	SFRNSLC process version.
User ID	ID of the user who last updated the record. Read-only.
Activity Date	Date on which the record was last updated. Read-only.

SFRSCTL Control Table

On selecting SFRSCTL in the Table Name drop down list, the columns related to the table display. You can modify the Submittal Date field in this table and report the updated latest student enrollment information to National Student Loan Data System.

Columns	Description
Term	The SFRSSCR registration term code used for processing.
Submittal Date	The SFRSSCR submittal date. You can update the field.
Process Name	The SFRSSCR process name.
SSCR Version	The SFRSSCR version.
User ID	ID of the user who last updated the record. Read-only.
Activity Date	Date on which the record was last updated. Read-only.

Enrollment Verification Request Rules (SFAEPRT) page

Updated: August 27, 2020

The Enrollment Verification Request Rules Page enables you to generate the types of information which is to be printed on the Enrollment Verification document.

An unlimited number of types of enrollment verification document types may be created and maintained. For example, you may set up a GSL Enrollment Verification Type which lists the schedule of classes and the cumulative hours information and a Military Enrollment Verification Type which will print academic standing and tuition information.

The Enrollment Verification Type Code Validation (STVEPRT) page must be created before creating the enrollment verification request rules. The Enrollment Verification Request Rules (SFAEPRT) page must be created before using the Enrollment Verification Request (SFARQST) page.

Note: The Select function may only be used to return a value when this page has been called from another page.

Main window

Updated: August 27, 2020

Use the main window to enter the enrollment verification type and then select the print options for the enrollment verification request.

Print Options section

Updated: August 27, 2020

Use this section to specify the information to be included in the enrollment verification request. Use the Print Options section to access this section.

The following fields are in this section.

Fields	Descriptions
Banner ID	Option to print the Banner® ID for the student as defined in the **ID** field on the General Person (SPAPERS) page. The default value is checked or `Y` when creating an enrollment verification request rule.
SSN/SIN/TIN	Option to print the social security number/ social insurance number/tax identification number as defined in the **SSN/SIN/TIN** field on the General Person (SPAPERS) page.

Fields	Descriptions
	The default value is checked or `Y` when creating n enrollment verification request rule.
SSN/SIN/TIN Mask	Use this field to enter the format mask for the display of the SSN/SIN/TIN on the enrollment verification report. Enter `X` to display a value and `*` to hide a value.
Birth Date Mask	Use this field to select the format mask for the display of the birth date on the enrollment verification report. List Sample Date Format Masks

Self-Service Print Options window

Updated: August 27, 2020

This window is used to specify the detailed information used for a self-service enrollment verification request. Use the Self-Service Print Options section to access this window.

Processing Control section

Updated: August 27, 2020

The following fields are in the Processing Control section.

Fields	Descriptions
Self-Service Request	Check this box to allow paper enrollment verification requests to be processed from self-service.
Self-Service Academic Year	Check this box to allow enrollment verification requests to be selected by academic year when processed from self-service.
Self-Service Confirmation Letter	Use this field to select the self-service confirmation letter to be used for the enrollment verification request.

Fields	Descriptions
	List Letter Code Validation (GTVLETR)
Self-Service Printers	Use this field to select the destination printer where the confirmation letter is to be printed. List Printer Validation (GTVPRNT)

Create a confirmation letter

Updated: August 27, 2020

The Processing Control section can be used to create a confirmation letter that will appear after the Self-Service Enrollment Verification Request Confirmation Page. This letter may include instructions about sending a signature for the request to be complete, and it can be customized with student data.

About this task

Use the following steps to create an HTML letter in baseline for the enrollment verification confirmation:

Procedure

1. Define a new letter code on the GTVLETR.
2. Add the letter code to SOAELTL, and assign a module of *S*. The module creates a tie to data that is available for the letter (such as first name).

   In this case the module *S* is for student data and is selected from the `AS_STUDENT_DATA` Object:Access view.
3. Add the letter text and variable placement on SOAELTR to format the letter.
4. Use the **Display Letter** button on SOAELTR to view the result.

Service Level section

Updated: August 27, 2020

This section is used to set up the self-service options for the self-service enrollment verification request.

The following fields are in the Service Level section.

Fields	Descriptions
Code	Self-Service Option Code. This field is used to associate a Web self-service option with a specific enrollment verification request. This field is required. List Web Self Service Options Validation (STVWSSO) page
Description	This field is automatically populated with the description of the self-service option code. This field is display only.
Type	Account Type. This field is used to determine to what type of Accounts Receivable account the charges associated with the learner's enrollment verification request will be posted. The institution can choose to have charges posted to the learner's account or to a miscellaneous account. Valid values are *S* (Student) and *M* (Miscellaneous). The default value is *M*.
Charge	This field is automatically populated with the charge associated with the self-service option code entered in **Code** field. This is an optional field. When it is populated, it can be updated. Valid values are 0.00 – 999999999.99.
Per	Charge Per Request or Copy. This field is used to select whether the charge associated with the Web self-service option will be charged per enrollment verification request or per enrollment verification copy. Valid values are *R* for Request and *C* for Copy. The default value is

Fields	Descriptions
	C. It is a required field if the **Charge** field is not null.
User ID	This field is automatically updated whenever any of the fields in the Service Level section are entered or updated.
Activity Date	This field is automatically updated whenever any fields in the Service Level section are entered or updated.

Payment Options section

Updated: August 27, 2020

This section is used to set up the self-service payment options for the self-service enrollment verification request.

The following fields are in the Payment Options section.

Fields	Descriptions
Code	Payment Option Code. This field is used to associate a Web self-service payment option with a specific transcript type code. This is a required field. List Web Payment Options Validation (STVWPYO) page
Description	This field is automatically populated with the description of the payment option code. This field is display only.
Detail Code	This field is automatically populated with the detail code associated with the payment option code entered in the **Code** field. This is a required field.
User ID	This field is automatically updated whenever any of the fields in the Payment Options section are entered or updated.
Activity Date	This field is automatically updated

Fields	Descriptions
	whenever any fields in the Payment Options section are entered or updated.

Enrollment Status Control (SFAESTS) page

Updated: June 16, 2022

The Enrollment Status Control (SFAESTS) page provides the rules associated with a student's status.

Status values are user-defined, with the exception of the *EL* (eligible to register) status, which you must use as the default for registration. While you are required to use the *EL* status, your institution's policy might define its attributes.

Before entering data on this page, you must enter the status codes on the Enrollment Status Code Validation (STVESTS) page. While the validation page spans time, the Enrollment Status Control (SFAESTS) page is specific for a term. Entering the status codes on STVESTS enables you to modify enrollment status information from one term to the next.

This page includes the following sections:

- Key block
- Enrollment Status Dates
- Enrollment Status Refund Rules
- Study Path Enrollment Status Refund Rules

Key block

Updated: August 27, 2020

Use the Key block to enter the term for which enrollment status rules are to be created or maintained. Use the **Copy** button to copy a set of rules to the term in the Key block.

Fields/Buttons	Descriptions
Term	Term code and description of the term for the enrollment status rules.

Fields/Buttons	Descriptions
Copy	Button used to open the Copy Term window and copy rules from an existing term to a term that does not have any enrollment status control information on SFAESTS.

Copy Term window

Updated: August 27, 2020

Use this window to duplicate enrollment status controls from an existing term and copy them to a term that does not have any controls.

To open this window, enter a term in the Key block and click the **Copy** button.

- The **Copy** button is enabled for a term that does not have any existing data.
- The **Copy** button is disabled for a term that has existing data.

Fields/Buttons	Descriptions
From Term	Term from which control information will be copied. The term entered must have existing information on SFAESTS.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy control information for the term in the **From Term** field to the term in the Key block.

Enrollment Status Dates

Updated: August 27, 2020

Use this section of the page to define the date range for when the enrollment status rule is valid.

Fields	Descriptions
Status	Code and description of the enrollment status.
Start Date	Start date of when the enrollment status rule is in use.

Fields	Descriptions
End Date	End date of when the enrollment status rule is in use.

Enrollment Status Refund Rules

Updated: August 27, 2020

Use this section of the page to associate the enrollment status rule from the record in the Enrollment Status Dates section to tuition and fee refund percentages.

The records in this section are child records of the records in the Enrollment Status Dates section.

Field	Description
Status	Code and description of the enrollment status.
Start Date	Start date of when the enrollment status rule is in use.
End Date	End date of when the enrollment status rule is in use.
Percentage Tuition Refund	Percentage of tuition refunded by the rule.
Percentage Fees Refund	Percentage of fees refunded by the rule.

Study Path Enrollment Status Refund Rules

Updated: June 16, 2022

Use the Study Path Enrollment Status Refund Rules section to associate the study path enrollment status rule from the record in the Enrollment Status Dates section to tuition and fee refund percentages.

The records in this section are child records of the records in the Enrollment Status Dates section.

Field	Description
Status	Code and description of the study path enrollment status.

Field	Description
Start Date	Start date of when the study path enrollment status rule is in use.
End Date	End date of when the study path enrollment status rule is in use.
Percentage Tuition Refund	Percentage of tuition refunded by the rule.
Percentage Fees Refund	Percentage of fees refunded by the rule.

Registration Fee Assessment Audit History (SFAFAUD) page

Updated: August 27, 2020

This page is used to assist in fee assessment processing and to record fee assessment records by ID and term.

This allows you to see how the charge was placed on a student's accounting record. Fee assessment creates audit records and an audit history. The audit history stores the CRN for track by CRN processing.

The Detail Audit Information window separates assessments into per credit, flat, and overload charges, and allows you to see the billing hours used and overload starting hours and the per credit charges applied. Charges applied as a result of assessments from section fees and additional fees are displayed in the **Note** field. If the minimum or maximum restrictions from the rules or from SFAFMAX have affected the assessment, this is also displayed in the **Note** field.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Detail section.

Key block

Updated: August 27, 2020

Use the Key block to select the student you want to audit and the term for which you want to see fee assessment records. If the **Term** field is blank, records for all terms will be displayed.

The following fields are in the Key block.

Fields	Descriptions
ID	Enter the ID of the student for whom you want to see an audit. This field is required.
Term	Enter the term for which you want to see the audit. This field is not required. If left blank, all records for the ID will be displayed. List Term Code Validation (STVTERM)

Detail section

Updated: August 27, 2020

This section displays the results of the search for the student with records for the term specified in the key or for all terms. These fields are display only.

The following fields are in the Detail section.

Fields	Descriptions
Term	The term for which the fee has been charged to the student.
Activity Date	The date the assessment was entered or last updated.
Time	The time the assessment was entered or last updated.
Sequence Number	The sequence number of the SFAFAUD record.
Detail Code	The detail code (from TSADETC) for the rule that was applied for the charge.
Detail Code Category	The category of the detail code for the rule that was applied for the charge.
Account Transaction Number	The transaction number from the TBRACCD table record (`TBRACCD_TRAN_NUMBER`) for this charge.

Fields	Descriptions
Amount	The total amount of the charge for the student.
Most Recent Assessment Total	This is the total of the charges for the student for all the terms being displayed.

Detail Audit Information window

Updated: August 27, 2020

Use this window to see additional detail information for a charge record that is displayed in the main window.

To open this window, position your cursor on the record and go to the next section or select Fee Assessment Audit Detail from the Options Menu. Use the **Return** button to go back to the main window. The following fields are in the Detail Audit Information window.

Fields	Descriptions
Rule Type	The rule type from SFARGFE that was used to assess the charge. The rule type is grouped by course attribute, course campus, course level, student characteristics, study path, or study path with attribute.
Value	Displays the course attribute, campus, level, or student value for the rule, depending on the rule type used (*ATTR*, *CAMPUS*, *LEVEL*, or *STUDENT*). Displays the study path sequence number used for the assessment when either the *STUDYPATH* or *STUDYPATH_ATTR* rule type is used.
Rule Sequence Number	The sequence number for the rule from SFARGFE that was used to create the charge.
Assessed by Course	Indicator that shows if the charge was

Fields	Descriptions
	derived from assess by course processing. Valid values are *Y* or *N*.
CRN	The course reference number associated with the charge. This field is populated if the **Track by CRN** check box is used on SOATERM, and the charge was generated by section fees.
Value 2	Displays the course attribute code for the study path when the *STUDYPATH_ATTR* rule type is used. When *ATTR*, *CAMPUS*, *LEVEL*, or *STUDENT* rule type is used, this field is not displayed.
Study Path Name	Displays the study path name that was used to calculate the charge when either the *STUDYPATH* or *STUDYPATH_ATTR* rule type is used. This is populated by the `sb_studypath_name` API. When *ATTR*, *CAMPUS*, *LEVEL*, or *STUDENT* rule type is used, this field is not displayed.
Rule Student Hours	The overall student hours used to assess this charge.
Assessment Source	The source object or process for the fee assessment. Choices are SFRFASC, online from SFAREGS, online from Voice Response telephone registration, online from Web self-service, and TSASPAY.
Rule Liable Hours	The liable billing hours for the student used to assess this charge.
At	The amount to be charged per liable bill hour during rule processing.
Per Hour Charge	The total per credit charge from SFARGFE calculated by the rule processing.

Fields	Descriptions
Rule Flat Hour Range (From)	The from flat hour definition from SFARGFE that was used to calculate the flat amount when the charge was created.
Untitled (Rule Flat Hour Range To)	The to flat hour definition from SFARGFE that was used to calculate the flat amount when the charge was created.
Flat Fee Charge	The flat charge amount used from the rule in SFARGFE when the charge was created. The charge amount will appear in this field if the charge was derived from a flat charge rule.
Overload Hours	The result of a calculation of the student's liable billing hours. This is the start hours for the overload charge value from SFARGFE for this rule, if the charge was derived from an overload charge rule.
At	The per credit amount in the rule to be used for the overload hours.
Overload Charge	The total overload or plus per credit charge calculated by the rule processing, if the charge was derived from an overload charge rule.
Refund By	The source of the refund percentage for the assessment.
Registration Status	This is the student registration status code and description from SFARSTS that was used to create the charge, if the charge was the result of refund processing for a specific CRN.
Registration Status Date	This is the date when the student registration status code was last updated.
Enrollment Status	This is the overall student status code and description from SFAESTS that was used to create the charge, if charges are derived from overall status codes, and this charge was the result of refund processing by

Fields	Descriptions
	enrollment status code.
Enrollment Status Date	This is the date when the student enrollment status code was last updated.
Note	This field is used to add text to explain the audit record, such as to note that a minimum/maximum rule was invoked to limit the charge and display charges that were applied as a result of section fees or additional fees processed.
User ID	This is the ID of the person who created or last updated the charge, either online or using batch processing.

Registration Fees Min/Max Charge Control (SFAFMAX) page

Updated: August 27, 2020

The Registration Fees Min/Max Charge Control (SFAFMAX) page displays rules by term for maximum and minimum amounts, by fee code, for calculation by the registration fee assessment algorithm. Use the Student Course/Fee Assessment Query (SFAREGF) page to review the rules as they apply to a student without updating the database.

This page is composed of the following sections:

- Key block
- Registration Fees Charges

Key block

Updated: August 27, 2020

Use the Key block to enter the term code for the fee rule.

Fields	Descriptions
Term	Term code and description for the rule.

Registration Fees Charges

Updated: August 27, 2020

Use this section of the page to view and maintain the registration fee rules by detail code and maximum and minimum amounts.

Fields	Descriptions
Code	Detail code and description for the registration fee rule.
Minimum Charge	Minimum charge amount for the registration fee rule.
Maximum Charge	Maximum charge amount for the registration fee rule.

Gainful Employment Program Rules (SFAGECR) page

Updated: September 19, 2024

Use the **SFAGECR** page to build rules for gainful employment reporting.

- You can create and maintain curriculum rules for gainful employment programs. Students enrolled in an aid year who have qualifying curriculum elements are reported. It is not necessary to use all four curriculum elements with a rule.
- Use detail code rules with gainful employment reporting. You can set up detail code rules for Title IV aid, private loans, institutional debt, tuition, fees, books, supplies, and other categories.
- Use aid year budget component codes and period budget component codes from Banner Financial Aid for books, supplies, and equipment with detail code rules.
- Use Office of Postsecondary Education Identifier (OPEID) rules with gainful employment reporting. OPEID rules apply to campus codes.
- Use residency tuition status rules to provide an equivalency between residency codes for your institution with the NSC/NSLDS tuition status codes.
- Use housing and food budget component codes and period budget component codes from Banner Financial Aid for housing and food allowances.

Main window

Updated: September 19, 2024

The **Main** window contains the **Curriula**, **Detail Codes**, **Books/ Supplies/ Equipment**, **OPEID**, **Residency Tuition Status**, and the **Housing/ Food Allowance** tabs.

Curricula tab

Updated: September 19, 2024

Use the **Curricula** tab to enter and maintain the curriculum rules for the Gainful Employment program.

Students enrolled in an aid year who have qualifying curriculum elements are reported. It is not necessary to use all four curriculum elements with a rule. Data in this section comes from the SFRGECR table. Use the **Curricula** tab to access this section.

Rules include major, CIP code, degree, level, program, from term, to term, program length, program length measurement, credential level, and other fields. The report process selects a student with a curriculum record that matches the major/level/degree/program combination in the rule.

Establish rules beginning with the first term your institution offered the gainful employment program, not just from the term of the first aid year reported. This enables the correct checking to occur for the details needed in the report records.

When Banner matches rules to students, Banner applies the highest rule weight first, and then applies the highest program length within that group of rules. Banner totals the curriculum elements (major, degree, level, and program) and matches them to a student curriculum. Each element is worth one point. Banner also considers the **From term** and the **To term**. They are worth one point each. Banner selects the rule with the highest number of matching elements (the highest rule weight). When multiple rules exist that match equally, Banner selects the rule with the longest program length.

For example, the following data exists for a student in the gainful employment program:

Program	Major	Degree	Level
CERT - ART	ART	CERT	UG

There are two rules on SFAGECR that the student could potentially match:

Rule 1

Program	Major	Degree	Level
Null	ART	Null	Null

Rule 2

Program	Major	Degree	Level
CERT - ART	ART	CERT	Null

Because the first rule only has one matching element, and the second rule has three matching elements, the second rule has the highest weight, so Banner selects it as the matching rule.

The following table describes the fields Banner uses with curriculum rules:

Fields	Descriptions
Major	Code for the major for the curriculum field of study. List All Major Codes (STVMAJR)
Description	Description of the major code.
CIPC	Code for the CIPC for the curriculum program of study. Banner populates this field when you enter the major code. If no CIPC code exists on STVMAJR for the major code, you must enter a CIPC code before submitting the gainful employment enrollment report.
Degree	Code for the degree for the curriculum. List Degree Code Validation (STVDEGC)
Level	Code for the level for the curriculum.

Fields	Descriptions
	List Level Code Validation (STVLEVL)
Program	Code for the program for the curriculum. List Existing Programs (SMARPLE)
From Term	Code for the **from term** for which the rule is valid. List Term Code Validation (STVTERM)
To Term	Code for the **to term** for which the rule is valid. Defaults to *999999*. To end the rule, enter the end term in this field. List Term Code Validation (STVTERM)
Program Length	Program length for reporting. Values are `1 – 999`. You must enter a numeric program length, and it must be greater than zero. Running SFPGESC converts the format to `nnnnnn`. An implied decimal point exists between the third and fourth digits (`nnn.nnn`). Banner formats reported data as follows: • `000100` represents a value of one-tenth. • `001000` represents a value of one. • `010000` represents a value of ten. • `100000` represent a value of one hundred.
Program Measurement	Program length measurement for reporting.

Fields	Descriptions
	Validation comes from SFRFDRV for the `PL` report type. List Program Length Type Validation (SFRFDRV) Valid values are `W` (Weeks), *`M`* (Months), and *`Y`* (Years).
Credential Level	Credential level for reporting. Validation comes from SFRFDRV for the `PC` report type and when the `SFRFDRV_GE_REPORTING_IND` is set to *`Y`*. List Credential Level Validation (SFRFDRV) Valid values are: `01` - Undergraduate certificate or Diploma program *`02`* - Associate's degree *`03`* - Bachelor's degree *`04`* - Post baccalaureate certificate *`05`* - Master's degree *`06`* - Doctoral degree *`07`* - First professional degree *`08`* - Graduate / Professional certificate

Fields	Descriptions
Weeks in Year	Valid values are positive numbers. The **Weeks in Year** field is only required if the program measurement is M (month) or W (week). You can use up to three positions to the right of the decimal point.
CTP Program	Comprehensive Transition and Postsecondary (CTP) program indicator. Select the check box to indicate that the program is a CTP program.
Prison Education	Select the check box to indicate that the program is an approved prison education program.
Considered GE	Select the check box to indicate that the program is considered a Gainful Employment program.
Qualifying Graduate	The **Qualifying Graduate** indicator asserts if the reported program is a Qualifying Graduate Program (QGP).
Programatically Accredited	The **Programatically Accredited** indicator asserts if the reported program is programatically accredited.
Accrediting Agency	The name of the agency that accredits the program.
Liberal Arts BA at Proprietary Institution	Indicates if the program is a bachelor’s degree program in liberal arts and 1) the institution has been regionally accredited as of October 2007, 2) the program has been offered by the institution as of January 2009, and 3) the institution offering the program is a proprietary

Fields	Descriptions
	institution.
State of Main Campus	The state where the main campus is located.
Students Prepared for Licensure in State of Main Campus?	Indicates if the program prepares students for licensure in the state where the main campus is located.
State Two of MSA	The second state in the metropolitan statistical area (MSA) in which the main campus is located.
Students Prepared for Licensure in State Two?	Indicates if the program prepares students for licensure in the second state in the metropolitan statistical area (MSA) of the main campus.
State Three of MSA	The third state in the metropolitan statistical area (MSA) in which the main campus is located.
Students Prepared for Licensure in State Three?	Indicates if the program prepares students for licensure in the third state in the metropolitan statistical area (MSA) of the main campus.
State Four of MSA	The fourth state in the metropolitan statistical area (MSA) in which the main campus is located.
Students Prepared for Licensure in State Four?	Indicates if the program prepares students for licensure in the fourth state in the MSA of the main campus.
State Five of MSA	The fifth state in the metropolitan statistical area (MSA) in which the main campus is located.
Students Prepared for Licensure in State Five?	Indicates if the program prepares students for licensure in the fifth state in the MSA of the main campus.

Detail Codes tab

Updated: September 19, 2024

Use the **Detail Codes** tab to build detail code rules for use with gainful employment reporting that apply to Title IV aid, private loans, institutional debt, tuition, fees, books, supplies, and other categories.

You can insert any detail code or combination of detail codes that correspond to these categories. You can define a detail code with a different term range, as long as the terms do not overlap. Use the **Detail Codes** tab to access this window.

When entering rules for what is to be considered institutional debt, include all detail codes that designate an outstanding obligation to the institution, such as institutional financing plans, institutional loans, payment plans, parking tickets, library fees, and so on, if those amounts need to be processed by the report. The report calculates what is owed by the student at the time of completion of or withdrawal from the gainful employment program.

For each detail code record, the institution can state that the detail code should be used in any one or more of these categories for the summation process in the SFPGESC report. Do not include detail codes that designate Title IV student aid that is owed.

When a detail code record is inserted, the **Charge or Payment** field displays the current detail code type from TSADETC. When the detail code type is updated (payment to charge or charge to payment) after the record has been saved, the existing records are not automatically updated. Any new record entered uses the current detail code type from TSADETC.

Note: For institutions using the Automated Return to Lender Process, the detail codes used for `Student Charge or Payment` on the **Loan Options (RPRLOPT)** page in Banner Financial Aid must be used on SFAGECR. Detail codes for `Return Payment` or *`Return Refund`* should not be used on SFAGECR.

Detail codes should be defined for books, supplies, and equipment charges, so the total for the student enrollment in the gainful employment program is compared to the sum of the budget component amounts. The higher amount of the two totals is reported as the allowance for books, supplies, and equipment.

Detail codes should be defined for housing and food charges, so the total for the student enrollment in the gainful employment program is compared to the sum of the budget component amounts. The higher amount of the two totals is reported as the allowance for housing and food.

The Detail Codes window contains the following fields.

Fields	Descriptions
Detail Code	Code of the detail code for the rule from TBBDETC. A detail code can only be entered when within a from and to term range. List Detail Code Validation (TSADETC)
Description	Detail code description.
Charge or Payment	Indicates if the detail code is for a charge (`C`) or a payment (`P`). The value comes from TBBDETC. This field populates when you enter the detail code.
Title IV Aid	Selecting the check box indicates that a student has received Title IV aid. When the **Title IV Aid** indicator is selected, and a detail code exists for a student's record, the SFPGESC picks up the student and displays on SFAGEFM.
Private Loan	Selecting the check box indicates the detail code is used in the Private Loan summation for the SFPGESC report.
Institutional Debt	Selecting the check box indicates the detail code is used in the Institutional Debt summation for the SFPGESC report.
Tuition/Fees	Selecting the check box indicates if the detail code is used in tuition and fees processing for a summation of totals.
Books/Supplies/Equipment	Selecting the check box indicates the detail code is used in the allowance of books, supplies, and equipment.
Cost of Attendance	Indicator is currently not in use.

Fields	Descriptions
Housing/Food	Selecting the check box indicates the detail code is used in the allowance of housing and food.
Institution grants/scholarships	Selecting the check box indicates the detail code is used in the institution grants and scholarships summation.
Other grants	Selecting the check box indicates the detail code is used in the **other state, tribal, or private grants** summation.
From Term	Code for the **from term** for which the rule is valid. List Term Code Validation (STVTERM)
To Term	Code for the **to term** for which the rule is valid. Defaults to `999999`. To end the rule, enter the end term in the **to term** field. List Term Code Validation (STVTERM)

Books/Supplies/Equipment Allowance window

Updated: September 19, 2024

The **Books/Supplies/Equipment Allowance** window contains two sections for component codes used with books, supplies, and equipment. Component codes come from Banner Financial Aid. Use the **Books/Supplies/Equipment Allowance** tab to access this window.

This tab and window are not enabled when Banner Financial Aid is not in use.

Aid Year Budget section

Updated: August 27, 2020

Use this section to enter aid year budget component codes.

Fields	Descriptions
Component Code	Aid year budget component code for books, supplies, and equipment. **List Budget Component Validation (RTVCOMP)** page
Description	Aid year budget component code description.

Period Budget section

Updated: August 27, 2020

Use this section to enter period budget component codes.

Fields	Descriptions
Component Code	Period budget component code for books, supplies, and equipment. **List Period Budget Component Validation (RTVPBCP)** page
Description	Period budget component code description.

OPEID window

Updated: August 27, 2020

This window is used to build Office of Postsecondary Education Identifier (OPEID) rules for use with gainful employment reporting. You can enter your applicable OPEIDs and OPEID branches as they apply to each campus code (STVCAMP). Use the OPEID section to access this window.

All institutions must use this window for the gainful employment reporting process, as the process points to the SFRGEOR table. It does not point to the ROBINST table in Banner Financial Aid.

Note: If you have entered an OPEID number and an OPEID branch code with a range that has expired, you need to ensure that another valid range is defined for the next term going forward.

If an institutional default OPEID rule is not defined for a term on this page, the eight-digit OPEID/branch code from the OPEID or Third Party Code parameter (SFPGESC) will be used for the OPEID/branch code in the students applicable detail record(s). If the OPEID or Third Party Code parameter is not used when SFPGESC is run, then the detail records which do not have an OPEID number will be returned with an error when submitted. Therefore, you need to make sure that all terms for gainful employment programs have an OPEID defined.

You can create an institutional default OPEID rule for a term range when no campus code exists. You can use the same OPEID number and branch code for multiple campuses within the same term range.

The OPEID window contains the following fields.

Fields	Descriptions
OPEID	Office of Postsecondary Education Identifier (OPEID) number. This six-digit number identifies the institution. It must be numeric and a valid OPE institution code from the NSLDS.
OPEID Branch	Branch code used with the OPEID number. This two-digit number identifies the specific location where the student attended the education program being reported on. It must be numeric and a valid branch code from the NSLDS.
Campus Code	Code of the campus for the rule.

Fields	Descriptions
	List Campus Code Validation (STVCAMP)
Description	Campus code description.
From Term	Code of the from term for which the rule is valid. List Term Code Validation (STVTERM)
To Term	Code of the to term for which the rule is valid. Defaults to `999999`. To end the rule, enter the end term in this field. List Term Code Validation (STVTERM)
Institutional Default	Check box used to indicate whether the rule is the default rule for the institution for the term range. The **Campus Code** field must be `Null` when this indicator is checked.

Residency tuition status

Updated: September 19, 2024

Use the **Residency tuition status** tab to build the equivalencies between the student residency codes for your institution (which are maintained on the **Residence Code Validation (STVRESD)** page) and the NSC/NSLDS tuition status categories.

Fields	Descriptions
Code	Code for residency status from STVRESD.
Description	Residency code description.

Fields	Descriptions
In-state Tuition	Selecting the check box indicates if the residency code should be considered "in-state" tuition. Select only one of the check boxes for each residency code.
In-district Tuition	Selecting the check box indicates if the residency code should be considered "in-district" tuition. Select only one of the check boxes for each residency code.
Out-of-state Tuition	Selecting the check box indicates if the residency code should be considered "out-of-state" tuition. Select only one of the check boxes for each residency code.
From Term	Code for the **from term** for which the rule is valid. List Term Code Validation (STVTERM)
To Term	Code for the **to term** for which the rule is valid. Defaults to `999999`. To end the rule, enter the **end term** in this field. List Term Code Validation (STVTERM)

Housing and food

Updated: September 19, 2024

The **Housing and food** tab contains two sections for component codes used with housing and food.

This section and tab are not enabled when Banner Financial Aid is not in use.

Aid Year Budget section

Updated: September 19, 2024

Use the **Aid Year Budget** section to enter aid year budget component codes.

Fields	Descriptions
Component Code	Aid year budget component code for housing and food. List Budget Component Validation (RTVCOMP)
Description	Aid year budget component code description.

Period Budget section

Updated: September 19, 2024

Use the **Period Budget** section to enter period budget component codes.

Fields	Descriptions
Component Code	Period budget component code for housing and food. **List Period Budget Component Validation (RTVPBCP)** page
Description	Period budget component code description.

Gainful Employment File Maintenance (SFAGEFM) page

Updated: August 27, 2020

This page is used to review SFPGESC output and modify the data before the gainful employment file is submitted for reporting.

Records can be added, updated, or deleted. System and manual indicators are used to designate how the data was generated. When Banner Financial Aid is not in use, values should be inserted for books, supplies, equipment, housing and food, and Cost of Attendance. When a record is created or updated, the following fields in the Data section cannot be left blank.

- **Aid Year**
- **Batch ID**
- **SSN**
- **First Name**
- **Last Name**
- **Birth date**
- **OPEID**
- **Program Name**
- **CIPC**
- **Program Length**
- **Program Measurement**
- **Credential Level**
- **Attendance Begin Date**
- **Attendance Begin Date Award Year**
- **Attendance Status Award Year**
- **Attendance Status Date**
- **Enrollment Status**

Main window

Updated: August 27, 2020

This page is composed of the Key block and the Data section.

Key block

Updated: August 27, 2020

Use the Key block to enter the aid year, batch ID, or student ID for which you want to review SFPGESC data. You must enter at least one of these data items, but you can enter any combination of these values to retrieve matching records.

Fields	Descriptions
Aid Year	Code of the financial aid year for which you want to search records.
Batch ID	Existing batch ID for this set of records. The batch ID is generated when SFPGESC is run with the File Export Type parameter set to `T`.
ID	ID of the student for which you want to search records. List Person Search (SOAIDEN) page
Name (untitled)	Name of student for which you want to search records.

Data section

Updated: August 27, 2020

Use this section to review the student information, program details, and loan amounts. Please note that not all fields apply to all students. The NSLDS/NSC documentation will help you determine what fields should be filled in for AA (actively enrolled) and TA (graduated or withdrawn) students.

Fields	Descriptions
Aid Year	Code of the aid year on the student's record.
ID	ID of the student on the record. List Person Search (SOAIDEN) page
SSN	Student's Social Security Number.

Fields	Descriptions
Last Name	Student's last name.
First Name	Student's first name.
Middle Name	Student's middle name.
Birthdate	Student's date of birth. This value defaults to 01-Jan-1900 if no birth date exists on SPBPERS for the student.
OPEID	Office of Postsecondary Education Identifier (OPEID) number and branch code for the institution. List OPEID values (Institution Code, OPEID, OPEID Branch)
System Indicator	Indicator used to specify whether the record is created by the system or created or updated manually by the user. Valid values are `S` (System) or `M` (Manual).
Program Name	Name of the gainful employment program in which the student was enrolled during the award year.
CIPC	Classification of Institutional Programs (CIP) code associated with the major area of study. List CIP Code Validation (STVCIPC)
Program Length	Program length in weeks, months, or years. Enter a numeric value.
Program Measurement	Program length measurement type. Valid values are `M` (Months), `W` (Weeks), or `Y` (Years). List Program Length Type Validation (SFRFDRV)
Weeks in Year	Valid value is any positive number. Only required if program measurement is M (month) or W (week). You can use up to three positions to the right of the decimal point.
Credential Level	Credential level for the gainful employment program in which the student was enrolled for the award year. Valid values are:

Fields	Descriptions
	• `01` - Undergraduate certificate or diploma program • `02` - Associate Degree • `03` - Bachelor Degree • `04` - Post Baccalaureate certificate • `05` - Master degree • `06` - Doctoral degree • `07` - First professional degree • `08` - Graduate/professional certificate. List Credential Level Validation (SFRFDRV)
CTP Program	Comprehensive Transition and Postsecondary (CTP) program indicator
Approved Prison	Approved Prison Education program indicator
Considered GE	Considered Gainful Employment (GE) program indicator
Attendance Begin Date	Date the student began enrollment in the gainful employment program. This date cannot be in the future. The program attendance begin date is the start date of the term from the earliest learner record with a corresponding major (SOVLFOS) that matches the SORLFOS record being processed. Additionally the STVACAT code of the earliest learner record must match the STVACAT code of the parent learner record for the SORLFOS record being processed. The earliest learner record for the gainful employment program will be used for processing even if the student was not enrolled.

Fields	Descriptions
	The General Student Purge (SGPSTDN) can be used to remove these older learner records when the student was not enrolled.
Attendance Begin Date Award Year	Date in the award year in which the student began enrollment in the gainful employment program. This date must be between aid year from date and the aid year to date and should be greater than or equal to the program attendance begin date.
Attendance Status Award Year	Student's attendance status in the gainful employment program for the award year. Valid values are `Graduated`, *`Withdrew`*, Full-time, Three-quarter time, Half-time, Less-than-half-time, or Leave of absence. Values are saved to the database as *`G`*, *`W`*, F, Q, H, L, or *`A`*.
Attendance Status Date	Date on which the student graduated or withdrew from the gainful employment program. This date must be between aid year from date and the aid year to date and should be greater than or equal to the program attendance begin date. This field is required when the **Attendance Status Award Year** is set to `Graduated` or *`Withdrew`*. This field must be *`Null`* when the **Attendance Status Award Year** is set to *`any of the other values`*.
Private Loans	Gross amount of private educational loans received by the student at any time for attendance in the gainful employment program. Enter whole dollars only, without dollar signs, commas, or decimal points.
Institutional Debt	Total amount of institutional debt owed by the student for attendance in any gainful employment program at the institution

Fields	Descriptions
	as of the day the student graduated or withdrew from the program, not just for this award year. Enter whole dollars only, without dollar signs, commas, or decimal points.
Tuition/Fees	Total amount of tuition and fees charged the student for the entire gainful employment program, not just for this award year. Enter whole dollars only, without dollar signs, commas, or decimal points.
Books/Supplies/ Equipment	Allowance amount in the Cost of Attendance (COA) for books, supplies, and equipment charged to the student for the entire gainful employment program, not just for this award year. When the actual charges assessed are higher than the allowance in COA, the higher amount is reported.
Institution Grants	Total amount of institution grants awarded to the student for the entire gainful employment program, not just for this award year. Enter whole dollars only, without dollar signs, commas, or decimal points.
Private Loans Award Year	Total amount of private loans awarded to the student for this award year. Enter whole dollars only, without dollar signs, commas, or decimal points.
Tuition/Fees Award Year	Total amount of tuition and fees charged the student for this award year. Enter whole dollars only, without dollar signs, commas, or decimal

Fields	Descriptions
	points.
Books/ Supplies/ Equipment Award Year	Allowance amount in the Cost of Attendance (COA) for books, supplies, and equipment charged to the student for this award year. When the actual charges assessed are higher than the allowance in COA, the higher amount is reported.
Institution Grants Award Year	Total amount of institution grants awarded to the student for this award year. Enter whole dollars only, without dollar signs, commas, or decimal points.
Housing/ Food Award Year	Allowance amount in the Cost of Attendance (COA) for housing and food charged to the student for the entire gainful employment program, not just for this award year. When the actual charges assessed are higher than the allowance in COA, the higher amount is reported.
Other State/ Private Award Year	Total amount of other state, tribal or private grants awarded to the student for this award year. Enter whole dollars only, without dollar signs, commas, or decimal points.
COA Award Year	Allowance amount in the Cost of Attendance (COA) calculated for the student for this award year. Enter whole dollars only, without dollar signs, commas, or decimal points.
Enrollment Status	Student's enrollment status as of the first day in the gainful

Fields	Descriptions
	employment program. Valid values are `Full Time`, *`Three Quarter Time`*, *`Half Time`*, *`Less Than Half Time`*. Values are saved to the database as *`F`*, *`Q`*, *`H`*, or *`L`*.
Residency Tuition	Student's tuition status, based on residency.
Qualifying Graduate	Qualifying graduate program indicator.
Invalidate Previous	Updates made to this record cause any previous records for this student, aid year, and program to become not valid.
Batch ID	Unique batch ID generated for this set of records when SFPGESC is run with the File Export Type parameter set to `T` (Output to SFRGEFM table). This value may be used to generate the submittal file. If a record is inserted into the SFRGEFM table, the batch ID entered must match an existing batch ID.
File Type	Designates whether the record displayed was generated as part of a submittal file or a resubmittal file. This field is populated by SFPGESC . Values are: `SUBMITTAL` (stored in the database as `S`) or `Null`.
Submittal Date	Date on which the gainful employment submittal file was created.
Created Date	Date on which the record was created when SFPGESC was run with a file export type of `T`.
Activity Date	Date that information in this record was entered or last updated.
User ID	User ID of the person who inserted or last updated this record.

Gainful Employment Program File Maintenance (SFAGEPM) page

Updated: September 19, 2024

Use the **SFAGEPM** page to review SFPGEPC output and modify the data before the gainful employment file is submitted for reporting.

Records can be added, updated, or deleted. System and manual indicators are used to designate how the data was generated. When Banner Financial Aid is not in use, values should be inserted for books, supplies, and equipment. When a record is created or updated, the following fields in the Data section cannot be left blank.

- **Aid Year**
- **OPEID**
- **Program Name**
- **CIPC**
- **CIP Year**
- **Credential Level**
- **Program Length**
- **Program Measurement**
- **Weeks in Year**
- **Enrolled Students**
- **Qualifying Graduate**
- **Programmatically Accredited**
- **Accrediting Agency Name**
- **Considered GE**
- **Liberal Arts BA at Proprietary Instutition**
- **Graduates Attempted Licensure Exam**
- **Graduates Passed Licensure Exam**
- **State of Main Campus**

- **Are Students Prepared for Licensure in State of Main Campus?**
- **Batch ID**
- **System Indicator**
- **Created Date**

Key block

Updated: September 19, 2024

Use the Key block to enter the aid year and batch ID for which you want to review SFPGESC data. You must enter at least one of these data items, but you can enter any combination of these values to retrieve matching records.

Fields	Descriptions
Aid Year	Code for the financial aid year for which you want to search records.
Batch ID	Existing batch ID for this set of records. The batch ID is generated when SFPGEPC is run with the File Export Type parameter set to `T`. The batch ID must be numeric.

Data section

Updated: September 19, 2024

Use the **Data** section to review the program details.

Fields	Descriptions
Aid Year	Code for the aid year being reported.
OPEID	Office of Postsecondary Education Identifier (OPEID) number and branch code for the institution. List OPEID values (Institution Code, OPEID, OPEID Branch)
Program Name	Name of the gainful employment program in which students were

Fields	Descriptions
	enrolled during the award year.
CIPC	Classification of Institutional Programs (CIP) code associated with the major area of study. List CIP Code Validation (STVCIPC)
CIP Year	Publication year associated with the CIP code; specified on the **CIPC Code Validation (STVCIPC)** page.
Credential Level	Credential level for the gainful employment program in which the student was enrolled for the award year. Valid values are: • `01` - Undergraduate certificate or diploma program • `02` - Associate Degree • `03` - Bachelor Degree • `04` - Post Baccalaureate certificate • `05` - Master degree • `06` - Doctoral degree • `07` - First professional degree • `08` - Graduate/professional certificate. List Credential Level Validation (SFRFDRV)
Program Length	Program length in weeks, months, or years. Enter a numeric value.
Program Measurement	Program length measurement type. Valid values are `M` (Months), `W` (Weeks), or `Y` (Years). List Program Length Type Validation (SFRFDRV)
Weeks in Year	Valid value is any positive number. Only required if program measurement is M (month) or W (week). You can use up to three positions to the right of the decimal point.
Enrolled Students	The total number of students enrolled in the program for the

Fields	Descriptions
	award year.
Qualifying Graduate	The indicator asserts whether the reported program is a Qualifying Graduate Program (QGP).
Programatically Accredited	Indicates whether the program is programmatically accredited.
Accrediting Agency Name	The name of the agency that accredits the program.
Considered GE	Flag that indicates if the program is considered a Gainful Employment (GE) program, per FSA DCL (GEN-24-04). All non-degree programs (for example, certificate and diploma programs) that lead to recognized credentials at public and private nonprofit institutions are GE programs, except CTP programs and prison education programs.
Liberal Arts BA at Proprietary Institution	Indicates if the program is a bachelor's degree program in liberal arts and 1) the institution has been regionally accredited as of October 2007, 2) the program has been offered by the institution as of January 2009, and 3) the institution offering the program is a proprietary institution.
Graduates Attempted Licensure Exam	The total number of program graduates who took a licensure exam in the award year.
Graduates Passed Licensure Exam	The total number of program graduates who passed a licensure exam in the award year.
State of Main Campus	The state where the main campus is located.
Students Prepared for Licensure in State of Main Campus?	Indicates if the program does or does not prepare students for licensure in the state where the main campus is located.
State Two of MSA	The second state in the metropolitan statistical area (MSA) in which the main campus is located.
Students Prepared for Licensure in	Indicates if the program does or does not prepare students for licensure in the second state in the metropolitan statistical area

Fields	Descriptions
State Two?	(MSA) of the main campus.
State Three of MSA	The third state in the metropolitan statistical area (MSA) in which the main campus is located.
Students Prepared for Licensure in State Three?	Indicates if the program does or does not prepare students for licensure in the third state in the metropolitan statistical area (MSA) of the main campus.
State Four of MSA	The fourth state in the metropolitan statistical area (MSA) in which the main campus is located.
Students Prepared for Licensure in State Four?	Indicates if the program does or does not prepare students for licensure in the fourth state in the metropolitan statistical area (MSA) of the main campus.
State Five of MSA	The fifth state in the metropolitan statistical area (MSA) in which the main campus is located.
Students Prepared for Licensure in State Five?	Indicates if the program does or does not prepare students for licensure in the fifth state in the metropolitan statistical area (MSA) of the main campus.
Batch ID	Unique batch ID generated for this set of records when SFPGEPC is run with the **File Export Type** parameter set to `T` (Output to SFRGEPM table). You can use this value may to generate the submittal file. If a record is inserted into the SFRGEPM table, the batch ID entered must match an existing batch ID.
System Indicator	Indicator used to specify if the record is created by the system or if it is created or updated manually by the user. Valid values are `S` (System) or `M` (Manual).
Invalidate Previous	Updates made to this record cause any previous records for this program and aid year to become not valid.
Created Date	Date on which the record was created when SFRGEPM was run with a file export type of `T`.
Activity Date	Date that information in this record was entered or last updated.
User ID	User ID of the person who inserted or last updated this record.

Projection Configuration by Program (SFALPRO) page

Updated: August 27, 2020

This page is used by projected registration in Banner Student Registration 9.2. It does not work with 8.x functionality.

This page is used to set up projection filtering by program in Banner 9.x projected registration.

Main window

Updated: August 27, 2020

This window is composed of the Key block, the Parameters to Define the Term's Rule section, and the Parameters to Define First Courses section.

The Most Probable Attribute window can be accessed going to the next section or by selecting the Most Probable Attribute item from the Options Menu when in the Parameters to Define the Term's Rule section or the Parameters to Define First Courses section.

Key block

Updated: August 27, 2020

Use the Key block to enter the program for the rule.

Fields	Descriptions
Program	Program code for the rule. List Program Definition Rules (SMARPLE) page
Name (untitled)	Program name for the rule.

Parameters to Define the Term's Rule section

Updated: August 27, 2020

Use this section to set the parameters for the rule and filter the data in the projection process.

Fields	Descriptions
Maximum Number of Areas to Project	Maximum number of areas to be used in the student's projection.
Maximum Number of Areas Over Student Class	Maximum number of areas that can be included in the area projection, based on the area priority, as a limit for a student class.
Maximum Credits per Term	Student Projection Process (SFPPROJ) uses this value to determine the number of courses to mark as Most Probable for a student's course projections.

Parameters to Define First Courses section

Updated: August 27, 2020

Use this section to define combinations of department, college, and subject that identify courses that can be treated as first courses.

First courses are selected for projection without consideration of the limits on maximum levels or maximum areas over student classes. Only the first maximum number of courses is selected for each rule defined in this section. At least one value of department, college, or subject must be defined for each rule.

Fields	Descriptions
Department	Department code for the first courses rule. List Department Code Validation (STVDEPT)
College	College code for the first courses rule. List College Code Validation (STVCOLL)
Subject	Subject code for the first courses rule. List Subject Code Validation (STVSUBJ)
Maximum Number of Courses	Maximum number of courses for the first

Fields	Descriptions
	courses rule. Only the first courses for the maximum number of courses are selected for each rule.
Activity Date	Date the record was created or last updated.

Most Probable Attribute window

Updated: August 27, 2020

This window is used to view and update the most probable attributes for the program.

This window is accessed by going to the next section or by selecting the Most Probable Attribute item from the Options Menu when in the Parameters to Define the Term's Rule section or the Parameters to Define First Courses section.

Note for the Registration 9.2 release

Updated: August 27, 2020

When the Most Probable Attribute window is accessed from the Options Menu and a new attribute code is inserted and saved, and then the user performs a Start Over and re-enters the window from the Options Menu, the inserted attribute is not displayed.

When the window is accessed going to the next section, the inserted attribute is displayed.

Fields	Descriptions
Most Probable Attribute	Code of the most probable attribute for the degree program. List Degree Program Attribute Validation (STVATTR)
Description	Program attribute code description.
Activity Date	Date the record was created or last updated.

Enrollment Verification Message (SFAMESG) page

Updated: August 27, 2020

Use this page to enter the messages that will appear on statements. Messages can be entered for specific enrollment verification type codes, term codes, or student identification numbers.

Use the **Resequence** button or a Count Query Hits function from the cursor location to insert a blank record, save it, and then resequence the existing messages.

Warning! You `cannot` use an Insert Record function in this instance.

Mouse	Keyboard	Result
Resequence	Count Query Hits (Shift + F2)	Inserts blank record, Saves, resequences messages

Registration Minimum Maximum Hours (SFAMHRS) page

Updated: August 27, 2020

The Registration Minimum Maximum Hours (SFAMHRS) page provides the rules for the maximum hour checking in the registration.

Maximum hour checking is performed by student level (such as, undergraduate, graduate, and so on). Before entering the data on this page the student levels must be established on the Level Code Validation (STVLEVL) page. This page is composed of the following sections:

- Key block
- Registration Minimum Maximum Hours

Key block

Updated: August 27, 2020

Use the Key block to enter the term for the minimum/maximum hours rules. Use the **Copy** button to copy a set of rules to the term in the Key block.

Fields	Descriptions
Term	Term code and description for the minimum/maximum hours registration rule.
Copy	Button used to open the Copy Term window and copy rules from an existing term to a term that does not have any rules on SFAMHRS.

Copy Term window

Updated: August 27, 2020

Use this window to duplicate controls from an existing term and copy them to a term that does not have any controls.

To open this window, enter a term in the Key block and click the **Copy** button.

- The **Copy** button is enabled for a term that does not have any existing data.
- The **Copy** button is disabled for a term that has existing data.

Fields/Buttons	Descriptions
From Term	Term from which control information will be copied. The term entered must have existing information on SFAMHRS.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy control information for the term in the **From Term** field to the term in the Key block.

Registration Minimum Maximum Hours section

Updated: August 27, 2020

Use this section of the page to set up the minimum/maximum hours rules. This includes curriculum information, student data elements, and minimum/maximum hours data.

Fields	Descriptions
Level	Level for the minimum/maximum hours registration rule.
Campus	Campus for the minimum/maximum hours registration rule.
College	College for the minimum/maximum hours registration rule.
Degree	Degree for the minimum/maximum hours registration rule.
Program	Program for the minimum/maximum hours registration rule.
Field of Study Type	Learner field of study type for the minimum/maximum hours registration rule.
Field of Study Code	Field of study code for the minimum/ maximum hours registration rule.
Department	Department for the minimum/maximum hours registration rule.
Curricula	Curriculum for the minimum/maximum hours registration rule. Valid values are `Primary`, `Secondary`, `Any`.
Admission Type	Admission type for the minimum/ maximum hours registration rule.
Minimum Hours	Minimum hours for which a student can register for the curriculum elements in the term.
Maximum Hours	Maximum hours for which a student can register for the curriculum elements in the term.
Student Type	Student type for the minimum/maximum hours registration rule.
Student Attribute	Student attribute for the minimum/ maximum hours registration rule.

Fields	Descriptions
Cohort	Cohort for the minimum/maximum hours registration rule.
Residence	Residence for the minimum/maximum hours registration rule.
Sport	Activity/sport for the minimum/maximum hours registration rule.
Visa	Visa type for the minimum/maximum hours registration rule. The visa type is required for processing visa type rules. The matching visa type and visa number must also exist on GOAINTL.
Class	Class for the minimum/maximum hours registration rule.

Registration Mass Entry (SFAMREG) page

Updated: August 27, 2020

Use this page to process the mass entry of registration records for a specific CRN or Block code.

You can search on specific criteria, perform updates, and then view the results. If no search criteria is entered, the Results window will not display any records. You can manually enter IDs for students and perform updates from the Results window. Population selection can be also used in conjunction with the search criteria, to select the group of students to be processed. You can add a course, drop a course, drop all courses, or at the same time. You can select a group of students based on student and curriculum information. You can set up registration error checking and fee assessment options. Traditional courses and open learning courses can be processed by this page. You can use the Options Menu items to access general student summary information, student account detail information, registration holds, and registration record details.

SFAMREG handles the following scenarios:

- moving students from one CRN to another CRN

- performing a mass add of students into a CRN
- performing a mass drop of students from a CRN
- performing initial registration for students based on their block code assignments
- performing initial registration for students with a particular attribute into a specific course, such as registering all new freshmen for an orientation class
- removing registration records for students who have not paid for the course

  Note: This page does not allow wait-listing.

The value entered in the **Registration Status Code** field in the Update window is validated against the Course Registration Status Code Validation (STVRSTS) page. When a section is processed or a course is added, only registration status codes with a type of registered can be used. When courses are dropped, only registration status codes that have types of dropped or withdrawn can be used.

Time status calculations are performed as specified by the **Calculate Time Status** check box on the Term Control (SOATERM) page. You may view the time status history for a student in the Time Status History window of the Student Course Registration (SFAREGS) page.

DegreeWorks prerequisite checking is called by SFAMREG for mass registration, but individual DegreeWorks errors must be viewed from the Course Information section SFAREGS in the Messages window. DegreeWorks prerequisite error messages are *`not`* displayed in the **Message** field in the Results window.

Related concepts

- Registration Mass Entry

Course Repeats (California localization)

Updated: August 27, 2020

When the Repeat Limit error checking on SFAMREG is checked, the SFAMREG process by default will follow the CALB course repeat logic when registering students.

If one of the registering students and CRNs included encounters a course repeat error, the appropriate error will be displayed. (This required no change to the baseline SFAMREG design as it calls the CALB packages.)

Search window

Updated: August 27, 2020

The Search window contains the Registration Term and Date information, the Search Criteria information, and the Population Selection information. Use the Search section to access this window from other windows in the page.

Registration Term and Date Information

Updated: August 27, 2020

Use this section of the page to enter the registration term for the mass entry processing. The system date is defaulted in.

Fields	Descriptions
Registration Term	Registration term. This field is required. List Term Code Validation (STVTERM)
Registration Date	Registration date. The value defaults in as the system date, but it can be changed. This field is required.

Search Criteria Information

Updated: August 27, 2020

Use this section of the page to enter the search criteria for mass registration processing. Use the search criteria and the population selection criteria to perform the search.

You can search on data by term. You can specify student information such as class, attribute, cohort, block code, grade mode, and CRN for which current registration exists. You can also search by all the curriculum elements. Curriculum information is determined by using the current, active learner records selected by the search. If no data is entered for the search criteria, the Results window will be blank, but you can manually add student IDs in the Results window.

Fields	Descriptions
Search Term	Term for the search criteria, not necessarily the registration term.

Fields	Descriptions
	This is required when any other search criteria are entered, including a population selection. List Term Code Validation (STVTERM)
Currently in CRN	CRN for the search criteria based on the search term. Students enrolled in the CRN with a course registration status of registered on STVRSTS are returned by the search if they are eligible to register for the registration term. List Schedule Section Query (SSASECQ) page
Registration Status	Used to select the registration status for the search criteria. This is the status of the CRN for which the student is currently registered. You can only enter a value in this field when the **Currently in CRN** field is populated List Course Registration Status Validation list (STVRSTS)
Grade Mode	Grade mode for the search criteria. This field is enabled when the **Currently in CRN** field is populated. List Grade Mode (STVGMOD)
Block	Block code for the search criteria. List Block Code Validation (STVBLCK)
Class	Class for the search criteria. The class used is based on the primary curriculum level code and the class associated with the active general student record for the search term. List Class Code Validation (STVCLAS)
Student Attribute	Student attribute for the search criteria. The student attribute used is based on the attribute that is active for the search term.

Fields	Descriptions
	List Student Attribute Validation (STVATTS)
Cohort	Cohort for the search criteria. The cohort used is based on the cohort that is active for the search term. List Cohort Code Validation (STVCHRT)
Bypass Registration Eligibility Check	Check box used to turn off registration eligibility checking for students selected for mass registration updates. This indicator can be set to *Y* (checked) or *NULL* (unchecked). The default is unchecked. When this indicator is unchecked, eligibility requirements must be met. You can only enter a value in this field when the **Currently in CRN** field is populated. When the **Bypass Registration Eligibility Check** check box is checked, all students who meet the search criteria are displayed in the Results window, whether or not they are eligible to register. During registration progressing, each student's eligibility will be checked. Those students who are not eligible to register will only be processed if dropped courses are processed, and the “dropped” course registration status code (STVRSTS) has the following four indicators unchecked (set to *N*): **Count in Enrollment**, **Count in Assessment**, **Waitlist Indicator**, and **Extension Indicator**.
Level	Level for the search criteria. List Level Code Validation (STVLEVL)
Campus	Campus for the search criteria. List Campus Validation (STVCAMP)
College	College for the search criteria. List College Validation (STVCOLL)
Degree	Degree for the search criteria.

Fields	Descriptions
	List Degree Code Validation (STVDEGC)
Program	Program for the search criteria. List Existing Programs (SMAPRLE)
Field of Study Type	Learner field of study type for the search criteria. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code for the search criteria. List All Major Codes (STVMAJR)
Department	Department for the search criteria. List Department Validation (STVDEPT)
Curricula	Curriculum for the search criteria. This field is required when any curriculum information is entered and defaults to `Any`. Valid values are `Primary`, `Secondary`, `Any`.

Population Selection Information

Updated: August 27, 2020

Use this section to enter a population selection of students for mass entry processing.

Fields	Descriptions
Application	Application code that identifies the general area for which the selection identifier is defined. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the

Fields	Descriptions
	people who will be processed in the load from the selection identifier and application code entered. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This ID may or may not be the same as the Creator ID.

Update window

Updated: August 27, 2020

Use this window to select block processing or to add and drop courses for the students selected in the search criteria in the Search window.

When mass block processing is used, the course add and drop options are disabled. When the course add and drop options are used, the mass block processing option is disabled. This window contains the Block Processing information, the Registration Course Add Values information, and the Registration Course Drop Values information. Use the Update section to access this window.

Registration Term and Date Information

Updated: August 27, 2020

This section of the page displays the registration term and date information from the main window.

Fields	Descriptions
Registration Term	Registration term. This field is required.
Registration Date	Registration date. This field is required.

Block Processing Information

Updated: August 27, 2020

This section of the page is used to mass register students for their assigned block codes.

Use the **Mass Process Block** check box to designate the use of block processing. When block processing is used, the Registration Course Add Values and Registration Course Drop Values sections of the page are disabled. When the course add and drop processing options are used, the Block Processing information is disabled.

Block processing is validated in the same way as it is on SFAREGS. Only traditional courses are processed by mass block processing. If open learning courses exist in the block, they are skipped, and a message is generated to that effect. If the student level does not match on any courses in the block, the block is not processed. Blocks are also not processed when fatal registration errors exist. Warning messages are displayed for non-fatal errors when processing is completed.

Fields	Descriptions
Registration Status	Registration status code for courses being added. The status entered is validated against STVRSTS and must be a course registration status of registered. List Registration Status for Add Course (STVRSTS)
Mass Process Block	Check box used to indicate that the block processing is to be performed.

Registration Course Add Values Section

Updated: March 17, 2022

Use the Registration Course Add Values section to add a CRN to a student or group of students.

Note: When block code processing is used, the Registration Course Add Values section is disabled.

Course data is validated in the same way as it is on SFAREGS. All data must be entered to use this section of the page. Only traditional courses are used in block processing. If open learning courses exist, they are not added.

The Registration Course Add Values and Registration Course Drop Values sections can be used together to drop a student or group of students from one or more CRNs and add them into another CRN. Updates to both sections are processed in the following manner:

- Drops are processed first, then adds are processed.
- If actions are taken that do not comply with registration rules, errors are displayed.
- When a course is added, and that course already exists on the student's schedule with a course registration status code for "dropped" or "withdrawn," then an error is displayed, and no processing occurs.
- If you try to add and drop the same CRN at the same time, an error is displayed.
- The actions to add a CRN and drop all CRNs cannot be taken at the same time. If the following two actions are taken together, in any order, an error is displayed:
    - A CRN is added to the CRN field in the Registration Course Add Values section.
    - The **Drop All CRNs** check box is selected in the Registration Course Drop Values section.
- If any of the student's courses have been rolled to history when the **Drop All CRNs** check box is selected, none of the courses are dropped.

Fields	Descriptions
CRN	CRN to which students are to be added or registered.
Grade Mode	Grade mode associated with the CRN. When the grade mode has been defined at the section level, this field is populated with that defined value. When multiple grade modes are available for the CRN, you must enter one.
Start Date	Start date of the section.
End Date	End date of the section.
Registration Status	Registration status code. The default value for the **Registration**

Fields	Descriptions
	Status field can be replaced with any registered status code. The default value for registration status is RE. The status entered is validated against STVRSTS and must be a course registration status of registered.
Level	Level for the section. If multiple values exist for the course, you can update the Level field. The Level field is not required and does not have a default value. The following hierarchy is used during processing. • If only one level exists for the course, it will be used. • If multiple levels exist for the course, the student's level code from the primary curriculum is used. • If the student's level code is not valid for the course (per SCRLEVL), the level code from the Update window is used. • If no level code exists in the Update window, a registration error message is displayed.
Credit Hours	Credit hours for the section. If the section uses variable credit hours, and no hours have been defined at the section level, you must enter a value.
Billing Hours	Billing hours for the section. If the section uses variable billing hours, and no billing hours have been defined at the section level, you must enter a value.
Associate Registration with Study path	Check box used to indicate whether it is required to associate the registration with a study path. If a study path is required on SOATERM for the registration term, this check box is selected by default and cannot be cleared. When it is required to associate the registration with a study path, but a program is not selected, then students must have a single valid study path to be added to the CRN.
Program	Program that a student's study path must be associated with so that the student can be added to the CRN. Only programs that are both study path enabled on SOACURR and active for the specified term are valid. This field is enabled only when it is required to

Fields	Descriptions
	associate the registration with a study path. When a program is selected, but a major is not selected, then students must have a single valid study path that is associated with the specified program to be added to the CRN.
Major	Major that a student's study path must be associated with so that the student can be added to the CRN. This field is enabled only when a study path is required and a program is specified. When a major is selected, then students must have a single valid study path that is associated with both the selected program and major to be added to the CRN.
Subject	Subject associated with the CRN.
Course Number	Course number associated with the CRN.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	Section number associated with the CRN.
Attempted Hours	Attempted hours associated with the CRN. This value is defaulted in based on the **Count in Attempted** setting on STVRSTS for the course registration status code.
Time Status Hours	Time status hours associated with the CRN. This value is defaulted in based on the **Count in Time Status** setting on STVRSTS for the course registration status code.
Part of Term	Part of term associated with the CRN.
Instructional Method	Instructional method associated with the CRN.
Campus	Campus associated with the CRN.

Registration Course Drop Values Section

Updated: August 27, 2020

Use the Registration Course Drop Values section to enter the CRN to be dropped.

The **Registration Status** defaults to `DD`, but you can change it to any dropped or withdrawn course registration status code. You can also elect to drop all CRNs for the selected group of students by checking the **Drop All CRNs** check box. If you have entered a CRN to be dropped, this check box is disabled. To use the check box, you must clear the **CRN** field. The **Remove Registration Record** check box specifies that the registration record should be deleted from the student's schedule after the drop code has been applied. If this check box is unchecked, the dropped course will remain on the student's schedule. When block processing is used, the Registration Course Drop Values section is disabled.

Course data is validated in the same way as it is on SFAREGS. You must enter CRN and course status data to drop a course, or you can use the **Drop All CRNs** check box. When block processing is used, the Registration Course Drop Values information is disabled.

Using the Registration Course Add Values and Registration Course Drop Values information together allows you to drop students from a CRN and then add them into another CRN. Drops are processed first, then adds are processed. Errors are displayed if actions are taken that do not comply with registration rules. An error is displayed if you try to add and drop the same CRN at the same time. When a course is added, and that course already exists on the student's schedule with a course registration status code of “dropped” or “withdrawn”, an error is displayed, and no processing occurs.

When the **Remove Registration Record** check box is checked, *DD* is defaulted into the **Registration Status** field. This value cannot be changed. This course registration status code must be used when one CRN is deleted or when all registration records are deleted.

- You cannot enter a CRN to be added in the Registration Course Add Values information and then check the **Drop All CRNs** check box in the Registration Course Drop Values information. An error is displayed.
- You cannot check the **Drop All CRNs** check box in the Registration Course Drop Values information and then access the Registration Course Add Values information and attempt to add a CRN. An error is displayed.
- When the **Drop All CRNs** check box is checked, and any of the student's courses have been rolled to history, none of the courses is dropped.

Fields	Descriptions
CRN	CRN from which students are to be dropped/unregistered. When the **Drop All CRNs** check box is checked, the **CRN** field is disabled.

Fields	Descriptions
	List Schedule Section Query (SSASECQ) page
Subject	Subject associated with the CRN.
Course	Course number associated with the CRN.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	Section number associated with the CRN.
Registration Status	Registration status code. This value defaults to *DD* but can be changed. The status entered is validated against STVRSTS and must be a course registration status of dropped or withdrawn. List Registration Status for Drop Course (STVRSTS)
Drop All CRNs	Check box used to indicate that all CRNs will be dropped. This indicator cannot be used when a specific CRN is being dropped.
Remove Registration Record	Check box used to indicate that the registration record will be removed for the dropped course.

Error Checking window

Updated: August 27, 2020

The Error Checking window allows you to change student and section registration error checking options for the group of students that is being processing for the registration term in the search criteria.

Registration error checking and fee assessment processing rules are defaulted in from SOATERM for the registration term but can be overridden in this window. This window contains the Registration Term and Date information and the Registration Error Checking information. This window is accessed by using the Error Checking section.

Registration Term and Date Information

Updated: August 27, 2020

This section of the page displays the registration term and date information from the search criteria.

Fields	Descriptions
Registration Term	Registration term. Display only.
Registration Date	Registration date. Display only.

Registration Error Checking Information

Updated: August 27, 2020

Use this section of the page to view or set the registration error checking for the registration term.

You can set up error checking for courses by Student Options and Section Options. Student Options can be set to *Fatal* or *No Check*. Section Options can be set to *Fatal*, *Warning*, or *No Check*. Fee Assessment Options can be set to perform online assessment or use batch processing from the collector table at a later time.

Fields	Descriptions
These fields are in the Student Options information.	
Duplicates	Radio group used to include duplicate courses in registration error checking when set to *Fatal*.
Links	Radio group used to include linked courses in registration error checking when set to *Fatal*.
Corequisites	Radio group used to include corequisite courses in registration error checking when set to *Fatal*.
Prerequisites	Radio group used to include prerequisite courses in registration error checking when set to *Fatal*.
Minimum Hours	Radio group used to include minimum

Fields	Descriptions
	hours for courses in registration error checking when set to `Fatal`.
Maximum Hours	Radio group used to include maximum hours for courses in registration error checking when set to `Fatal`.
Time	Radio group used to include time conflicts for courses in registration error checking when set to `Fatal`.
Mutual Exclusion	Radio group used to include mutual exclusions for courses in registration error checking when set to `Fatal`.
These fields are in the Fee Assessment Options information.	
Access On-Line	Select this field to process fee assessment online.
Create Assessment Collector Records	Select this field to store fee assessment records in the collector table for batch processing.
These fields are in the Section Options information.	
Approval	Radio group used to set approval warning severity to `Fatal`, `Warning`, or `No Check`.
Capacity	Radio group used to set capacity warning severity to `Fatal`, `Warning`, or `No Check`.
Field of Study	Radio group used to set field of study warning severity to `Fatal`, `Warning`, or `No Check`.
Department	Radio group used to set department warning severity to `Fatal`, `Warning`, or `No Check`.
College	Radio group used to set college warning severity to `Fatal`, `Warning`, or `No Check`.
Level	Radio group used to set level warning severity to `Fatal`, `Warning`, or `No Check`.
Class	Radio group used to set class warning

Fields	Descriptions
	severity to *Fatal*, *Warning*, or *No Check*.
Repeat Hours	Radio group used to set repeat hours warning severity to *Fatal*, *Warning*, or *No Check*.
Holds	Radio group used to set holds warning severity to *Fatal*, *Warning*, or *No Check*.
Repeat Limit	Radio group used to set repeat limit warning severity to *Fatal*, *Warning*, or *No Check*.
Campus	Radio group used to set campus warning severity to *Fatal*, *Warning*, or *No Check*.
Degree	Radio group used to set degree warning severity to *Fatal*, *Warning*, or *No Check*.
Program	Radio group used to set program warning severity to *Fatal*, *Warning*, or *No Check*.
Student Attribute	Radio group used to set student attribute warning severity to *Fatal*, *Warning*, or *No Check*.
Cohort	Radio group used to set cohort warning severity to *Fatal*, *Warning*, or *No Check*.

Results window

Updated: August 27, 2020

This window is used to view the mass entry results and then submit the results for immediate update processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Students are returned by the search when they meet the search criteria and all student eligibility requirements for registration. Requirements are based on term criteria, acceptable student status, enrollment status, academic standing, combined academic standing, and re-admit term criteria. This window contains the Results section and the Submission section. Use the Results section to access this window.

A registration record is processed for each student and an enrollment term record

(SFBETRM) is created if one is needed, after all error checking has been performed and no errors exist. If an error is returned for a student, the error is displayed, and that student cannot register for the section. No interactive registration error overrides can be performed on SFAMREG. They can only be performed on the Student Course Registration (SFAREGS) page.

You can select or deselect all the rows returned by the search using the **Select Indicator** radio group. When no search criteria have been entered in the Search window, no records are returned in the Results window. You can search on and manually enter student IDs if you choose. You can enter individual IDs even when generated search results exist. You can select and deselect individual rows using the **Select** check box for each record. The Submission section at the bottom of the window allows you to submit the updates to job submission or hold the updates for later processing.

Results section

Updated: August 27, 2020

Use this section to view and update the results of the search and add individual IDs for processing. You can select and deselect IDs for processing and search on various fields for individual records. You can also review result messages.

Note: You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click `OK` when you are done, and then press the Tab key to view the message for the Enter. Continue to click `OK` and press the Tab key to review as many messages as you want.

Use the Related Menu to access SGASTDQ, TSAAREV, SOQHOLD, and SFAREGS. You can also use Remember ID in the Tools Menu to view a specific ID.

Fields	Descriptions
Registration Term	Registration term. Display only.
Registration Date	Registration date. Display only.
Results	Radio group used to select all, deselect all, or take no action for the IDs returned by the search. • When `Select All` is chosen, the

Fields	Descriptions
	Select check box is automatically checked for each record. • When `Deselect All` is chosen, the **Select** check box is automatically unchecked for each record. • After either `Select All` or `Deselect All` is chosen, the radio group defaults to `None`. Values are: `Select All`, `Deselect All`, `None`.
Select	Check box used to indicate that the individual ID has been selected for processing. This field must be checked for updates to occur.
ID	ID of the student to be processed. Use SOAIDEN or GUIALTI to manually add an ID. List Person Search (SOAIDEN) page Dup Item SSN/SIN Alternate ID Search (GUIALTI) page
Name	Name of student to be processed.
Hold	Check box used to indicate whether holds exist that prevent registration. When error checking is set to `Fatal` for holds, and holds exist for the student, when the student is processed for registration, an error message is displayed in the Results window that the student has holds and cannot register.

Fields	Descriptions
	Note: If the **Enable Study Path** indicator is checked in Curriculum Rules Control (SOACTRL) page, then this field changes to **Person Hold**.
Study Path Hold	Check box used to indicate whether holds exist for the student enrolled to a study path. When error checking is set to `Fatal` for Study Path Holds, and Study Path holds exist for the student, an error message is displayed in the Results window that the student has holds and cannot drop from a CRN. **Note:** This field is only displayed when **Enable Study Path** indicator is checked in the Curriculum Rules Control (SOACTRL) page.
Deceased	Check box used to indicate whether the student is deceased. This is informational only and will not prevent registration from taking place.
Conf (Confidential)	Check box used to indicate whether the student's information is confidential. This is informational only and will not prevent registration from taking place.
Manually Added	Check box used to indicate whether the ID was added manually on the page. This is informational only and will not prevent registration from taking place.
(Update) untitled	Radio group that indicates whether changes for the record were successfully saved and the parent page was updated, were not successfully saved and the parent

Fields	Descriptions
	page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates occurred for the record. Valid values are: `Yes`, `No`, `Partial`, `None`.
Message	Displays results related text, such as error messages, for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.

Submission section

Updated: August 27, 2020

This section is used to submit the information for immediate mass entry registration processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Fields	Descriptions
Submit	Check box used to indicate that the updates can be submitted for immediate online processing. This is the default (as opposed to holding the updates for later processing), unless online updates are restricted on SOATERM (**Permit** check box is checked, set to `Y`).
Hold for Job Submission	Check box used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP).
Batch Process ID	System generated ID used for running the batch process through job submission.

Pre-Assigned Block Configuration (SFAPABC) page

Updated: August 27, 2020

The Pre-Assigned Block Configuration (SFAPABC) page is used each term to configure block and course restrictions for blocks that can be pre-assigned to students.

The restrictions apply to all the manually assigned blocks associated with this term. Restrictions are set up by term to determine whether block registration is available on Self-Service and whether block and course restrictions exist for pre-assigned block during registration. When the **Available On Self-Service** indicator is checked for the term, the blocks section is displayed in Self-Service.

For manual pre-assignments, block restrictions can be set for whether a student can change from one block to another and if registration overrides can be created. You can set course restrictions to prevent all course adds and drops, allow adds and drops only for non-block courses, or permit adds and drops for all courses.

This page is composed of the following sections:

- Key block
- Block Restrictions
- Course Restrictions

Key block

Updated: August 27, 2020

Use the Key block to view and maintain existing configurations for a term or define configurations for a term. Use the **Copy** button to copy a set of rules to the term in the Key block.

Fields/Buttons	Descriptions
Term	Term code and description for which you want to configure block and course restrictions.
Copy From Term	Term code from which you want to copy block and course restrictions to the term code in the Term field.

Fields/Buttons	Descriptions
Copy	Button used to copy rules from an existing term to a term that does not have any pre-assigned block configuration rules on SFAPABC. **Note:** Button displays when initially accessing the page, but it is hidden upon returning to the Key block.

Block Restrictions

Updated: August 27, 2020

This section of the page is used to define block restrictions for the term in the Key block.

Fields	Descriptions
Available On Self-Service	Check box used to indicate whether the BLOCK tab is displayed to the student in Self-Service for registration.
Student May Change Block	Check box used to indicate whether a student can select an alternate block instead of the pre-assigned block during registration in Self-Service. If the check box is checked, the student can change a manually pre-assigned block to any other available block. If the check box is not checked, the student cannot change a manually pre-assigned block.
Create Override	Check box used to enable the override code for a term. If this check box is checked and the Generate Ovr Permission parameter in the

Fields	Descriptions
	SFPSBPA process is set to *Y*, when a student is pre-assigned to a block, the permit-override is created for each CRN in the block. If the check box is not checked, the override code is not created.
Permit-Override Code	Permit-Override code and description. The same Permit-Override code will be populated on the SFABLPA page. When **Create Override** check box is checked, the Permit-Override code must be entered. Otherwise, the following error message is displayed: *If Create Override is set then Permit-Override Code must be given*. You cannot create a Permit-Override entry until a permit-override code (from STVROVR) has rules defined on SFAROVR for the term in the Key block. You cannot enter a code which is defined only on STVROVR and which does not also have rules defined on SFAROVR for the term.

Course Restrictions

Updated: August 27, 2020

This section of the page is used to set up course restrictions for adds and drops for manually pre-assigned blocks during registration in Self-Service.

Use the **Add and Drop** radio group to indicate that no course changes can be made, only non-block course changes can be made, or any course changes for block and non-block courses can be made.

Fields	Descriptions
Add and Drop Courses	Radio group used to define add and drop course restrictions for registration in Self-Service. Choices are: • `Add and Drop Courses Not Allowed`: The student cannot add or drop *any* CRN (whether the course is part of the block or is a non-block course) when registration has occurred for the manually pre-assigned block. • `Add and Drop Non-block Courses Only`: The student can add or drop *only* those CRNs that are not part of the current pre-assigned block. This course restriction is used only if a block has been manually pre-assigned. • `Add and Drop Without Restrictions`: The student can add or drop CRNs for both block courses and non-block courses.

NSC-PDP Maintenance (SFAPDPM) page

Updated: March 16, 2023

Use the NSC-PDP Maintenance (SFAPDPM) administrative page to enter report data for an individual student.

Key block

Updated: March 16, 2023

Use the key block to select the supplemental report and enter report data for an individual student.

Field	Description
ID	Select the person/non-person ID from the LOV.
Term	Select the term code.
CRN	Select the Course Reference Number (CRN).
Aid Year	Select the aid year.
Report	Select Social Economic Identity Report code created on GTVSEIR.
Subject	Subject code of the CRN. Display only.
Course	Course number of the CRN. Display only.
Title	Section title of the CRN. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Base section

Updated: March 16, 2023

Define the field type for the selected supplemental report details.

The Base section includes three tabs that correspond to one of the three report types available from the SFAPDPM page:

- Cohort Details
- Course Details
- Financial Aid Details

The selected tab is determined by the report you chose in the Key block of the SFAPDPM page. The other tabs will be disabled.

Field	Description
Social Economic Identity Code	Displays the Social Economic Identity Code.
Value	Enter the Social Economic Identity value. **Note:** You must type the Social Economic Identity value if the

Field	Description
	Select Value button is disabled.
Select Value	Click **Select Value** to select the Social Economic Identity value from the LOV. **Note:** If the defined field type for the Identity code is LOV, the **Select Value** button becomes enabled.

Projection Maintenance (SFAPROJ) page

Updated: August 27, 2020

This page is used by projected registration in Banner Student Registration 9.2. It does not work with 8.x functionality.

This page is used to view projection results for a student and term and modify the returned list of projected courses if needed.

Main window

Updated: August 27, 2020

This window is composed of the Key block and the Data section.

Key block

Updated: August 27, 2020

Use the Key block to enter the student ID, term, and study path for the projected courses.

Fields	Descriptions
ID	Student ID. List Person Search (SOAIDEN) page Duplicate Item SSN/SIN Alternate ID Search (GUIALTI) page

Fields	Descriptions
Name (untitled)	Student name.
Term	Term code for the term of the projected courses. List Term Code Validation (STVTERM)
Study Path	Study path code for the projected courses. List Study Paths from SORLCUR

Data section

Updated: March 20, 2025

Use the Data section to view and modify the projected courses listed for the student and term.

Fields	Descriptions
Study Path	Study path code for the student for the projected course. List Study Paths from SORLCUR
Program	Program code for the projected course.
Subject	Subject code for the projected course. List Subject Code Validation (STVSUBJ)
Course	Course number for the projected course. Linked to Available courses for Pre Req list and Existing Courses (SCBCRSE).
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.

Fields	Descriptions
Description	Course description for the projected course.
Level	Level code for the projected course. This is the level at which the student will register for the course. Courses with different levels can be included for the student. List Level Code Validation (STVLEVL)
Attribute	Attribute code for the projected course. List Attribute Code Validation (STVATTR)
Area Priority	Area priority for the projected course.
Credits	Course credits for the projected course.
System	Option used to indicate the record was generated by the Student Projection Process (SFPPROJ).
Manual	Option used to indicate the record was entered manually.
Most Probable	Indicator that shows whether the course is designated as most probable. Valid values are `Y` or `Null`.
Elective	Indicator that shows whether the course is a generic elective or an option of a generic elective. Value values are `G` (generic elective course) or `E` (elective option of a generic elective course).
User ID	User ID of the user who created or last updated the record.
Activity Date	Date the record was created or changed.

Registration Group Control (SFARCTL) page

Updated: August 27, 2020

Use this page to define registration group codes and the assigned registration priorities for those group codes for Student Self-Service Web registration and Voice Response telephone registration.

There is no validation for the group code. A group code may be initially defined without a priority, and the priority may be associated with the code after time slots and priorities are established on the Registration Priority Control (SFARCTT) page.

Students assigned to registration groups will be permitted access to Web and telephone registration only during the time slot(s) specified by their assigned registration group code and assigned priority on the Student Registration Group (SFARGRP) page. Codes must be established on this page before they can be assigned to students on the Student Registration Group (SFARGRP) page.

Procedurally, registration group codes can be defined on SFARCTT without priorities at the same time that registration time slots are defined on SFARCTL. Priorities can then be assigned to the group codes on SFARCTT after the time slots exist with their assigned priorities on SFARCTL.

Registration Priority Control (SFARCTT) page

Updated: August 27, 2020

Use the Registration Priority Control (SFARCTT) page to define rules that assign the begin and end dates and times, and priority assignment for each registration time slot for Banner Student Self-Service Web registration and Voice Response telephone registration.

Time slots are required to have a begin date and time, end date and time, and a priority. More than one registration time slot can be assigned the same priority. If more than one time slot has the same priority, any group assigned that priority on the Registration Group Control (SFARCTL) page will have all of those time slots assigned and available for Web and telephone registration. Students who are assigned to the group in the Student Registration Group (SFARGRP) page will be permitted to register through the Web or telephone during any of the time slots assigned to the priority of the group.

This page is composed of the following sections:

- Key block
- Registration Priority Control

Key block

Updated: August 27, 2020

Use the Key block to enter the term for the registration priority rules. Use the **Copy** button to copy a set of rules to the term in the Key block.

Fields/Buttons	Descriptions
Term	Term code and description of the term for the registration priority rules.
Copy	Button used to open the Copy Term window and copy rules from an existing term to a term that does not have any registration priority control information on SFARCTT.

Copy Term window

Updated: August 27, 2020

Use this window to duplicate registration priority controls from an existing term and copy them to a term that does not have any controls.

To open this window, enter a term in the Key block and click the **Copy** button.

- The **Copy** button is enabled for a term that does not have any existing data.
- The **Copy** button is disabled for a term that has existing data.

Fields/Buttons	Descriptions
From Term	Term from which control information will be copied. The term entered must have existing information on SFARCTT.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy control information for the term in the **From Term** field to the term in the Key block.

Registration Priority Control

Updated: August 27, 2020

Use this section of the page to define time slot information for the rule.

Fields	Descriptions
Start Date	Start date of registration period.
Start Time	Start time of registration period.
End Date	End date of registration period.
End Time	End time of registration period.
Priority	Registration group priority number for the registration time slot. Enter a number between `0` and `99999` to group the time slots.

Student Course/Fee Assessment Query (SFAREGF) page

Updated: August 27, 2020

The Student Course/Fee Assessment Query (SFAREGF) page is used to query a student's detail data and registration fee assessment without having to update the student's detail file.

This allows you to enter the registration fee assessment rules and then test the result on specific students. To use this page, you must have set up the registration rules tables, and the student being queried must have been registered. This page is composed of the following sections:

- Key block
- Term Enrollment Summary
- Term Registration Summary
- Mock Fee Assessment

Key block

Updated: August 27, 2020

Use the Key block to enter information for the student's fee assessment search.

Fields	Descriptions
Term	Term code and description for the fee assessment search.
Refund by Total Refund Date	Refund by total date used to determine the penalty period for the assessment. The default value is the current date. This field should be left blank if you are not assessing a refund by total term.
ID	Student ID for the fee assessment search.
Name	Student name for the fee assessment search.
Fee Assessment	Fee assessment type for the search. Choices are: • *None* • *With Min/Max Applied* • *Without Min/Max Applied* The Mock Fee Assessment section of the page is displayed when this field is set to *With Min/Max Applied* or *Without Min/Max Applied*.
Study Path	Key sequence number of the study path. Display only. This field is not displayed when study paths are not enabled.

Term Enrollment Summary

Updated: August 27, 2020

This section of the page is used to review the student's enrollment summary for the term.

Fields	Descriptions
Status	Registration status code and description for the student's enrollment.
Status Date	Date the registration status was created or updated.
Percentage Tuition Refund	Tuition refund percentage for the student.
Percentage Fee Refund	Fee refund percentage for the student.

Term Registration Summary

Updated: August 27, 2020

This section of the page is used to review the student's registration information for the term.

Fields	Descriptions
CRN	CRNs in which the student is registered.
Subject	Subject code and description for the CRN.
Course	Course number for the CRN.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	Section number for the CRN.
Credit Hours	Credit hours for the CRN.
Bill Hours	Billing hours for the CRN.
Level	Level code and description for the CRN.
Campus	Campus code and description for the CRN.
Status	Registration status code and description for the CRN.
Status Date	Date the registration status was created or updated for the CRN.
Percent Tuition Refund	Percent of tuition refunded to the student for the CRN.
Percent Fee Refund	Percent of fees refunded to the student for the CRN.
Message	Registration message associated with the CRN.

Fields	Descriptions
Study Path	Study path associated with the CRN.
The following information is in the Hours information.	
Total Credit Hours	Total credit hours for registration.
Total Bill Hours	Total billing hours for registration.
CEU Hours	Continuing education unit hours for registration.

Mock Fee Assessment

Updated: August 27, 2020

Use this section of the page to review the student's calculated registration fee assessment detail information.

This section is displayed when the **Fee Assessment** field in the Key block is set to `With Min/Max Applied` or `Without Min/Max Applied`. A mock fee assessment is performed for the student based on the saved registration records.

Fields	Descriptions
Detail Code	Student's detail code from Banner Accounts Receivable for the assessment.
Description	Detail code description for the assessment
Detail Code Category	Detail code category for the assessment.
CRN	CRN for the assessment
Charge	Amount assessed to the student.

Registration Query (SFAREGQ) page

Updated: August 27, 2020

The Registration Query (SFAREGQ) page provides a view of a student's schedule.

The page is query-only and will display all registered courses and related information for the term `or` date range and student specified in the Key block of the page. 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 (SFAREGS) page or other remote registration (telephone registration processing, Web registration, etc.) for this page to be useful.

This page is composed of the following sections:

- Key block
- Registration Query

Key Section

Updated: August 27, 2020

Use the Key Section to enter the information for the registration search. A term or date range is required to perform the search.

Fields	Descriptions
ID	ID number of the student.
Name	Student name.
Term	Term code and description of the registration term.
Registration From Date	From date used to search on registration information based on the original registration date. 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 before 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 page.
Registration To Date	To date used to search on registration information based on the original registration date.

Registration Query

Updated: August 27, 2020

Use the Registration Query section of the page to review the results from the data entered in the Key block.

Fields	Descriptions
Term	Term for the CRN. The query may return multiple terms, and you can use the term to avoid confusion.
CRN	Course reference number for the course.
Subject	Course subject.
Course	Course number.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	Course section number.
Status	Registration status for the course.
CEU	Indicator that designates whether continuing education units exist for the course.
Cross List	Cross list group for the course.
Monday	Check box used to indicate that the course meets on Mondays.
Tuesday	Check box used to indicate that the course meets on Tuesdays.
Wednesday	Check box used to indicate that the course meets on Wednesdays.
Thursday	Check box used to indicate that the course meets on Thursdays.
Friday	Check box used to indicate that the course meets on Fridays.

Fields	Descriptions
Saturday	Check box used to indicate that the course meets on Saturdays.
Sunday	Check box used to indicate that the course meets on Sundays.
Begin Time	Beginning time of the course from the meeting time record. Open learning courses may or may not be associated with meeting time records.
End Time	Ending time of the course from the meeting time record. Open learning courses may or may not be associated with meeting time records.
Part of Term	Part of term number for a traditional course. Because open learning sections do not contain a part-of-term, `OL` is displayed in the **Part of Term** field in place of a part of term number.
Grading	Grade assigned to the course for the student.
Credit Hours	Credit hours assigned to the course.
Campus	Campus code for the campus where the course meets.
Building	Building code for the building where the course meets.
Room	Room code for the room where the course meets.
Start Date	Course start date.
End Date	Course end date.
Instructor	Name of the assigned instructor or tutor

Fields	Descriptions
	defined for the course section.
Instructional Method	Course delivery method information associated with the registration record.
Study Path	Key sequence number of the study path associated with the course. Display only. This field is not displayed when study paths are not enabled.
Primary	Indicator that designates whether this instructor is the primary instructor for the course.
The following fields are in the Totals section of the page.	
Total Credit Hours	Total credit hours for the student.
Total CEU Hours	Total continuing education units for the student.

Student Course Registration (SFAREGS) page

Updated: August 27, 2020

The Student Course Registration (SFAREGS) page provides an automated mechanism for registering students into sections created by the Class Schedule module.

This page also assesses the charges related to the registration and passes them to the Accounts Receivable module. This page 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 Course Information section, `all` changes must be saved and errors corrected, before the user may exit the page.

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

This page 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 page 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.

Enrollment Status

Updated: August 27, 2020

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 page or performs a Start Over.

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

Updated: August 27, 2020

Student status, enrollment status, or academic standing can all prevent registration, and any status which prevents registration prevents navigation from the Enrollment Status section.

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.

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

Updated: August 27, 2020

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

- Degree and program restrictions are checked using the degree and program in both the primary and secondary curriculum of the effective student record. If either type of restriction fails, a *DEGREE RESTRICTION* and *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** check box on the Term Control (SOATERM) page, 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 (SFQPREQ) page 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

Updated: August 27, 2020

This section contains information about 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 (SHRGCOM) 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

Updated: August 27, 2020

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

- The system displays a non-fatal pop-up warning message 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.`* If your institution is using student centric periods instead of terms, the message is: *`Student has Title IV withdrawal record for this student centric period.`*
- Use the Student Withdrawal Information item in the Options Menu to access SFIWDRL.
- The page 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

Updated: August 27, 2020

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 (that is, a class that starts in the desired time frame). 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 section.
- 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 (SSASECQ) page. 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 section, 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*).

Brainstorm registration

Updated: August 27, 2020

SFAREGS processes registration for Brainstorm open learning sections with the **Override Duration** indicator checked on SSASECT.

The start and end dates can be entered in the Start/End Date Entry window, and no auto population occurs. Dates are validated and must be within the permitted date range, or an error is displayed.

- When standard opening learning is used, the prompt `Enter either the Start Date or End Date for section` is displayed in the window.
- When open learning with override duration is used, the prompt `Enter a Start Date and End Date for section` is displayed in the window.

Registration Add Authorization Code (California localization)

Updated: August 27, 2020

When registering a student in a CRN that is closed or that has already started, this functionality requires that an authorization code is needed to complete the registration. Students cannot register in a CRN that is past its Census One date.

On SFAREGS, the validation logic has additional checks and validation error messages related to the Registration Add Authorization Codes functionality. Messages are displayed in the **Message** field of the Course Information section of the main window. In addition, the baseline messages for sections that are not open for registration have been replaced with messages that reflect the use of authorization codes. The messages and their related validation are only used when the Registration Add Authorization Code functionality has been activated in the Registration Processing Controls window of the Term Control (SOATERM) page and the **Authorization Codes Active For Section** check box on the Schedule (SSASECT) page is left unchecked. If the **Disable Before Start Date** check box on the Term Control (SOATERM) page is checked, the Registration Add Authorization Code functionality will work only after the CRN's add authorizations start date.

Note: If the Registration Add Authorization Code functionality has *not* been activated on SOATERM, all SFAREGS processing is performed exactly like baseline SFAREGS processing. Additionally, if the **Authorization Codes Active For Section** check box is unchecked for a CRN, the CRN will be processed like baseline even if the term is active.

For information about start dates and census dates used in registration (all areas related to CRN validation within and accessed from SFAREGS), see the *Census Dates* section of the *Registration Add Authorization Codes* chapter of the *Banner California Community College Baseline Handbook*.

Note: Activating the Registration Add Authorization Code functionality does not remove the ability to manually override (the baseline user-update in the **Override** field) any of the authorization code messages. With any of these messages, you can bypass the error and the authorization code entry by using the baseline override.

If the **Capacity** option group in the Registration Error Checking window of the Term Control (SOATERM) page is set to **Fatal** (`SOBTRM_CAPC_SEVERITY = F`), baseline registration validation produces a set of Closed Section errors based on the enrollment numbers of the CRN. The Registration Add Authorization Codes processing uses messages that replace the baseline messages. They state that an authorization code can be used to allow registration to the CRN. Some of these messages will appear when the CRN itself is still open but is a cross-listed CRN with a closed cross-list record.

Another condition that is checked is the CRN Census One date for traditional CRNs. If the registration date is on or past the Census One date, the message `Census date prohibits registration` is displayed. In this situation, an authorization code cannot be used to register the student. Open Learning CRNs are suppressed from the Census One Date check. The message can be bypassed to complete this registration.

Registration messages for CALB Registration Add Authorization Code functionality are discussed in detail in the “Registration Add Authorization Codes” chapter of the *Banner California Community College Baseline Handbook*. Messages for CALB and baseline waitlist functionality are discussed in detail in the “Waitlist” chapter of the *Banner California Community College Baseline Handbook*.

The following table summarizes the processing options for SFAREGS. While “capacity” relates to the closed-section baseline messages, this setting also affects the Registration Add Authorization Code functionality as shown in the following table.

Table 1: Table 1:

Registration Error Checking option for capacity set to...	Fatal	[illegible]

		ization Code processing
	Warning or No Check	normal baseline proc

		e s s i n g

Computed Drop Code Modifications (California localization)

Updated: August 27, 2020

When dropping or withdrawing a student from a CRN, the system uses the registration date, the CRN's (enhanced) academic calendar dates, and the calculated drop codes defined for the term on the Term Computed Registration Drop Codes (SVADROP) page to calculate the correct drop/withdrawal code to use.

Open Learning CRNs are suppressed from the Computed Drop Code functionality.

The Computed Drop Code functionality allows you to define a sequence of drop codes that are used automatically by the system depending on the date. For example, you can specify that drops made before the class starts are to receive a drop code of `DB`, and that code is setup with 100% refunding and no grading notations.

For this computation to work, a special drop code of `D` must be defined in the Course Registration Status Code Validation (STVRSTS) page. You must also define the desired drop code mappings on SVADROP.

Note: For the Computed Drop Code functionality to work, the `D` status code must *`not`* be defined on the Course Registration Status (SFARSTS) page. If it is defined of SFARSTS, the mapping will not work and the `D` status code will work like any other registration status code.

When a user enters `D` in the **Status** field of the Course Information section of the Student Course Registration (SFAREGS) page, the system determines what drop code to apply to the record based on the current date and what is specified in the SVADROP page. (If the drop code mapping has not been defined for the term on SVADROP, the system displays an error message.) After this point, all processing on SFAREGS is the same as before.

The `D` is replaced with the calculated drop code as soon as the user moves the cursor from the **Status** field. If the calculations do not find a valid code because the registration date is outside of the CRN's dates, the `D` remains in the field.

Further baseline validation of the calculated code will occur when you submit/save the registration entry update. For example, if the `DB` code is defined on SFARSTS with date ranges that do not match the CRN's calculated dates, the standard baseline errors will occur.

BOGW (California localization)

Updated: August 27, 2020

This page applies exemptions after fee assessment if the **Online Exemption** check boxes are checked on the Term Control (SOATERM).

Course Repeats (California localization)

Updated: August 27, 2020

Registration processing was localized for Course Repeats. This includes evaluations for the registration messages.

The localizations affect both baseline Banner® and Self-Service. Refer to the *Course Repeats* chapter of the *Banner California Community College Baseline Handbook* for details about the processing and the registration messages.

Main window

Updated: August 27, 2020

The main window contains the Key block, the Enrollment Information section, the Enrollment Study Path section, and the Course Information section. Use the Registration section to access the main window from secondary windows on this page.

Key block

Updated: August 27, 2020

Use the Key block to enter the ID and term for the student who is registering for courses.

Fields	Descriptions
Term	Enter the term for which you want 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.

Fields	Descriptions
	List Term Code Validation (STVTERM) Count Hits Schedule Section Query (SSASECQ) page
ID	ID and name of the student who is registering for courses. List Person Search (SOAIDEN) page Count Hits SSN/SIN/TFN Alternate ID Search (GUIALTI) page Duplicate Item Time Status window
Date	Date of course registration. Default date is set to the current date.
Holds	Hold code for the transcript hold. *Y* indicates that holds exist for the student. Holds by Study Path(SGASTHD).
View Current/Active Curricula	Check box used to limit the display of curriculum records in the Curriculum and Field of Study sections to only those that are current and active.
Print Bill check box	Select this check box and Save after processing registration transactions to create a request to print the student's Schedule Bill. This check box defaults to Selected if the On-line Assessment check box in the Registration Fee Assessment section of the Term Control (SOATERM) page is selected.
Print Schedule	Select this check box and Save after processing registration transactions to create a request to print the student's schedule when SFRSCHD runs. This check box defaults to Selected, but you can clear it manually.
Print Bill button	Click this button after processing registration transactions to perform the Save function that will create requests to print the student's invoice and schedule if you have selected the corresponding check boxes.
Study Path	Study path sequence number used for the student for registration.

Fields	Descriptions
	The field can be `Null`. When only one study path exists for the ID and the **Study Path Required** indicator is checked on SOATERM, the study path is defaulted into the field. When multiple study paths exist, you need to select one from the list of valid values. This field is not displayed when study paths are not enabled (the **Enable Study Paths** indicator on SOACTRL is unchecked). List Student Study Paths by Term (SGVSTSP)
Time Status Information	Click this button to access the Time Status tab and view the history of student enrollment time statuses that have been calculated. Time status records are displayed in reverse chronological order (most recent changes first).

Enrollment Information Section

Updated: October 21, 2021

Use this section to maintain enrollment status information for the student.

Fields	Descriptions
Status	Enrollment status code for the student. List Enrollment Status Query (SFQESTS) page Count Hits Student Term window
Reason	Reason code for registration, such as academic, degree, continuing education, certification process, job requirement, and so on.

Fields	Descriptions
	List Reason Code Validation (STVRGRE)
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.
Status Date	Date enrollment status code was last updated.
Delete All CRNs	Check box used to delete enrolled sections for the student. Select the check box and press Tab or Enter to delete the **CRN**s. If any of the CRNs have been graded and rolled to history, none of the CRNs will be deleted.
Minimum Hours	Minimum hours allowed for registration for the student. List Academic Standing Validation (STVASTD) Count Hits Registration Minimum Maximum Hours (SFAMHRS) page
Maximum Hours	Maximum hours allowed for registration for the student. List Academic Standing Validation (STVASTD) Count Hits Registration Minimum Maximum Hours (SFAMHRS) page
Source	Source of the minimum or maximum hours.
Acceptance	Radio group used to specify the student's acceptance for enrollment. Valid values are

Fields	Descriptions
	`Confirmed`, `None`, and `Accepted`.

Enrollment Study Path Section

Updated: March 17, 2022

Use the Enrollment Study Path section to maintain study path information associated with the registration record.

When you use study paths with block scheduling, the **Process Block** field in this section is used. When you do not use study paths with block scheduling, the **Process Block** field in the Enrollment Information section is used.

You cannot view the Enrollment Study Path section if study paths are not enabled. To enable study paths, go to the SOACTRL page, select the **Curriculum Rules** section, and then select the **Enable Study Paths** check box.

Field	Description
Study Path	Key sequence number of the study path. List Study Path Status Validation (STVSTSP)
Enrollment Status	Enrollment status code for the study path. Count Hits Enrollment Status Query (SFQESTS) page
Process Block	Current block code for the student's study path. Select the **Process Block** check box next to the field to add the CRNs from the block code to the student's registration record.
Registration Allowed	Check box used to specify whether registration is allowed for the study path.

Course Information Section

Updated: June 20, 2024

Use the Course Information section to register a student for courses.

Select **View Registration Messages** from the Tools menu to display the **Message** box. The message box displays registration messages, variable credit hour ranges, and any registration errors detected, such as major restrictions. The message box is positionally displayed, depending on the type of message being shown, so that data relevant to the message still displays in the main window. SFARMSG sends the message code and text information.

Fields	Descriptions
CRN	CRN that the student is registering for. List Registration Section Query (SFQSECM) Help Registration Course Query (SFQSECT) Dup Item CAPP area prerequisite errors or DegreeWorks prerequisite errors
Attempted Hours	The student's attempted hours for the CRN or section. The field is populated by the existing `SFTREGS_CREDIT_HR_HOLD` value when the `STVRSTS_ATTEMPT_HR_IND` is set to `Y`.
Time Status Hours	The student's hours for the CRN or section that is 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 `Y`.
Appr Recd	Check box that indicates that the student has received the appropriate instructor or advisor approval needed to register for the course. This field is used when the **Special**

Fields	Descriptions
	Approval indicator is set on `SSASECT`, and the **Approval** radio group is set to `Fatal` on SOATERM in the Section Options.
Method of Instruction	Displays the instructional method for the course, if one exists. This field is display only.
Study Path	Study path sequence number used for the student for registration. The field can be blank. This field is not displayed when study paths are not enabled. (The **Enable Study Paths** indicator on SOACTRL is unchecked.) List Study Path Enrollment Status for Registration (SFRENSP)
Status 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 `R` (Registered), `D` (Dropped), `L` (Waitlisted), or `W` (Withdrawn). A display-only field to represent the value defined for the status code in STVRSTS.
Course	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page. The LOV is linked to SFQSECM page.

Start/End Date Entry window

Updated: August 27, 2020

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 as 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
CRN, Subject, Course Number (untitled)	CRN, subject code, and course number for the section. Display only.
Permitted Start Dates (From and To)	**Standard open learning section** Permitted class start and end dates for the open learning section (`SSBSECT_LEARNER_REGSTART_FDATE` and `SSBSECT_LEARNER_RESTART_TDATE`). Display only. **Brainstorm open learning section with override duration** Permitted class start and end dates for the open learning section (`SSBSECT_LEARNER_REGSTART_FDATE` and `SSBSECT_LEARNER_RESTART_TDATE`). Display only.

Fields	Descriptions
Permitted End Dates (From and To)	**Standard open learning section** Permitted class date range derived from the start date plus the duration to allow quicker entry of end dates and instant recognition of a not valid date. Display only. The following equations are used: • Start From Date + (number of days equivalent of duration unit * number of duration units) • Start To Date + (number of days equivalent of duration unit * number of duration units) No date adjustments are made for exclusion dates (such as 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. 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 all be the same. To ease data entry in this situation, the **Start Date** (the user-entered date) is populated with the **Permitted Start Date**. **Brainstorm open learning section with override duration** The permitted date range for a Brainstorm section uses the first start date (`SSBSECT_LEARNER_REGSTART_FDATE`) for the first date of the range and the last start date (`SSBSECT_LEARNER_REGSTART_TDATE`) for the last date of the range, *`plus the duration`*. Display only.
Start Date	**Standard open learning section**

Fields	Descriptions
	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. 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: Start Date entered + (number of days equivalent of duration unit * number of duration units) No date adjustments are made for exclusion dates (such as 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. **Brainstorm open learning section with override duration** Enter the selected start date for the open learning course. The start and end dates must both be entered. No calculation or auto population occurs.
Duration	**Standard open learning section** This is the duration information that has been defined for the section (`SSBSECT_NUMBER_OF_UNITS` and `SSBSECT_DUNT_CODE`). **Brainstorm open learning section with override duration** This field is `Null` for a Brainstorm open learning course.
End Date	**Standard open learning section** Enter the end date selected by the student, if applicable, that falls

Fields	Descriptions
	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: End Date entered - (number of days equivalent of duration unit * number of duration units) No date adjustments are made for exclusion dates (such as 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. The calculated start date must fall between the start from and to dates of the associated section record. If this date is not valid, and error message is displayed. **Brainstorm open learning section with override duration** Enter the end date for the open learning course. The start and end dates must both be entered. No calculation or auto population occurs.

Messages window

Updated: August 27, 2020

Use this window to review DegreeWorks prerequisite error messages. This window also displays course descriptions when errors do not exist. The window overlays the Course Information section.

This window is accessed using the **Search** button from the **CRN** field in the Course Information section and then selecting the View Detailed Results item in the Option List. You can also use a Duplicate Item function from the **CRN** field. Use the **Search** button under the **Message** label to open an Edit window where you can view complete message text for long error messages. Use the **Close** button to close the window.

Field	Description
DegreeWorks Errors for CRN	Displays CRN and course for which DegreeWorks prerequisite errors exist.
Message	Displays prerequisite error messages. Use the **Search** button to open the Edit window and view the full text.

Student Term window

Updated: March 17, 2022

The Student Term window allows you 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. You can modify the information on the General Student (SGASTDN) page before the student registers for a term.

Tip: On the General Student (SGASTDN) page, you can modify a student's information before the student registers for a term.

Recheck the registration records after making changes 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 Start Over functions you can recheck the registrations 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.

The system verifies/rechecks the registration records after you make the changes 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 Start Over functions you can recheck the registrations 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 section.

Fields	Descriptions
Full or Part Time	Radio group that specifies the prospect's intended load of study. Valid values are `Full Time`, `Part Time`, and `None`.
Block Schedule	Block schedule code associated with the student for the term in the Key block or for the effective term. Valid Block codes can be selected from the Block Schedule Query (SSABLCK) page.
Student Centric Cycle	Student centric cycle code assigned to the student's registration record. List Student Centric Period Term Control Validation (SOASCPT)

Progress Evaluation Processing

Updated: August 27, 2020

The Student Term window displays the progress evaluation (PREV) code, the combined academic standing (CAST) code, and the associated descriptions for the student and 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 limitations on both sets of codes (CAST and ASTD). It is recommended that you associate registration restrictions and 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	The **Progress Evaluation** field is used to enter the progress evaluation code for the student in the key. 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. List Progress Evaluation Code Validation (STVPREV)
Description (untitled)	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	The **Combined Academic Standing** field is used to enter the combined academic standing code for the student in the key. 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. List Combined Academic Standing Code Validation (STVCAST)
Description (untitled)	This is the description of the combined academic standing code.

Fields	Descriptions
Override Term	The **(Combined Academic) Override Term** field is used to enter the term for which the override takes place.

Curriculum window

Updated: August 27, 2020

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 section.

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.

If the **Learner** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, this function also captures the original curriculum start and end date information from the current active record and displays those dates in the Curriculum Start and End date entry window on SFRAEGS. The date entry window allows you to update the start and end dates when changing curriculum or field of study records. The dates are only saved to the non-current active program record. Current active program records are not updated. Additionally, if any of the field of study start and end date fields are null, they will also be updated with the dates from the entry window. Users have the option of using the dates captured when running the Clearing House Extract report (SFRNLSC) and the NSLDS SSCR Process (SFRSSCR) only. The dates are not used by any other processes.

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 (SOILCUR) page from the Options menu to view curriculum information for all modules.

You can search 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.

Update a record

Updated: August 27, 2020

You can insert and delete records in this window.

About this task

You cannot update existing records, as the history of the curriculum and field of study data needs to be preserved. If you want 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.

Additionally, if the Learner check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, and Replace, Duplicate, or Update is selected, the Curriculum Start and End date entry window on SFRAEGS will appear. The start date and end date in the entry window will pre-populate with the values from the original record if they exist. If the values on the original record do not exist, the start date field will be null and the end date field will reflect the current system date. Dates in the fields are editable or can remain null. After you click 'Ok' the dates from the date entry window will populate the non-current active record. You can then update program dates directly on the current active record before saving the new record.

Sort Order for Curriculum Records

Updated: August 27, 2020

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 when 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 page 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

Updated: August 27, 2020

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

Updated: August 27, 2020

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** check box on SHACTRL. When the check box 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.

Study Paths

Updated: August 27, 2020

When study paths are enabled (**Enable Study Paths** is checked on SOACTRL), the label for the **Key Sequence** field changes to **Study Path**. The **Study Path** field displays the key sequence number or study path sequence number for the module record that the curriculum record is associated with.

The Option List from the **Study Path** field has two choices:

- Create New Study Path

  Note: This option allows you to create a new study path for a student.

- Attach to Existing Study Path

  Note: This option allows you to associate an existing study path with the curriculum. This option is only displayed when the learner has existing study path records.

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 **Enter** and **Enter** arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study sections 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). • `Current` displays the most recent row for each given priority (that is, the highest sequence number for each priority). This assumes you are only displaying rows for the given learner module and key sequence number. • `Not Current` displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status code. List Curriculum Activity Status (STVCACT)

Fields	Descriptions
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.
Study Path	Sequence number of the study path associated with the curriculum for the student. When study paths are enabled (**Enable Study Paths** is checked on SOACTRL), the label for the **Key Sequence** field (above) changes to **Study Path**. Count Hits Student Study Paths by Term (SGVSTSP) **Search** Create New Study Path **Search** Attach to Existing Study Path
Term	This is the term code for the module's curriculum record. List Term Code Validation (STVTERM)
End Term	This is the term code for the end term of the field of study. 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.
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

Fields	Descriptions
	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.
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

Fields	Descriptions
	populated if the learner record was generated from SAAQUIK.
Matriculated Term	This is the term code for matriculation for the learner curriculum.
Roll Learner	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. The choices are `Yes`, `No`, or `Default`. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio group on SOACTRL. • Select `Yes` to roll the learner record to academic history (outcome). • Select `No` to not roll the learner record. • Select `Default` to use the curriculum rules defined on SOACURR (**Primary** or **Secondary** checkboxes) and SOACTRL (**Create or Update Outcome Record with Primary Learner Curriculum** radio group or **Create or Update Outcome Record with Secondary Learner Curricula** radio group). All non-learner modules (Recruiting, Admissions, Academic History) will display a value of `No` in this field.
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) curricula. 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.

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Update	N/A	Copies record, perform

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Field of Study window

Updated: August 27, 2020

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 section 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.

Additionally, if the **Learner** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, and you select the Inactivate button to inactivate a major, the Field of Study Start and End Date entry window will appear. If dates currently exist for the field of study record, the dates will prepopulate the fields in the date entry window. If they do not exist, the start date will be null and the end date will reflect the current system date. Dates in the fields are editable or can remain null. The dates are only saved to the non-current active field of study record. Current active field of study records are not updated.

Fields	Descriptions
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 **Enter** and **Enter** arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study sections changes for

Fields	Descriptions
	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). • `Current` 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. • `Not Current` 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 except for the **Current** *field and the* **Rolled (Indicator)**	
Current	This field specifies if the record is the current row for the priority. Valid values are `Y` (Current) or `N` (Not Current). Display only. • `Current` displays the most recent row for each given priority

Fields	Descriptions
	(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. • `Not Current` displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status for the field of study. List Curriculum Activity Status (STVCACT)
Status	This is the curriculum status for the field of study. When the conversion scripts are used to create study paths for curriculum records, the curriculum status is set to `STUDYPATH`. List Curriculum Status (STVCSTS)
Term	This is the term code for the field of study. This value defaults from the Curriculum section.
Type	This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration. List Learner Field of Study Types (GTVLFST)
Priority	This is the priority number that defines the field of study rank.
Rolled (Indicator)	Check box used to indicate that the field of study record has been rolled to a degree record. Display only.
Catalog	This is the catalog term for the field of study. List Term Code Validation (STVTERM)
End Term	This is the term code for the end term of the field of study. (This field is not used at this time.) List Term Code Validation (STVTERM)
Field of Study	This is the major, minor, or concentration code for the field of

Fields	Descriptions
	study. List All Major, Minor, or Concentration Codes Help Attached Majors, Minors, or Concentrations
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 *CONCENTRATION*. 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.
End Date	This is the end date for the field of study.
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.

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Study Path window

Updated: August 27, 2020

This window is used to view and maintain study path information for a student. Use the Study Path section or the Study Path item in the Options Menu to access this window. This window contains the Study Path Status section and the Study Path Student Information section.

Study Path Status section

Updated: August 27, 2020

Use this section to enter academic standing and study path status information for the student. The status information can be used to prevent registration for the study path.

Field	Description
Effective Term	Effective term for the study path.
End Term	Term in which the study path ends.
Study Path Sequence	Key sequence number of the study path.
Study Path Status	Status code for the study path. List Study Path Status Validation (STVSTSP)
Academic Standing	Student's academic standing code. List Academic Standing Code Validation (STVASTD)
Progress Evaluation	Student's progress evaluation code. List Progress Evaluation Code Validation (STVPREV)
Combined Code	Student's combined academic standing and progress evaluation code. List Combined Academic Standing Code Validation (STVCAST)

Study Path Student Information Section

Updated: March 17, 2022

The Study Path Student Information section allows you to enter education information for a student.

Field	Description
Residence	Student's residence code. List Residence Code Validation (STVRESD)
Block	Student's Block schedule code. You can not

Field	Description
	change the value when a registration record exists for the student. List section Code Validation (STVBLCK)
Full Part Time	Radio group used to indicate the student's status as full-time, part-time or none. Valid values are: `Full`, `Part`, `None`. The default is `None`.
Session	Student's session code. List Session Validation (STVSESS)
Basic Skills	Student's basic skills code. List Basic Skills Validation (STVBSKL)
Practical Training	Student's practical training code. List Practical Training Validation (STVPRAC)
Orientation	Student's orientation session code. List Orientation Session Validation (STVORSN)
Career Planning	Student's career planning code. List Career Planning Validation (STVCAPL)
Education Level	Student's education level code. List Education Level Validation (STVEDLV)
Expected Education	Student's expected education code.

Field	Description
	List Employment Expectation Validation (STVEMEX)
Transfer Credit	Student's transfer credit indicator code. List Transfer Center Code Validation (STVTRCN)
Vocational Training	Student's vocational education status training code. List Vocational Education Status Code Validation (STVVOED)
Education Goal	Student's education goal code. List Education Goal Validation (STVEGOL)
Apprentice	Student's apprenticeship code. List Apprenticeship Code Validation (STVAPRN)
Employee and Training	Student's gain status code. List Gain Status Code Validation (STVGAIN)
Income	Student's income range code. List Income Range Validation (STVINCM)

Time Status window

Updated: August 27, 2020

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 section or performing a Duplicate Item function while you are in the Key block.

Registration Fee Assessment Refund by Total Rules (SFARFND) page

Updated: August 27, 2020

The Registration Fee Assessment Refund by Total Rules (SFARFND) page displays the rules used by an institution for refunding registration-related charges when using refund by total processing.

You do not have to specify a clearing detail code for the penalties as a result of the refund calculation when using refund by total. If no detail code is entered, the penalty charges will revert back to the original detail code for the charge.

The **Refund by Total** indicator on the Term Control (SOATERM) page *must* be checked in order for the rules specified by this page to be used.

The **Period** field on SFARFND uses values from the **Source** field on the Charge/Payment Source Code Validation (TTVSRCE) page for the refund period numbers. The values on TTVSRCE may be alpha or numeric, but must include 0 - 9 when using refund by total processing in fee assessment.

This page is composed of the following sections:

- Key block
- Registration Refund Control

Key block

Updated: August 27, 2020

Use the Key block to enter the term code for the registration fee assessment refund by total rule.

Fields	Descriptions
Term	Term code and description for the registration fee assessment refund by total rule.

Registration Refund Control

Updated: August 27, 2020

Use this section of the page to view and maintain registration fee assessment rules for refund by total processing.

Fields	Descriptions
Period	Refund period number. This field uses values from the **Source** field on TTVSRCE. The values on TTVSRCE may be alpha or numeric, but must include 0 - 9 when using refund by total processing.
Refund Period Begin Date	Begin date of fee assessment refund period.
Refund Period End Date	End date of fee assessment refund period.
Clearing Account Details Codes TUI	Detail codes used for the clearing account where the *TUI* category penalties will be posted. This field is optional.
Clearing Account Details Codes TUI Percentage	Refund percent for fee assessment detail codes with a category of *TUI*.
Clearing Account Details Codes FEE	Detail codes used for the clearing account where the *FEE* category penalties will be posted. This field is optional.
Clearing Account Details Codes FEE	Refund percent for fee assessment detail

Fields	Descriptions
Percentage	codes with a category of *FEE*.

Registration Fee Assessment Rules (SFARGFE) page

Updated: August 27, 2020

The Registration Fee Assessment Rules (SFARGFE) page provides the rules used in the Fee Assessment algorithm.

These rules provide you with the ability to apply rules by term, residency, college, major, etc. Before entering the data on this page the proper validation forms must be created. The data on this page is necessary to process fee assessment. To review the rules as they apply to a student without updating the database, you may use the Student Course/ Fee Assessment Query (SFAREGF) page.

Fee assessment rules are displayed in a number of ways, depending on the values entered in the Key block. Use the settings in the **Rule Type** and **Entry Type** fields to see the rules that exist. Rule types are: *ATTR* (course attribute), *CAMPUS* (course campus), *LEVEL* (course level), *STUDENT* (student characteristics), *STUDYPATH* (study path), or *STUDYPATH_ATTR* (study path with course attribute). Entry types are *PREBILL* or *REGULAR*.

Charges for course liable hours can be assessed by study path or study path with attribute for a course and student. The study path sequence number, charge, and detail code can be posted to the student's account for billing.

You can go to the next section to see the rules displayed for each of the rule type and entry type combination. You can also use the Options Menu choices to see the same types of information.

The following exceptions exist for rules on SFARGFE:

- As in traditional assessment, these rules will not be considered in the situation where the **Tuition and Fee Waiver** flag on SSASECT and the **Override (Indicator)** on SFARGFE are checked.
- If rules are defined in SFARGFE with part-of-term information, they will not be applicable to open learning courses, as these sections will not have a part-of-term attributed to them.

- If rules are defined with registration from/to dates, they will not be applicable to open learning courses due to the fact that these dates are static, and each open learning section may be defined with different registration periods.

Main window

Updated: August 27, 2020

The main window contains the Key block, the Registration Charges and Fees section, the Student Curriculum Rules section, the Registration Criteria section, and the Student/Course Rules section. Navigation tabs are used to access the Student Curriculum Rules section, the Registration Criteria section, and the Student/Course Rules section.

Key block

Updated: August 27, 2020

This section is used to enter the term, rule type, and billing entry type. You can also use buttons to copy rules to a new term and then execute the copy process.

- Use the **Copy Rules to New Term** maintenance button to copy existing rules for a set of data elements to a new term. This button opens a window where you can enter the term you want to copy the rules to and create a subset of copyable rules using the fields in the Registration Charges and Fees section.
- Use the **Process Copy Indicator Setting** button to execute the copy of rules to a new term when the **Set Copy Indicator** for the rule is checked.

The following fields are in the Key block.

Fields	Descriptions
Term	The registration term code for the term for the fee assessment rules. List Term Code Validation (STVTERM)
Rule Type	Assessment rule type to group hours by as defined by course attribute, course campus, course level, student characteristics, study path, or study path with attribute. Valid values from the pulldown list are `ATTR`,

Fields	Descriptions
	CAMPUS, *LEVEL*, *STUDENT*, *STUDYPATH*, or S*TUDYPATH_ATTR*.
Entry Type	Assessment rule entry type to determine if the rule is used for pre-billing assessment or regular assessment. Value values from the pulldown list are *REGULAR* or *PREBILL*. You can compare pre-bill rules and regular rules on SFARGFE by switching between these two values in the Key. You can also copy rules from pre-bill to regular and regular to pre-bill using Duplicate Record and selecting *P* or *R* in the **Type** radio group in the Registration Charges and Fees section.
Set Copy Indicator	Check this box to create a default setting to populate the **Set Copy Indicator** for each rule on the page when using the **Process Copy Ind Setting** button. Checked sets the **Set Copy Indicator** for all rules to Yes to be copied. Unchecked sets the **Set Copy Indicator** for all rules to No to not be copied.

Mouse	Keyboard	Result
Copy Rules to New Term	N/A	Copy existing rules to new term
Process Copy Indicator Setting	N/A	Execute copy process when Set Copy Indicator is checked for the rule

Registration Charges and Fees section

Updated: August 27, 2020

The following fields are in this section.

Fields	Descriptions
Type	The assessment type. Set this radio group to `P` (pre-billing assessment rules) or `R` (regular assessment rules).
Copy	The copy indicator. Check box that indicates if the rule can be copied when using the **Process Copy Ind Setting** button. Valid values are checked to copy the rule or unchecked to not copy the rule.
Sequence Number	The one-up number assigned to a rule within the term code and rule type when the rule is created. The Registration Fee Assessment Audit History (SFAFAUD) page displays by sequence number which rule was used to process that assessment and assign the charge to the student.
Detail Code	The detail code the charge for this rule will be posted to. Only active detail codes may be recorded. List Detail Code (TSADETC)
Category Code	This is the category code for the detail code. This field is populated when a value is entered in the **Detail Code** field. It is display only, but it may be queried.
Per Credit Charge	The amount to charge per liable billing hour when calculating charges for this rule.
Minimum Charge	The minimum charge that can be posted when this rule is applied. Values can have places up to format 9999999999.99.
Maximum Charge	The maximum charge that can be posted

Fields	Descriptions
	when this rule is applied. Values can have places up to format 9999999999.99.
Override	Check box that indicates whether to override (ignore) this rule if the course was defined with the **Tuition and Fee Waiver** flag set to *Y* in SSASECT (before registering the student), which creates an entry in the SFRSTCR table where the waiver hours are equal to 0 in registration for the CRN.
Course Campus	Course campus code for processing registration records grouped by course campus for this rule. This field is display only when using any other rule type setting other than Charges by Course Campus Rules. List Campus Code Validation (STVCAMP)
Course Level	Course level code for processing registration records grouped by course level for this rule. This field is display only when using any other rule type setting other than Charges by Course Level Rules. List Level Code Validation (STVLEVL)
Course Attribute	Course attribute code for processing registration records grouped by course attribute for this rule. This field is display only when using any other rule type setting other than Charges by Course Attribute Rules. List Degree Program Attribute Validation (STVATTR)
User ID	The ID of the user who created or updated the rule. This field is display only.

Fields	Descriptions
Activity Date	The date the rule was last updated. This field is display only.

Student Curriculum section

Updated: June 16, 2022

Use the Student Curriculum section to maintain student curriculum data for registration fee assessment processing.

Fields	Descriptions
Level	Student's level code for the rule. List Level Code Validation (STVLEVL)
Campus	Student's campus code for the rule. List Campus Validation (STVCAMP)
College	Student's college code for the rule. List College Validation (STVCOLL)
Degree	Student's degree code for the rule. List Degree Code Validation (STVDEGC)
Program	Student's program code for the rule. List Program Codes (SMARPLE)
Admission Term	Student's term of admission for the rule. List Term Code Validation (STVTERM)
Curricula	Curriculum for the fee assessment rule. Valid values are Primary, Secondary, and

Fields	Descriptions
	Any.
Field of Study Type	Learner field of study type for the rule. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code (major) for the rule. List Major Code Validation (STVMAJR)
Department	Student's department code for the rule. List Department Validation (STVDEPT)
Field of Study	Field of study for the curriculum record for the rule. Valid values are Primary, Secondary, and Any.
Curricula Student Type	Student type code on the curriculum record for the rule. List Student Type Code Validation (STVSTYP)
Curricula Rate	Fee assessment rate code on the curriculum record for the rule. List Student Fee Assessment Rate Validation (STVRATE)

Study Path section

Updated: June 16, 2022

Use the Study Path section to maintain study path data for registration fee assessment processing.

Fields	Descriptions
Level	Student's level code for the rule. List Level Code Validation (STVLEVL)
Campus	Student's campus code for the rule. List Campus Validation (STVCAMP)
College	Student's college code for the rule. List College Validation (STVCOLL)
Degree	Student's degree code for the rule. List Degree Code Validation (STVDEGC)
Program	Student's program code for the rule. List Program Codes (SMARPLE)
Admission Term	Student's term of admission for the rule. List Term Code Validation (STVTERM)
Curricula	Curriculum for the fee assessment rule. Valid values are Primary, Secondary, and Any. Not displayed when STUDYPATH or STUDYPATH_ATTR rule type is used.
Field of Study Type	Learner field of study type for the rule. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code (major) for the rule.

Fields	Descriptions
	List Major Code Validation (STVMAJR)
Department	Student's department code for the rule. List Department Validation (STVDEPT)
Field of Study	Field of study for the curriculum record for the rule. Valid values are Primary, Secondary, Any.
Curricula Student Type	Student type code on the curriculum record for the rule. List Student Type Code Validation (STVSTYP)
Curricula Rate	Fee assessment rate code on the curriculum record for the rule. List Student Fee Assessment Rate Validation (STVRATE)
Residence	Residence code for the rule. List Residence Code Validation (STVRESD)
Session	Session code for the rule. List Session Validation (STVSESS)

Registration Criteria section

Updated: August 27, 2020

This section is used to maintain student registration information for registration fee assessment processing. The information displayed here is dependent on the rule selected in the Registration Charges and Fees section. Use the Registration Criteria section to access this section.

Fields	Descriptions
Liable Billing Hours From	Lowest number of liable billing hours in the range for the course grouping that can be used to determine if a student qualifies for this rule.
(Liable Billing Hours) To	Highest number of liable billing hours in the range for the course grouping that can be used to determine if a student qualifies for this rule.
Total Student Liable Hours From	Lowest number of student overall liable billing hours to be used to qualify for this rule. This is used only when assessing by course campus, course level, and course attribute, when the rule has a total institutionally defined number of part-time hours or full-time hours qualification for the charge.
(Total Student Liable Hours) To	Highest number of student overall liable billing hours to be used to qualify for this rule. This is used only when assessing by course campus, course level, and course attribute, when the rule has a total institutionally defined number of part-time hours or full-time hours qualification for the charge.
Flat Charge Hours Range From	Lowest number of liable billing hours in the range for the course grouping that can be used to determine if a student qualifies for a flat charge. When the liable billing hours falls below the from flat hours, the student's rule qualification may change, and refunding and reversals are affected.
(Flat Charge Hours Range) To	Highest number of liable billing hours in the range for the course grouping that can be used to determine if a student qualifies for a flat charge.
Flat Charge Amount	The flat amount to be charged for students whose liable billing hours for the course

Fields	Descriptions
	grouping fall within the defined flat hour range for the rule.
Course Overload Start Hours	The starting hours for overload or flat plus per credit charging. This is used for assessing additional per credit charges when the student's liable billing hours exceed the defined range for flat charges. The per credit charge on the rule will be applied to the difference between student's hours (for the grouping) and this number of hours.
Registration Dates From	The earliest date in a range for assessing charges based upon a when a student first registers. The rule is based on the student's first registration entry. Valid date format is DD-MMM-YYYY.
(Registration Dates) To	The latest date in a range for assessing charges based upon a when a student first registers. The rule is based on the student's last registration entry. Valid date format is DD-MMM-YYYY.

Student/Course Rules section

Updated: August 27, 2020

This section is used to maintain student information data for registration fee assessment processing. Use the Student/Course section to access this section.

Fields	Descriptions
Student Attribute	Student's attribute code for the rule. List Student Attribute Validation (STVATTS)
Student Type	Student's type code for the rule. List Student Type Code Validation (STVSTYP)

Fields	Descriptions
Student Rate	Student's rate code for the rule. List Student Fee Assessment Rate Validation (STVRATE)
Residency	Student's residency code for the rule. List Residence Code Validation (STVRESD)
Visa	Student's visa type code for the rule. The visa type is required for processing visa type rules. The matching visa type and visa number must also exist on GOAINTL. List Visa Type Code (STVVTYP)
Class	Student's class code for the rule. List Class Code Validation (STVCLAS)
POT (Part of Term)	Part-of-term code for the student's registration record. Use *C* for combined part-of-term rules. Part-of-term can work in conjunction with assess by course processing. Part-of-term rules cannot be used in conjunction with open learning courses. List Part of Term Code Validation (STVPTRM)
Cohort	Student's cohort code for the rule. List Cohort Code Validation (STVCHRT)
Assess by Course	Check box that allows rule qualification and assessment for individual courses within a course grouping. Assess by course processing determines that a particular data element of a course, such as part-of term, grade mode, instructional method, or schedule type should be identified for a CRN being processed by grouping the hours on the student's record and assessing a charge.

Fields	Descriptions
	For example, if an institution were to assess an additional charge for all courses taken with a part-of-term code of DAY, fee assessment would pass the billing hours for each course with the part-of-term code of DAY (in the student's registration record where the registration code allows count in assessment), into the process, and then assess the additional charge only on those hours.
Grade Mode	Grade mode attached to the CRN for the student. This can only be used when **Assess by Course** is checked for the rule. List Grading Mode Code Validation (STVGMOD)
Instructional Method	Instructional method assigned to a CRN for the student. This can only be used when **Assess by Course** is checked for the rule. This field can be used to define rules for which students registered in the term will receive the fee calculation in that rule. An example would be if an institution had the requirement to assess technology fees to only those sections that had an instructional method of WEB. List Instructional Method Validation (GTVINSM)
Schedule Type	Schedule type assigned to a CRN for the student. This can only be used when **Assess by Course** is checked for the rule. This field can be used to define rules for which students registered in the term will receive the fee calculation in that rule. An example would be if an institution had the requirement to assess technology fees to only those sections that had a schedule type of WEB. List Schedule Type Validation (STVSCHD)

Copy Fee Assessment Rules To a New Term window

Updated: August 27, 2020

Use this window to edit the rule information copied from another term to reflect the new schedule of fees.

The following buttons are used with this window:

- Select the **Copy Rules to New Term** button in the Key block to open this window.
- Select the **Process Rule Copy** button to save the changes you make in this window.
- Select the **Return** button to go back to the main window.

The following fields are in this window.

Fields	Descriptions
From Term	The term code for the term to copy the rules from. List Term Code Validation (STVTERM)
To Term	The term code for the term to copy the rules to. List Term Code Validation (STVTERM)
College	College code for the college to copy the rules from. List College Validation (STVCOLL)
Level	Level code for the student level to copy the rules from. List Level Code Validation (STVLEVL)
Student Attribute	Student attribute code for the student attribute to copy the rules from.

Fields	Descriptions
	List Student Attribute Validation (STVATTS)
Campus	Campus code for the student campus to copy the rules from. List Campus Validation (STVCAMP)
Department	Department code for the student department to copy the rules from. List Department Validation (STVDEPT)
Instructional Method	Instructional method code for the student course registration to copy the rules from. List Instructional Method Validation (GTVINSM)
Course Attribute	Course attribute code for the course attribute to copy the rules from. List Degree Program Attribute Validation (STVATTR)
Curricula Rate	Fee assessment rate code on the curriculum record to copy the rules from. List Student Fee Assessment Rate Validation (STVRATE)
Grade Mode	Grade mode code for the grade mode to copy the rules from. List Grading Mode Code Validation (STVGMOD)
Class	Class code for the class to copy the rules from.

Fields	Descriptions
	List Class Code Validation (STVCLAS)
Residency	Residence code for the residency to copy the rules from. List Residence Code Validation (STVRESD)
Student Type	Student type code for the student type to copy the rules from. List Student Type Code Validation (STVSTYP)
Program	Program code for the program to copy the rules from. List Program Codes (SMARPLE)
Schedule	Schedule type code for the student course registration to copy the rules from. List Schedule Type Code Validation (STVSCHD)
Course Level	Course level code for the course level to copy the rules from. List Level Code Validation (STVLEVL)
Field of Study Type	Learner field of study type to copy the rules from. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code (major) to copy the rules from.

Fields	Descriptions
	List Major Code Validation (STVMAJR)
Rate	Rate code for the rate to copy the rules from. List Student Fee Assessment Rate Validation (STVRATE)
Admission Term	Term code used to copy the rules from the term when the student was admitted. List Term Code Validation (STVTERM)
Part of Term	Part-of-term code for the part-of-term to copy the rules from. List Part of Term Code Validation (STVPTRM)
Degree	Degree code for the degree to copy the rules from. List Degree Code Validation (STVDEGC)
Course Campus	Course campus code for the course campus to copy the rules from. List Campus Code Validation (STVCAMP)
Curricula Student Type	Student type code on the curriculum record to copy the rules from. List Student Type Code Validation (STVSTYP)
Curricula	Curriculum to copy the rules from.

Fields	Descriptions
	Valid values are `Primary`, `Secondary`, `Any`.

Mouse	Keyboard	Result
Copy Rules to New Term	N/A	Opens Copy window
Process Rule Copy	N/A	Saves changes made in window
Return	N/A	Returns user to main window

Student Registration Group (SFARGRP) page

Updated: August 27, 2020

Use the Student Registration Group (SFARGRP) page to assign a registration group to individual students on a term-by-term basis.

A registration group that has been defined, but not associated with a priority cannot be assigned to a student on this page. Only one registration group can be assigned to a student for a specific term. Registration group assignments cannot be made when the student status for the selected term does not allow registration. (For example, when the **Allow Registration** flag on the Student Status Code Validation (STVSTST) page is unchecked or `N`.) You cannot create group assignments for a term for which the student record has an inactive status.

This page is composed of the following sections:

- Key block
- Group Assignment
- Group Registration Dates and Times

Key block

Updated: August 27, 2020

Use the Key block to enter the ID of the student and the term for which the registration group assignment is to be made.

Fields	Descriptions
ID	ID of the student for the registration group assignment.
Term	Term code and description of the term for which the student is to be assigned to the registration group.

Group Assignment

Updated: August 27, 2020

Use this section of the page to assign a registration group to a student for a term.

Fields	Descriptions
Group	Group code and description of the registration group from SFARCTL.

Group Registration Dates and Times

Updated: August 27, 2020

Use this section of the page to view details for the group code. The records are child records of the data in the Group Assignment section of the page.

Fields	Descriptions
Priority	Registration group priority number for the registration group assignment.
Begin Dates	Begin date of the registration period for the group code.
End Dates	End date of the registration period for the group code.
Begin Time	Begin time of the registration period for the

Fields	Descriptions
	group code.
End Time	End time of the registration period for the group code.

Third Party Registration Time Controls (SFARGTC) page

Updated: August 27, 2020

The Third Party Registration Time Controls (SFARGTC) page enables you to define time periods in which students can access registration add/drop activities based upon their personal and student characteristics. Third party registration controls can determine access to registration add/drop activity using Voice Response telephone and Banner Student Self-Service registration features.

When a student attempts to perform add/drop activities, the student's permission to access these functions is calculated based upon the time control rules and student or personal characteristics in effect at that time. Therefore, time controls are a dynamic function, and changes in either the rules, the student, or personal characteristics take effect immediately.

Define appropriate time controls for each term for which add/drop activity is to be controlled. If there are no time control records for a term for which time controls are in effect, access to add/drop activities will be denied to all users. You can restrict access by date range or time (hour/minute) range within specified date ranges.

Multiple time controls can be defined for a term with different criteria and date ranges. When a student attempts to perform add/drop activities, the system checks the restriction criteria of the lowest sequence record for the term which is valid for the current time and date against the student's student or personal characteristics. If the student's characteristics do not match the access criteria specified, access to add/drop activity is denied.

Some values, such as student level, allow multiple entries. The AND operator is applied when multiple different types of characteristics, such as level and major, are specified. The OR operator is applied when multiple values are specified for one type of characteristic, such as freshman and sophomore student classifications.

The user ID and date information for the person who last updated the time control record is displayed in a message at the bottom of the page. The message contains `Last Updated By: User ID on DD-MON-YYYY`.

This page is composed of the following sections:

- Registration Time Control
- Time Control Group

Time control criteria

Updated: August 27, 2020

Time control criteria are applied in specific ways. The following topics describe how each type of criteria will be applied when determining access to add/drop functions.

Date and time begin/end

Updated: August 27, 2020

Time control records are evaluated in order by priority number for the selected term.

Because the criteria in the first record that matches by date and time will be applied, time control records must be constructed from the most specific to the least specific. Blank date and hours fields are considered to be wild cards. For example, if the record for Priority Number 1 for term 200010 has no start and end dates, and the record for Priority Number 2 has the date range March 1, 1999 through September 15, 1999, a student attempting add/drop activity on September 1, 1999, would be controlled by Record Number 1. Record number 2 would not be used even though it contains more specific criteria.

PIN number start/end

Updated: August 27, 2020

The **Starting PIN** and **Ending PIN** fields can be used to generate (alternate) PIN numbers for students by term and control registration using the PIN alone.

When values are entered in the **Starting PIN** or **Ending PIN** fields, all of the other restriction fields will be ignored. If the **Starting PIN** and **Ending PIN** fields are *`Null`*, all of the other fields that are *`Not Null`* will be used to control student access. If no alternate PIN numbers are used, the system will still perform validation using the student's primary PIN number.

Last name start/end

Updated: August 27, 2020

You may specify a range of last names as a registration control.

For example, you may specify that only students whose last names begin with a letter in the range A - G may register on day one of registration, and that students with last names beginning with a letter in the range H - Z must wait until day two. If either the **Starting Last Name** field or the **Ending Last Name** field is `Null`, the system will use the start or end of the alphabet or ASCII search sequence.

Earned hours begin/end

Updated: August 27, 2020

You may specify a range of earned hours as a registration control.

For example, you may designate that only students who have earned hours between 100.00 and 127.95 may register in a specific time period. If **Earned Hours Begin** is `Null` and **Earned Hours End** is `Not Null`, the student's hours must be less than the end hours. If **Earned Hours Begin** is `Not Null` and **Earned Hours End** is `Null`, the student's earned hours must be greater than the begin hours. If both **Earned Hours Begin** and **Earned Hours End** are `Not Null`, the student's earned hours must be between the begin and end hours.

Groups and include/exclude controls

Updated: August 27, 2020

Up to five values can be specified for each of the following types of data.

- student types
- student levels
- colleges
- degrees
- departments
- campuses
- classes

- majors

The colleges, degrees, departments, campuses, classes, and majors can be included or excluded, so that you can exclude a few codes, instead of having to include a large group when it is not needed.

Registration Time Control

Updated: August 27, 2020

Use this section of the page to define registration time controls for priority, term, beginning and ending dates and times, starting and ending PIN and last name, and beginning and ending earned hours. The priority number and term are required.

Fields	Descriptions
Priority	Unique priority or sequence number for a registration time control record. If a priority is not entered, the system generates a default number when the changes are saved. Time control records will be applied in order by priority number within a term, and the criteria in the first record which matches by date and time will control a student's access.
Term	Term for which registration time controls are defined.
Begin Date	Registration begin date used to specify the starting date of the valid date range for the registration time control rule. Must be entered in a valid date format.
Begin Time	Registration begin time used to specify the starting time of the valid time range for the registration time control rule.

Fields	Descriptions
	The begin time will be applied in conjunction with the **Begin Date** value. Must be entered in a military time format (HHMM) and be less than 2400.
End Date	Registration end date used to specify the ending date of the valid date range for the registration time control rule. If entered, must be greater than the **Begin Date** value. Must be entered in a valid date format.
End Time	Registration end time used to specify the ending time of the valid time range for the registration time control rule. The end time will be applied in conjunction with the **End Date** value. If begin and end registration dates are the same, then the end registration time must be greater than the begin registration time. Must be entered in a military time format (HHMM) and be less than 2400.
Starting PIN	Lowest value in the valid PIN range for the registration time control rule. If entered, must be six numeric digits.
Ending PIN	Highest value in the valid PIN range for the registration time control rule. If entered, must be six numeric digits and be greater than the **Starting PIN** value.
Starting Last Name	Lowest value in the valid last name range

Fields	Descriptions
	for the registration time control rule.
Ending Last Name	Highest value in the valid last name range for the registration time control rule.
Earned Hours Begin	Lowest value in the valid earned hours range for the registration time control rule. If entered, must be a numeric value in the format 999.99.
Earned Hours End	Highest value in the valid earned hours range for the registration time control rule. If entered, must be a numeric value in the format 999.99 and must be greater than the **Earned Hours Begin** value.

Time Control Group

Updated: August 27, 2020

Use this section of the page to set registration time controls for the selected record in the Registration Time Control section. Controls can be defined for student type, level, college, degree, department, campus, class, and major.

Fields	Descriptions
Student Type	Student type or types which are permitted to register under the time control rule. The student's primary curriculum student type must match one of the specified values. Up to five student types can be entered, labelled **Value 1** through **Value 5**. The student type code and description are displayed.
Student Level	Student level or levels which are permitted to register under the time control rule.

Fields	Descriptions
	The student's primary curriculum student level must match one of the specified values. Up to five student levels can be entered, labelled **Value 1** through **Value 5**. The student level code and description are displayed.
College	Radio group used to specify whether entered college values should be applied as inclusive or exclusive restrictions. When set to `Include`, a student's primary curriculum college must match one of the specified values. When set to `Exclude`, a student's primary curriculum college may not match any of the specified values. Up to five college codes can be entered, labelled **Value 1** through **Value 5**. The college code and description are displayed.
Degree	Radio group used to specify whether entered degree values should be applied as inclusive or exclusive restrictions. When set to `Include`, a student's primary curriculum degree must match one of the specified values. When set to `Exclude`, a student's primary curriculum degree may not match any of the specified values. Up to five degree codes can be entered, labelled **Value 1** through **Value 5**. The degree code and description are displayed.
Department	Radio group used to specify whether entered department values should be applied as inclusive or exclusive restrictions. When set to `Include`, the first department of the student's primary curriculum must match one of the specified values. When set to `Exclude`, the first department of the student's primary curriculum may not match any of the specified values. Up to five department codes can be entered, labelled **Value 1**

Fields	Descriptions
	through **Value 5**. The department code and description are displayed.
Campus	Radio group used to specify whether entered campus values should be applied as inclusive or exclusive restrictions. When set to *`Include`*, the campus of the student's primary curriculum must match one of the specified values. When set to *`Exclude`*, the campus of the student's primary curriculum may not match any of the specified values. Up to five campus codes can be entered, labelled **Value 1** through **Value 5**. The campus code and description are displayed.
Class	Radio group used to specify whether entered student classification values should be applied as inclusive or exclusive restrictions. When set to *`Include`*, the student's classification must match one of the specified values. When set to *`Exclude`*, the student's classification may not match any of the specified values. Up to five student classification codes can be entered, labelled **Value 1** through **Value 5**. The class code and description are displayed.
Major	Radio group used to specify whether entered major values should be applied as inclusive or exclusive restrictions. When set to *`Include`*, the first major of the student's primary curriculum must match one of the specified values. When set to *`Exclude`*, the first major of the student's primary curriculum may not match any of the specified values. Up to five major codes can be entered, labelled **Value 1** through **Value 5**. The major code and description are displayed.

Student Registration History and Extension (SFARHST) page

Updated: August 27, 2020

This page is used to view registration (SFRSTCR) records for a student without regard for the term in which the registration took place.

This information is useful for students who are registered in a combination of traditional and open learning courses. You can also create an extension for an open learning course, allowing the student to continue past the expected completion date.

You can navigate to other registration-related forms using the Options Menu items to add or drop a course, view class roster information (grades), view attendance roster information (CEU courses), and view class section information. The term and CRN are remembered and populated for you.

Main window

Updated: August 27, 2020

The Main window contains the Key block and the Registration History section.

Key block

Updated: August 27, 2020

Use the Key block to enter the ID of the student for whom you want to view registration records and extension information.

Fields	Descriptions
ID	Enter the ID of the desired student. List Person Search (SOAIDEN) page Count Hits SSN/SIN/TFN Alternate ID Search (GUIALTI) page

Registration History section

Updated: August 27, 2020

Use this section to search on term, CRN, subject, course, level, and course status. Use Enter Query mode to enter search criteria. The records are sorted by CRN within term. Information is retrieved from the registration and extension records.

Fields	Descriptions
Term	This is the term from the registration record. In Enter Query mode, use List to view valid values on the Term Code Validation (STVTERM) page.
Part of Term	This is the part-of-term from the registration record (applicable for traditional courses only). In Enter Query mode, use List to view valid values on the Part of Term Code Validation (STVPTRM) page.
CRN	This is the course reference number from the registration record. In Enter Query mode, use List to view valid values on the Schedule Section Query (SSASECQ) page.
Subject	This is the subject from the registration record. In Enter Query mode, use List to view valid values on the Subject Code Validation (STVSUBJ) page.
Course	This is the course number from the registration record.

Fields	Descriptions
Level	This is the course level from the registration record. In Enter Query mode, use List to view valid values on the Level Code Validation (STVLEVL) page.
Course Status	This is the course status from the registration record. In Enter Query mode, use List to view valid values on the Course Registration Status Code Validation (STVRSTS) page.
Start Date	This is the registration start date from the original registration record.
Completion Date	This is the expected completion date from the latest active extension record.
Number of Extensions	This is the number of extensions the student has been granted to date for the course.
Midterm Grade	This is the mid-term grade from the registration record.
Final Grade	This is the final grade from the registration record.
Grade Detail	This box is checked when component records exist for the student and section on SHRMRKS.
Grade Rolled	This box is checked when the grade date exists on the registration record, indicating that the section has been rolled to academic history.
Study Path	Key sequence number of the study path. Display only. This field is not displayed when study paths are not enabled.

Student Registration Extension Information window

Updated: August 27, 2020

Use this window to extend the current expected completion date of the registration for the course.

Registration restrictions do not apply to extensions, because the student has already completed the registration process and is simply adding more time to the course. You can only grant extensions for open learning registration records.

A record is created in the Additional Registration Information Table (SFRAREG) each time a new registration record is processed. A new SFRAREG record is also created with each extension that is processed. The registration status code of the registration record (SFRSTCR) will also be updated to reflect that the student has purchased additional time in the course. When extensions are dropped or withdrawn from, the appropriate status code is entered and overwrites the current code.

To process an extension, insert a new record in the Registration Extension section. The extension rule information defined for the section in SSARULE will be interpreted and used to populate the fields in this record.

Note: If the **Override (Indicator)** is unchecked on SSARULE, no changes will be permitted to the defaulted information.

When the extension record is created, the instructor records associated with the section (SIRASGN) are checked, and the instructor's PIDM for the primary instructor is entered in the **Instructor** field.

Extension Processing Restrictions

Updated: August 27, 2020

Extensions are not permitted under the following circumstances.

- the student would exceed the maximum number of extensions defined for this section.
- the student's current completion date has passed.
- the registration record has a final grade, regardless of whether that grade has been rolled to academic history.

- the extension requires special approval, and that approval has not been granted.
- the course has been dropped or withdrawn from (the registration status code used has been defined with the `STVRSTS_WITHDRAW_IND` set to *Y* or the `STVRSTS_INCL_SECT_ENRL` set to *Y*).

Extension Refunding Processing

Updated: August 27, 2020

Extension withdrawals or drops are not permitted under the following circumstances.

- the registration status code has not been defined in SSARULE.
- the registration status code used has not been defined in STVRSTS with the **Extension Indicator** *and* the **Withdrawal Indicator** checked.
- the extension is current or completed (that is, the process date falls between the start or end date of the extension record).
- the registration record has a final grade, regardless of whether that grade has been rolled to academic history.

Fee Processing

Updated: August 27, 2020

If online fee assessment is turned on in SOATERM, the fee assessment processing will perform the necessary calculations to determine the student's indebtedness to your institution.

If online fee assessment has not been turned on, you will need to run the Batch Fee Assessment Process (SFRFASC) to update the student's account.

Registration Extensions section

Updated: August 27, 2020

The following fields are populated and are informational only.

Fields	Descriptions
ID	This is the ID of the student from the Key block.

Fields	Descriptions
Registration Holds	This box is checked when the student has holds that affect registration.
Hold Override Password	Used to enter the hold password from SOATERM, when holds exist for the student, and **Holds** error checking is set to `Fatal`. The password must be entered to process extensions. List Holds Query-Only (SOQHOLD) page
Term	This is the term from the Registration History section.
CRN	This is the CRN from the Registration History section.
Subject	This is the subject from the Registration History section.
Course	This is the course number from the Registration History section.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	This is the section from the registration record.
Title	This is the section title.
Maximum Extensions	This is the maximum number of extensions defined in SSASECT that may be used for the section.
Approval Code	This is the special approval code for the section used for granting an extension.
Override Duration	Check box used to indicate whether the duration information for the CRN can be overridden during registration. Display only.

Fields	Descriptions
	The registration start date for the CRN is the anticipated start date entered by the student. When the **Override Duration** indicator is checked for the section on SSASECT, the indicator is checked for the section on SFARHST.

The following fields are used to process the extension.

Fields	Descriptions
Sequence	This is the number of SFRAREG records processed (not to be confused with the number of extensions that are applicable). The original registration record will be represented with a sequence number of 0.
Course Status	This is the extension status code that was defined in the Section Extension Processing Rules section of SSARULE, except in the case of the original registration (0) record. When a new extension is created, this field will be populated with the registration status code defined for the extension rule on SSARULE. If multiple extension codes are available, you will be required to enter the applicable code. When an existing extension is updated, only an extension withdrawal/drop registration status code will be permitted. List Registration Status Codes (STVRSTS)
Course Status Date	This is the registration date that is assigned to the registration status code for the

Fields	Descriptions
	extension and used to determine refunds. The field will store the date in the SFRAREG table when a course registration status code (STVRSTS) is created or updated for an extension record. This allows an extension record to have its own registration status date that is separate from the course registration status date.
Extension Start Date	This is the date on which the extension should start. When a new record is created, this date is populated with a date equal to the expected completion date of the last active extension record plus one day. This date is not overridable.
Extension Granted Number	This is the amount of time the extension is being granted for. The value populated in this field is a derived number reflecting the extension percentage (as per the extension rule on SSARULE) and the duration defined for the section (as defined in SSASECT). If an override is permitted, you can change the calculated value. Enter a number between 1 and 999.
Extension Granted Units	This field is populated with the duration units defined in SSARULE for the extension rule. List Duration Code Validation (GTVDUNT)
Course Completion	This is the new expected completion date for the course and is calculated as follows: new start date + (number of days equivalent of duration unit * number of

Fields	Descriptions
	duration units granted for this extension).
Approval Override	This check box is used to signify that special approval has been granted. When this box is checked, the special approval is given, and the extension will be processed. If a special approval has been entered for the section record, the extension processing will display an error message based on the settings of the registration error checking flags on SOATERM.
Detail	This is the extension fee detail code specified in the extension rule defined on SSARULE. If an override is permitted, you can use List to view valid values from TSADETC for active detail codes with a category of `FEE`. List Detail Codes (TSADETC)
Amount	This field is populated with the dollar amount that the student will be charged for the extension. This value is calculated based on the amount and fee type defined for the extension rule on SSARULE. If the extension rule permits an override, this value may be changed and should represent the charge to appear on the student's account. The fee assessment process views this amount as a flat fee due to the fact that all calculations to derive the amount have been completed. If the fee is to be waived, this amount will be set to zero if the **Waived**

Fields	Descriptions
	check box is checked.
Waived	Use this check box to waive extension fees. When this box is checked, the amount calculated will be overwritten with zeroes. As zero fee transactions are not posted on the student's accounts receivable account, the transaction intent is captured in the extension history for user troubleshooting and reference.
Assessment Date	This is the date that the fee assessment or refund was processed. This field is populated by the fee assessment process. If online fee assessment is used based on the SOATERM record, the student's account and the assessment date will be updated immediately. However, if batch fee assessment is used, the assessment date will be null, and an entry will be placed in the fee assessment collector table. The batch fee assessment process will then create the appropriate charges on the student's account.
Instructor	This is the tutor assigned to the student for the course (the primary instructor assigned to the section).
Comments	Enter comments in this field related to the course extension. Comments can be up to 32K in size. Use the **Comments** button to open the Banner® Editor window to enter, search on, or edit your text.
User ID	This is the ID of the person who processed the extension.

Fields	Descriptions
Last Updated	This is either the date that the extension was processed or the date when updates were last made to the record.

Registration Error Messages (SFARMSG) page

Updated: August 27, 2020

Use the Registration Error Messages (SFARMSG) page to maintain registration error messages by type.

Messages can be customized at your institution. When a custom message is added, it will be displayed in place of the delivered baseline message. Messages that are system-required cannot be changed, except to modify the customized (local) message text. This page is composed of the Registration Error Messages section.

Registration Error Messages

Updated: August 27, 2020

Use this section of the page to view and customize registration error messages by message code and sequence number.

Fields	Descriptions
Message Code	Code of the registration error message, such as *CAPP*, *DUPL*, *MAJR*, *PREQ*, *RESV*, and *WAIT*.
Sequence Number	Sequence number of the message, within all messages having the same code.
Baseline Message	Baseline error message text that is displayed to the user. Messages cannot be longer than 200 characters. Some baseline messages are delivered with placeholder characters. These characters are replaced by various calculated values when the message is

Fields	Descriptions
	generated.
Custom Message	Customized error message test that is displayed to the user. Messages cannot be longer than 200 characters. Enter the custom text in the field. Placeholders contained in the baseline messages can be used anywhere within the custom messages.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the record cannot be deleted. When this check box is checked, it cannot be unchecked.

Drop Roster Rules (SFARORL) page

Updated: August 27, 2020

The SFARORL pages supports the Drop Roster functionality. Use this page to maintain rules for different types of drop rosters (such as Opening Day and Census) and to control the date ranges for when each roster is to be displayed.

Drop roster rules are defined for a term and an optional district ID.

Refer to the *Available drop roster date calculation* and the *Criteria used to match rules to CRN* sections of the *Drop Rosters* chapter of the *Banner Student Self-Service Configure* content in the Ellucian Documentation site for a complete explanation of the calculation logic and how these rules work.

When a drop roster rule exists and the conditions are met, the Section Drop Roster History administrative page (SFISECH) and the Drop Roster Status page in Banner Self-Service will display the roster information created for the CRN from that rule. The batch process SFRROST also includes this information

Key Block

Updated: August 27, 2020

Use this block to create and maintain drop roster rules for a term.

Field	Description
Term	Term code for which the rules are defined.
District ID	(Optional) The District ID is used to match rules to CRNs by using the CRN's campus code and the settings on the Campus Code Validation (STVCAMP) page. Optionality of the District ID field is controlled by a GORICCR setting. Refer to *Banner Student Self-Service Configure* content in the Ellucian Documentation site for more details.

Drop Roster Rules section

Updated: August 27, 2020

Use this section to create a drop roster rules for the term specified in the key block.

Field	Description
Rule ID Sequence	Sequence number assigned to the rule by the system. Display only. This value is used to identify the rule listed in the following places: • Section Drop Roster History (SFISECH) page • Drop Roster Status List (SFRROST) process • Drop Roster Status page (Self-Service) • Drop Roster Maintenance page (Self-Service)
Processing Priority	Priority for this rule in the processing sequence. A lower number represents a higher priority. Use this to control which rule is matched to a CRN first. This impacts the drop rosters and available dates for the CRN.
Roster Type	Type of the roster. Options available are

Field	Description
	• Opening Day • Census • W-grade • Total
Roster Description	Description (up to 30 characters) of this rule. The system defaults the description associated with the roster type into this field, but you can change it to help identify the purpose of the rule. If you change the roster type again, the description will reset to that type's default description.
Active	Check box that indicates whether the roster rule is active.
Attendance Type	This setting affects which rules will match a CRN.
Standard Status	Optional registration status code. If this is null, the system uses the calculated drop code logic to determine which drop status code will be used to drop students. If this is not null, the entered code will be used to drop students. Refer to *Banner Registration Self-Service Configure* content in the Ellucian Documentation site for more details on configuring calculated drop codes.
No-Show Status	Optional registration code to signify that the student was dropped as a no-show. If this field is left blank, the drop roster will not include a status for "no-show."
No-Show Cutoff	Cutoff date after which the no-show status will no longer be available for the drop roster. Values are specific to a CRN and are as follows. `Last Date for Refund`:The no-show status will be available before and on the last refund cutoff date. `Census One Date`:The no-show status will be available before the census 1 date.

Field	Description
	`Last Date to Record Academic History`:The no-show status will be available before and on the record academic history cutoff date. *Last Date to Drop without a Penalty*:The no-show status will be available before and on the drop without penalty cutoff date.
Available Begin Adjustment	Number of days (-99 to 99) from the calculated start date on which the roster of this type is to be available in Self-Service. For example, if you want a Census roster to be available starting five days before the census date, enter `–5`.
Available Ending Adjustment	Number of days (-99 to 99) from the calculated end date on which the roster of this type is to stop being available in Self-Service. For example, if you want a Census roster to stop being available one day after the census date, enter `1`.
System Transaction Date	Check box used to indicate whether the system is to use the system date as the activity date or have the system calculate the activity date when processing the students dropped from this roster. Institutions should be aware of possible implications of clearing the *System Transaction Date* for a Drop Roster rule. Refer to *Banner Student Self-Service Configure* content in the Ellucian Documentation site for more details. Note: A system calculated date is dependent on the roster type being processed. `Checked`:Always use the system date as the activity date. `Unchecked`:Allow the system to calculate the activity date.
Begin Available Workdays	This check box indicates whether you want beginning dates to fall only during the defined work week or if the beginning dates can begin any day of the week. This setting impacts only the determination of the specific beginning date. Its intended use is to prevent a drop roster from being available only over a weekend.

Field	Description
	`Checked`:Calculate beginning dates to fall only during the defined work week (and not during the weekend). `Unchecked`:Calculate beginning dates may fall throughout the week.
Ending Available Workdays	This check box indicates whether you want ending dates to fall only during the defined work week or if the ending dates can end any day of the week. This setting impacts only the determination of the specific ending date. Its intended use is to prevent a drop roster from being available only over a weekend. `Checked`:Calculate ending dates to fall only during the defined work week (and not during the weekend). `Unchecked`:Calculate ending dates may fall throughout the week.

Registration Permit-Overrides Control (SFAROVR) page

Updated: August 27, 2020

Use the Registration Permit-Overrides Control (SFAROVR) page to establish the registration permit-override codes and their associated allowable registration error overrides on a term-by-term basis.

The override fields work with the associated section options on SOATERM for registration error checking. If these items cause registration errors to occur based on the severity set on SOATERM, the items checked for each permit-override code rule allow overrides of these errors so that registration can continue. When a new permit-override code is added, all overrides for that code will default initially to unchecked or `N` (no automatic override), but may be updated to checked or `Y` (registration error checking override automatically allowed). These override codes are then assigned to individual students on a specific term and course or section basis.

You cannot create a permit-override entry until a Permit-Override code (defined on the Registration Permit-Override Code Validation (STVROVR) page) has rules defined for the term in the Key block. Entry of a code which is defined only on STVROVR which does not have rules defined on SFAROVR for the key term is not allowed.

This page is composed of the following sections:

- Key block
- Registration Permit-Overrides Control

Key block

Updated: August 27, 2020

Use the Key block to enter the term for which permit-override rules are to be created or maintained. Use the **Copy** button to copy a set of rules to the term in the Key block.

Fields/Buttons	Descriptions
Term	Term code and description of the term for the permit-override rule.
Copy	Button used to open the Copy Term window and copy rules from an existing term to a term that does not have any permit-override control information on SFAROVR.

Copy Term window

Updated: August 27, 2020

Use this window to duplicate permit-override controls from an existing term and copy them to a term that does not have any controls.

To open this window, enter a term in the Key block and click the **Copy** button.

- The **Copy** button is enabled for a term that does not have any existing data.
- The **Copy** button is disabled for a term that has existing data.

Fields/Buttons	Descriptions
From Term	Term from which control information will be copied. The term entered must have existing information on SFAROVR.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy control information for the term in the **From**

Fields/Buttons	Descriptions
	Term field to the term in the Key block.

Registration Permit-Overrides Control (California Localization)

Updated: August 27, 2020

Use this section of the page to enter the permit code and set up allowable registration error overrides.

Fields	Descriptions
Permit Code	Registration permit-override code and description for the rule.
The following fields are in the Student Options information.	
Duplicates	Check box used to indicate that the duplicates override is active for the registration permit-override rule.
Links	Check box used to indicate that the links override is active for the registration permit-override rule.
Corequisite	Check box used to indicate that the corequisite override is active for the registration permit-override rule.
Prerequisite	Check box used to indicate that the prerequisite override is active for the registration permit-override rule.
Time	Check box used to indicate that the time override is active for the registration permit-override rule.
Mutual Exclusion	Check box used to indicate that the mutual exclusion override is active for the registration permit-override rule.
The following fields are in the Section Options information.	
Special Approval	Check box used to indicate that the special approval override is active for the registration permit-override rule.
Capacity	Check box used to indicate that the capacity override is active for the registration permit-override rule.
Repeat Hours	Check box used to indicate that the repeat hours override is active for the registration permit-override rule.
Repeat Limit	Check box used to indicate that the repeat limit override is active for the registration permit-override rule.
The following fields are in the Section Restriction Options information.	

Fields	Descriptions
Department	Check box used to indicate that the department override is active for the registration permit-override rule.
Field of Study	Check box used to indicate that the field of study override is active for the registration permit-override rule.
College	Check box used to indicate that the college override is active for the registration permit-override rule.
Level	Check box used to indicate that the level override is active for the registration permit-override rule.
Class	Check box used to indicate that the class override is active for the registration permit-override rule.
Campus	Check box used to indicate that the campus override is active for the registration permit-override rule.
Degree	Check box used to indicate that the degree override is active for the registration permit-override rule.
Program	Check box used to indicate that the program override is active for the registration permit-override rule.
Student Attribute	Check box used to indicate that the student attribute override is active for the registration permit-override rule.
Cohort	Check box used to indicate that the cohort override is active for the registration permit-override rule.

California Localization

The fields and description in the section applies to California only.

Fields	Descriptions
The following fields are in the Student Options information.	
Exclude from Apportionment	Check box used to indicate whether registration records with this override code are excluded from CCFS-320 reporting. Any registration record with a matching SFASRPO override that has this indicator checked is treated as one of the following: • A repeat that passes the number allowed for apportionment. This is used in conjunction with the **Repeat Hours** and **Repeat**

Fields	Descriptions
	Limit check boxes. • An enrollment that caused the CRN enrollment to pass the 10% of total maximum for concurrent high school students. This is used in conjunction with the **Concurrent Enrollment Rule** check box. The matching registration is excluded from CCFS-320 reporting. (All registrations that meet the other reporting requirements and do not have this matching record are reported.) The Exclude from Apportionment check box can be checked only if at least one of the following check boxes is also checked: • Repeat Hours • Repeat Limit • Concurrent Enrollment 10% Rule • Concurrent Enrollment 5% Rule If all of these indicators are unchecked, the Exclude from Apportionment check box must also be unchecked and is not accessible.
Concurrent Enrollment 10% Rule	Check box used to indicate whether this code is to be used for the sports 10% concurrent high school enrollment rule. If this check box is checked, the **Exclude from Apportionment** check box must also be checked. Any registration record with a matching SFASRPO override that has both of these check boxes checked is treated a one that is excluded from CCFS-320 reporting to reduce the concurrent high school enrollment to lower than 10% of the total enrollment. (All registrations that meet the other reporting requirements and do not have this matching record are reported.) The maximum enrollment of concurrent high school students in a sports or physical education class is 10% of the total enrollment in CCFS-320 reporting. To reduce the concurrent enrolment to 10%

Fields	Descriptions
	or less, an override code with this check box checked can be added to as many concurrent high school students as needed. This is only used by 3CCFS-20 for courses for which the Sports/ Physical Education Course check box in the Supplemental Data window of the Course Detail Information (SCADETL) page is checked. This indicator is used by the PE Concurrent Enrollment Process (SVRCALP) when analyzing the enrollment counts for this rule. The same analysis is also used on the SVRCALD report. While no validations are added to prevent it, this indicator should not be used with any of the other baseline indicators. It should be used exclusively with the Exclude from Apportionment check box. Combining this with the other indicators may cause errors with functionality or reporting. When the Concurrent Enrollment 5% Rule check box is checked, this field is unchecked and disabled.
Concurrent Enrollment 5% Rule	Check box used to indicate whether this code is to be used for the sports 5% concurrent high school enrollment rule. If this check box is checked, the Exclude from Apportionment check box must also be checked. Any registration record with a matching SFASRPO override that has both of these check boxes checked is treated a one that is excluded from CCFS-320 reporting to reduce the concurrent high school enrollment to lower than 5% of the total enrollment. (All registrations that meet the other reporting requirements and do not have this matching record are reported.) The maximum enrollment of concurrent high school students in a sports or physical education class is 5% of the total enrollment in CCFS-320 reporting. To reduce the concurrent enrolment to 10% or less, an override code with this check box checked can be added to as many concurrent high school students as needed. This is used by CCFS-320 only for courses for which the Sports/ Physical Education Course check box in the Supplemental Data

Fields	Descriptions
	window of SCADETL is checked. This indicator is similar to the Concurrent Enrollment 10% Rule check box in that it impacts the SVRCALP process and SVRCALD report. However, this check box is used primarily when analyzing the results for the district-wide CCFS-320 Part IX Report C3SC (SVRCAL9) (specifically, the Special Admit Full-Time and Part-Time PE Credit FTES Report section). Registrations linked to a concurrent enrollment 5% rule override are handled in a manner that helps meet the regulatory requirements of the sports 5% concurrent high school enrollment rule reported on SVRCAL9. Therefore, you should use the Concurrent Enrollment 10% Rule check box for override codes you use when you are reviewing the 10% warnings on SVRCALP and SVRCALD for a specific college. You should use the Concurrent Enrollment 5% Rule check box only for override codes you use when you are reviewing the 5% warning for the entire district at the end of SVRCAL9. While no validations are added to prevent it, this indicator should not be used with any of the other baseline indicators. It should be used exclusively with the Exclude from Apportionment check box. Combining this with the other indicators may cause errors with functionality or reporting. When the Concurrent Enrollment 10% Rule check box is checked, this field is unchecked and disabled.

Enrollment Verification Status (SFARQSS) page

Updated: August 27, 2020

This page is used to view enrollment verification requests and to update the sent date as needed. You can view detail information for a request, select all requests, deselect all requests, and set the sent date.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Enrollment Verification Requests section.

Key block

Updated: August 27, 2020

Use the Key block to enter the ID for the student for whom you want to view enrollment verification requests. You can also enter the request date, print date, and sent date.

Fields	Descriptions
ID	ID of the student for which you want to view enrollment verification requests. List Person Search (SOAIDEN) page Count Hits Enrollment Verification Request (SFARQST) page
Request Date	Date when request was made. This field is optional for the search.
Print Date	Date when request was printed. This field is optional for the search.
Sent Date	Date when request was sent. This field is optional for the search.

Enrollment Verification Requests section

Updated: August 27, 2020

Use this section to view detail about enrollment verification requests.

Fields	Descriptions
Select	Check to update the enrollment verification sent date to the current date.
ID	ID of student for the request.

Fields	Descriptions
Hold Exists	When checked, a hold exists for the student for the term.
Term	Term for which enrollment verification was requested.
Request Number	Enrollment verification request number.
Request Date	Date enrollment verification was requested.
Print Date	Date enrollment verification was printed.
Sent Date	Date enrollment verification was sent. The **Sent Date** field can be updated manually, or you can use the Options Menu to set sent date value to today's date.
Enrollment Verification Code	Enrollment verification type code used for the request. List Enrollment Verification Type Code Validation (STVEPRT)
Number Copies	Number of enrollment verification copies requested.
Self-Service	Web self-service option for special handling options. List Web Self Service Option Validation (STVWSSO)
Payment Option	Web self-service payment option for special service requests. List Web Payment Option Validation (STVWPYO)

Enrollment Verification Request (SFARQST) page

Updated: August 27, 2020

The purpose of the Enrollment Verification Request Page is to enable the user to request visual and hard copy retrieval of the most commonly requested data for enrolled students.

Requests are made to provide students, institution officials, and external agencies (employers, etc.) with current status including registration data, academic standing, fees, GPA, major, etc. Enter a term code `or` a date range in the Key block for your search. The date range is used for open learning courses. Use the Registration History Page item in the Options Menu to access SFARHST for an alternative search method to view registration activity across all terms.

The student must have at least one General Student record created through the Admissions process. This page will not process verifications for students with verification holds on their records unless password-authorized overrides are entered by the requester.

If an academic year is entered in the Enrollment Verification Request (SFARQST) page, the Enrollment Verification Report (SFRENRL) will be produced for all terms associated with the academic year in the Term Code Validation (STVTERM) page, even if the student has no registration and academic history for one or more of the terms associated with the academic year. If no academic year is entered in SFARQST, the enrollment verification will be produced only for the term entered in the Key block.

Note: You will receive a warning message when the academic year entered for the request does not match the academic year defined by STVRSTS for the term in the Key block, or when the academic year falls outside the date range defined in the Key block.

The concurrent curricula conversion will automatically be executed when the user navigates from the Enrollment Verification Request section to the General Student and Curriculum window. If the curriculum data has already been converted, the conversion process will return without completing any activity.

Main window

Updated: August 27, 2020

Use this window to enter date, request, and recipient information.

Fields	Descriptions
Date Range From	The from date allows you to create enrollment verification requests based on the original registration date. 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 before 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 page. You can access the Calendar (GUACALN) page from these fields to help select your dates. If the requested registration activity spans multiple terms, one enrollment verification request will be created for each term that is encountered. If a student has a hold that prohibits enrollment verification requests, an error message will be displayed requiring you to generate enrollment verifications on a term-by-term basis. This occurs due to the hold override password defined in SOATERM.
Date Range To	The to date allows you to create enrollment verification requests based on the original registration date. You can access the Calendar (GUACALN) page from these fields to help select your dates. If the requested registration activity spans multiple terms, one enrollment verification request will be created for each term that is encountered.

Fields	Descriptions
	If a student has a hold that prohibits enrollment verification requests, an error message will be displayed requiring you to generate enrollment verifications on a term-by-term basis. This occurs due to the hold override password defined in SOATERM.

Enrollment Verification Request Information section

Updated: August 27, 2020

Use this section to enter information for the enrollment verification request, including self-service options. Use the Enrollment Verification Request section to access this window.

Fields	Descriptions
Number of Copies	Use this field to specify the number of copies of the enrollment verification request that are required.
Self-Service Delivery Option	This field displays the self-service delivery option selected in the self-service request.
Self-Service Payment Option	This field displays the self-service payment option selected in the self-service request.
Fax Number	Enter the country code (if applicable), area code, and fax number that the enrollment verification request can be sent to.

Recipient Name & Address section

Updated: August 27, 2020

Use this section to enter employer, fax, and recipient address information for the request.

When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation (GTVZIPC) page and entered in the **ZIP/PC** 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/Postal Code is entered manually.

General Student and Curriculum window

Updated: August 27, 2020

Use this window to view detailed student information and curriculum and field of study summary information. Use the General Student and Curriculum section to access this window.

General Student Information section

Updated: August 27, 2020

Use this section to view detail information for the student in the key. You may scroll up from **(Request) Type** field in the main window or select View Student's Term Information from the Options Menu to access this section.

Curricula Summary section

Updated: August 27, 2020

This section is display only for the ID in the Key block and displays a summary of curricula data.

This section displays the most recent curriculum data for each priority if the curriculum row is *ACTIVE*. The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing. The curricula summary information comes from the general student record. The summary sections are populated when the SGBSTDN record for the person is queried.

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 section title to identify these two rows. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

The following fields are in this section.

Fields	Descriptions
Priority	This is the priority number that defines the curriculum rank.

Fields	Descriptions
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.
Student Type	Student type code entered specifically for the curriculum record.
Rate	Rate code entered specifically for the 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.
End	This is the term code for the end of the curriculum.
Outcome Key	For the learner record, this is the sequence number of the outcome (degree) the curriculum was rolled to. For the outcome record, this is the key sequence number the curriculum belongs to.
Admission Type	Admission type code entered specifically for the curriculum record.
Admission	Admission term code entered specifically for the curriculum record.
Matriculation	Matriculation term code entered specifically for the curriculum record.

Field of Study Summary section

Updated: August 27, 2020

This section is display only for the ID in the Key block and displays a summary of field of study data. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

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 section.

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 section.
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 `CONCENTRATION`.

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

Course Registration Status (SFARSTS) page

Updated: August 27, 2020

The Course Registration Status (SFARSTS) page provides the rules associated with a student's course status.

Status values are user-defined, with the exception of the *RE* (Register Course) status, which must be used as the default for a student's course registration. While the *RE* status is required, its attributes may be defined according to your institution's policy.

Before entering the data on this page, the status codes must have been entered on the Course Registration Status Code Validation (STVRSTS) page. While the validation page spans time, the Course Registration Status (SFARSTS) page is specific for a term. This allows you to modify status information from one term to the next. Also note that there is a link between the enrollment status and the student's course status. When an enrollment status that affects the course status exists (the **Affected by Student Status** check box is checked), that status, along with its attributes, must be included on this page.

This page is composed of the following sections:

- Key block
- Course Registration Status Dates
- Course Registration Status Refund Rules

Key block

Updated: August 27, 2020

Use the Key block to enter the term and part of term for which course registration status rules are to be created or maintained. Use the **Copy** button to copy a set of rules to the term in the Key block.

Fields	Descriptions
Term	Term code and description of the term for the course registration status rules.
Part of term	Part of term code and description.
Copy	Button used to open the Copy Term window and copy rules from an existing

Fields	Descriptions
	term to a term that does not have any course registration status control information on SFARSTS.

Copy Term window

Updated: August 27, 2020

Use this window to duplicate course registration status controls from an existing term and copy them to a term that does not have any controls.

To open this window, enter a term in the Key block and click the **Copy** button.

- The **Copy** button is enabled for a term that does not have any existing data.
- The **Copy** button is disabled for a term that has existing data.

Fields/Buttons	Descriptions
From Term	Term from which control information will be copied. The term entered must have existing information on SFARSTS.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy control information for the term in the **From Term** field to the term in the Key block.

Course Registration Status Dates

Updated: August 27, 2020

Use this section of the page to define the date range for when the course registration status rule is valid.

Fields	Descriptions
Status	Code and description of the course registration status.
Affected by Student Status	Check box used to indicate that an enrollment status exists that affects the course registration status. That status, along with its attributes, must be included

Fields	Descriptions
	on this page.
Start Date	Start date of when the course registration status rule is in use.
End Date	End date of when the course registration status rule is in use.
Voice Response Indicator	Check box used to indicate that the associated course registration status code is used in Voice Response registration as a drop code.

Course Registration Status Refund Rules

Updated: August 27, 2020

Use this section of the page to associate the course registration status rule from the record in the Course Registration Status Dates section to tuition and fee refund percentages.

The records in this section are child records of the records in the Course Registration Status Dates section.

Fields	Descriptions
Status	Course registration status code.
Start Date	Start date of when the course registration status rule is in use.
End Date	End date of when the course registration status rule is in use.
Percentage Tuition Refund	Percentage of tuition refunded by the rule.
Percentage Fees Refund	Percentage of fees refunded by the rule.

Reserved Seats Waitlist Priority Management (SFARWLP) page

Updated: August 27, 2020

The Reserved Seats Waitlist Priority Management (SFARWLP) page is used to view and manage the priorities of waitlisted students that have not yet been notified of available seats for CRNs with reserved seats. Waitlisted students are displayed based on the reserved seats rules.

This page is composed of the following sections:

- Key block
- Reserved Seats
- Waitlist Control

Key block

Updated: August 27, 2020

Use the Key block to enter the term and CRN for the reserved seats rule. Use the **Search** button to access the Schedule Section Query (SSASECQ) page.

Fields/Buttons	Descriptions
Term	Term code and description of the term for the CRN and the reserved seats rule.
CRN	Course reference number for the reserved seats rule and associated waitlist.
Search	Button used to access the Schedule Section Query (SSASECQ) page to filter on sections for the term.
Subject	Subject of the course.
Course Number	Number of the course.
Course Title	Title of the course.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Reserved Seats

Updated: August 27, 2020

Use this section of the page to view individual reserved seats rules for the CRN. The rule that is displayed determines which waitlisted students are listed in the Waitlist Control section of the page. The data in this section is display only.

Fields	Descriptions
The following fields are in the Curriculum information.	
Level	Level for the rule.
Campus	Campus for the rule.
College	College for the rule.
Degree	Degree for the rule.
Program	Program for the rule.
Field of Study Type	Field of study type for the rule.
Field of Study Code	Major for the rule.
Department	Department for the rule.
Curricula	Curriculum in use for the rule. Valid values are: *Primary*, *Secondary*, *Any*
The following fields are in the Student information.	
Class	Class for the rule.
Student Attribute	Student attribute for the rule.
Cohort	Cohort for the rule.
Overflow	Check box that indicates whether overflow seating is in use for the rule.
Admit Term	Term the student was admitted.
Matric Term	Term the student was matriculated.
Grad Term	Term the student plans to graduate.
The following fields are in the Reserved information.	
Maximum	Maximum number of reserved seats for level, major, and class combination.
Actual	Number of reserved seats for the rule combination that are taken/enrolled.
Remaining	Available number of reserved seats for the rule combination.

Fields	Descriptions
The following fields are in the Waitlist information.	
Maximum	Maximum number of waitlisted seats reserved for the rule combination.
Actual	Number of waitlisted seats for the rule combination that are taken.
Remaining	Available number of waitlisted seats for the rule combination.

Waitlist Control

Updated: August 27, 2020

This section of the page displays a list of those students that are waitlisted for the CRN with their current priority in the queue as shown in the **Waitlist Priority** field.

The waitlist priority is assigned across the entire CRN, not by rule. When a seat becomes available, the student with the highest priority is notified. Priorities can be manually changed. The list of students that is displayed is a list of child records based on the rule displayed in the Reserved Seats section of the page. When the default rule is displayed in the Reserved Seats section, students waitlisted for rules with the **Overflow (Indicator)** checked are included in the list, along with students that are specifically waitlisted for the default rule.

You can access the Waitlist Notification Query (SFIWLNT) page, the Waitlist Priority Management (SFAWLPR) page, and the Cross List Waitlist Priority Management (SFAXWLP) page from the Related to Current option.

Fields	Descriptions
ID	ID of the waitlisted student.
Name	Name of the waitlisted student.
Sequence	Registration sequence number of the waitlist entry.
Status	Registration status for the CRN.
Registration Date - Time	Date and time the student registered for the course and was added to the waitlist.
Waitlist Priority	Priority of the waitlist entry in the waitlist

Fields	Descriptions
	queue.
Waitlist Origin	Origin of the waitlist entry in the waitlist queue. This field is display only. Valid values are: *S* - System, *M* - Manual

Student Centric Registration History (SFASCPR) page

Updated: August 27, 2020

This page is used to view a student's registration history, time status, and institutional charges by student centric period. You can also use SFASCPR to withdrawal from the student centric period, as opposed to a term.

Records can be displayed by terms or student centric periods based on the data entered in the Key block, or you can enter the ID only and see all the records for the student that are associated with a student centric period. Records are displayed in descending order by student centric period and term. You can search on the fields in the Student Centric Registration section, such as performing a search by CRN. The totals for credit hours, billing hours, and continuing education hours are updated for each search. The totals are used to verify that the student has been enrolled in the student centric period for sufficient credits to qualify for financial aid or defer repayment of student loans.

A student must have an effective cycle code for the term, and a student enrollment record must exist in SFBETRM and on SFAREGS for one of the terms in the student centric period, to access the Student Centric Time Status window. New records can be entered, but existing records cannot be changed or deleted. When a new record is created, the process checks that the student centric period code is valid for the cycle designator that is in effect for the student and that the cycle designator is valid for that student centric period. Then a record is inserted into the Student Centric Time Status History Table (SFRSTSH). If the cycle designator is not valid, one can be entered on SGASTDN or SFAREGS, and then the new record can be entered on SFASCPR.

Key block

Updated: August 27, 2020

Use the Key block to enter the ID and term or student centric period for which you want to view registration history. You cannot enter both the term and the student centric period.

Field	Description
ID	ID of the student for the registration history. List Person Search (SOAIDEN) page Count Hits SSN/SIN/TFN Alternate ID Search (GUIALTI) page
Term	Term code for the registration history. List Term Code Validation (STVTERM) page
Student Centric Period	Student centric period code for the registration history. List Student Centric Period Term Control (SOASCPT) page

Student centric registration section

Updated: August 27, 2020

Use this section to view registration history information for CRNs. Records are displayed by student centric period and then by term within the period.

Field	Description
Student Centric Period	Student centric period from the registration record. List Student Centric Period Term Control (SOASCPT) page
Term	Term code from the registration record. List Term Code Validation (STVTERM) page
Part of Term	Part-of-term from the registration record.

Field	Description
CRN	Course reference number from the registration record.
Subject	Subject from the registration record.
Course	This is the course number from the registration record.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Level	Course level from the registration record.
Course Status	Course status from the registration record.
Status Date	This is the Registration status date.
Credit Hours	Credit hours from the registration record.
Bill Hours	Billing hours from the registration record.
Attempted Hours	Attempted hours from the registration record.
Time Status Hours	Time status hours from the registration record.
Final Grade	Final grade from the registration record.
Grade Rolled	Check box used to indicate whether the grade date exists on the registration record, indicating that the section has been rolled to academic history.
Study Path	Key sequence number of the study path. Display only. This field is not displayed when study paths are not enabled.
Last Attendance Date	The last recorded day the student attended this class.
Total Credit Hours	Total credit hours for the student centric period registration record.
Total Bill Hours	Total billing hours for the student centric period registration record.

Field	Description
CEU Hours	Total continuing education hours for the student centric period registration record.

Student centric time status section

Updated: August 27, 2020

Use this section to enter and maintain the time status information by student centric period.

Field	Description
Student Centric Period	Student centric period from the time status record. List Student Centric Period Term Control (SOASCPT) page
Time Status	Time status code from the time status record. List Time Status Code Validation (STVTMST)
Description	Description of the time status code.
Source	Source system that generated the data for the time status record.
Date	Date the record was created or updated.
Time	Time stamp when the record was created or updated.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Withdrawal status for student centric period

Updated: March 18, 2021

Use this section of the page to enter the withdrawal status information. You will be able to view multiple withdrawal status records for a student, but you can only edit the most current record. You can use the Insert button to insert a new withdrawal record for a student.

Fields/Buttons	Descriptions
Sequence Number	Sequence number of the withdrawal record. Banner assigns this value. It cannot be changed. The sequence number exists for each PIDM/SCP combination, then becomes a one-up number if additional records are created. You can use this value to cross-reference the student's withdrawal record when you calculate the student's Title IV refund on the Return of Title IV Fund Calculation (RPATIVC) page.
Current Enrollment Status	Enrollment status code and description for the student. This value comes from the Student Course Registration (SFAREGS) page. It cannot be changed.
Enrollment Status Date	Date on which the value in the **Current Enrollment Status** field was assigned. This value comes from the Student Course Registration (SFAREGS) page. It cannot be changed.
Processed Indicator	Check box that indicates whether Banner Financial Aid has processed the withdrawal and calculated the Title IV refund. It cannot be changed. This check box is set by the Title IV Funds Return Calculation Process (RPRTIVC) in Banner Financial Aid when awards are recalculated. When Banner Financial Aid processes the withdrawal calculation, the process sets this indicator to `Y` (checked).

Fields/Buttons	Descriptions
	• When checked (*Y*), other fields on the page cannot be updated. • When unchecked (*N*), all updatable fields on the page can be changed.
Withdrawal Code	Withdrawal status code and description. This value defaults from the **Withdrawal Code** on STVESTS, (where the **(Enrollment Status) Code** on STVESTS is equal to the **(Enrollment) Status (Code)** on SFAREGS and may be `Null`). This field is enterable and is validated against STVWDRL. If the **TIV Update Ind(icator)** on STVWDRL is `Y`, then the **Withdrawal Indicator** on STVESTS also is `Y` for the **(Enrollment) Status (Code)** on SFAREGS. If not, you will receive the error message: `Withdrawal Code not valid in combination with Current Enrollment Status.` Also, if the **Period Midpoint Ind(icator)** on STVWDRL is `Y`, then the **Effective Withdrawal Date** will be defaulted as the approximated midpoint date of the enrollment period, and **Percent Attended** will be defaulted to 50 percent.
Effective Withdrawal Date	Effective date of the withdrawal, entered by the user, unless it is defaulted to the midpoint date of the enrollment period as specified above. This date must fall between the **Enrollment Start Date** and the **Enrollment End Date**.
Title IV Record Indicator	Check box that indicates whether the student is a Title IV award recipient for the student centric period in the Key block.
Enrollment Start Date	Start date of the student centric period defined on the Student Centric Period Term Control (SOASCPT) page. If that doesn't exist, the default is the minimum start date of the terms in the student centric period.

Fields/Buttons	Descriptions
	If you enter a date, the page will validate it to ensure that the start date is less than the end date.
Enrollment End Date	End date of the student centric period defined on the Student Centric Period Term Control (SOASCPT) page. If that doesn't exist, the default is the maximum end date of the terms in the student centric period. If you enter a date, the page will validate it to ensure that the start date is less than the end date.
Enrollment Break Days	Total number of break days during the enrollment period, which default from data entered on Student Term Break (SOATBRK) page for the student centric period in the Key block. It cannot be changed.
Days in Period	Total number of days that classes were held during the enrollment period. Banner calculates this field, and you cannot change it. Banner calculates the **Days In Period** field as follows: • **Enrollment End Date** - **Enrollment Start Date** + 1 = possible days in period • possible days in period - vacation (five or more consecutive calendar days) = **Days in Period**. **Note:** The calculation uses the **Enrollment Start Date** and **Enrollment End Date** from the withdrawal record.
Attendance Break Days	Number of break days during the period that the student was enrolled, which defaults in and is calculated as the number of approved break days (from SOATBRK) that fall within the students' period of attendance. Banner calculates this value. It cannot be changed.
Days Attended	Total number of days that the student attended classes at the institution during the student centric period. Banner calculates this value, and you cannot change it.

Fields/Buttons	Descriptions
	Banner calculates the **Days Attended** as follows: **Withdrawal date** - **Enrollment Start Date** - vacation (five or more consecutive calendar days) + 1 = **Days Attended**. **Note:** The calculation uses the **Enrollment Start Date** on the withdrawal record.
Percent Attended	Percentage of the total number of days that the student attended classes during the student centric period. Banner calculates this value, or it defaults to 50 percent, and you cannot change this value. The **Percent Attended** value is defaulted as follows: **Days Attended** / **Days in Period** = **Percent Attended**.
Original Charges	Total dollar amount of all charges designated as original for the student during the student centric period, which defaults from the Key block. It cannot be changed.
Other Costs	Dollar amount of any other costs assessed to the student during the term. You can change the value in this field to reflect any updates to the student's account by entering an amount in dollars and cents. This field is not used in any calculations on the page. Record any additional amount for Allowable Institutional Costs not assessed through Banner Accounts Receivable.
Comments	Text that you want to associate with this particular withdrawal record.

Institutional Charges Detail

Updated: March 18, 2021

Use this section of the page to view detailed information about the institutional charges assessed to the student's account for the enrollment period and to make any corrections to the charges that should be designated as original during Title IV refund calculations.

Use the Filter button to view an advanced filter for this section of the page and search on Detail Code, Source, Effective Date, Transaction Date, Amount, Term code, and Original Charge.

Term Code	The term associated with the transaction.
Detail Code	Detail code and description for the charge.
Source	Source code and description for the charge.
Effective Date	Effective date of the charge.
Transaction Date	Transaction date of the charge.
Amount	Amount of the charge.
Original Charge	Use the **Original Charge** check box to indicate whether the charge should be considered as original for Title IV refund calculations before the withdrawal has been processed.
The following fields are in the Totals information.	
Original (Charges)	Total dollar amount of the charges designated as original. Banner calculates this value based on the value of the **Original Charge** check box.
Other (Charges)	Total dollar amount of non-original institutional charges that will be included in Title IV refund calculations.
Net Institutional) (Charges)	Sum of the values in the **Original (Charges)** field and the **Other (Charges)** field.
Current Original Charges	Amount of current original charges. This field is displayed when the section of the page is displayed as Institutional Charge Detail for Correction Only.
Locked Original Charges	Amount of locked original charges. This field is displayed when the section of the page is displayed as Institutional Charge Detail for Correction Only.

Student Course Evaluation Audit (SFASCRE) page

Updated: August 27, 2020

This page is used to view student course evaluation audit date for course program of study processing.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Data section.

Key block

Updated: August 27, 2020

Use the Key block to enter the student ID and registration term for which you want to view or update student course evaluation records. You can choose to display the most recent records first.

Fields	Descriptions
Term	Term code and description of term of the student's registration record. List Term Code Validation (STVTERM)
ID	ID of student for which you want to view student course evaluation information. List Person Search (SOAIDNS) page Count Hits SSN/SIN Alternate ID Search (GUIALTI) page
Name (untitled)	Name of student.
View Current	Check box used to indicate whether the most recent records are displayed.

Student Course Evaluation Audit

Updated: August 27, 2020

Use the Student Course Evaluation Audit section to search and update student course evaluation audit information. Records are displayed by sequence number for the CRN, subject, and course.

Courses can be designated as remedial and display the associated remedial hours. Courses can be designated as ESL and repeated, with associated repeat counts. Courses can be counted in the student's program for degree audit results, and override of the count in program value can be preserved. Comments can be entered for the section. Source information is displayed for the record and the source and audit request number of the degree audit system.

Fields	Descriptions
Sequence	Sequence number of the audit record.
CRN	Course reference number of the section.
Subject	Subject code of the course.
Course	Course number.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Remedial	Indicates whether the CRN is a remedial course. Valid values are `Yes` (remedial course), `No` (non-remedial course), or `Disabled` (remedial processing disabled). The SFPCPOS process updates this indicator to `Yes` when the course is found on the remedial courses list and `No` when it is not found.
Remedial Hours	Total number of remedial hours for the student based on courses in academic history and transfer courses and courses in registration that have not yet been rolled to history.
ESL	Indicates whether the CRN is an English as a second language (ESL) course.

Fields	Descriptions
	Valid values are `Yes` (ESL course), `No` (non-ESL course), or `Disabled` (ESL processing disabled). The SFPCPOS process updates this indicator to `Yes` when the course is found on the ESL courses list and `No` when it is not found.
Repeat	Indicates whether the CRN is a repeated course. Valid values are `Yes` (repeated course), `No` (non-repeated course), or `Disabled` (repeat processing disabled).
Repeat Count	Number of times the course or course equivalent has been repeated.
Repeat Count Without Withdrawal	Number of times the course or course equivalent has been repeated, excluding any attempts from which the student withdrew.
Count for Aid	Indicates if this course reference number is counted towards financial aid eligible program. Valid values are: Y - Counted; N - Not Counted; D - In Program Processing
Count In Program	Indicates whether the CRN counts toward the student's program for degree audit results. Valid values are `Yes` (CRN counted), `No` (CRN not counted), or `Disabled` (in program processing disabled).
In Program Repeat	Indicates whether the repeated course counts towards the student's program. Valid values are Yes (repeated course), No (non-repeated course), or Disabled (repeat processing disabled). Can be overridden.
Preserve Override	Check box used to indicate whether the manual update of the **Count in Program** value is preserved. Valid values are checked (`Y`, preserved) or unchecked (`N`, not preserved).
Registration Status	This field identifies the course registration status associated with this CRN.

Fields	Descriptions
Comments	Free form comment up to 4,000 characters. Use the **Edit** button to open the Edit window and enter the comment. Click **OK** or **Cancel**. Click **Search** to open the Search/Replace window. Enter text in **Search for** or **Replace with** fields. Use the **Search**, **Replace**, **Replace All**, or **Cancel** options as appropriate.
Evaluate Courses in Program of Study	This button will be enabled when there is a record for the Term and Student ID on SFASCRE. Clicking this button will run the SFPCPOS process for the Student ID and Term, and it will produce the same output results on SFASCRE that running SFPCPOS from jobsub does. CAPP Audits will run if CAPP Audit System is selected on SFACPSC and Degree Works What If Audits will run if it is selected on SFACPSC.
Source	Source of record creation or updates. Valid values are `Batch`, `Population Selection`, or `Single Student ID`. Values are saved to the database as `B`, `P`, or `S`.
Audit Source	Source of the degree audit system used for processing. Valid values are `Process Rule Default`, `Override Rule`, `Manual Override`, `CAPP`, or `Degree Works`. These are saved to the database as `PRD`, `OVR`, `MOV`, `CAPP`, and `DW`.
Audit ID	Audit request number of the degree audit system process.
Create Date	Date on which the record was created.
Activity Date	Date on which the record was last updated.

Class Roster (SFASLST) page

Updated: August 27, 2020

Use this page to display the section information and the students enrolled in the course.

The records will be ordered by entry into the course. This can be used to monitor sections during registration. Section information must be entered on the Schedule (SSASECT) page before accessing this information. To get the student information on the page, the student needs to be registered for the section for the term.

Note: Section start and end dates roll to academic history when an enrollment is rolled, regardless of whether the section is a CEU section. Section start and date dates are displayed in Academic History in the Additional Course Detail window (available from the Course Detail information in the main window) of the Course Maintenance (SHATCKN) page.

The second purpose of the page is to allow for the entry of mid-term and final grades. The first step of the grade process is to produce the grade rosters. During this process, class roster data will be sorted by name and the files updated. When the page is requeried, it will display in name order and in the order of the grade roster.

You are now ready to enter grades. If the **Roll (Indicator)** in the Key block is checked, final grades which have been entered will roll to history files when a Save function is performed. If the **Roll (Indicator)** is unchecked, rows are written to a collector file which can be processed using the batch Grade Roll to Academic History (SHRROLL).

Note: Only final grades are rolled to academic history. The mid-term grades are for reference only and will not appear in academic history or on transcripts. The **Roll Learner (Indicator)** must be set to `Yes` on the learner curriculum for an outcome record to be created and the rolled course to be applied toward an outcome. The **Roll Learner (Indicator)** is set to `Yes` or `No` when the learner curriculum is created. The user can select a value of `Yes`, `No`, or `Default`. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio group on SOACTRL.

The system provides a warning message `Warning - Student was automatically graded through registration` if you attempt to change a grade on the roster that was entered by the system as an auto-grade associated with the course registration status (as defined on the Course Registration Status Code Validation (STVRSTS) page. However, the updated grade will roll to academic history if the **Roll (Indicator)** is checked, or if the **Roll (Indicator)** is unchecked and the Grade Roll to Academic History (SHRROLL) is run, provided the original grade was not previously rolled to academic history.

Before saving, you may correct an erroneous grade when the Key block **Roll (Indicator)** is set. The **Roll (Indicator)** on each individual enrollment will not be set until all validation, including grade substitution checking, has occurred, and the enrollment will be able to be rolled.

When grade entries are saved, grade validation will begin with the first person in the list and continue until an error is encountered, which will prevent an enrollment from rolling. An error message will then be given, and the cursor will be positioned on that enrollment. The erroneous grade will be able to be corrected, and grade validation will continue when a Save is performed. Roll flags will be set only after grade validation has been completed. Note that grades will not actually be rolled until grade validation has been successfully completed for *all* enrollments which have not yet been rolled, and if corrections are not made to *all* grades which fail validation, *none* of the enrollments which qualify for rolling will be rolled.

There is also an optional **Degree Award Status** field in the Key block. If used, this indicator will permit entering of grades for only those students with a specific degree status. Valid choices are *Awarded*, *Pending*, and *Select... (null)* for all statuses.

Electronic Gradebook

Updated: August 27, 2020

When used in conjunction with Electronic Gradebook processing and Faculty and Advisors Self-Service, the entry of final grades if gradable components have been defined for a CRN will be affected.

Any updates to final grades made in this page will not be reflected in the student's final grade record (SHRCMRK) and will only update their registration record (SFRSTCR). This page serves as a grade override and will preserve the audit trail of the calculated final mark based on individual component marks. A message is displayed (if the section has gradable components) informing you that midterm and final grades entered here could be overwritten if the grade calculation process is initiated from the Electronic Gradebook.

When information is rolled to academic history either online using SFASLST or SFAALST or in batch using the Grade Roll to Academic History (SHRROLL), the section start and end dates are rolled. If the schedule type of the section permits assignment of a CRN to a co-op activity, and the CRN is assigned to a co-op for the term, the start and end dates for the co-op are rolled. If no co-op exists or the section's type does not permit the assignment of a CRN to a co-op activity, then the section dates are rolled.

Incomplete Grades (California Localization)

Updated: March 16, 2023

The **Incomplete Final Grade** and **Extension Date** fields are used with automated incomplete grade processing.

The **Incomplete Final Grade** field is used to replace a final grade after the extension date to complete coursework has expired. The **Extension Date** field displays the date when the incomplete final grade is eligible to replace the final grade. This date must be less than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Shorten* for the rule. This date must be greater than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Lengthen* for the rule. The extension date must meet the date restrictions for the rule when restrictions apply. These restrictions are relative to the default date.

These fields are activated when a grade code value for an incomplete grade is entered in the **Final Grade** field. Overrides are also permitted if the rule on SHAINCG allows overrides. The **Incomplete Final Grade** field is populated with the system value for the incomplete grade. You can enter a value in this field when the **Incomplete Grade Processing** field on SHAINCG is checked (*Y*). The **Extension Date** field is also populated and can be entered when the **Override Grade** field on SHAINCG is checked (*Y*). When the value in the **Final Grade** field is one that is other than incomplete, the **Incomplete Final Grade** and **Extension Date** fields are not active. All incomplete grades must have an associated incomplete final grade and extension date. When the grade has been rolled to history, the incomplete final grade and the extension date cannot be changed using these fields.

The **Grade Comment** field (STVGCMT) can be used to add comments that pertain to incomplete grades.

Fields	Descriptions
Roll	If the **Roll (Indicator)** in the Key block is checked, final grades which have been entered will roll to history files when a Save

Fields	Descriptions
	function is performed. If the **Roll (Indicator)** is unchecked, rows are written to a collector file which can be processed using the batch Grade Roll to Academic History (SHRROLL). Only final grades are rolled to academic history. The mid-term grades are for reference only and will not appear in academic history or on transcripts. The **Roll Learner (Indicator)** must be set to `Yes` on the learner curriculum for an outcome record to be created and the rolled course to be applied toward an outcome. The **Roll Learner (Indicator)** is set to `Yes` or `No` when the learner curriculum is created. The user can select a value of `Yes`, `No`, or `Default`. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio group on SOACTRL.
Degree Award Status	There is an optional field in the Key block. If used, this indicator will permit entering of grades for only those students with a specific degree status. Valid values are `Awarded`, `Pending`, and `Select` (null).
Status	To support CALB localizations, the system displays student registration records with status codes where `STVRSTS_APPORT_IND` = `Y`. Course registration status codes used to signify "drop" must have the **Apportionment Indicator** check box checked to be included in the apportionment FTES calculations.
Midterm Grade	To support CALB localizations, this field is not updateable if the record has a status code for which the **Gradable Indicator** check box on the Course Registration Status Code Validation (STVRSTS) page is unchecked (that is, `STVRSTS_GRADABLE_IND` = `N`).
Final Grade	Student's grade code for the final grade.

Fields	Descriptions
	When a grade code is entered that has been defined on SHAGRDE to require the entry of the last date of attendance for the student, then the user has to clear out the **Final Grade** field and use the Class Attendance Roster (SFAALST) page to enter the final grade and the last date of attendance. To support CALB localizations, this field is not updateable if the record has a status code for which the **Gradable Indicator** check box on the Course Registration Status Code Validation (STVRSTS) page is unchecked (that is, `STVRSTS_GRADABLE_IND` = `N`). List Grade Code Maintenance (SHAGRDE) page
Incomplete Final Grade	Used to replace a final grade after the extension date for the coursework has expired. List Grade Code Maintenance (SHAGRDE) page
Extension Date	Date when the incomplete final grade is eligible to replace the final grade. This date must be less than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *`Shorten`* for the rule. This date must be greater than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *`Lengthen`* for the rule. The extension date must meet the date restrictions for the rule, or it may be shortened or lengthened relative to the default date, if no restrictions apply. This field can only be updated when the final grade is an incomplete grade and incomplete grade processing is active (turned on).
Grade Comment	The **Grade Comment** and **Description** fields are used with electronic gradebook processing. Use the lookup button for the **Grade Comment** field to select a valid code from STVGCMT. The comment information is stored in `SFRSTCR_GCMT_CODE`. Although only one comment can be entered from this page, you

Fields	Descriptions
	have the ability to enter multiple comments on the Course Maintenance (SHATCKN) page in conjunction with a grade change. Comments can also be added for incomplete grades.
Narrative Grade Comment	Text box to provide more information on the Narrative Grade Comment. You can enter up to a maximum of 200 characters. The field is MEP enabled.

California Localization

The fields and description in this section applies to California only.

Fields	Descriptions
Status	To support CALB localizations, the system displays student registration records with status codes where `STVRSTS_APPORT_IND` = `Y`. Course registration status codes used to signify "drop" must have the **Apportionment Indicator** check box checked to be included in the apportionment FTES calculations.
Midterm Grade	To support CALB localizations, this field is not updateable if the record has a status code for which the **Gradable Indicator** check box on the Course Registration Status Code Validation (STVRSTS) page is unchecked (that is, `STVRSTS_GRADABLE_IND` = `N`).
Final Grade	To support CALB localizations, this field is not updateable if the record has a status code for which the **Gradable Indicator** check box on the Course Registration Status Code Validation (STVRSTS) page is unchecked (that is, `STVRSTS_GRADABLE_IND` = `N`).
Grade Comment	To support CALB localizations, this field is not updateable if the record has a status code for which the **Gradable Indicator** check box on STVRSTS is unchecked (that is, STVRSTS_GRADABLE_IND = N).

Section Information window

Updated: August 27, 2020

Use this window to view section detail for the course in the key. This window is accessed by selecting View Summary of Section from the Options Menu or performing a Duplicate

Item function from the **CRN** field in the Key block.

Student Registration Permit-Override (SFASRPO) page

Updated: August 27, 2020

Use the Student Registration Permit-Override (SFASRPO) page to assign specific permit-override codes to individual students on a term and course or section basis.

When a code is assigned to a student for a specific term, the **CRN**, **Subject**, **Course**, and **Section** fields are available to specify when assigning the specific permit-override code. At a minimum, a subject and course number must be designated when assigning a code. If a subject and course number are specified, the permit-override registration error checking will apply to any section of that subject and course number when the student registers. If a specific CRN is entered, the subject, course number, and section number will default. If a subject, course number, and section number are entered, the CRN will default. Multiple permit-override codes can be assigned to the same subject and course number combination, or the same CRN.

Warning! Caution should be exercised when assigning permit-override codes. If a permit-override code is assigned to a subject and course number combination that is not associated with a CRN, and a different permit-override code (with a different set of registration error overrides allowed) is assigned to a specific CRN that has the same subject and course number, the logic in the permit-override checking will combine the rules in the sense that all of the Y(es) overrides for registration error checking will be combined from both rules. This will not be a problem if the Y(es) overrides permitted for the specific CRN are the same, or include more Y(es) overrides than the rule associated with the same subject and course number combination. This will be a problem if the Y(es) overrides permitted for the specific CRN are fewer and different from the overrides permitted for the same subject and course number combination. Please see the *Registration* chapter in the *Banner Student Use* content for examples illustrating the effects of combining overrides when the same subject and course number are specified in more than one permit-override rule.

This page is composed of the following sections:

- Key block
- Student Permits and Overrides
- Student Schedule

Key block

Updated: August 27, 2020

Use the Key block to enter the student ID and from term for which you want to review and update permit-override information and view schedule information.

Fields	Descriptions
ID	ID of the student for which you want to view registration permit-overrides and schedule information.
Name	Name of the student.
Term	Term code and description of the registration term.

Student Permits and Overrides

Updated: August 27, 2020

Use the Student Permits and Overrides section to assign registration permit-override codes to a student for a term.

A minimum of subject and course is required to assign a permit-override. Permit-overrides can be assigned only when they have been authorized for the term in the Key block using the Registration Permit-Overrides Control (SFAROVR) page. When permit-overrides exist, no registration checking is performed for those categories during baseline or Self-Service registration.

Fields	Descriptions
Permit	Registration permit override code and description.
CRN	Course reference number of the section.
Subject	Subject code and description of the section.
Course Number	Course number of the section. Linked to the Existing Courses and Search for Sections (SFQSECM).
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the

Fields	Descriptions
	Course ID is updated on the SCACRSE page.
Section	Section number.

Student Schedule

Updated: March 20, 2025

Use the Student Schedule section to review schedule information. This section of the page is display only.

Fields	Descriptions
The following fields are in the Section information.	
CRN	Course reference number.
Part of Term	Part of term of the section.
Subject	Subject code of the section.
Course Number	Course number of the section.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	Section number.
Study Path	Key sequence number of the study path for the CRN. This is displayed when study paths are enabled.
Crosslist Group	Code of crosslist group for the section.
Campus	Campus code of the section.
Schedule	Schedule type code of the section.
Section Status	Status of the section.
Available Seats	Seats available in section.
Waitlist	Seats waitlisted in section.
Link	Code of linked courses for the section.
section Indicator	Indicates whether the section is part of a

Fields	Descriptions
	section of courses.
The following fields are in the Waitlist information.	
Monday	Check box used to indicate the section meets on Monday.
Tuesday	Check box used to indicate the section meets on Tuesday.
Wednesday	Check box used to indicate the section meets on Wednesday.
Thursday	Check box used to indicate the section meets on Thursday.
Friday	Check box used to indicate the section meets on Friday.
Saturday	Check box used to indicate the section meets on Saturday.
Sunday	Check box used to indicate the section meets on Sunday.
Begin Time	Time the class begins.
End Time	Time the class ends.
The following fields are in the Registration information.	
Registration Status	Registration status code.
Error	Registration error.

CCFS-320 Reporting (California localization)

Updated: August 27, 2020

This page was localized for the CCFS-320 Reporting functionality. These localizations have no impact on the baseline or CALB registration functionality. They affect only the CCFS-320 Reporting functionality. All existing registration functionality for SFASRPO works as defined in baseline.

In addition to standard baseline usage, use this page to code a student registration as being excluded from apportionment reporting. This might be needed to meet the course repeat rules or the sports 10% concurrent enrollment rules.For apportionment reporting, if the override is defined generically by course and subject (not specific to a section/CRN), specify the date on which an override takes effect for apportionment. By doing so, any registration for the same course and subject that was added in the first half of the term may still be reported for apportionment while another one added in the second half can be excluded.For apportionment reporting, when the entry has a specific CRN, it is matched to the registration record that has the term, student, and CRN. When the CRN is null, it is matched to all registration records that have this term, student, subject, course, and an activity date greater than or equal to this date. This record matching is used and is critical only when the **Exclude from Apportionment** check box is checked for the override code is defined on this page.

Field	Description
Effective Date for Apportionment	Date on which this override takes effect for apportionment. This date is used to select the registration record(s) the override matches when the override record is not CRN specific (that is, `SFRSRPO_CRN` is null) and is defined only by subject and course. If the SFASRPO record has a null CRN, registration records are matched by the subject, course, and the date entered in this field. If the SFASRPO record has a CRN, the registration records are matched by the CRN and do not need effective dates. This date is matched to the registration activity date because the registration effective date (the **Date** field in the Key block of the Student Course Registration [SFAREGS] page) can be altered by a user.

Student Course Registration Audit (SFASTCA) page

Updated: August 27, 2020

The Student Course Registration Audit (SFASTCA) page shows the results of course requests saved to the database through the Student Course Registration (SFAREGS) page, the Registration Mass Entry (SFAMREG) page, telephone registration processing, and Banner Self-Service 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 search. The date range is used for open learning courses. 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 (SFASTCA) page. 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.)

This page is composed of the following sections:

- Key block
- Student Course Registration Audit
- Student Course Registration Error Message

Key block

Updated: August 27, 2020

Use the Key block to enter the ID and term or date range for the registration audit information.

Note: The advanced filter is not applied beyond the filtering that is performed on the entered Key block values. If a term is entered in the Key block, **Term** is not displayed in the list of filter fields. If dates are entered in the Key block, the Between operator is not displayed for the **Add Date** field.

Fields	Descriptions
ID	ID of the student for which you want to view registration transactions and audit trail records.
Term	Term code and description of the registration term.
Registration From Date	From date for registration, used for open learning courses. Using a date range allows you to search on

Fields	Descriptions
	registration information based on the original registration date. 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 before 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 page.
Registration To Date	To date for registration, used for open learning courses. Using a date range allows you to search on registration information based on the original registration date.

Student Course Registration Audit

Updated: August 27, 2020

Use this section of the page to view the registration audit detail for the ID and term or date range in the Key block. Registration records are displayed for the student's registration activities from baseline, telephone, and Student Self-Service registration.

Records are displayed in chronological order with the oldest records first. Use the Registration Audit section to access this section of the page.

Fields	Descriptions
Sequence Number	Course audit trail sequence number for the registration audit record. This number is assigned when the record is

Fields	Descriptions
	inserted into the table, based on the registration term and the student's registration activities.
Term	Term for the registration audit record.
CRN	Course reference number.
Subject	Subject of the course.
Course	Course number.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	Section number of the course.
Campus	Campus of the course.
Level	Level of the course.
Grading Mode	Grade mode of the course, either the default mode or the student's choice of available grading modes for the course.,
Attempted Hours	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.
Credit Hours	Available credit hours for the course.
Bill Hours	Available billing hours for the course.
Source	Source of the registration table that generated the audit record. Valid values are

Fields	Descriptions
	`TEMP` and `BASE`. • `TEMP` indicates that the record was generated by the SFTREGS table triggers. • `BASE` indicates that the record was generated by the SFRSTCR table triggers.
Course Status	Course registration status for the course from STVRSTS and SFARSTS (term and part of term).
Status Date	Date the course registration status was recorded for the record.
Add Date	Date the course registration record was added (when the student registered for the course).
Study Path	Key sequence number of the study path. This field is not displayed when study paths are not enabled.
Message	Course registration message text for the record. Message code and text information comes from SFARMSG. This field may not be populated for all records in the audit trail. In many cases, the message can be inferred from value in the **Course Status** field (from STVRSTS) associated with the record. Messages for fatal errors are always captured.
Error Flag	Course registration error flag. This flag identifies an error associated with the registration for a CRN. Valid values are:

Fields	Descriptions
	• *F* (Fatal, registration not permitted) • *D* (Do not count in enrollment) • *L* (Waitlisted course) • *N* (System placeholder) • *O* (Override used for registration) • *W* (Warning) • *X* (Delete course) (*X* is only used by the `SFRSTCR_POST_UPDATE` database trigger.)

Student Course Registration Error Message

Updated: August 27, 2020

Use this section of the page to view the registration error message detail for the ID and term or date range in the Key block.

The errors are reported by the date and time of the registration for each CRN. Errors come from the SFRRSCM table. Use the Registration Error Message section to access this section of the page.

Fields	Descriptions
Registration Date	Date the student registered for the CRN.
Session ID	Session ID number associated with the registration record.
CRN	Course reference number to which the error message applies.
Message Type	Type of error message, such as *WARN*, *FAIL*, *OVER*.

Fields	Descriptions
Message	Registration error text, such as *WARN*, *FAIL*, *OVER*.
Error	Radio group set to the type of error based on the setting of the indicator on the SFRRSCM table. Values are *Fatal*, *Warning*, *Override*.

Student Centric Time Status Rules (SFASTSR) page

Updated: August 27, 2020

This page is used to view and maintain student centric period time status rules and time status levels associated with the rules. Rules are based on student centric periods rather than on terms. You can also search on data elements within the rule.

When a rule is created, you must associate a time status level to save the record. Multiple levels can be associated with each rule and can be changed as needed. The time status levels associated with each rule are displayed in the Time Status Levels section as you scroll through the rules in the Student Centric Period Time Status Rules section.

When only one course level record exists for a time status rule, the course level record cannot be deleted. When a student centric period time status rule is deleted, all associated time status levels are also deleted.

Main window

Updated: August 27, 2020

The main window contains the Student Centric Period Time Status Rules section and the Time Status Levels section.

Student Centric Period Time Status Rules section

Updated: August 27, 2020

Use this section to enter, view, or search on the student centric period time status rules.

Note: This section does not contain the **Tax indicator**, **Minimum Number of Credits**, and **Minimum Number of Courses** fields previously found in baseline. These fields are used only by Canadian institutions, and any functionality using those elements is supported by the Canadian Solutions Center. If any Canadian schools choose to use student centric period processing in the future, the Canadian Solutions Center can put the data elements back on the Canadian version of the page. The corresponding table columns can be found on the SFRSTST table.

Field	Description
(untitled)	Field displays an asterisk (*) to show which time status course level in the Time Status Levels section is associated with the time status rule.
Time Status Code	Time status code for the rule. List Time Status Code Validation (STVTMST)
Student Centric Period	Student centric period code for the rule. List Student Centric Period Code Validation (SOBSCPS)
Level	Level code for the rule. List Level Code Validation (STVLEVL)
Campus	Campus code for the rule. List Campus Validation (STVCAMP)
College	College code for the rule. List College Validation (STVCOLL)
Degree	Degree code for the rule. List Degree Code Validation (STVDEGC)
Major	Major code for the rule.

Field	Description
	List All Major Codes (STVMAJR)
Type	Student type code for the rule. List Student Type Code Validation (STVSTYP)
Minimum Credit Hours	Minimum credit hours for the rule.
Maximum Credit Hours	Maximum credit hours for the rule.
Rule Number	Sequence number of the rule.

Time Status Levels section

Updated: August 27, 2020

Use this section to associate time status course levels with the rules in the Student Centric Period Time Status Rules section.

Field	Description
Course	Course level code associated with the time status rule in the Student Centric Period Time Status Rules section. Existing level codes cannot be changed, but new level codes can be added and associated with time status rules. List Level Code Validation (STVLEVL)
Description	Description of the course level code.

Time Status Rules (SFATMST) page

Updated: August 27, 2020

Use the Time Status Rules (SFATMST) page to establish the time status rules based on effective term, student level, campus, college, degree, major, and student type. Course level is also used to determine which courses should be used in determining the time status.

Using these rules as criteria, you may specify the minimum and maximum credit hours which the student must have for a term to obtain the time code specified in the rule. These time status rules are used when the enrollment history is printed for a student.

The calculation of a student's enrollment time status is based on the rules established on this page. Each time status code defined by your institution on the Time Status Code Validation (STVTMST) page with a National Student Clearinghouse (NSC) equivalent will be used in NSC reporting.

Do the following to build rules for time status calculations for NSC reporting:

1. Include rules for all valid student levels for time status calculations.

   Note: Student level is not a required field on the page. If a rule does not include a specific student level, it will apply to all student levels that may exist.

2. For each rule, at least one course level is required in the Time Status Levels section of the page. Enter the course level(s) that should be included in calculating time status for each individual rule.
3. Build rules so no gaps exist between hour ranges.

   For example, if half-time enrollment is at least 6 but not more than 12 credit hours and full-time enrollment is 12 credit hours or more, do not specify the half-time rule minimum and maximum credits as 6 and 11, and the full-time rule minimum and maximum credits as 12 and 99.

   If a student can take a combination of courses that will total to a fractional amount between 11 and 12 (such as 11.5 credits), then the student will not match a rule.

   To avoid such a problem, designate the half-time rule minimum and maximum credits as 6 and 11.99. Equate each rule to an NSC equivalent of either `F` - full-time, `H` - half-time, or `L` - less than half-time, with the exception below.

4. Build a rule that designates both the minimum and maximum credits as 0.00 for every student level.

   Do not equate the time status code for this rule to an NSC equivalent. This rule is needed to accurately reflect a withdrawal from all courses in the Time Status History section of SFAREGS.

A system-required value is not dictated so that a meaningful institution-specific code and description can be created. If such a rule does not exist, and a student withdraws from all courses, the first record in the display in the Time Status History section of SFAREGS will be the system-required code `99` - Error Calculating Time Status.

(Suggestion: Build one rule, and do not specify a student level, so that the rule will be selected for all students, regardless of their level, if credit hours drop to zero (0).)

5. Do not build a rule for the system-required code `99` - Error Calculating Time Status.

   This code is reserved for the purpose of updating and inserting time status records with the value of `99` when the system is unable to calculate time status. A current time status code of `99` will alert the user that a problem was encountered when the system attempted to calculate time status.

6. If necessary, time status rules may be updated in subsequent terms if student enrollment rules change, by adding rules with a new effective term code.

   For example, in term 201010, a student is considered to be half-time if enrolled for at least 6 but less than 9 credits hours. In term 201210 new rules take effect so that to be considered half-time, a student must be enrolled in less than 12 credit hours. To accommodate the change effective in 201210, a new rule should be added with an effective term of 201210 with the new minimum and maximum credits.

This page is composed of the following sections:

- Time Status Rules
- Time Status Levels

Time Status Rules

Updated: August 27, 2020

Use this section of the page to define the time status rules.

Fields	Descriptions
Time Status Code	Time status code for the rule.
Term	Effective term code for the rule.
Level	Student level code for the rule.

Fields	Descriptions
Campus	Campus code for the rule.
College	College code for the rule.
Degree	Degree code for the rule.
Major	Major code for the rule.
Type	Student type code for the rule.
Minimum Credit Hours	Minimum credit hours for the rule.
Maximum Credit Hours	Maximum credit hours for the rule.
Rule Number	Rule number.

Time Status Levels

Updated: August 27, 2020

Use this section of the page to further specify the course levels which are to be used when determining time status.

For example, for effective term 201210, Level 01, Undergraduate students (no campus, college, degree, major, or student type specified), the minimum credits to be classified as a full-time student are 12.00, and the maximum credits are 17.99. The time status level information is used to specify that only 01 Level (Undergraduate) courses should be used to determine how many credits the student took that term.

The records in this section are child records of the records in the Time Status Rules section.

Fields	Descriptions
Course	Course level code and description.

Student Withdrawal (SFAWDRL) page

Updated: August 27, 2020

Use the Student Withdrawal (SFAWDRL) page to withdraw a student from enrollment for the term. When you withdraw a student from the term using this page, Banner begins processing the student's Title IV refund information.

You can also use this page to update information that Banner will use later to calculate the student's Title IV refund, such as:

- Record a Title IV effective withdrawal date and status, and a start date and end date of enrollment.
- Record any additional amount for allowable institutional costs not assessed through Banner Accounts Receivable.
- Record any days for approved leave of absence.
  The percent of period attended will be calculated based on this data and the start and end of term as recorded in STVTERM or by part of term as indicated on SOATERM, and break periods of five or more days as recorded in the Student Term Break (SOATBRK) page and the SORTBRK table.
- Be warned if the student still has an active enrollment status when a withdrawal code is entered.
- Calculate the amount of original institutional charges for the term from the TBRACCD records for the term, which have the `TBRACCD_ORIG_CHARGE_IND` set to *Y* on records with detail codes where the `TBBDETC_INST_CHARGE_IND` is set to *Y*.
  This page also displays all TBRACCD records for the term with detail codes where the `TBBDETC_INST_CHARGE_IND` is set to *Y* with an updatable check box for the `TBRACCD_ORIG_CHARGE_IND` and totals for the sum of original institutional charges and of other institutional charges. If changes are made to the **Original Charge** indicators, the new total will be taken back as the amount of original charges on the Title IV withdrawal record. All processing of the enrollment status, course status, and registration fee assessment must be completed before accessing SFAWDRL.
- View current course information (from SFRSTCR) similar to SFAREGQ, including:
  - CRN
  - Part of term
  - Subject
  - Course number
  - Section
  - Enrollment status

    - Enrollment status date
    - Last date of attendance
- Maintain additional withdrawal information such as:
    - Enrollment start and end dates
    - Days in enrollment period and the days attended
    - The total institutional charges
    - Free form user withdrawal comments

This page is composed of the following sections:

- Key block
- Withdrawal Status
- Institutional Charges Detail
- Course Detail

Key block

Updated: August 27, 2020

Use the Key block to enter the ID and term for the student who is being withdrawn.

Fields	Descriptions
ID	Student ID.
Name	Student name.
Term	Term code and description of the withdrawal term.

Withdrawal Status

Updated: August 27, 2020

Use this section of the page to enter the withdrawal status information. Use the Withdrawal Status section to access this section of the page.

When multiple withdrawal status records exist, only the withdrawal status record with the highest sequence number will be displayed, and that record can be modified. The **New Withdrawal** button can be used to insert a new withdrawal record for a student.

Fields/Buttons	Descriptions
Sequence Number	Sequence number of the withdrawal record. Banner assigns this value. It cannot be changed. The sequence number exists for each PIDM/term combination, then becomes a one-up number if additional records are created. You can use this value to cross-reference the student's withdrawal record when you calculate the student's Title IV refund on the Return of Title IV Fund Calculation (RPATIVC) page.
New Withdrawal	Button used to create a new withdrawal record for the student with a oneup sequence number. This button is displayed when a record exists for the student, and you are permitted to create another record. Otherwise, it is not displayed.
Current Enrollment Status	Enrollment status code and description for the student. This value comes from the Student Course Registration (SFAREGS) page. It cannot be changed. When the record with the highest sequence number is displayed and changes can be made, if you change the enrollment status, the new status and status date are displayed above the current status and date. You are prompted to create a new record, update the existing status code and date, or exit without making any changes.
Enrollment Status Date	Date on which the value in the **Current Enrollment Status** field was assigned. This value comes from the Student Course Registration (SFAREGS) page. It cannot be changed.
Processed Indicator	Check box that indicates whether Banner Financial Aid has

Fields/Buttons	Descriptions
	processed the withdrawal and calculated the Title IV refund. It cannot be changed. This check box is set by the Title IV Funds Return Calculation Process (RPRTIVC) in Banner Financial Aid when awards are recalculated. When Banner Financial Aid processes the withdrawal calculation, the process sets this indicator to `Y` (checked). • When checked (`Y`), other fields on the page cannot be updated. • When unchecked (`N`), all updatable fields on the page can be changed.
Withdrawal Code	Withdrawal status code and description. This value defaults from the **Withdrawal Code** on STVESTS, (where the **(Enrollment Status) Code** on STVESTS is equal to the **(Enrollment) Status (Code)** on SFAREGS and may be `Null`). This field is enterable and is validated against STVWDRL. If the **TIV Update Ind(icator)** on STVWDRL is `Y`, then the **Withdrawal Indicator** on STVESTS also is `Y` for the **(Enrollment) Status (Code)** on SFAREGS. If not, you will receive the error message: `Withdrawal Code not valid in combination with Current Enrollment Status`. Also, if the **Period Midpoint Ind(icator)** on STVWDRL is `Y`, then the **Effective Withdrawal Date** will be defaulted as the approximated midpoint date of the enrollment period, and **Percent Attended** will be defaulted to 50%.
Effective Withdrawal Date	Effective date of the withdrawal, entered by the user, unless it is defaulted to the midpoint date of the enrollment period as specified above. This date must fall between the **Enrollment Start Date** and the **Enrollment End Date**.

Fields/Buttons	Descriptions
Title IV Record Indicator	Check box that indicates whether the student is a Title IV award recipient for the term in the Key block.
Enrollment Start Date	Start date of the enrollment period, which defaults to the term start date based on the start date of the term in the Key block. If you enter a date, the page will validate it to ensure that the start date is less than the end date.
Enrollment End Date	End date of the enrollment period, which defaults to the term end date based on the end date of the term in the Key block. If you enter a date, the page will validate it to ensure that the start date is less than the end date.
Enrollment Break Days	Total number of break days during the enrollment period, which default from data entered on Student Term Break (SOATBRK) page for the term in the Key block. It cannot be changed.
Days in Period	Total number of days that classes were held during the enrollment period. Banner calculates this field, and you cannot change it. Banner calculates the **Days In Period** field as follows: • **Enrollment End Date** - **Enrollment Start Date** + 1 = possible days in term • possible days in term - vacation (five or more consecutive calendar days) = **Days in Period**. **Note:** The calculation uses the **Enrollment Start Date** and **Enrollment End Date** from the withdrawal record.
Attendance Break Days	Number of break days during the period that the student was enrolled, which defaults in and is calculated as the number of approved break days (from SOATBRK) that fall within the students' period of attendance. Banner calculates this value. It cannot be changed.
Days Attended	Total number of days that the student attended classes at the institution during the student centric period. Banner calculates this value, and you cannot change it.

Fields/Buttons	Descriptions
	Banner calculates the **Days Attended** as follows: **Withdrawal date** - **Enrollment Start Date** - vacation (five or more consecutive calendar days) + 1 = **Days Attended**. **Note:** The calculation uses the **Enrollment Start Date** on the withdrawal record.
Percent Attended	Percentage of the total number of days that the student attended classes during the student centric period. Banner calculates this value, or it defaults to 50 percent, and you cannot change this value. The **Percent Attended** value is defaulted as follows: **Days Attended** / **Days in Period** = **Percent Attended**.
Original Charges	Total dollar amount of all charges designated as original for the student during the term, which defaults from the Key block. It cannot be changed.
Other Costs	Dollar amount of any other costs assessed to the student during the term. You can change the value in this field to reflect any updates to the student's account by entering an amount in dollars and cents. This field is not used in any calculations on the page. Record any additional amount for Allowable Institutional Costs not assessed through Banner Accounts Receivable.
Comments	Text that you want to associate with this particular withdrawal record.

Institutional Charges Detail

Updated: August 27, 2020

Use this section of the page to view detailed information about the institutional charges assessed to the student's account for the enrollment period and to make any corrections to the charges that should be designated as original during Title IV refund calculations.

Use the **Filter** button to view an advanced filter for this section of the page and search on **Detail Code**, **Source**, **Effective Date**, **Transaction Date**, **Amount**, and **Original Charge**.

Use the **Original Charge** check box to manually change charges to be original or not, when the withdrawal has not been processed. (The **Processed Indicator** is unchecked or `N`.) Other fields are display only.

Institutional Charge Detail for Correction Only

Updated: August 27, 2020

This section of the page can also be displayed with the title "Institutional Charge Detail for Correction Only". This occurs when you choose to adjust the **Original Charge** indicators for the student and term. Additional fields for **Current Original Charges** and **Locked Original Charges** are displayed.

When the setting of the **Original Charge** check box is changed in this case, the value in the **Original Charges** field will be updated. You can save the changes only when the two amounts are equal (**Current Original Charges** and **Locked Original Charges**), or you can exit without making changes. If the changes are saved, the Account Charge/Payment Detail Table (TBRACCD) records will be updated accordingly.

Fields	Descriptions
Detail Code	Detail code and description for the charge.
Source	Source code and description for the charge.
Effective Date	Effective date of the charge.
Transaction Date	Transaction date of the charge.
Amount	Amount of the charge.
Original Charge	Check box that indicates whether the charge should be considered as original for Title IV refund calculations. This field can be changed when the withdrawal has not been processed. (The **Processed Indicator** is unchecked or `N`.)
The following fields are in the Totals information.	
Original (Charges)	Total dollar amount of the charges designated as original. Banner calculates this value based on the value of the **Original Charge**

Fields	Descriptions
	check box.
Other (Charges)	Total dollar amount of non-original institutional charges that will be included in Title IV refund calculations.
Net Institutional) (Charges)	Sum of the values in the **Original (Charges)** field and the **Other (Charges)** field.
Current Original Charges	Amount of current original charges. This field is displayed when the section of the page is displayed as Institutional Charge Detail for Correction Only.
Locked Original Charges	Amount of locked original charges. This field is displayed when the section of the page is displayed as Institutional Charge Detail for Correction Only.

Course Detail

Updated: August 27, 2020

This section of the page is used to view the course registration status records for the student, including the last date that the student attended each course. Use the Course Detail section to access this section of the page.

Use the **Filter** button to view an advanced filter for this section of the page and search on **CRN**, **Part of Term**, **Subject**, **Course Number**, **Section**, **Registration Status**, **Registration Status Date**, and **Last Attendance Date**.

These fields are display only, except for **Last Attendance Date,** which may be entered or modified when the withdrawal has not been processed. (The **Processed Indicator** is unchecked or `N`.)

Fields	Descriptions
CRN	Course reference number.
Part of Term	Part of term code and description.
Subject	Subject code and description of the course.
Course Number	Number of the course.

Fields	Descriptions
Section	Course section.
Registration Status	Registration status code and description.
Registration Status Date	Date the enrollment status was assigned.
Last Attendance Date	Last date that the student attended the course. This date may be used to determine the last date of attendance. This field can be changed when the withdrawal has not been processed. (The **Processed Indicator** is unchecked or `N`.)

SFAWDRL and Status Changes

Updated: August 27, 2020

After you are in the Key block and you go to the Withdrawal Status section of the page, the following checks occur.

- Has the student's status code changed? (The `SFBETRM_ESTS_CODE` is different than the `SFRWDRL_ESTS_CODE`.)
- Has the student's status date changed? (The `SFBETRM_ESTS_DATE` is different than the `SFRWDRL_ESTS_DATE`.)
- Has the student's original charges amount changed? (The total amount for the record on the TBRACCD table is different than the `SFRWDRL_ORIGINAL_CHARGES`.)

If any of these three values has changed, a window is displayed with the new values for the changed fields. You can compare current values on the page to the new values and decide on a course of action. After the you respond by selecting **OK**, an Option List window is displayed with choices that are appropriate for the changed values.

The options are:

- Create New Record
- Update Existing Status Code/Date
- Update Original Charges Amount

- Update Institutional Charges Amount
- Adjust Original Charge Indicators
- Exit Without Changes

Here are descriptions and details for using each option.

Option and Description	Processing
Create New record Create a new withdrawal status record for the student and term.	If you choose to create a new record, the cursor is placed in the **Withdrawal Code** field if it is *Null*. (It will be *Null* if the STVESTS_WDRL_CODE_DEF is *Null*.) If the **Withdrawal Code** is *Not Null*, (which indicates that the STVESTS_WDRL_CODE_DEF provided a value), then the cursor is placed in the **Effective Withdrawal Date** field.
Update Existing Status Code/ Date Update the existing status code and status date values on the withdrawal status record with the maximum sequence number for the student and term.	If you choose to update the existing record, the new status code and date are defaulted into the Withdrawal Status section of the page. You can update other fields only if the SFRWDRL_PROCESSED_IND is unchecked or *N*.
Update Original Charges Amount Update the original charges amount on the withdrawal status record with the maximum sequence number for the student and term.	If you choose to update an the existing record, the new amount will be defaulted into the Withdrawal Status section in the **Original Charges** field. Other fields may be updated if the SFRWDRL_PROCESSED_IND is unchecked or *N*, including the **Original Charge** indicators in the Institutional Charges Detail section of the page.
Update Institutional Charges	If you choose to update the institutional

Option and Description	Processing
Amount Update the institutional charges amount on the withdrawal status record with the maximum sequence number for the student and term.	charges amount, the new amount will be defaulted into the withdrawal status record, and no other fields will be updatable.
Adjust Original Charge Indicators Change the **Original Charge** indicators for the student and term.	If you choose to adjust the **Original Charge** indicators, the process takes you to the Institutional Charges Detail for Correction Only section of the page where the **Original Charge** check box can be updated. Two totals are displayed: • **Current Original Charges** • **Locked Original Charges** When the setting of the **Original Charge** check box is changed, the value in the **Original Charges** field will be updated. You can save the changes only when the two amounts are equal, or you can exit without making changes. If the changes are saved, the Account Charge/Payment Detail Table (TBRACCD) records will be updated accordingly.
Exit Without Changes Exit from the popup window without modifying the withdrawal status record for the student and term and then return to the Key block.	If you choose to exit without making any changes, you need to start over.

Determine which options are available

Updated: August 27, 2020

Different sets of options are displayed, depending on what has changed and whether or not Banner Financial Aid is in use.

About this task

Procedure

1. When the **Current Enrollment Status** or **Enrollment Status Date** values are different from the student registration record values on the SFBETRM table, because the SFBETRM values have changed, you are presented with these options.
    - Create New Record
    - Update Existing Status Code/Date
    - Exit Without Changes
2. When the original charges amount has changed and the `SFRWDRL_PROCESSED_IND` is checked or *Y*, a check is performed to determine if Banner Financial Aid is in use.
    a. When Banner Financial Aid is used and the return of funds is set to occur (the value in the Financial Aid tables for the amount disbursed is greater than the amount earned), you are presented with these options.
        - Create New Record
        - Adjust Original Charge indicators
        - Exit Without Changes
    b. When Banner Financial Aid is used and the post-withdrawal disbursement is to occur, you are presented with these options.
        - Create New Record
        - Update the Original Charges Amount
        - Adjust Original Charge Indicators
        - Exit Without Changes

c. When Banner Financial Aid is *not* used, you are presented with these options.

   - Create New Record
   - Update Institutional Charges Amounts
   - Adjust Original Charge Indicators
   - Exit Without Changes

3. When the original charges amount has changed and the `SFRWDRL_PROCESSED_IND` is unchecked or *N*, you are presented with these options.

   - Create New Record
   - Update Original Charges Amount
   - Exit Without Changes

Waitlist Priority Management (SFAWLPR) page

Updated: August 27, 2020

The Waitlist Priority Management (SFAWLPR) page is used to view and manage the priorities of waitlisted students who have not yet been notified of available seats in individual courses.

CRNs with reserved seats and CRNs that are part of a cross-listed group are not processed on this page. Access the Waitlist Notification Error Query (SFIWLNE) page to search waitlist notification error information.

Note: Data masking cannot be performed on the **Waitlist Priority** field. Instead, users should be given read only access to the page.

This page is composed of the following sections:

- Key block
- Waitlist Control

Key block

Updated: August 27, 2020

Use the Key block to enter the term and CRN for the waitlisted records you want to view. Use the **Search** button to access the Schedule Section Query (SSASECQ) page.

Fields/Buttons	Descriptions
Term	Term code and description of the term for the CRN and the waitlisted records.
CRN	Course reference number for the waitlisted records.
Search	Button used to access the Schedule Section Query (SSASECQ) page to filter on sections for the term.
Subject	Subject of the course.
Course	Number of the course.
Course Title	Title of the course.
Course Alias	The Course Alias is a LOV field and is linked with the Existing Courses. Enter the exact Course Alias value to populate values in all the fields, or, click the ellipsis icon to open the Existing Courses pop up window. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in the Subject, Term, Course and Course Title fields.

Waitlist Control

Updated: August 27, 2020

This section of the page displays registration and waitlist priority information for students based on term and CRN. Fields in this section are display only, except for the **Waitlist Priority** field. Records are displayed in ascending priority order.

You can access the Waitlist Notification Query (SFIWLNT) page, Cross List Waitlist Priority Management (SFAXWLP) page, and the Reserved Seats Waitlist Priority Management (SFARWLP) page from the Related to Current option.

Fields	Descriptions
ID	ID of the waitlisted student.
Name	Name of the waitlisted student.
Sequence	Registration sequence number of the waitlist entry.
Status	Registration status for the course.
Registration Date - Time	Date and time the student registered for the course and was added to the waitlist.
Waitlist Priority	Priority of the waitlist entry in the waitlist queue. Data masking cannot be performed on this field. Instead, users should be given read only access to the page.
Waitlist Origin	Origin of the waitlist entry in the waitlist queue. This field is display only. Valid values are: `S` - System, `M` - Manual

Cross List Waitlist Priority Management (SFAXWLP) page

Updated: August 27, 2020

The Cross List Waitlist Priority Management (SFAXWLP) page is used to view and manage the priorities of waitlisted students who have not yet been notified of available seats in cross-listed courses.

Note: Data masking cannot be performed on the **Waitlist Priority** field. Instead, users should be given read only access to the page.

This page is composed of the following sections:

- Key block
- Cross List Waitlist Priority

Key block

Updated: August 27, 2020

Use the Key block to enter the term and cross-list group code for the waitlisted records you want to view. Use the **Search** button to access the Schedule Cross List Query (SSAXLSQ) page.

Fields/Buttons	Descriptions
Term	Term code and description of the term for the cross-listed courses.
Cross List Group Identifier	Cross-list group code for the cross-listed courses.
Search	Button used to access the Schedule Cross List Query (SSAXLSQ) page

Cross List Waitlist Priority

Updated: August 27, 2020

This section of the page displays registration and waitlist priority information for students based on term and cross-listed group. Fields in this section are display only, except for the **Waitlist Priority** field. Records are displayed in ascending priority order.

You can access the Waitlist Notification Query (SFIWLNT) page, the Waitlist Priority Management (SFAWLPR) page, and the Reserved Seats Waitlist Priority Management (SFARWLP) page from the Related to Current option.

Fields	Descriptions
CRN	Course reference number of the course in the cross-listed group.
Subject	Subject of the course.
Course Number	Number of the course.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	Section number of the course.

Fields	Descriptions
ID	ID of the waitlisted student.
Name	Name of the waitlisted student.
Sequence	Registration sequence number of the waitlist entry.
Status	Registration status for the CRN.
Registration Date - Time	Date and time the student registered for the course and was added to the waitlist.
Waitlist Priority	Priority of the waitlist entry in the waitlist queue.
Waitlist Origin	Origin of the waitlist entry in the waitlist queue. This field is display only. Valid values are: *S* - System, *M* - Manual

Student section Selection Inquiry (SFIBSEL) page

Updated: August 27, 2020

The Student section Selection Inquiry (SFIBSEL) page is used to view the sections in which a student has registered in Self-Service. It also displays the rules associated with the section. This page is search only, and no updates or deletions are allowed.

This page is composed of the following sections:

- Key block
- Assigned section
- Rule Associated to the section

Key block

Updated: August 27, 2020

Use the Key block to enter the student ID, term, and study path to find the section selected by the student during registration in Self-Service.

If a study path is not active, the primary curriculum is displayed. sections retrieved can be manually assigned or assigned by the Student Pre-Assignment Process (SFPSBPA). The section rule is displayed when the rules are defined on the section Rule Definition (SFABRDF) page.

Fields	Descriptions
ID	ID of the student to whom the section is assigned.
Name	Student name.
Term	Term code and description associated with the section.
Study Path	Study path code and description for the study path associated with the section. This field is optional. The field is active when the student ID is associated with a study path. If the **Study Path** field is not active, the default value is `99`.

Assigned section

Updated: August 27, 2020

Use this section of the page to review the section assigned to the student during registration in Self-Service.

Fields	Descriptions
Section	Section code and description for the section selected by the student for registration. Display only.
Program	Program code and description. Display only.
Assigned Manually	Check box used to indicate whether the section is manually pre-assigned to a student on the Student section Pre-Assignment (SFABLPA) page. Display only.
Permit-Override Code	Permit-override code and description used for registration. Display only.

Rule Associated to the section

Updated: August 27, 2020

Use this section of the page to view the rule used to select section, when the section was pre-assigned by the section Pre-Assignment Process (SFPSBPA).

When the section has been manually pre-assigned, all the fields in this section of the page will be `Null`.

Note: The section selected through Student Course Registration (SFAREGS) page is not displayed on the Student section Selection Inquiry (SFIBSEL) page at this time.

Fields	Descriptions
Rule Active	Check box used to indicate whether a rule is active or inactive, as defined for the rule on SFABRDF. Display only.
section Selection Required	Check box used to indicate that the student must select the section during registration in Self-Service, as defined on SFABRDF. Display only.
Term	Effective term code and description defined for the rule in SFABRDF. Display only.
Priority	Priority defined for the rule in SFABRDF. Display only.
Level	Student level code and description defined for the rule in SFABRDF. Display only.
Campus	Campus code and description defined for the rule in SFABRDF. Display only.
College	College code and description defined for the rule in SFABRDF. Display only.
Degree	Degree code and description defined for the rule in SFABRDF. Display only.
Program	Program code and description defined for the rule in SFABRDF. Display only.
Field of Study Type	Field of study type code and description for the rule in SFABRDF. Display only.
Field of Study Code	Field of study code and description for the

Fields	Descriptions
	rule in SFABRDF. Display only.
Department	Department code and description defined for the rule in SFABRDF. Display only.
Curricula	Curriculum of the student such as *Primary*, *Secondary*, *Any*. Display only.
Student Attribute	Student attribute code and description defined for the rule in SFABRDF. Display only.
Cohort	Cohort code and description defined for the rule in SFABRDF. Display only.
Class	Class code and description defined for the rule in SFABRDF. Display only.

Student Registration Group Query (SFIRGRP) page

Updated: August 27, 2020

Use the Student Registration Group Query (SFIRGRP) page to query the registration time slots and the students who have been assigned to those time slots for specific registration group codes.

When more than one time slot is assigned the same priority, and that priority has been assigned to a registration group, all of the time slots will display in the Group Summary section of the page. Students assigned to the registration group code are displayed in the Students in Group section of the page. When the cursor is scrolled through multiple time slot records, if they exist, the list of student names that is displayed will be the same for each record.

This page uses advanced filtering for queries. You can filter data on the default **Term** and **Group** fields and add elements to the filter criteria as needed.

This page is composed of the following sections:

- Key block
- Advanced Filter - Group Summary
- Query Results - Group Summary

- Students in Group

Key block

Updated: August 27, 2020

Use the Key block to enter the term and registration group for the search.

Fields	Descriptions
Term	Code and description of the term.
Group	Code and description of the registration group. Values come from the Registration Group Control (SFARCTL) page. If no group code is entered in the Key block, all existing registration groups and their assigned students, if any exist, will be retrieved for display.

Advanced Filter - Group Summary

Updated: August 27, 2020

Use this section of the page to specify the criteria for which you want to display registration groups. You can add elements to the advanced filter criteria as needed to refine the search. Each element has an operator defined in the **Contains** field.

Use the **Delete** (-) button or the **Clear All** button to remove added fields from the filter or the **Go** button to view the results of the filter.

Fields	Descriptions
Group Code	Group code on which you want to search.
Begin Time	Begin time on which you want to search.
Contains	Displays a list of operators for each field in the advanced filter.
Add Another Field...	Displays a list of fields that can be added to the advanced filter.
Clear All	Button used to remove added fields. The

Fields	Descriptions
	advanced filter can then be re-entered.
Go	Button used to view the advanced filter results.

Query Results - Group Summary

Updated: August 27, 2020

Use this section of the page to display registration section information returned for the criteria in the Advanced Filter section. The number of records found is displayed. You can sort on the fields in this section of the page.

Fields	Descriptions
Filter Again	Button used to return to the Advanced Filter section to perform another filter.
The following fields are in the Query Results information.	
Group Code	Registration group code for the term.
Group Priority	Registration group priority.
Group Count	Registration group count.
Begin Date	Begin date of registration period.
End Date	End date of registration period.
Begin Time	Begin time of registration period.
End Time	End time of registration period.

Students in Group

Updated: August 27, 2020

This section of the page displays child records of the records in the Query Results - Group Summary section of the page.

Fields	Descriptions
Student ID	Student ID of student in the registration group.
Name	Student name of student in the registration

Fields	Descriptions
	group.
Confidential	Check box used to indicate whether the student's information is confidential.
Deceased	Check box used to indicate whether the student is deceased.

Section Drop Roster History (SFISECH) page

Updated: August 27, 2020

This page supports the Drop Roster functionality.

Use this page to view a summary of drop roster information before Drop Roster processing for a CRN to verify that the correct drop roster rules are matched to the CRN and identify any problems with the roster availability dates. The page also displays the status of the drop roster submissions for the CRN.

Key Block

Updated: August 27, 2020

Use this section to enter the details of the student for whom you want to view the drop roster status and the key data about drop rosters.

Field	Description
Term	Term code.
CRN	Course reference number of the section.
Subject	Subject code of the entered CRN.
Course	Course number of the entered CRN.
Title	Section title of the entered CRN.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Section Information Block

Updated: August 27, 2020

This block displays information about the CRN specified in the Key Block.

Field	Description
Primary Instructor ID	Banner ID and name of the primary instructor of the section.
Disable Drop Roster	Check box that indicates whether the Drop Roster functionality has been disabled for this CRN.
Campus	Campus associated with this CRN.
District ID	District ID that may be associated with the campus of the CRN.

Roster Status Block

Updated: August 27, 2020

Use this block to view drop roster history for the CRN specified in the Key Block.

Field	Description
Rule ID Sequence	System assigned sequence number of the rule. This value is used to identify the rule that generated the specific Drop Roster.
Roster Type	Type of the roster the rule is for and can be one of the following • Opening Day • Census • W-grade • Total
Active	Check box that indicates whether the rule is active. If this is not checked, the rule is ignored during processing regardless of its processing priority.
Census Type	Relevant only for a census roster; types are: • 1-census 1 • 2-census 2

Field	Description
	• NA-Not applicable
Date First Available	First day that this roster is available to the faculty/instructor.
Date Last Available	Last day that this roster is available to the faculty/instructor.
Date First Submitted	First date on which the drop roster for this roster type was submitted through the Drop Roster Maintenance page and Drop Roster Confirmation page in Self-Service. The system date is recorded when the faculty or instructor has first confirmed the accuracy of the roster; this can happen either with or without students being dropped.
Date Last Submitted	Most recent date on which the drop roster for this roster type was submitted through the Drop Roster Maintenance page and Drop Roster Confirmation page in Self-Service. The system date is recorded when the faculty or instructor has most recently confirmed the accuracy of the roster; this can happen either with or without students being dropped.
Maintained by ID	Banner ID of the faculty or instructor who has most recently confirmed the accuracy of the roster.

Unrolled Section Grade Statistics (SFISECS) page

Updated: August 27, 2020

Use this page to view a summary of recorded grades for any CRN.

This page displays a summary of the information shown on either the Class Attendance Roster page (SFAALST) or the Class Roster page (SFASLST). The grade information summarized notes whether at least one grade has been rolled to Academic History; the grades displayed are the pre-roll values.

Key Block

Updated: August 27, 2020

Use this section to enter the details of the student for whom you want to view a summary of recorded grades for any CRN.

Field	Description
Term	Term code.
CRN	Course Reference Number.
Subject	Subject code of the CRN.
Course	Course number of the CRN.
Title	Section title of the CRN.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Information Block section

Updated: August 27, 2020

Use this section of the page to specify the section information for the details specified in the Key block.

Field	Description
Primary Instructor ID	Banner ID and name of the primary instructor of the section.
Rolled	Check box used to indicate whether grades have been rolled to Academic History for this CRN. Values are as follows: `Checked`- At least one student's grade has been rolled. `Unchecked`- No student grades have been rolled.
Total Unrolled Grades	Number of students for whom grades have been entered in Registration whether those grades have been rolled to Academic History or not.
Total Gradable Students	Number of students who currently have gradable registration statuses (per STVRSTS settings) regardless of whether they have been graded.
Campus	Campus associated with this CRN.
District ID	District associated with the CRN using the campus.

Unrolled Final Grade Summary Block

Updated: August 27, 2020

Use this block to view the unrolled final grades summary.

Field	Description
Recorded Grade	List of grades that have been assigned to students in this class.
Grade Count	Count of students with the corresponding grade.

Student Withdrawal Query (SFIWDRL) page

Updated: August 27, 2020

Use the Student Withdrawal Query (SFIWDRL) page to view and query withdrawal information about a student from SFAWDRL. You can view information for either a single term, all terms, or student centric period. Withdrawal records appear in descending order by term, and within each term, descending order by record sequence.

This page is for query purposes only. You cannot make changes to any of the values on this page.

This page is composed of the following sections:

- Key block
- Student Withdrawal Inquiry

Key block

Updated: August 27, 2020

Use the Key block to enter the ID, term, or student centric period for the student who has withdrawn.

Fields	Descriptions
ID	ID of the student for which you want to view withdrawal information.
Name	Name of the student for which you want to view withdrawal information.

Fields	Descriptions
Term	Code and description of the term of the withdrawal record. If a term is entered, only records for that term will be displayed. If no term is entered, all records for all terms for the student will be displayed.
Student Centric Period	Student centric period code for which you want to view withdrawal information. These codes are listed on the Student Centric Period Term Control (SOASCPT) page.

Student Withdrawal Inquiry

Updated: August 27, 2020

Use this section of the page to view detailed withdrawal information for the student.

If you are searching by Term, the fields are ordered in descending order by term, and within each term, descending order by record sequence. If you are searching by Student Centric Period, the order is by record sequence number.

Fields	Descriptions
Term	Code of the term of the withdrawal record.
Sequence Number	Sequence number of the withdrawal record. Banner® assigns this value. It cannot be changed. You can use this value to cross-reference the student's withdrawal record when you calculate the student's Title IV refund on the Return of Title IV Fund Calculation (RPATIVC) page in Banner Financial Aid.
Withdrawal Code	Withdrawal status code.

Fields	Descriptions
Withdrawal Date	Effective date of the withdrawal.
Title IV Indicator	Check box that indicates whether the student is a Title IV award recipient for the term.
Processed Indicator	Check box that indicates whether Banner Financial Aid has processed the withdrawal and calculated the Title IV refund.
Enrollment Start Date	Start date of the enrollment period.
Enrollment End Date	End date of the enrollment period.
Days in Period	Number of days that the student could have attended class during the enrollment period.
Days Attended	Total number of days that the student attended classes during the enrollment period.
Percent Attended	Percentage of the total number of days that the student attended classes during the enrollment period.
Original Charges	Total dollar amount of all charges designated as original for the student during the enrollment period.
Other Costs	Dollar amount of any other costs assessed to the student during the enrollment period.
Comments	Comments about the student's withdrawal. Comments are entered on SFAWDRL and are displayed in this field.

Enrollment Status Query (SFQESTS) page

Updated: August 27, 2020

The Enrollment Status Query Page provides you with a list of student registration statuses (i.e., eligible to register, withdrawn, etc.) that may be used at a specific point in time during the term.

If a status code has a date range that does not include the current date, that status will not appear on the page. Before viewing data on this page, the status codes must be entered through the Enrollment Status Control (SFAESTS) page.

You can access SFQESTS from the SFAREGS page. To do so, use a List function from the **Status** field.

Waitlist Notification Error Query (SFIWLNE) page

Updated: August 27, 2020

The Waitlist Notification Error Query (SFIWLNE) page is used to query on waitlist notifications with errors.

Records are queried by term and date. A value must be entered in the **Last Error From Date** field. The system defaults a value into the **To Date** field if one is not entered. Records are displayed with error message, error type, and resend count and notification status and waitlist status. Access the Waitlist Notification Query (SFIWLNT) page to query on waitlist notification information such as notification of available seats, assignment of deadlines for registration, and waitlist status.

Note: The Waitlist Enrollment Purge Process (SFPWAIT) will delete records from SFIWLNE. SFPWAIT has not been changed. The SFIWLNE and SFIWLNT forms use the same table, and SFPWAIT deletes records from that table.

This page is composed of the following sections:

- Key block
- Waitlist Notification Errors

Key block

Updated: August 27, 2020

Use the Key block to enter the term and from and to dates for the search. You can also choose to display successful notifications along with the notification errors.

Fields	Descriptions
Term	Term code and description for the waitlist notification search.

Fields	Descriptions
Last Error Date From	Search period start date. Enter in format DD-MON-YYYY, or use the calendar option to select the date.
To Date	Search period end date. Enter in format DD-MON-YYYY, or use the calendar option to select the date.
Include Successful Notifications	Check box used to indicate you want to display successful notification records in the search results along with the error notification records.

Waitlist Notification Errors

Updated: August 27, 2020

Use the Waitlist Notification Errors section of the page to review the error notifications returned by the search.

Fields	Descriptions
ID	Student ID.
Name	Student name.
CRN	CRN of the waitlisted course.
Notification Status	Notification status for the record. Values are: *Successful*, *Temporary Error*, *Permanent Error*, or *Other*. Values are saved to the database as: *S*, *T*, *P*, or *O*.
Last Notification Error Message	Text of most recent email notification error message, such as `*ERROR* Email address not found for student.`
Last Error Date Time	Date and time of most recent email error in format DD-MON-YYYY, HH:MM, AM or PM.
Error Count	Number of email notification failures for the record. Successful notifications (status *S*) are not included in the count.
Notification Expires	Date and time the email notification expires in format DD-MON-

Fields	Descriptions
	YYYY, HH:MM, AM or PM.
Waitlist Status	Waitlist status, such as `Dropped`, `Pending`, `Registered`, and so on.

Waitlist Notification Query (SFIWLNT) page

Updated: August 27, 2020

The Waitlist Notification Query (SFIWLNT) page is used to query on waitlisted students to check on notification of available seats, assignment of deadlines for registration, and waitlist status. Access the Waitlist Notification Error Query (SFIWLNE) page to query on waitlist notification error information by term and date.

This page is composed of the following sections.

- Key block
- Waitlist Notification Query

Key block

Updated: August 27, 2020

Use the Key block to enter the term and CRN for the waitlisted records you want to view. Use the **Search** button to access the Schedule Section Query (SSASECQ) page.

Fields/Buttons	Descriptions
Term	Term code and description of the term used for the waitlist notification search.
CRN	Course reference number for the waitlist notification search.
Search	Button used to access the Schedule Section Query (SSASECQ) page to filter on sections for the term.
Subject	Subject of the course.
Course	Number of the course.
Course Title	Title of the course.

Fields/Buttons	Descriptions
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Waitlist Notification Query

Updated: August 27, 2020

This section of the page displays registration and waitlist priority information for students based on term and CRN. Fields in this section are display only. Records are displayed in ascending priority order. Use the Related to Current option to access the Waitlist Priority Management (SFAWLPR) page.

Fields	Descriptions
ID	ID of the notified student.
Name	Name of the notified student.
Sequence	Registration sequence number of the waitlist entry.
Status	Registration status for the course.
Registration Date - Time	Date and time the student's registration status last changed.
Waitlist Priority	Priority of the waitlist entry in the waitlist queue at the time the notification was sent.
Waitlist Status	Status of notification of available seats in the course. Valid values are: *P* - Pending, *R* - Registered, *X* - Notification has expired, *Z* - Student removed from waitlist.
Waitlist Notification Date	Date the notification of an available seat in the course was sent.
Notification Expires	Time and date by which the student must register for the available seat or lose their place in the waitlist queue.

Fields	Descriptions
Notification Status	Notification status for the record. Values are: *S* (Successful), *T* (Temporary Error), *P* (Permanent Error), *O* (Other).

Detailed Restriction Result (SFQPREQ) page

Updated: August 27, 2020

The Detailed Restriction Result (SFQPREQ) page is used to display prerequisite failure information when an area prerequisite has not been met during an attempt to register a student for a section which uses area prerequisites.

SFQPREQ is available as an option from the Student Course Registration (SFAREGS) page. You can access SFQPREQ only after receiving a prerequisite failure error for a section which the prerequisite requirements are defined using a CAPP area. When a section's prerequisite requirements are defined using an area and a student fails the prerequisite requirement, a *PRE-REQ AND TEST SCORE – ERROR* will be displayed in the **Message** field of SFAREGS.

At that time, you can use the **CRN** field **Search** feature and the Option List (select View Detailed Results) or a Duplicate Item function from the line containing the error. The Detailed Restriction Result (SFQPREQ) page then displays the details of the requirement. After reviewing the requirement on SFQPREQ and exiting, you will be returned to SFAREGS, where additional enrollment requests can be entered, the prerequisite error can be overridden, or the enrollment request can be dropped.

Note: SFQPREQ is available only for enrollment attempts in sections which use area prerequisites. If you request display of SFQPREQ for all enrollment attempts where test score and prerequisite restrictions are used, the error message `*ERROR* CAPP Area Prerequisite error not encountered` is displayed.

This page displays prerequisite areas for the CRN selected on SFAREGS, and allows you to view requirements that are met or not met broken down by general, group, or detail requirements. You may drill down through each category (general, detailed, group) to view additional windows of detail information.

The detail requirement may show that the unmet prerequisite can be met by taking a course or courses concurrently for the registration that was attempted. If a concurrent requirement is available, then the student can be registered for the additional course, and the area prerequisite will be fulfilled. You can use this page to determine what the student should take now, to fulfill the prerequisite for a future registration, and therefore plan more effectively for future registrations.

Note: This page is only accessible from SFAREGS when the area prerequisite has not been met. You cannot access this page directly from any menu.

Main window

Updated: August 27, 2020

The main window contains the Key block and Program Area Compliance Summary Information section.

Key block

Updated: August 27, 2020

The Key block displays the ID, CRN, Subject, Course, and Section for which you want to review restriction results. This information defaults from SFAREGS and cannot be changed.

Fields	Descriptions
ID	ID of the person for whom restriction results are displayed. Display only.
CRN	CRN for which restriction results are displayed. Display only.
Subject	Course subject for the CRN. Display only.
Course	Course number for the CRN. Display only.
Section	Section number for the CRN. Display only.

These fields are all display only. When you enter the page, the cursor is located in the Program Area Compliance Summary information.

Program Area Compliance Summary section

Updated: August 27, 2020

The Program Area Compliance Summary section displays a brief summary of compliance results for each required area and provides a quick, at-a-glance status of the compliance results for each area.

It also allows you to request additional information to answer a variety of questions like, Which areas are complete?, or Which areas are not complete?. The Program Area Compliance Summary information includes a list of all areas used by the program. To scroll through the list select Next or Enter, use the scroll bar, or perform queries using the **Area** field.

Fields	Descriptions
Action Code	Action code. Indicates that an adjustment was performed on the area and the type of adjustment. Display only.
Awarded Credits	The number of credits used toward the requirement. Display only.
Awarded Course	The number of courses used toward the requirement. Display only.
Area	Area code for an area used by the program. Display only.
Description	Area description. Display only.
Attached	Type of attachments (groups or courses) which make up the area's detail requirements. Display only.

Met and **Not Met** (Data/No Data) buttons exist for the fields below. If you select the button or use Enter while the button is selected, you can access the corresponding window of the Area Output Inquiry (SMIAOUT) page. When requirements exist and `have` been met, the **Met** button is enabled. When requirements exist and `have not` been met, the **Not Met** button is enabled. If requirements do not exist, neither of the buttons are enabled.

Fields	Descriptions
General Requirements	The **General Requirements Met** and **Not Met** buttons reflect the results of analysis of area general requirements. Display only. Enter - Area Output Inquiry (SMIAOUT) page
Group Requirements	The Group Requirements **Met** and **Not Met** buttons relate only to areas which have groups attached. They reflect the results of analysis of area group requirements. Display only. next section>Enter - Area Group Compliance Summary window

Fields	Descriptions
Detail Requirements	The Detail Requirements **Met** and **Not Met** buttons relate only to areas which have courses attached. They reflect the results of analysis of area course/attribute detail requirements. Display only. next section>Enter - Course/Attribute Attachment Results window of SMIAOUT

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Detail Requirements, Met and Not Met	Enter	Area Output Inquiry Page, Course/A

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If the active area has groups attached, select next section or use the Group Requirements

Met/Not Met buttons to access the Area Group Compliance Summary window.

Area Group Compliance Summary window

Updated: August 27, 2020

The Area Group Compliance Summary window displays a brief summary of compliance results for each group attached to an area and provides a quick, at-a-glance status of the compliance results for each group, if group data exists. It also allows you to request additional information.

To access the window, select next section from the Program Area Compliance Summary information on the main window.

Fields	Descriptions
Program	Code and description of program for which groups are displayed. Display only.
Area	Code and description of area for which groups are displayed. Display only.
Catalog Term	Code of catalog term for which groups are displayed. Display only.
Met	If the check box is checked, then the requirements have been met for the group on which your cursor is positioned. Display only.
Set	Set code. Set code used to define the group attachment, if any. Display only.
Subset	Subset code. Subset code used to define the group attachment, if any. Display only.
Rule	Rule code. Rule code used to define the group attachment, if any. Display only.
Group	Group code and description. Code and description of a group which is attached to and processed for the area. Display only.
Action Code	Action code. Indicates that an adjustment was performed on the area and the type of adjustment. Display only.

Fields	Descriptions
Awarded Credits	The number of credits used toward the requirement. Display only.
Awarded Course	The number of courses used toward the requirement. Display only.
Reason Rule/Group Not Met	Displays the reason the rule or group is not satisfied. Display only

Met and **Not Met** (Data/No Data) buttons exist for the fields below. When requirements exist and `have` been met, the **Met** button is enabled. When requirements exist and `have not` been met, the **Not Met** button is enabled. If requirements do not exist, neither of the buttons are enabled.

Fields	Descriptions
General Requirements	The **General Requirements Met** and **Not Met** buttons reflect the results of analysis of group general requirements. Display only. Enter - General Requirements section of main window of SMIGOUT
Group Detail Requirements	The **Group Detail Requirements Met** and **Not Met** buttons relate only to areas which have groups attached. They reflect the results of analysis of group course/ attribute detail requirements. Display only. Enter - Course/Attribute Attachment window on SMIGOUT
Rule Requirements	The **Rule Requirements Met** and **Not Met** buttons relate only to areas which have groups attached and are using rules. They reflect the results of analysis of group rule requirements. Display only.

Fields	Descriptions
	Enter - Area Rule Attachment window

Courses Used By Area/Group window

Updated: August 27, 2020

To access the Courses Used by Area/Group window, select Used Courses from the Options Menu.

The window displays the courses and course attributes used by the program.

Note: Some fields in the horizontal scroll box are repeated for clarity, and to reflect a complete view of information in the various portions of the window. Each field is described below.

The subject, course number, and course attribute (if any) always display in the detail section. The horizontal scroll contains additional fields. When the window is first accessed, the horizontal scroll displays the field information for the course/attribute.

Fields	Descriptions
Subject	Subject code. Subject code of a course used to fulfill a prerequisite requirement. Display only.
Course	Course number. Course number for a course used to fulfill a prerequisite requirement. Display only.
Course Attribute	Course attribute code. Course attribute of the course that was needed for the course to fulfill a prerequisite requirement. Display only.
CRN	Course reference number. Cross reference number for an institutional course used to fulfill a prerequisite requirement. The field is blank if the course is a planned or a transfer course. Display only.
Title	Title of a course used to fulfill a prerequisite requirement. Display only.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite.

Fields	Descriptions
	This indicator applies only to requirements that are used in prerequisite checking.
Source	Course source. Source of a course used to fulfill a prerequisite requirement. Select the source from pull-down list (select the arrow) to the right of the field. Sources can be History (institutional courses already rolled to Academic History), Transfer (transfer courses), In Progress (for in-progress courses in registration which have not been graded and rolled to Academic History), or Planned (planned courses associated with the compliance request). Display only.
Credits Actual	Actual number of credits earned in the course. Display only.
Credits Used	Number of credits earned in the course which were actually used to fulfill the requirement. It is different from actual credits only when the course's credits were split because the student reached the maximum number of credits required. Display only.
Grade Code	Current grade assigned to the student in the course. Planned and in-progress courses do not display a grade, because the work has not been graded yet. Display only.
Grading Mode	Grading mode for the current grade assigned to the student in the course. Planned courses do not display a grade mode. Display only.
Term Code	Term code for the term in which the course was taken, the term in which it is planned, or the term to which a transfer course was applied, whichever is appropriate for the course. Display only.
Course Level	Course level associated with the course. Display only.
Campus	Course campus. Campus on which the courses was taken, is enrolled, or is planned. Course campus is not associated with transfer courses. Display only.
College	Course college. College that offered the course, or in which the course is planned. Course college is not associated with transfer courses. Display only.
Department	Course department. Department that offered the course, or in

Fields	Descriptions
	which the course is planned. Course department is not associated with transfer courses. Display only.
Traditional	Traditional indicator. The check box is checked if the current grade assigned to the course is a traditional grade, as defined on the Grade Code Maintenance (SHAGRDE) page. The check box is never checked for planned or in progress courses, because the work has not been graded yet. Display only.
Repeat	Repeat indicator. The check box is checked if the course is a repeated course. Display only.
Area	Area code. Code for the area in which the course was used to fulfill a requirement. Display only.
Group	Group code. Code for the group in which the course was used to fulfill a requirement, if the requirement is attached to a group. If the detail requirement was attached directly to an area, the **Group** field will be blank. Display only.
Area Course Reuse	Course reuse option under which the course was evaluated for the area. The option used is displayed. The field also includes a pull-down list which shows all available options. Display only.
Area Attribute Reuse	Attribute reuse option under which the course was evaluated for the area. The option used is displayed. The field also includes a pull-down list which shows all available options. Display only.
Group Course Reuse	Course reuse option under which the course was evaluated for a group, if the requirement is associated within a group. The option used is displayed. The field includes a pull-down list which shows all available options. Display only.
Group Attribute Reuse	Attribute reuse option under which the course was evaluated for the group, if the requirement is associated within a group. The option used displays. The field includes a pull-down list which displays all available options. Display only.
Count in Program	Count in program indicator. The check box is checked if the course counts toward the program's general requirement (minimum credits and courses, maximum transfer credits and courses, etc.). Display only.
Count in Area	Count in area indicator. The check box is checked if the course counts toward the area's general requirement (minimum credits

Fields	Descriptions
	and courses, maximum transfer credits and courses, etc.). Display only.
Count in Group	Count in group indicator. The check box is checked if the course will count toward the group's general requirement (minimum credits and courses, maximum transfer credits and courses, etc.), if the course is used to fulfill a group's requirements. Display only.
Count in GPA	Count in GPA indicator. The check box is checked if the course counts toward grade point averages calculated within the program. Display only.
Compliance Credits	Number of credits accumulated toward group and area general requirements, if a specific number of compliance credits have been defined for the requirement. Display only.
Compliance Courses	Number of courses accumulated toward group and area general requirements, if a specific number of compliance courses have been defined for the requirement. Display only.
Split Course	The split course indicator. The check box is checked if the course's credits are split because it exceeds the maximum number of credits allowed toward the requirement. Display only.
Apply to Degree	Apply to degree indicator. The check box is checked if the course is applied toward the associated degree by the compliance process. Display only.
Equivalent Course	Equivalent course indicator. The check box is checked if the course used to fulfill the requirement is an equivalent course to the one(s) actually listed in the requirement. Display only.
Potential Usage	Potential used indicator. The check box is checked if the course can potentially be used to fulfill the requirement. It will be checked only when a requirement can not be completely fulfilled by using of the course. Display only.
Catalog Used	Catalog used indicator. The check box is checked if the requirement indicated that all courses in the institution's catalog within a specified range were required to fulfill the requirement. Display only.
Action	Action code assigned to an adjusted requirement. Display only.
Adjusted Credits	Adjusted credits, if any. Display only.
Adjusted Courses	Adjusted courses, if any. Display only.

Fields	Descriptions
Source of Adjustment	Source of adjustment, if any.

Mouse	Keyboard	
Return	N/A	Return to starting point

Attributes Used by Area/Group window

Updated: August 27, 2020

The Attributes Used by Area/Group window displays the student and course attributes used by the program. The attribute used and the subject and course number of the course (if any) always display.

To access the Attributes Used by Area/Group window, select Attributes Used by Area/Group from the Options Menu.

For more details and more information on how the attribute was used by compliance, use the horizontal scroll to view these fields.

Fields	Descriptions
Student Attribute	Student attribute code. Student attribute code used to fulfill a detail requirement. Course information is never displayed on the same line as a student attribute code. Display only.
Course Attribute	Course attribute code. Course attribute code used to fulfill a detail requirement. Display only.
Subject	Subject code. Subject code of a course used to fulfill a requirement in the program. Display only.
Course	Course number. Course number of a course used to fulfill a requirement in the program. Display only.

The fields in the scroll area are the same as those in the scroll area of the Courses Used by Area/Group window.

Fields	Descriptions
CRN	Course reference number. Cross reference number for an institutional course used to fulfill a requirement in the program. The field is blank if the course is a planned or a transfer course. Display only.
Title	Title of a course used to fulfill a requirement in the program. Display only.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.
Source	Course source. Source of a course used to fulfill a requirement in the program. Select the source from pull-down list (select the arrow) to the right of the field.

Fields	Descriptions
	Sources can be History (institutional courses already rolled to Academic History), Transfer (transfer courses), In Progress (for in-progress courses in registration which have not been graded and rolled to Academic History), or Planned (planned courses associated with the compliance request). Display only.
Credits Actual	Actual number of credits earned in the course. Display only.
Credits Used	Number of credits earned in the course which were actually used to fulfill the requirement. It is different from actual credits only when the course's credits were split because the student reached the maximum number of credits required. Display only.
Grade Code	Current grade assigned to the student in the course. Planned and in-progress courses do not display a grade, because the work has not been graded yet. Display only.
Grading Mode	Grading mode for the current grade assigned to the student in the course. Planned courses do not display a grade mode. Display only.
Term Code	Term code for the term in which the course was taken, the term in which it is planned, or the term to which a transfer course was applied, whichever is appropriate for the course. Display only.
Course Level	Course level associated with the course. Display only.
Campus	Course campus. Campus on which the courses was taken, is enrolled, or is planned. Course campus is not associated with transfer courses. Display only.
College	Course college. College that offered the course, or in which the course is planned. Course college is not associated with transfer courses. Display only.
Department	Course department. Department that offered the course, or in which the course is planned. Course department is not associated with transfer courses. Display only.
Traditional	Traditional indicator. The check box is checked if the current grade assigned to the course is a traditional grade, as defined on the Grade Code Maintenance (SHAGRDE) page. The check box is never checked for planned or in progress courses, because the work has not been graded yet. Display only.

Fields	Descriptions
Repeat	Repeat indicator. The check box is checked if the course is a repeated course. Display only.
Area	Area code. Code for the area in which the course was used to fulfill a requirement. Display only.
Group	Group code. Code for the group in which the course was used to fulfill a requirement, if the requirement is attached to a group. If the detail requirement was attached directly to an area, the **Group** field will be blank. Display only.
Area Course Reuse	Course reuse option under which the course was evaluated for the area. The option used is displayed. The field also includes a pull-down list which shows all available options. Display only.
Area Attribute Reuse	Attribute reuse option under which the course was evaluated for the area. The option used is displayed. The field also includes a pull-down list which shows all available options. Display only.
Group Course Reuse	Course reuse option under which the course was evaluated for a group, if the requirement is associated within a group. The option used is displayed. The field includes a pull-down list which shows all available options. Display only.
Group Attribute Reuse	Attribute reuse option under which the course was evaluated for the group, if the requirement is associated within a group. The option used displays. The field includes a pull-down list which displays all available options. Display only.
Count in Program	Count in program indicator. The check box is checked if the course counts toward the program's general requirement (minimum credits and courses, maximum transfer credits and courses, etc.). Display only.
Count in Area	Count in area indicator. The check box is checked if the course counts toward the area's general requirement (minimum credits and courses, maximum transfer credits and courses, etc.). Display only.
Count in Group	Count in group indicator. The check box is checked if the course will count toward the group's general requirement (minimum credits and courses, maximum transfer credits and courses, etc.), if the course is used to fulfill a group's requirements. Display only.
Count in GPA	Count in GPA indicator. The check box is checked if the course

Fields	Descriptions
	counts toward grade point averages calculated within the program. Display only.
Compliance Credits	Number of credits accumulated toward group, area, and program general requirements, if a specific number of compliance credits have been defined for the requirement. Display only.
Compliance Courses	Number of courses accumulated toward group, area, and program general requirements, if a specific number of compliance courses have been defined for the requirement. Display only.
Split Course	The split course indicator. The check box is checked if the course's credits are split because it exceeds the maximum number of credits allowed toward the requirement. Display only.
Apply to Degree	Apply to degree indicator. The check box is checked if the course is applied toward the associated degree by the compliance process. Display only.
Equivalent Course	Equivalent course indicator. The check box is checked if the course used to fulfill the requirement is an equivalent course to the one(s) actually listed in the requirement. Display only.
Potential Used	Potential used indicator. The check box is checked if the course can potentially be used to fulfill the requirement. It will be checked only when a requirement can not be completely fulfilled by using of the course. Display only.
Catalog Used	Catalog used indicator. The check box is checked if the requirement indicated that all courses in the institution's catalog within a specified range were required to fulfill the requirement. Display only.
Action	Action code assigned to an adjusted requirement. Display only.
Adjusted Credits	Adjusted credits, if any. Display only.
Adjusted Courses	Adjusted courses, if any. Display only.
Source of Adjustment	Source of adjustment, if any.

Mouse	Keyboard	
Return	N/A	Return to starting point

Enrollment Verification Request Query (SFQRQST) page

Updated: August 27, 2020

The Enrollment Verification Request Query Page displays all of the enrollment verification requests which have been processed for either a single person or for all students. Selective queries by ID number, name, term, request number, and date can be performed. This is a query-only page.

You can access SFQRQST from the Enrollment Verification Request (SFARQST) page. To do so, use a Count Query Hits function from the **ID** field.

Course Registration Status Query (SFQRSTS) page

Updated: August 27, 2020

The Course Registration Status Query Page provides you with a list of course registration status codes (that is, registered, dropped, waitlisted, etc.) that can be used at a specific point in time during the term.

If a status has a date range that does not include the current date, that status will not appear on the page. Before viewing the data on this page, the status codes must be entered through the Course Registration Status (SFARSTS) page.

You can access SFQRSTS from the SFAREGS page. To do so, use a List function from the **(Course) Status** field.

Registration Section Query (SFQSECM) page

Updated: August 27, 2020

The Registration Section Query Page shows you information that is useful to registration in a section. You can access SFQSECM from the SFAREGS page and the SFASRPO page.

Before querying data on this page, the section course reference number (CRN) must be entered on the Student Course Registration (SFAREGS) page, and the CRN must have been created using the Schedule (SSASECT) page.

This page uses advanced filtering for queries. You can filter data on the default **CRN** field and add elements to the filter criteria as needed.

This page is composed of the following sections:

- Advanced Filter
- Query Results
- Student Schedule

Advanced Filter

Updated: August 27, 2020

Use this section of the page to specify the criteria for which you want to display CRNs or sections for registration. You can add elements to the advanced filter criteria as needed to refine the search. Each element has an operator defined in the **Contains** field.

Use the **Delete** (-) button or the **Clear All** button to remove added fields from the filter or the **Go** button to view the results of the filter.

Fields	Descriptions
CRN	CRN on which you want to search.
Contains	Displays a list of operators for each field in the advanced filter.
Add Another Field...	Displays a list of fields that can be added to the advanced filter.
Clear All	Button used to remove added fields. The advanced filter can then be re-entered.
Go	Button used to view the advanced filter results.

Query Results

Updated: August 27, 2020

Use this section of the page to display registration section information returned for the criteria in the Advanced Filter section. The number of records found is displayed. You can sort on the fields in this section of the page.

Fields/Buttons	Descriptions
Filter Again	Button used to return to the Advanced Filter section to perform another filter.
The following fields are in the Query Results Section information.	
CRN	CRN of the section.
Part of Term	Part of term for the section.
Subject	Subject of the section.
Course Number	Course number for the section.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the

Fields/Buttons	Descriptions
	appropriate Subject, Term and Course combination.
Section	Section number.
Crosslist Group	Crosslist group to which the section belongs.
Campus	Campus of the section.
Schedule	Schedule type of the section.
Section Status	Current status of the section
Available Seats	Number of available seats in the section.
Waitlist	Number of waitlisted seats in the section.
Link	Linked courses are associated with the section.
section Indicator	Check box used to indicate that the section is part of a section for scheduling.
The following fields are in the Query Results Waitlist information.	
Monday	Check box used to indicate that the section meets on Monday.
Tuesday	Check box used to indicate that the section meets on Tuesday.
Wednesday	Check box used to indicate that the section meets on Wednesday.
Thursday	Check box used to indicate that the section meets on Thursday.
Friday	Check box used to indicate that the section meets on Friday.
Saturday	Check box used to indicate that the section meets on Saturday.
Sunday	Check box used to indicate that the section meets on Sunday
Begin Time	Beginning meeting time of the section.
End Time	Ending meeting time of the section.

Fields/Buttons	Descriptions
Time Conflict	Time status conflicts for the section.

Student Schedule

Updated: August 27, 2020

Use this section of the page to display information about the sections selected in the Query Results section. The records in this section of the page are child records of the master records in the Query Results section of the page.

Fields/Buttons	Descriptions
The following fields are in the Section information.	
CRN	CRN of the section.
Part of Term	Part of term for the section.
Subject	Subject of the section.
Course Number	Course number for the section.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	Section number.
Crosslist Group	Crosslist group to which the section belongs.
Campus	Campus of the section.
Schedule	Schedule type of the section.
Section Status	Current status of the section
Available Seats	Number of available seats in the section.
Waitlist	Number of waitlisted seats in the section.
Link	Linked courses are associated with the section.
section Indicator	Check box used to indicate that the section is part of a section for scheduling.
The following fields are in the Waitlist information.	

Fields/Buttons	Descriptions
Monday	Check box used to indicate that the section meets on Monday.
Tuesday	Check box used to indicate that the section meets on Tuesday.
Wednesday	Check box used to indicate that the section meets on Wednesday.
Thursday	Check box used to indicate that the section meets on Thursday.
Friday	Check box used to indicate that the section meets on Friday.
Saturday	Check box used to indicate that the section meets on Saturday.
Sunday	Check box used to indicate that the section meets on Sunday
Begin Time	Beginning meeting time of the section.
End Time	Ending meeting time of the section.
The following fields are in the Registration information.	
Registration Status	Registration status for the section.
Error	Registration error messages.

Registration Course Query (SFQSECT) page

Updated: August 27, 2020

The Registration Course Query Page supplies information to assist with registration, such as the selected course, location of classes, days of the week the course is offered, available seating, and wait-listing status.

Override information for the course being queried is also displayed. You can access SFQSECT from the SFAREGS page and the SFASRPO page. This page is composed of the following sections:

- Key block
- Course General Information

- Section Information
- Section Meeting Time
- Course or Block Registration Overrides

Key block

Updated: August 27, 2020

Use the Key block to enter the term and CRN for the search.

Fields/Buttons	Descriptions
Term	Term for which you want to return a course.
CRN	CRN for which you want to view information for registration.

Course General Information

Updated: August 27, 2020

Use this section of the page to view the general information for the course in the Key block.

Fields/Buttons	Descriptions
Subject	Subject of the course.
Course Number	Course number.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Course Description	Course title or description.
Section	Section number of the course.
Repeat Limit	Repeat limit for the course.
Repeat Maximum Hours	Repeat maximum hours for the course.
Repeat Code	Repeat code for the course.
The following fields are in the Course Hours information from SCACRSE.	

Fields/Buttons	Descriptions
Credit or CEU Low	Minimum number of credits for which the course can be offered.
Credit or CEU Option	Relationship between low and high credit hours. Values are: • `None` (no credit hours) • `Or` (credit hours for two specific offerings, such as 3 or 4 credit hours) • `To` (credit hours within a range, such as 2 to 6 credit hours)
Credit or CEU High	Maximum number of credits for which the course can be offered.
Bill Low	Minimum number of hours for which the course can be billed based on defined registration fee assessment rules (SFARGFE).
Bill Option	Relationship between low and high billing hours. Values are: • `None` (no bill hours) • `Or` (bill hours for two specific offerings, such as 3 or 4 bill hours) • `To` (bill hours within a range, such as 2 to 6 bill hours)
Bill High	Maximum of hours for which the course can be billed.
Contact Low	Minimum contact hours for the course.
Contact Option	Relationship between low and high other hours. Values are: • `None` (no contact hours) • `Or` (contact hours for two specific offerings, such as 3 or 4 contact hours) • `To` (contact hours within a range, such as 2 to 6 contact hours)
Contact High	Maximum of contact hours for which the course can be offered.

Fields/Buttons	Descriptions
Lecture Low	Minimum number of lecture hours for which the course can be offered.
Lecture Option	Relationship between low and high lecture hours. Values are: • `None` (no lecture hours) • `Or` (lecture hours for two specific offerings, such as 3 or 4 lecture hours) • `To` (lecture hours within a range, such as 2 to 6 lecture hours)
Lecture High	Maximum of lecture hours for which the course can be offered.
Laboratory Low	Minimum number of lab hours for which the course can be offered.
Laboratory Option	Relationship between low and high lab hours. Values are: • `None` (no lab hours) • `Or` (lab hours for two specific offerings, such as 3 or 4 lab hours) • `To` (lab hours within a range, such as 2 to 6 lab hours)
Laboratory High	Maximum of lab hours for which the course can be offered.
Other Low	Minimum number of other hours for which the course can be offered. ("Other" hours are defined by your institution.)
Other Option	Relationship between low and high other hours. Values are: • `None` (no other hours) • `Or` (other hours for two specific offerings, such as 3 or 4 other hours) • `To` (other hours within a range, such as 2 to 6 other hours)
Other High	Maximum of other hours for which the course can be offered.

Fields/Buttons	Descriptions
	(Other hours are defined by your institution.)

Section Information

Updated: August 27, 2020

Use this section of the page to view the general information for the section of the course in the Key block.

Fields/Buttons	Descriptions
Campus	Campus of the section.
Schedule	Schedule type of the section.
Cross List	Crosslist group to which the section belongs.
Cross List Seats Available	Number of cross listed seats available in the section.
Status	Current status of the section.
Grading Mode	Grading mode of the section.
Seats Available	Number of available seats in the section.
Block	Check box used to indicate the section is part of a block of courses for scheduling.

Section Meeting Time

Updated: August 27, 2020

Use this section of the page to view the section meeting time information for the course in the Key block.

Fields/Buttons	Descriptions
Monday	Check box used to indicate that the section meets on Monday.
Tuesday	Check box used to indicate that the section meets on Tuesday.
Wednesday	Check box used to indicate that the section meets on Wednesday.

Fields/Buttons	Descriptions
Thursday	Check box used to indicate that the section meets on Thursday.
Friday	Check box used to indicate that the section meets on Friday.
Saturday	Check box used to indicate that the section meets on Saturday.
Sunday	Check box used to indicate that the section meets on Sunday
Start Date	Date the section begins meeting.
End Date	Date the section ends meeting.
Begin Time	Beginning meeting time of the section.
End Time	Ending meeting time of the section.
Building	Building in which the section meets.
Room Number	Room number in which the section meets.

Course or Section Registration Overrides

Updated: August 27, 2020

Use this section of the page to view the information for the course or section registration overrides associated with the course in the Key block.

Fields/Buttons	Descriptions
Duplicate	Check box used to indicate a duplicate course override.
Prerequisite	Check box used to indicate a prerequisite course override.
Capacity	Check box used to indicate a capacity override.
College	Check box used to indicate a college override.
Repeat Hours	Check box used to indicate a repeat hours override.
Degree	Check box used to indicate a degree

Fields/Buttons	Descriptions
	override.
Cohort	Check box used to indicate a cohort override.
Link	Check box used to indicate a linked course override.
Time	Check box used to indicate a time status conflict override.
Field of Study	Check box used to indicate a field of study course override.
Level	Check box used to indicate a level override.
Repeat Limit	Check box used to indicate a repeat limit override.
Program	Check box used to indicate a program override.
Corequisite	Check box used to indicate a corequisite course override.
Approval	Check box used to indicate a registration approval override.
Department	Check box used to indicate a department override.

Student Academic Mobility Details page (SGAACMO)

Updated: August 27, 2020

Use the SGAACMO page to record information of a student's academic mobility. This page is primarily intended to be used by institutions in Brazil who need to report the academic mobility information of students to a regulatory body.

Field	Description
Student has Academic Mobility?	Drop-down list to select whether the student is moving or moved to another institution inside or outside of their own country to study for a limited time.
Type of Academic	Specifies the type of academic mobility.

Field	Description
Mobility	**Note:** This field is disabled by default. If the user selects **Yes** as an option in the **Student has Academic Mobility?** field, only then the **Type of Academic Mobility** field is enabled. When enabled, entering value in this field is mandatory.
Type of International Academic Mobility	Specifies the type of international academic mobility. **Note:** Note: If the user selects **International** as an option in the **Type of Academic Mobility** field, only then the **Type of International Academic Mobility** field is enabled. When enabled, entering value in this field is mandatory.
Country of International Academic Mobility	Specifies the country of international academic mobility. **Note:** If the user selects **International** as the type of academic mobility, only then the **Type of International Academic Mobility** field is enabled. When enabled, entering value in this field is mandatory. Clicking the **Country** LOV displays the STVNATN page with the list of countries having the ISO Code as 316, where the Country Code will be 'ISO Alpha-3 Code' and the Description will be 'Country or Area Name'.

Multiple Advisors (SGAADVR) page

Updated: August 27, 2020

This page allows a student to be associated with an unlimited number of advisors for an effective term range.

It also allows the user to view a student's existing advisors for an effective term range. Multiple advisors may be designated for any type of student, not just graduate students. A general student record must exist to associate an advisor with a student. The user may designate a primary advisor if multiple advisors exist. If the primary advisor is deleted, the secondary advisor will defaults into the primary place.

The performance of a Count Query Hits function from the **Term** field in the Key block allows the user to access the General Student Summary (SGASTDQ) page.

Use the **Search** feature or perform a List function from the **ID** field for the advisor information to navigate to the Faculty/Advisor Query (SIAIQRY) page.

Fields	Descriptions
Advisor Type Code	The **Advisor Type Code** field allows user to designate the different types of advisors which a student may have, for example, an academic advisor and an athletic advisor.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copy Term
Maintenance	Duplicate Item	End Term

Athletic Academic Progress (SGAAPRG) page

Updated: August 27, 2020

This page is used to track the academic progress of an athlete for a degree.

Progress is determined by credit hours per term and academic year, to see if the athlete is in compliance and has met the academic requirements to compete in a sport. This page provides curriculum and field of study summary information. Degree completion information can be entered as well. Records in the Academic Requirements section cannot be modified or deleted. Only the setting of the **Active (Indicator)** can be changed. If you want change a record, create a new record for the term, enter the hours, make it the active record (set the **Active** check box to checked or *Y*), and inactivate the existing record (set the **Active** check box to unchecked or *N*). This creates an audit history for the athlete.

You can access this page from the Options Menus on SGASPRT and SGAMSPT.

Main window

Updated: August 27, 2020

The Key block and the Academic Credit Requirements section are in this window.

Key block

Updated: August 27, 2020

Use this section to enter the ID for the athlete.

Fields	Descriptions
ID	ID of the athlete. List Person Search (SOAIDEN) page Duplicate Item SSN/SIN Alternate ID Search (GUIALTI) page

Academic Progress section

Updated: August 27, 2020

This section is used to track academic credit requirements for the athlete. Multiple records can be entered for the same term. The current record is flagged as active for audit purposes. Records an also be queried. Use the Academic Progress section to access this section.

Fields	Descriptions
Term	Term code and description for the academic progress. List Term Code Validation (STVTERM) Duplicate Item Multiple Advisors (SGAADVR) page
Single Term Hours	Single term credit hour degree requirement. Enter the completed credit hours for a single term. This may be used to track up to 6 credit hours for the 6-18-24 rule. The field does not restrict you from entering more than 6.
Academic Year Term 1 Hours	Academic year term 1 credit hour degree requirement. Enter the completed credit hours for term 1. This may be used to track fall semester hours for the 6-18-24 rule for the semester.

Fields	Descriptions
	The field does not restrict you from entering more than 9.
Academic Year Term 2 Hours	Academic year term 2 credit hour degree requirement. Enter the completed credit hours for term 2. This may be used to track spring semester hours for the 6-18-24 rule for the semester. The field does not restrict you from entering more than 9.
Academic Year Term 3 Hours	Academic year term 3 credit hour degree requirement. Enter the completed credit hours for the quarter.
Total Academic Year Hours	Total academic year credit hour degree requirement. Enter the total completed credit hours for the academic year. This may be used to track academic years hours for the 6-18-24 rule.
Active	Check box used to indicate that the record is active for the term.
View Active	Check box used to indicate when checked that only the active records are displayed in the Academic Progress section. When unchecked, all academic progress records are displayed.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Degree Completion window

Updated: August 27, 2020

This window is used to view curriculum and field of study information, and enter, review, and search on degree completion percentage information for the athlete.

The General Learner Summary section, the Curricula Summary section, the Field of Study Summary section, and the Degree Completion Percentage section are in this window. Use the Degree Completion Percentage section to access this window.

General Learner Summary section

Updated: August 27, 2020

This section is used to search on and view the general learner record for the student athlete. Multiple records are displayed.

Fields	Descriptions
From Term	Begin term of the general learner record. List Term Code Validation (STVTERM)
To Term	End term of the general learner record.
Student Status	Student status for the general learner record. List Student Status Code (STVSTST)
Student Type	Student type for the general learner record. List Student Type Code Validation (STVSTYP)
Graduation Date	Projected graduation date for the student.
Graduation Term	Projected graduation term for the student. List Term Code Validation (STVTERM)

Curricula Summary section

Updated: August 27, 2020

This section is used to search on and view the curriculum information for the primary curriculum record. Multiple records are displayed.

Fields	Descriptions
Priority	Priority number that defines the curriculum rank.
Term	Term code for the module's curriculum record.
Program	Program for the module's curriculum record.
Catalog	Catalog term code for the module's curriculum record.

Fields	Descriptions
End	Term code for the end of the curriculum.
Outcome Key	For the learner record, this is the sequence number of the outcome (degree) the curriculum was rolled to. For the outcome record, this is the key sequence number the curriculum belongs to.
Admission Type	Admission type of the applicant.
Student Type	Type of student the applicant will be classified as if they are accepted. If the application comes from Recruiting and no student type was specified in Recruiting, the default value is `0` (undeclared). This value comes from the Student Type Code Validation (STVSTYP) page. It can be changed.
Rate	Special rate code that can be associated with an applicant. This value comes from the Student Fee Assessment Code Validation (STVRATE) page. The lookup button from STVRATE is restricted and only displays fee codes that have a detail code type of `C`, and a detail category code of `APF` as defined on the Detail Code Control (TSADETC) page. There is a corresponding rate code on the Registration Fee Assessment Rules (SFARGFE) page to group a specific population of applicants that all have the same rate code.
Level	Level for the module's curriculum record.
Campus	Campus for the module's curriculum record.
College	College for the module's curriculum record.

Fields	Descriptions
Degree	Degree for the module's curriculum record.
Admission	Admission term for the module's curriculum record.
Matriculation	Matriculation term for the module's curriculum record.

Field of Study Summary section

Updated: August 27, 2020

This section is used to search on and view the field of study information for the primary curriculum record and the major. Multiple records are displayed.

Fields	Descriptions
Priority	Priority number that defines the field of study rank.
Term	Term code for the field of study. This value defaults from the Curriculum section.
Type	Type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration.
Field of Study	Major, minor, or concentration code for the field of study.
Department	Department code for the field of study.
Attached to Major	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 *CONCENTRATION*.

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

Degree Completion Percentage section

Updated: August 27, 2020

This section is used to enter, review, and search on information that shows the progress the athlete is making toward completing the hours needed for the degree.

Fields	Descriptions
Term	Term code and description for the degree completion information. List Term Code Validation (STVTERM)
Hours Required	Total hours required to complete the degree.
Hours Completed	Total hours completed toward the degree.
Percentage	Percentage of degree that has been completed. This value is calculated by the system based on the required and completed hours.
Degree Progress Update Reason	Reason for change in the hours and percentage of degree completion, such as an incorrect grade. Enter a reason when a second record is created for the same term as an existing record. List Degree Completion Change Reason Validation Page
Overall GPA	Overall cumulative GPA for the student for the term. This value is determined by the system based on the level for the SOVLCUR record.
Recalculate Needed	Radio group used to show whether the student's GPA needs to be recalculated, `Yes` or `No`. The GPA can be recalculated on the SHAINST page. This field is display only.
User ID	ID of the user who last updated the record.

Fields	Descriptions
	Display only.
Activity Date	Date on which the record was last updated. Display only.

Assistantship/Fellowship/Internship (SGAASST) page

Updated: August 27, 2020

This page is used for processing and reviewing assistantship, fellowship, and internship information. A person or student may have multiple assistantships, fellowships, or internships with different types for an effective term range or for multiple terms.

Assistantships, fellowships, and internships are divided into categories of Assistantship, Fellowship, and Internship respectively and are designated by type within the three categories. For example, an internship could have a type of LAB - Lab Internship associated with it.

The Assistantship/Fellowship/Internship Information displays the minimum and maximum terms of the assistantship, fellowship, or internship which have data. The user may perform a Duplicate Record function to create an additional term record for the assistantship, fellowship, or internship.

You may perform a Count Query Hits function from the Key block to navigate to the Assistantship/Fellowship/Internship Query (SGAASTQ) page and search information to bring back to fill in the key data. You may also select the Assistantship/Fellowship/Internship item in the Options Menu or use the **Search** feature and then select View Existing AFI Info (SGAASTQ) from the Option List to do the same task.

Note: While the data elements in SGAASST are consistent with other forms that display curriculum data, curriculum checking is not performed in this page. Curriculum checking is not performed because assistantships, fellowships, and internships can be associated with combinations of data elements which would not be valid based upon an institution's curriculum rules. For example, an assistantship could be sponsored by a college and department alone, and this combination would not be a valid entry in curriculum rules.

Fields	Descriptions
Status	Status of the assistantship, fellowship, or internship. This field is validated against the Assistantship/Fellowship/Internship Status

Fields	Descriptions
	Validation (STVGSTA) page and may include such items as active, inactive, in progress, and pending approval. This is a required data element and the only one needed to create a record.
Supervisor	This is an ID field where anyone with an identification record may be entered. The field allows access to the Person Name/ID Search (SOAIDEN) page using List, the Faculty/Advisor Query (SIAIQRY) page using Count Query Hits, and the Available Faculty By Term Query (SOAFAVQ) page using Help. This field is not dependent upon a CRN (Course Reference Number).
Source of Funds	This field is validated against the Assistantship/Fellowship/ Internship Source of Fund Validation (STVSOFF) page which should include all sources that may be used to fund assistantships, fellowships, or internships at your institution. Examples of funding sources might be the National Education Association, Miscellaneous Funds, Pugh Foundation, National Endowment for the Arts, etc.
Stipend	This field allows you to track the dollar amount of the stipend which the student may be receiving (up to $99999.99). This is an informational field only. The actual payment of the stipend is maintained through the Banner® Human Resources System.
Catalog Term	This field is used to display the term associated with the academic catalog whose rules determine the student's curriculum requirements for graduation.
FTE	This field allows you to record the Full-Time Equivalence of the assistantship, fellowship, or internship. No system calculations occur.
Minimum Course Load	This field allows you to record the minimum course load the student must maintain. There is no system check against registration information.
Maximum Course Load	This field allows you to record the maximum course load which a student may take. There is no system check against registration information.
Required Hrs	This field allows you to record the number of required hours the student must attain or work to complete the assistantship, fellowship, or internship. You may record up to 99,999.99 hours.
Program, Degree,	These fields allow you to record the curriculum-related data

Fields	Descriptions
Level, College, Major, and Department	elements associated with the assistantship, fellowship, or internship or with the student. All of these fields are totally independent of the student's degree record, although the Degree Summary (SHADGMQ) page may be accessed from these fields in the Information window of SGAASST by selecting the Degree Summary item from the Options Menu or performing a Count Query Hits function. The information on any one of the student's degree records may be used to populate all of these fields by performing a Select function from the selected record on SHADGMQ. The department for the assistantship, fellowship, or internship does not have to match the student's department information.

Mouse	Keyboard	
Maintenance	Duplicate Record	Copy Info
Maintenance	Duplicate Item	End Info

Tasks and Comments window

Updated: August 27, 2020

This window is used to record unlimited tasks or duties for the assistantship, fellowship, or internship, and coordinators associated with the task or duty codes for the term range. The user may also enter comments and originator information for the assistantship, fellowship, or internship.

Tasks section

Updated: August 27, 2020

The user may to navigate to a number of pages from the **Coordinator** field.

Perform a Help function to navigate to the Available Faculty By Term Query (SOAFAVQ) page, a Count Query Hits function from the same field to navigate to the Faculty/Advisor Query (SIAIQRY) page, or a List function from the same field to navigate to the Person Search (SOAIDEN) page. The ID may be brought back from SOAIDEN, SIAIQRY, or SOAFAVQ.

Fields	Descriptions
Task	This field allows you to record the task the student must perform in conjunction with the assistantship, fellowship, or internship. It is validated against the Assistantship/ Fellowship/Internship Task Validation (STVTASK) page. Tasks may include such things as: submit weekly activity log, monitor exams, assist in research, perform physical exams, etc.
Coordinator	This is an optional field which allows you to associate a task coordinator with a specific task. This is an ID field which requires the coordinator to have an identification record but to not necessarily be designated as a faculty member or advisor. From the Coordinator field, you may access the Person Name/ID Search (SOAIDEN) page, the Faculty/Advisor Query (SIAIQRY) page, and the Available Faculty By Term Query

Fields	Descriptions
	(SOAFAVQ) page and then populate the **Coordinator** field by performing a Select function.

Comments section

Updated: August 27, 2020

The Comment section of the page allows you to create free format comments related to the assistantship, fellowship, or internship.

Fields	Descriptions
Comment	Free form text related to the assistantship, fellowship, or internship.
Origin	Originator code for office that entered the comment. Valid values come from the Originator Code Validation (STVORIG) page.
Origin Date	Date comment was entered or modified.

Mouse	Keyboard	Result
Maintenance (Tasks information)	Duplicate Record	Copy Info
Maintenance (Tasks information)	Duplicate Item	End Info
Maintenance (Comments information)	Duplicate Record	Copy Info
Maintenance (Comments information)	Duplicate Item	End Info

Assistantship/Fellowship/Internship Query (SGAASTQ) page

Updated: August 27, 2020

This query page enables you to query information on all assistantships, fellowships, or internships associated with a person. The user can enter the page from the *GSTUDENTB menu or as a stand alone page.

After executing a query, when the cursor is on a recipient ID, you may perform a Count Query Hits function to go to the Assistantship/Fellowship/Internship (SGAASST) page and bring that recipient record from SGAASTQ to the key of SGAASST. The data may then be viewed or updated before returning to SGAASTQ. The asterisk (*) to the left of the **Recipient ID** field indicates the record for which the A/F/I information is displayed on the right side of the page.

You can access SGAASTQ from the SGAASST page. To do so, use the **Search** feature and select View Existing AFI Info (SGAASTQ) or use a Count Query Hits function from the **ID** field.

Advisors Assignment Rules (SGAAVRL) page

Updated: October 17, 2024

The Advisors Assignment Rules page allows you to define rules at different criteria like term, level, degree and so on, and also define multiple advisor for each of the rules.

For each of the rules created there should be a primary advisors added to save the rules. The active rules defined on this page is utilized by the Advisors Assignment Process (SGPADVA) to assign advisors on the Multiple Advisors (SGAADVR) page.

Advisor Rules

Field	Description
Active	Check box that defines which rules are active on the SGAAVRL page. By default, the check box is selected.
Rule Number	A unique number that auto generates when you insert or copy a new record.
Effective Term	Use the **Term** field to specify the term for which the rule becomes effective. Links to the List Term Code Validation (STVTERM)
Level	Code of the level associated with the base curriculum. This is an optional field. Links to the Level Code Validation (STVLEVL) page.

Field	Description
Program	Specify the program for which the rule is applicable. This is an optional field. If the field is null, then the rule applies to all programs. Links to the List Program Codes (SMARPLE)
College	Code of the college associated with the curriculum. This is an optional field Links to the List College Validation (STVCOLL)
Degree	Student's degree code for the rule. Links to the List Degree Code Validation (STVDEGC)
Class	Class code for the search criteria, based on the student curriculum. Links to the List Class Code Validation (STVCLAS) and Student Classification Rules (SGACLSR) page
Cohort	Cohort for the search criteria. The cohort used is based on the cohort that is active for the search term. Links to the List Cohort Code Validation (STVCHRT)
Student Attribute	Student attribute for the search criteria. The student attribute used is based on the attribute that is active for the search term. List Student Attribute Validation (STVATTS)
Sport	Sport code for which the rule is applicable. The sport code is validated against the student records on the Student Sport Form (SGASPRT) page for the term code. Links to the List Sports Activity Code Validation (STVACTC)
Curricula	The Curriculum which is applicable for the rule.

Field	Description
	Valid values are Primary, Secondary, and Any. • Primary - Select the rule against the primary Active and Current = Y curriculum for the student. • Secondary - Select the rule against the secondary Active and Current = Y curriculum for the student. • Any - Select the rule against all the Active and Current = Y curriculum for the student. **Note:** This field accepts null value. If the value is null or any for a rule, then the rule is validated against all the Active and Current = Y curriculum for the student.
Field of Study Type	Learner field of study type for the rule. If the field is null, then the rule applies to all the Field of Study Types. Links to the List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code (major) for the rule. If the field is null, then the rule applies to all the Field of Study Codes. Links to the List Major Code Validation (STVMAJR)
Department	Student's department code for the rule. Links to List Department Validation (STVDEPT)
Starting Last Name	Specify 1 or 2 character student's Starting Last Name that the rule is applicable. Student's Last Name beginning with this value will be considered as a starting range to assign advisors. For more information, see Advisors Assignment Process (SGPADVA) in *Banner Reports and Processes* to understand on how the Starting Last Name is considered in the job process.
Ending Last Name	Specify 1 or 2 character student's Ending Last Name that the rule is applicable. Student's Last Name beginning with this

Field	Description
	value will be considered as a ending range to assign advisors. For more information, see Advisors Assignment Process (SGPADVA) in *Banner Reports and Processes* to understand on how the Ending Last Name is considered in the job process.

Advisor Information

Use this section of the page to view or define the advisors to a specific rule. Only one advisor can be marked as primary advisor for the rule.

Field	Description
ID	Select an advisor ID to be associated with the rule. Perform a List function from the ID field for the advisor information to navigate to the Faculty/Advisor Query (SIAIQRY) page.
Advisor Name	The name associated with an advisor. This is a display only field.
Advisor Type	The Advisor Type Code field allows the user to designate the different types of advisors which a student may have, for example, an academic advisor and an athletic advisor. Links to List Advisor Type Validation (STVADVR)
Advisor Type Description	The description associated with the Advisor Type Code defined on the Advisor Type Validation (STVADVR) page. This is a display only field.
Primary Indicator	A check box to designate an advisor as primary advisor for the rule.

Student Cohort (SGACHRT) page

Updated: August 27, 2020

Use this page to add to a cohort for student records with a term code that is less than or equal to the term code in the key block.

Delete a student from a cohort if the effective term in the key block equals the value in the **Effective Term** field in the **Base** section.

A student's cohort record updates if the effective term in the key block equals the value in the **From Term** field in the **Base** section.

Inactive, **Reason** and **Study Path** are the only fields that may be updated. **SGACHRT** does not allow a user to end a cohort which is done in the **Additional Student Information (SGASADD)** page.

Base Section

Updated: August 27, 2020

Use this page to view, add, or delete one or more students from a cohort.

Field	Description
ID	ID of the student who is assigned to the cohort.
Name	Current name associated with the ID.
From Term	Effective term of the student's cohort record.
To Term	Term code in SGRCHRT that is the maximum term when this cohort is effective for the student. If there is no end term record in SGRCHRT for the student, the **To Term** value is 999999. Display only.
Inactive	Indicates that the cohort record is inactive. A value must be entered in the **Reason** field if this indicator is selected.
Reason	The reason that the cohort record is inactive. The **List function** displays values from the **Cohort Reason Validation (STVCREA)** page. A value can only be entered if the **Inactive** indicator is selected.
Study Path	The key sequence number of the study path. The **List** function displays the values from the **Study Paths by Term (SGVSTSP)**

Field	Description
	view.

Student Classification Rules (SGACLSR) page

Updated: August 27, 2020

This page is used to establish the academic classification rules based on the range of hours entered and user-defined student attributes. The **To Hours** must be greater than the **From Hours** when creating a rule.

The Class Code Validation (STVCLAS) page, the Level Code Validation (STVLEVL) page, and the Student Attribute Validation (STVATTS) page must be established before entering this page.

When attributes are maintained for a rule, then the student must fall within the credit hour requirement and have the attribute code for the effective term on the Additional Student Information (SGASADD) page.

Note: Student classification rules must exist for students of all levels. If classification rules do not exist for a certain level of students, they will `not` be reported in the Unduplicated Headcount Report (SFRHCNT).

Cooperative Education (SGACOOP) page

Updated: August 27, 2020

Use the SGACOOP page to create and maintain cooperative education information for the student, associate the student's cooperative education record with an employer, and create co-operative education duties for the student.

Cooperative education tracking allows institutions to track dates, purposes, and sponsorships for activities related to courses or other educational tasks that need to be linked to enrollments or recorded in academic history.

You can create multiple cooperative education records and attach them to CRNs (sections). When you have attached a cooperative education record to a course section, you can track the activity's sponsor for tasks such as residencies, internships, and clerkship and check potential schedule conflicts and date overlaps.

Note: You can have multiple cooperative education records for a student, for a term, and for a CRN.

Ensure that the person is an active student for the term and level for the cooperative education job. You can have multiple jobs. If the cooperative education information exists, you cannot delete the student's record. To delete a student's record, first delete the cooperative education record. Ensure that the employer details exist in the Employer Code Validation (STVEMPL) page.

The **CRN** field allows the entry of a CRN associated with a cooperative education. This field also validates entries so that only sections which exist and that allow cooperative education attachment (based on the schedule type) is assigned as a cooperative education activity. Also, ensure that the CRN exist for the person in registration for the term or in academic history for the term.

You can navigate to other pages from the **CRN** field. Use the View Existing Sections to access the information. You can search for sections, registration, or history.

- Select Schedule Section Query from the View Existing Sections to access the Schedule Section Query (SSASECQ) page.
  The Schedule Section Query (SSASEGQ) page displays from the SGACOOP page, if a schedule exists for the effective term in the Key block.
- Use Select Course Summary from the View Existing Sections.
  The Course Summary lookup displays valid CRNs for the ID number, effective term, and level, and you can search the student's courses for the term. This allows you to view courses in history for the term.

The following situations can cause errors in the SGACOOP page:

- If you enter a CRN that is not valid for the term, the system receives the message `Invalid CRN code` and you cannot proceed with the updates. If you process SGPCOOP for a term, the existing student co-op records are deleted.
- If you enter a CRN where the schedule type is not checked as a co-op assignment in the STVSCHD page (does not allow assignment to a cooperative education activity), the system received the message `Schedule type does not allow co-op` and you cannot proceed with the page updates.
- If the cooperative education record exists, and the student's information was changed in registration or academic history, (that is, if the student is dropped from a course, and the CRN is no longer valid as it is counted in enrollment on STVRSTS),

the system receives the message `Student is not registered for this CRN`. However, you can continue with the page updates. Ensure that the CRN represents a student's registered section or has a history for the term and level of the cooperative education activity. If you run purges for registration and scheduling, with the student already rolled to history, the error does not occur.

Key block

Updated: August 27, 2020

Use the Key block to specify the ID and term for the student with the cooperative education information.

Fields	Descriptions
ID	ID of the student.
Name	Student name.
Term	Term code and description of the term in which cooperative education information is created and maintained.

Cooperative Education block

Updated: August 27, 2020

Use this block to create and maintain cooperative education information.

Cooperative Education Details

In the Cooperative Education Details section, create the cooperative education details for the student specified in the Key block. You can also view all the available cooperative education records and conflicting cooperative education records (if any) for a student for the effective term.

Fields	Descriptions
Level	Level code and description of the student.
Cooperative Code	Cooperative code and description.
CRN	Allows the entry of a CRN associated with a cooperative education record.

Fields	Descriptions
	The CRN also validates entries so that only sections which exist and that allow cooperative education attachment (based on the schedule type) can be assigned as a cooperative education activity. Also, the CRN exists for the person in registration for the term or in academic history for the term.
Begin Date	(Optional) Check for the overlapping begin dates on the cooperative education records for the term, regardless of level or schedule type. When a conflict exists, the following message appears: `One or more activities overlap in the term. Change the assignment dates or select the Override check box.`
End Date	(Optional) Check for the overlapping end dates on the cooperative education records for the term, regardless of level or schedule type. When a conflict exists, the following message appears: `One or more activities overlap in the term. Change the assignment dates or select the Override check box.`
Override	Check box used to override the dates for the cooperative education, when overlapping dates exist. By default, the check box is not selected. You can select the check box to override.
Evaluation Prepared	(Optional) Tracks when a student's evaluation is prepared and sent to the cooperative education provider.
Evaluation Received	(Optional) Tracks when a student's evaluation is received from and recorded by the cooperative education provider.

Employer and Contact Details

In the Employer and Contact Details section, associate the student's cooperative education with an employer. You can also view the employer's address information.

Note: It is not always necessary for the cooperative education to have an associated employer. A student's cooperative education details can also exist without an employer.

Fields	Descriptions
Employer ID	ID of the employer. The Employer ID allows you to assign a non-person ID to the student's Cooperative Education record. When the non-person ID is assigned as an Employer ID, the corresponding non-person name is displayed.
Address Type	Employer's address type. The address type allows you to select a valid address for the Employer ID. The Address Type field is active only when the Employer ID is populated. When you select or enter a valid address type for an existing address for an employer ID, the associated address and phone data is displayed for the selected employer ID. **Note:** The address fields will continue to display the address and phone details from the STVEMPL page if a valid employer code is entered or selected. However, the STVEMPL address data display can happen only if there is no selected address type for an Employer ID.
Employer Code	Employer's code and description.
Contact Name	Name of the employer's contact person.
Title	Contact employer's title.
Contact Phone	Contact employer's phone number.
The following fields are for display only.	
Employer Phone	Phone number of the employer.
House Number	House number of the employer.

Fields	Descriptions
Street Line 1	First line of the employer's street address.
Street Line 2	Second line of the employer's street address.
Street Line 3	Third line of the employer's street address.
Street Line 4	Fourth line of the employer's street address.
City	Employer's city name.
State	Employer's state code.
Zip	Employer's zip code.
Nation	Employer's nation code.

Cooperative Education Duties block

Updated: August 27, 2020

In the Cooperative Education Duties section, you can create the required duties for the student's cooperative education and list all the duties for student's cooperative education.

Note: Unless the **Employer Code** field is populated, institutions cannot create cooperative education duty records.

Fields	Descriptions
Term	(Display only). Term code and description of the term in which cooperative education information is created and maintained.
Employer Code	(Display only). Employer's code and description.
Level	(Display only). Level code and description.
Cooperative Education Duties section	
Cooperative Education Details	Enter the required cooperative education duties involved in the student's cooperative education and list all the duties for student's cooperative education.

Student Disability Services (SGADISA) page

Updated: August 27, 2020

This page is used to capture information about disabilities, medical conditions, and provided services for a student on a term-by-term basis. This information can be used for disability tracking. A student record must exist on the General Student (SGASTDN) page for the term specified.

If the user enters a non-student id in the key block, the system will display a warning message. This warning will not prevent the record from being saved. The warning message text is: *WARNING* Person is not a student for this term. If you want to continue, select **OK**; otherwise, select **Cancel**.

Main window

Updated: August 27, 2020

The main window contains the Key block, the Student Disabilities section, and the Disability Services section.

Key block

Updated: June 16, 2022

Use the Key block to enter the student ID and term for which you want to view or enter disability information.

Fields	Descriptions
ID	Student ID. List Person Search (SOAIDEN) page
Name (untitled)	Student name.
Term	(Optional) Term for which you want to see existing records or enter new records for the student. List Term Code Validation (STVTERM)

Student Disabilities section

Updated: June 16, 2022

Use this section to view or enter disability information for the student in the Key block.

Fields	Descriptions
Untitled	Displays an asterisk (*) for the record when the cursor is on the related record in the Disability Services section.
Term	Term for which you want to see existing records or enter new records for the student.
Disability Code	Code of the disability, such as such as Blind, Multiple Sclerosis, Hearing Impaired. List Disability Type Validation (STVDISA)
Description	Description of the disability.
Medical Code	Code of the related medical condition, such as Blind, Deaf, Prosthetic Limb. List Medical Code Validation (STVMEDI)
Service Code	Code of the related disability service need, such as County Paratransit Service, Hearing Aid Required, Disabled Student Services. List Disability Service Validation (STVSPSR)
Primary	Check box used to indicate whether this is the primary disability for the student.
Effective From Date	Date from which the service is valid.
Effective To Date	Date up to which the service is valid.
Activity Date	Date on which the record was last updated. Display only.

Disability Services section

Updated: August 27, 2020

Use this section to view or enter additional disability services information for the record in the Student Disabilities section.

Fields	Descriptions
Service Type	Code of service type, such as Day Care, Career Planning, Transportation.

Fields	Descriptions
	List Student Services Code Validation (STVSSER)
Status Code	Code of status of the student services, such as In Progress, Service Refused, Referred to Provider. List Student Services Status Validation (STVSSST)
Provided Code	Code of provided service, such as Services Accepted, Services Provided, or Services Rejected. List Student Services Provided Validation (STVSEPR)
Provider Code	Code of service provider, such as Training Center, Counseling Center, Learning Center. List Student Services Provider Code (STVSPRV)
Exemption Code	Code of service exemption, such as Process of Transferring, Outside Tutoring Obtained, Obtained Own Provider. List Services Exemption Validation (STVSSEP)
Result	Code of service result, such as such as Promotion Obtained, Job Obtained, Goal Not Met. List Student Services Result Validation (STVSSRS)

Fields	Descriptions
Originator	Code of originator of service request, such as Student Accounts Office, Bursar's Office, Dean of Students. List Originator Validation (STVORIG)
Campus	Code of campus where the service was provided, such as Main Campus, Downtown Campus, or Foreign Campus. List Campus Validation (STVCAMP)
Contacts	Number of contacts made to set up the services, in format 999.
Service Begin Date	Date provided service began.
Service End Date	Date provided service ended.

Employer Class Maintenance (SGAEMCM) page

Updated: August 27, 2020

The SGAEMCM page allows you to enter or select a non-person ID to save as an Employer ID for each student registered in a CRN in a term.

When you save the data in this bulk entry page, the information is saved in the SGRCOOP table. You can view for individual students information in the SGACOOP page.

Note: You cannot insert, copy, or delete records in this page; however, you can update the employer ID to a different ID or clear the **Employer ID** field.

Key block

Updated: August 27, 2020

Use the Key block to specify the term and CRN for the student with the cooperative education information.

Field	Description
Term	Term code and description of the term in which students are registered.
CRN	CRN, subject code, course number, and section of the CRN in which students are registered.

Class Employer Details block

Updated: August 27, 2020

Use the CLASS EMPLOYER DETAILS block to assign the employer IDs to the students registered in the CRN specified in the Key block.

When you assign an employer ID to a student and save, the action inserts a cooperative education record for the student, term, level, and CRN with the assigned employer ID.

If a cooperative education record exists for the student, term, level and CRN, the record gets updated with the assigned employer ID.

Field	Description
Sequence	Sequence number generated by the system when the record is saved. Display only.
ID	ID of the student.
Name	Name of the student associated with the student ID.
Status	Status of the student’s registration status.
Status Date	Date on which the student’s registration status was assigned.
Level	Level code and description.
Employer ID	ID of the employer.
Employer Name	Name of the employer.

Education Opportunity Programs and Services (SGAEOPS) page

Updated: August 27, 2020

The purpose of the Education Opportunity Programs and Services Page is to record and monitor the EOPS information for a student based on an effective term. EOPS status and multiple eligibility factors may be specified for a student.

A general student record must exist on SGASTDN before creating or updating the EOPS information.

Mouse	Keyboard	
Maintenance (EOPS information)	Duplicate Record	CopyAssignment
Maintenance (EOPS information)	Duplicate Item	EndAssignment
Maintenance (Eligibility information)	Duplicate Record	Cop

Mouse	Keyboard	
		yAssignment
Maintenance (Eligibility information)	Duplicate Item	EndAssignment

Main window (California localization)

Updated: August 27, 2020

When you navigate to the EOPS Information section, if the value in the **EOPS Status** field (SGBEOPS_EOPS_CODE) is not one for which the **CARE Code Indicator** check box on the Education Opportunity Prog/Serv Status Validation (STVEOPS) page is either null or unchecked, the system displays an error message.

Field	Description
EOPS Status	To support CALB localizations, this field is validated against both `STVEOPS_CODE` and `STVEOPS_CARE_CODE_IND` in the STVEOPS table. The validation change is in effect only for Student records that are current in SGBOEDU and SGBEOPS. For records in these tables that are not the current record by the effective-term logic (`SGBOEDU_TERM_CODE_EFF` and `SGBEOPS_TERM_CODE_EFF`, respectively), any errors are suppressed and the system does not validate the saved values to the new STVEOPS CARE Code Indicator (`STVEOPS_CARE_CODE_IND`).
Acceptance Term	Code of the term in which the student was accepted into your institution's other educational opportunity program.

Other Educational Programs window (California Localization)

Updated: August 27, 2020

The Other Educational Programs window allows the institution to capture Education Opportunity Program information for two different programs.

Mouse	Keyboard	
Maintenance	Duplicate Record	CopyAssignme

Mouse	Keyboard	
		nt
Maintenance	Duplicate Item	End Assignment

California Localization

When you navigate to this window, if the value in the **EOPS CARE Status** field (SGBOEDU_EOPS_CODE) is not one for which the **CARE Code Indicator** check box on the Education Opportunity Prog/Serv Status Validation (STVEOPS) page is checked, the system displays an error message.

Field	Description
EOPS CARE Status	To support CALB localizations, the field label was changed from **EOPS Status** to **EOPS CARE Status**. This field is now validated against both `STVEOPS_CODE` and `STVEOPS_CARE_CODE_IND` in the STVEOPS table. The validation change is in effect only for Student records that are current in SGBOEDU and SGBEOPS. For records in these tables that are not the current record by the effective-term logic (`SGBOEDU_TERM_CODE_EFF` and `SGBEOPS_TERM_CODE_EFF`, respectively), any errors are

Field	Description
	suppressed and the system does not validate the saved values to the new STVEOPS CARE Code Indicator (`STVEOPS_CARE_CODE_IND`).

Mass Entry Athletic Compliance (SGAMSPT) page

Updated: August 27, 2020

This page is used to perform mass entry athletic compliance processing for athletes with compliance (sport) records.

Compliance records must exist on SGASPRT to be updated on this page. Updates can be made even when holds exist. You can search on specific criteria, perform copy, insert, or update processing, and then view the results. When copy functionality is used, existing sport values will be copied by default, or you can overwrite existing values, insert a new attribute, and optionally copy the attributes from the current term to a future term. Current competition data can be copied to the future term.

If no search criteria is entered, the Results window will not display any records. If search criteria is entered that does not include the athletic compliance term, results will only be displayed for queries. A search criteria athletic compliance term code is always required to perform the copy, insert, or update process. When copy, insert, or update criteria is entered, you can manually enter IDs for students with athletic compliance records and then perform updates and process those records from the Results window.

Population selection can be also used to search for athletic compliance records and PIDMs that meet the search criteria of the page. Compliance records are selected first, and then an intersect is performed. PIDMs that exist in the population selection that meet the search criteria are selected and displayed with the results.

Main window

Updated: August 27, 2020

This window contains the Search Criteria and Population Selection information. Use the Search section to access this window from other windows in the page.

Search Criteria Information

Updated: August 27, 2020

Use this section to enter the search criteria for mass entry athletic compliance processing.

Use the search criteria and the population selection criteria to perform the search. If any search criteria are entered in this section, you must include an athletic compliance term in the search criteria. You must also enter an athletic compliance term in the search criteria to use the copy, insert, or update processes. You can leave the athletic compliance term in the search criteria null when SGAMSPT is used in search mode. The search criteria sport is not required.

- When the copy process is used and the search criteria sport is null, `all` sports with the athletic compliance term from the search criteria are copied to the future term.
- When the insert process is used and the search criteria sport is null, the sport will only be inserted one time, but it will be inserted for any athlete with any sport in that term.
- When the update process is used and the search criteria sport is null, `all` sports will be updated in that term.

It is suggested that a search sport be used for the copy, insert, and update processes. Only the current competition record is considered, regardless of the setting of the **Season of Competition Used in this Term** radio group (`Yes` or `No`) in the search criteria.

Fields	Descriptions
Athletic Compliance Term	Term for the search criteria. This is required when any other search criteria is entered, including population selection, to perform the copy, insert, or update. This field can be null for searching or when you are navigating directly to the Results window and are not using the copy, insert, or update functions. List Term Code Validation (STVTERM)
Sport	Sport code for the search criteria. Only

Fields	Descriptions
	student activity codes with an activity type of `SPRTS` on STVACTC can be used. When no sport code is entered, all sport codes will be selected. A sport record must exist for the athlete on SGASPRT to perform mass processing. List Sports Activity Code Validation (STVACTC)
Status	Status code for the search criteria. List Sports Status Validation (STVSPST)
Eligible	Eligibility code for the search criteria. List Eligibility Validation (STVELIG)
Academic Eligibility	Academic eligibility code for the search criteria. List Athletic Academic Eligibility Validation (STVSAEL)
Athletic Attribute	Athletic attribute code for the search criteria. List Athletic Attribute Type Validation (STVSAAT)
Athletic Aid	Radio group used to designate existing athletic aid. Choices are: `No`, `Yes`, `No Selection`.
Season of Competition Used in this Term	Radio group used to designate that the athlete has completed a season of competition in the sport for the term. Only

Fields	Descriptions
	current competition is considered. Choices are: `No`, `Yes`, `No Selection`.

Population Selection Information

Updated: August 27, 2020

Use this section to enter a population selection of students for mass entry processing.

Fields	Descriptions
Application	Application code that identifies the general area for which the selection identifier is defined. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This ID may or may not be the same as the Creator ID.

Copy window

Updated: August 27, 2020

This window is used to copy athletic compliance and current competition data from a current term to a future term. The copy, insert, or update processes cannot be performed at the same time.

Compliance data is copied as follows:

- Existing compliance values are copied by default, but those values can be modified before the copy is performed.
- The sport code, sport status, athletic eligibility, and academic eligibility data is copied to the future term.
- When status, athletic eligibility, or academic eligibility data is not entered for the copy process, existing data is used and is copied to the future term.
- When status, athletic eligibility, or academic eligibility data is entered for the copy process, those values will supersede the existing values when the copy is performed.
- Attributes are copied to the future term when requested during the copy process.
- Beginning and ending terms of eligibility and the number seasons of competition available are copied to the future term if current competition data exists for the sport.
- The reason code for the current competition record is *not* copied to the future term.
- Athletic comments are *not* copied to the future term.
- The setting of the **Athletic Aid (Indicator)** is copied to the future term as unchecked or *N*. This setting can be changed to *Yes* in the Insert or Update window for *update* processing using the **Athletic Aid** radio group.
- The setting of the **Season of Competition Used (Indicator)** is copied to the future term as unchecked or *N*. This setting can be changed to checked or *Yes* in the Insert or Update window for *update* processing using the **Season of Competition Used in this Term** radio group.

Fields	Descriptions
Athletic Compliance Term	Term for the copy criteria.

Fields	Descriptions
	This is required when any other search criteria is entered, including population selection, to perform the copy, insert, or update. This term must be greater than the term entered in the search criteria. List Term Code Validation (STVTERM)
Sport	Sport code for the copy criteria. This value defaults in from the search criteria. When the **Sport** field in the search criteria is null, the **Sport** field in the copy criteria will also be null. The copy process will copy all sports for the search criteria term to the future term, when those records are processed in the Results window. It is suggested that a sport exists in the search criteria that will be used for the copy process.
Status	Status code for the copy criteria. List Sports Status Validation (STVSPST)
Eligible	Eligibility code for the copy criteria. List Eligibility Validation (STVELIG)
Academic Eligibility	Academic eligibility code for the copy criteria. List Athletic Academic Eligibility Validation (STVSAEL)
Athletic Attribute	Athletic attribute code for the copy criteria. This attribute is inserted when the copy function is performed. List Athletic Attribute Type Validation (STVSAAT)
Copy current term attributes	Check box used to indicate that all attributes from the current term record will be copied to the future term record.

Insert or Update window

Updated: August 27, 2020

This window contains the Athletic Compliance Insert or Update Values and Mail Submission information. The copy, insert, or update functions cannot be performed at the same time. Use the Insert or Update section to access this window.

Athletic Compliance Insert or Update Values Information

Updated: August 27, 2020

Use this section of the window to insert a new compliance record or update existing compliance values for athletic compliance records based on the search criteria entered in the Search window.

You must enter an athletic compliance term in the search criteria to continue with an insert or update function, and then go on to process the results.

- For inserts and updates, the athletic compliance term for the search criteria is required. This prevents a different sport than the one on the current term compliance record from being copied or updated and then compromising the data and audited competition records. You can use a mass insert or update for compliance records for a selected group of athletes that are not associated with a particular sport.
- For updates, the search sport and athletic compliance term are required and cannot be changed in the Insert or Update window, when they have been entered in the Search window. To make a change, you would need to return to the Search window and re-enter a different sport or term. You also cannot change the number of seasons available or the number of seasons of competition used. This will cause those future term values to be incorrect.

Inserts and updates are performed as follows:

- The athletic compliance term in the insert or update criteria reflects the value for the athletic compliance term in the search criteria and cannot be modified.
- The value in the **Sport** field is defaulted from the search criteria for the selected term. This value cannot be changed. The **Athletic Compliance Term** value is also defaulted from the search criteria.
- When the **Sport** field in the search criteria is null, the **Sport** field in the update criteria will also be null. In this circumstance, `all` sports in the search criteria athletic

compliance term will be updated. It is suggested that a search criteria sport be provided so that specific sport updates take place.

- When the **Sport** field in the search criteria is null, the **Insert New Sport** value will only be inserted one time. Duplicate sport records cannot exist for a term.
- The insert process does not insert competition data. Current competition data must be copied to a future term.
- The insert process does not insert the number of seasons of competition used in the term.
- When **Athletic Aid** radio group set to `No` in the search criteria, the **Athletic Aid** radio group must be set to `Yes` for the update process.
- When **Athletic Aid** radio group set to `Yes` in the search criteria, the **Athletic Aid** radio group must be set to `No` for the update process.
- When the **Season of Competition Used in this Term** radio group is set to `No` in the search criteria, the **Season of Competition Used in this Term** radio group must set to `Yes` for the update process.
- When the **Season of Competition Used in this Term** radio group is set to `Yes` in the search criteria, the **Season of Competition Used in this Term** radio group must set to `No` for the update process.

Fields	Descriptions
Athletic Compliance Term	Term for the insert or update criteria. This value defaults in from the search criteria. Inserts and updates can only be performed for the term in the search criteria.
Sport	Sport code for the insert or update criteria. This value defaults in from the search criteria and is updated for the selected term. It is suggested that a sport exists in the search criteria that will be used for the insert or update process. When the **Sport** field in the search criteria is null, the **Sport** field in the insert or update criteria will also be null. In this

Fields	Descriptions
	circumstance, the insert or update process will update all sports for the search criteria term.
Insert New Sport	Additional, unique sport code for the insert or update criteria. Only student activity codes with an activity type of `SPRTS` on STVACTC can be used. You can only add a sport for an athlete with an existing sport record (the value in the **Sport** field). The new sport must be different from the one in the **Sport** field. The new sport can be assigned status, athletic eligibility, academic eligibility, attributes, and athletic aid information. When this field is null, an update is performed. When this field has a value, an insert is performed, and the new sport is inserted for the athletes selected in this term. A sport record will not be inserted in a future term if it already exists in that future term. List Sports Activity Code Validation (STVACTC)
Status	Status code for the insert or update criteria. List Sports Status Validation (STVSPST)
Eligible	Eligibility code for the insert or update criteria. List Eligibility Validation (STVELIG)
Academic Eligibility	Academic eligibility code for the insert or

Fields	Descriptions
	update criteria. List Athletic Academic Eligibility Validation (STVSAEL)
Athletic Attribute	Athletic attribute code for the insert or update criteria. List Athletic Attribute Type Validation (STVSAAT)
Athletic Aid	Radio group used to designate existing athletic aid. Choices are: `No`, `Yes`, `Default`.
Season of Competition Used in this Term	Radio group used to designate that a season of competition is used in the term. Choices are: `No`, `Yes`, `Default`.

Mail Submission Information

Updated: August 27, 2020

Use this section to enter letters and mailing information used to contact athletes involved in the mass processing.

Note: Letters submitted through athletic compliance mass entry processing are assigned the module of `Student` and the term of `999999` on SUAMAIL. The term code used on SUAMAIL reflects the copy, insert, or update term from the mass entry criteria.

Fields	Descriptions
Letter Code	Letter code for mailing updates. List Letter Code Validation (GTVLETR)
Initiated Date	Date letter is initiated.

Fields	Descriptions
Print Date	Date letter is printed.
Initials	Initials of the person who is signing the letter. List Initial Code Validation (STVINIT)
Wait Days	Number of days to wait before the letter is printed.

Results window

Updated: August 27, 2020

This window is used to view the mass entry results and then submit the results for immediate update processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP). This window contains the Results section and the Submission section.

Results section

Updated: August 27, 2020

Use this section to view and update the results of the search and add individual IDs for processing.

You can select and deselect IDs for processing and search on various fields for individual records. You can also review result messages. Please note that attribute messages may be displayed multiple times when multiple processes have been performed, such as a copy and an insert for the same record.

Note: You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click `OK` when you are done, and then press the Tab key to view the message for the Enter. Continue to click `OK` and press the Tab key to review as many messages as you want.

Use the Options Menu to access various forms for general person, recruiting, admissions, general student, registration, academic history, and graduation application information. You can also view holds and use Remember ID to view a specific ID.

Fields	Descriptions
Select Indicator	Radio group used to select all, deselect all, or take no action for the IDs returned by the search. • When `Select All` is chosen, the **Select** check box is automatically checked for all records. • When `Deselect All` is chosen, the **Select** check box is automatically unchecked for all records. • After either `Select All` or `Deselect All` is chosen, the radio group defaults to `None`. Values are: `Select All`, `Deselect All`, `None`.
Select	Check box used to indicate that the individual ID has been manually selected for processing. This field must be checked for updates to occur.
ID	ID of the athlete to be processed. Use SOAIDEN or GUIALTI to manually add an ID. List Person Search (SOAIDEN) page Dup Item SSN/SIN Alternate ID Search (GUIALTI) page
Name	Name of athlete to be processed.
Term Code	Term code for the athlete to be processed. This is the athletic compliance term for the search criteria. When the term and sport are manually entered, the insert or update will be for the term that is displayed from the search criteria. The copy will take place as long as the entered term is less than the specified copy term. List Term Code Validation (STVTERM)
Sport	Sport code for the term for the athlete to be processed. This is the sport code for the search criteria sport.

Fields	Descriptions
	Only student activity codes with an activity type of `SPRTS` on STVACTC can be used. List Sports Activity Code Validation (STVACTC)
Hold	Check box used to indicate whether holds exist for the athlete. This field is informational only and will not prevent processing from taking place.
Deceased	Check box used to indicate whether the athlete is deceased. This field is informational only and will not prevent processing from taking place. You can modify athletic data for a deceased student.
Conf (Confidential)	Check box used to indicate whether the athlete's information is confidential. This field is informational only and will not prevent processing from taking place.
Manually Added	Check box used to indicate whether the ID was added manually on the page. This field is informational only and will not prevent processing from taking place.
Update Status (untitled)	Radio group that indicates whether changes for the record were successfully saved and the parent page was updated, were not successfully saved and the parent page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates occurred for the record. Valid values are: `Yes`, `No`, `Partial`, `None`.
Message	Displays results related text for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.

Submission section

Updated: August 27, 2020

This section is used to submit the information for immediate mass entry processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Fields	Descriptions
Submit	Check box used to indicate that the updates can be submitted for immediate online processing. This is the default (as opposed to holding the updates for later processing).
Hold for Job Submission	Check box used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP).
Batch Process ID	System generated ID used for running the batch process through job submission.

General Student Mass Entry (SGAMSTU) page

Updated: August 27, 2020

This page is used to perform mass entry general student processing for students with general student records (SGASTDN).

Updates can be made even when holds exist. You can search on specific criteria, perform updates, and then view the results. If no search criteria is entered, the Results window will not display any records. You can manually enter IDs for students with general student records and perform updates from the Results window.

Population selection can be also used to search for general student records and PIDMs that meet the search criteria of the page. Student records are selected first, then an intersect is performed, and PIDMs that exist in the population selection are selected and displayed with the results.

Main window

Updated: August 27, 2020

This window contains the Search Criteria and Population Selection information. Use the Search section to access this window from other windows in the page.

Search Criteria Information

Updated: August 27, 2020

Use this section to enter the search criteria for mass general student processing. Use the search criteria and the population selection criteria to perform the search. If any search criteria are entered in this section, you must include an effective term in the search criteria.

Fields	Descriptions
Effective Term	Effective term for the search criteria. This is required when any other search criteria is entered, including population selection. List Term Code Validation (STVTERM)
Search Learner Effective Term Equal To	Check box that indicates whether the term for the search should be equal to the learner effective term that is entered. Otherwise, this will be effective as of the learner effective term.
Student Status	Student status for the search criteria. List Student Status Code Validation (STVSTST)
Student Type	Student type for the search criteria. List Student Type Code Validation (STVSTYP)
Residence	Residence for the search criteria. List Residence Code Validation (STVRESD)
Fee Assessment Rate	Fee assessment rate for the search criteria. List Student Fee Assessment Rate

Fields	Descriptions
	Validation (STVRATE)
Education Level	Education level for the search criteria. List Education Level Validation (STVEDLV)
Education Goal	Education goal for the search criteria. List Education Goal Validation (STVEGOL)
Expected Graduation Date	Expected graduation date for the search criteria.
Graduation Term	Graduation term for the search criteria. List Term Code Validation (STVTERM)
Graduation Year	Graduation year for the search criteria. List Academic Year Validation (STVACYR)
Cohort	Cohort for the search criteria. The cohort used is based on the cohort that is active for the search term. List Cohort Code Validation (STVCHRT)
Attribute	Student attribute for the search criteria. The student attribute used is based on the attribute that is active for the search term. List Student Attribute Validation (STVATTS)
Class	Class code for the search criteria, based on the primary curriculum. List Class Code Validation (STVCLAS)

Fields	Descriptions
	Count Hits Student Classification Rules (SGACLSR) page
Level	Level for the search criteria. List Level Code Validation (STVLEVL)
Campus	Campus for the search criteria. List Campus Validation (STVCAMP)
College	College for the search criteria. List College Validation (STVCOLL)
Degree	Degree for the search criteria. List Degree Code Validation (STVDEGC)
Program	Program for the search criteria. List Existing Programs (SMAPRLE)
Field of Study Type	Learner field of study type for the search criteria. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code for the search criteria. List All Major Codes (STVMAJR)
Department	Department for the search criteria. List Department Validation (STVDEPT)
Admission Term	Admission term for the search criteria.

Fields	Descriptions
	List Term Code Validation (STVTERM)
Admission Type	Admission type for the search criteria. List Admission Type Validation (STVADMT)
Curricula	Curriculum for the search criteria. This field is required when any curriculum information is entered and defaults to `Any`. If no other curriculum items are entered, this field is not included in the search. Valid values are `Primary`, `Secondary`, `Any`.

Population Selection Information

Updated: August 27, 2020

Use this section to enter a population selection of students for mass entry processing.

Fields	Descriptions
Application	Application code that identifies the general area for which the selection identifier is defined. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection

Fields	Descriptions
	identifier must be defined on the Population Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This ID may or may not be the same as the Creator ID.

Update window

Updated: August 27, 2020

This window contains the Student Update Values and Mail Submission information. Use the Update section to access this window.

Student Update Values Information

Updated: August 27, 2020

Use this section to add update values for general student records based on the search criteria entered in the Search window. You must enter an effective term in the update criteria, before you can continue to the processing results.

Fields	Descriptions
Learner Effective Term	Effective term for the update criteria. This is required for any updates to occur. List Term Code Validation (STVTERM)
Student Status	Student status for the update criteria. List Student Status Code Validation

Fields	Descriptions
	(STVSTST)
Student Type	Student type for the update criteria. List Student Type Code Validation (STVSTYP)
Fee Assessment Rate	Fee assessment rate for the update criteria. List Student Fee Assessment Rate Validation (STVRATE)
Education Level	Education level for the update criteria. List Education Level Validation (STVEDLV)
Education Goal	Education goal for the update criteria. List Education Goal Validation (STVEGOL)
Expected Graduation Date	Expected graduation date for the update criteria.
Graduation Term	Graduation term for the update criteria. List Term Code Validation (STVTERM)
Graduation Year	Graduation year for the update criteria. List Academic Year Validation (STVACYR)
Attribute	Student attribute for the update criteria. List Student Attribute Validation (STVATTS)
Cohort	Cohort for the update criteria. List Cohort Code Validation (STVCHRT)

Fields	Descriptions
Copy previous term attributes and cohorts	Check box that indicates whether cohort and attribute values from a previous term are copied when a new value is entered. If the values have been ended, they are not copied.
section	section code for the update criteria. List section Code Validation (STVBLCK)

Mail Submission Information

Updated: August 27, 2020

Use this section to enter letters and mailing information used to contact students involved in the mass processing.

Fields	Descriptions
Letter Code	Letter code for mailing updates. List Letter Code Validation (GTVLETR)
Initiated Date	Date letter is initiated.
Print Date	Date letter is printed.
Initials	Initials of the person who is signing the letter. List Initial Code Validation (STVINIT)
Wait Days	Number of days to wait before the letter is printed.

Results window

Updated: August 27, 2020

This window is used to view the mass entry results and then submit the results for immediate update processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP). This window contains the Results section and the Submission section.

Results section

Updated: August 27, 2020

Use this section to view and update the results of the search and add individual IDs for processing. You can select and deselect IDs for processing and search on various fields for individual records. You can also review result messages.

Note: You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click *OK* when you are done, and then press the Tab key to view the message for the Enter. Continue to click *OK* and press the Tab key to review as many messages as you want.

Use the Options Menu to access SGASTDQ, TSAAREV, SOQHOLD, and SUAMAIL. You can also use Remember ID to view a specific ID.

Fields	Descriptions
Select Indicator	Radio group used to select all, deselect all, or take no action for the IDs returned by the search. • When *Select All* is chosen, the **Select** check box is automatically checked for all records. • When *Deselect All* is chosen, the **Select** check box is automatically unchecked for all records. • After either *Select All* or *Deselect All* is chosen, the radio group defaults to *None*. Values are: *Select All*, *Deselect All*, *None*.
Select	Check box used to indicate that the

Fields	Descriptions
	individual ID has been manually selected for processing. This field must be checked for updates to occur.
ID	ID of the student to be processed. Use SOAIDEN or GUIALTI to manually add an ID. List Person Search (SOAIDEN) page Dup Item SSN/SIN Alternate ID Search (GUIALTI) page
Name	Name of student to be processed.
Term Code	Term code for the student to be processed. This is the effective term for the search criteria, not the update criteria term. List Term Code Validation (STVTERM)
Hold	Check box used to indicate whether accounts receivable or enrollment verification holds exist. This field is informational only and will not prevent processing from taking place.
Deceased	Check box used to indicate whether the student is deceased.This field is informational only and will not prevent processing from taking place.
Conf (Confidential)	Check box used to indicate whether the student's information is confidential. This field is informational only and will not prevent processing from taking place.
Manually Added	Check box used to indicate whether the ID was added manually on the page. This field is informational only and will not prevent processing from taking place.
Update Status	Radio group that indicates whether changes for the record were successfully

Fields	Descriptions
(untitled)	saved and the parent page was updated, were not successfully saved and the parent page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates occurred for the record. Valid values are: `Yes`, `No`, `Partial`, `None`.
Message	Displays results related text for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.

Submission section

Updated: August 27, 2020

This section is used to submit the information for immediate mass entry processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Fields	Descriptions
Submit	Check box used to indicate that the updates can be submitted for immediate online processing. This is the default (as opposed to holding the updates for later processing).
Hold for Job Submission	Check box used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP).
Batch Process ID	System generated ID used for running the batch process through job submission.

Additional Student Information (SGASADD) page

Updated: August 27, 2020

The Additional Student Information (SGASADD) page maintains cohort codes and attributes, which are assigned to the student by effective term.

The cohort information records and attributes can be created manually on this page or may be rolled from the Admissions module upon creating the student record. The person must be defined as a student for a term which is encompassed by the effective term range for that student on the General Student (SGASTDN) page. Study paths can be included with the cohort and attribute information. The **Study Path** fields in the Student Cohort section and the Student Attribute section display the key sequence number of the study path. The List function displays the values from the Study Path Status Validation (STVSTSP) page.

Use the Duplicate Item function to close off an attribute that ends with a specific term. Query SGASADD with a term in the Key block. Add an attribute in the Student Attribute information, and perform a Save function. Perform a Start Over function, and research the page with another term in the Key block. Perform a Duplicate Item function in the Student Attribute information, and the attribute will be effective from and to those two specific terms, instead of the **To Term** field reading 999999.

Mouse	Keyboard	Result
Maintenance (Student Cohort information)	Duplicate Record	Copy Student Cohort
Maintenance (Student Cohort information)	Duplicate Item	End Student Cohort
Maintenance (Student Attribute information)	Duplicate Record	Copy Student Attribute
Maintenance (Student Attribute information)	Duplicate Item	End Student Attribute

Key Block

Updated: August 27, 2020

Use this section to enter Student ID and Term.

Field	Description
ID	Student ID
Term	Term code

Student Cohort

Updated: August 27, 2020

Use this section to enter student cohort information.

Field	Description
From Term	First term in the range of an effective term.
To Term	Last term in the range of an effective term.
Cohort Code	Code of the cohort. Cohort code is created on STVCHRT.
Description	Cohort code description.
Inactive	Enable check box to end a cohort. Enter the reason in the Reason field.
Study Path	Study path number.
Study Path Description	Study path description. Display only.
Reason	Reason code to describe the inactive cohort. Reason code is created on STVCREA.

Student Attribute

Updated: August 27, 2020

Use this section to enter student attribute information.

Field	Description
From Term	First term in the range of an effective term.
To Term	Last term in the range of an effective term.
Attribute Code	Code of the attribute. Attribute code is created on STVATTS.
Description	Attribute code description.
Study Path	Study path number.

Field	Description
Study Path Description	Study path description. Display only.

Study Path Comments (SGASPCM) page

Updated: December 14, 2023

Add Study Path related comments.

Key block

Specify the unique identifier (ID) of the student in the ID field for which you want to add the Study Path related comments.

Study Path Comment window

The Study Path Comment window contains the following fields.

Field	Description
Study Path	Sequence number of the study path.
Comment Type	Comment type for study path comment.
Sequence Number	Internal sequence number for PIDM, study path, and comment code.
From Date	Effective start date of the comments for the study path.
To Date	End date of the study path comment.
Comments	Add comments in the text field.

Athletic Compliance (SGASPRT) page

Updated: August 27, 2020

Use this page to assign sport codes and status information by term to an athlete and associate related comments, and to maintain athletic compliance, competition, and attribute information for the athlete and enter or review athletic eligibility, admissions, and transfer data.

The admissions summary information includes any applications the athlete has submitted, high school attendance, and test score data. The transfer summary information includes transfer institutions, transfer courses, and transfer attendance period GPA data. A compliance (sport) record must exist to enter data that is not term-dependant, such as athletic eligibility, general comments, admissions information, and transfer information).

You can use the Options Menu to access SGISPRT for athletic summary queries, SGAMSPT for mass update processing, and SGAAPRG for academic progress review. When you use the Options Menu on SGASPRT to access other forms, if the page selected has a Key block term, the term value from the Athletic Compliance Term section will be used.

An athlete does not need a general student record (SGBSTDN) to be processed on this page. You can enter and update compliance information for an athlete with the minimal requirement that a general person record (SPRIDEN) exists. If your institution requires that an ID have an associated general student record to be processed on SGASPRT, that is permitted. A student status is displayed for the record for the term for an ID with a general student record.

At a term and sport level, the associated competition data (including total number of seasons of competition available and number of seasons of competition used), athletic attributes, and athletic comment information can be entered. Sport records, the current competition for the sport, and optionally, athletic attributes for the sport, can be copied to a future term.

At the athletic level, athletic eligibility, general comments, admissions information, and transfer information can be maintained, when an athlete has been assigned to a sport/compliance record. While multiple sport records can exist for the athlete per term or terms, only a single eligibility, admission, or transfer record can exist for an athlete. Multiple general comments can be recorded for an athlete. The use of athletic eligibility, general comments, admissions, and transfer information is optional and can be deleted at any time.

Sport records are not associated with general student records (SGBSTDN) and are not deleted by the General Student Purge Process (SGPSTDN). Sport records in a term can be deleted individually from SGASPRT as long as no associated competition data (history or current), athletic attributes, or athletic comments exist. If athletic eligibility, general comments, admissions, or transfer data exists, the last sport record cannot be deleted. To delete the last (most recent) sport record, the athletic eligibility, general comments, admissions, or transfer data must be deleted and any attributes and comments associated with the sport

Note: A sport record can never be deleted if any associated competition data (history or current) exists

Main window

Updated: August 27, 2020

This window contains the Key block, Athletic Compliance Term section, Athletic Compliance Sport section, Athletic Competition section, Athletic Attributes section, and Athletic Comments section. Use the Competition, Attributes, and Comments tabs to navigate between the Athletic Competition, Athletic Attributes, and Athletic Comments sections.

Key block

Updated: August 27, 2020

Use this section to enter the ID for the athlete. The athlete does not need to have a general student record for an athletic compliance record to be entered.

Fields	Descriptions
ID	ID and name of the person for whom athletic information can be entered, maintained, or queried. Any ID with a general person record (SPRIDEN) can be entered. List Person Search (SOAIDEN) page

Athletic Compliance Term section

Updated: August 27, 2020

Use this section to enter the term for the athletic compliance record and review indicators to determine whether the athlete has associated prospect, admissions, and general student records.

One or all of these indicators can be displayed as checked by the system. The student status is also displayed when a general student record exists for the ID and term. You can scroll through the athletic compliance records by term and see the existing sport records in the Athletic Compliance Sport section. Compliance records can be created and modified for any term and are not required to have associated competition data. Compliance records can be modified in any term, regardless of the existence of competition data. They can also be modified if the athlete is deceased. Compliance records without competition data can be copied to a future term.

Compliance records with a history of competition can be copied to a future term using the copy functionality, but only the compliance information will be copied. Compliance records with current competition data can be copied to a future term, and the associated current competition data is also copied. If you try to copy the current competition record to a future term and the compliance record already exists, the current competition record will be copied. The compliance record will not be modified in the future term.

Fields	Descriptions
Term	Term code and description of the term for the athletic compliance record. List Term Code Validation (STVTERM)
Prospect	Check box used to indicate whether the person has a prospect record (SRBRECR) for the effective term. Display only.
Applicant	Check box used to indicate whether the person has an admissions record (SARADAP) for the effective term. Display only.
Student	Check box used to indicate whether the person has a general student record (SGBSTDN) for the effective term. Display only.
Student Status	Status of the student, such as active or inactive, from STVSTST. This is displayed when a general student record (SGBSTDN) exists for the effective term. Display only.

Athletic Compliance Sport section

Updated: August 27, 2020

Use this section to enter and maintain athletic compliance records by sport for the ID and term.

Multiple compliance records can exist for the ID and term, as long as the sport code for each record is unique. Compliance records contain data for the sport, sport status, athletic eligibility, academic eligibility, and athletic aid. Compliance records can be entered with or without competition data. Sport-specific attribute and athletic comment information can also be entered. Data that is not related to term or sport can be entered for athletic eligibility, general comments, admissions information, and transfer information. Admissions and transfer summary information can be reviewed, and athletic compliance admissions and compliance agency transfer data can be entered.

A compliance record cannot be entered if it already exists for the athlete for the term. A compliance record cannot be deleted if any associated competition records, athletic attributes, or athletic comments exist for the sport and term. When data exists that is not term-based (such as athletic eligibility data, general comments, admissions information, or transfer information), the last (most recent) sport record *cannot* be deleted.

Compliance records are displayed for the term in the Athletic Compliance Sport section and can then be copied to a future term to create new sport records. The **Copy** button is used to open the Copy Sport to Future Term window where you can select the future term to copy the individual athletic record to and then perform the copy. A compliance record can be copied to a future term (the to term). Attributes can be copied if you choose.

Compliance data is copied as follows:

- The setting of the **Athletic Aid (Indicator)** is copied to the future term as unchecked or *N*. This setting can be changed to checked or *Y* on the new record.
- If the compliance record for the future term already exists, then the existing record will not be modified.
- If the compliance record for the future term does not already exist, a new compliance record will be created using the from term values.

Competition data is copied as follows:

- If the compliance record for the future term already exists, the current competition data is copied to the future term.

- Beginning and ending terms of eligibility and the number of seasons of competition available are copied to the future term.
- The setting of the **Season of Competition Used (Indicator)** is copied to the future term as unchecked or *N*. This setting can be changed to checked or *Y* on the new record.
- The reason code is not copied to the future term.
- Seasons of competition used and seasons of competition remaining are recalculated.
- Attribute data will be copied to the future term when the **Copy Attributes** check box is checked in the Copy Sport to Future Term window.

Messages are displayed to indicate that:

- the compliance record was successfully copied from one term to another
- competition data was copied
- competition data was not copied
- current competition data does not exist
- attribute data was copied
- attribute data was not copied
- attribute data does not exist

Fields	Descriptions
Sport	Sport code and description for the athletic compliance record. Only student activity codes with an activity type of *SPRTS* on STVACTC can be used. When a sport record exists (with or without associated competition data), the sport code cannot be changed. Other values associated with the sport can be updated. List Sports Activity Code Validation

Fields	Descriptions
	(STVACTC) Count Hits Displays the current competition term for the sport when you are on a compliance record with competition data.
Status	Status code and description for the athletic compliance record. Active and inactive status codes can be selected. List Sports Status Validation (STVSPST)
Eligible	Eligibility code and description for the athletic compliance record. List Eligibility Validation (STVELIG)
Athletic Aid	Check box used to indicate whether athletic aid exists for the athletic compliance record. When this indicator is checked for a sport, the Athletic Aid Indicator parameter on the Student Right to Know Report (SGRKNOW) is also set to *Y*, and only athletic aid students will be processed by the report.
Academic Eligibility	Academic eligibility code and description for the athletic compliance record. List Athletic Academic Eligibility Validation (STVSAEL)
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Mouse	Keyboard	Result
Copy	N/A	Opens Copy Sport to Future Term window

Athletic Competition section

Updated: August 27, 2020

Use this section to enter and maintain information related to athletic eligibility in the sport, such as the number of seasons of competition available, and to indicate if the athlete has used a season of competition for the sport.

A reason code for a time lapse in the athlete's availability can also be entered at any time and is required whenever the number of seasons of competition available is changed. The number of seasons of competition used and the number of seasons of competition remaining are calculated and are display only. Competition records can never be deleted. They are retained for historic reference following an athlete's participation in a sport throughout that athlete's career at the institution.

When a competition record has been saved for a sport in a term, it becomes the current competition record for the sport. Only the current competition record for a sport can be modified, regardless of the term. When current competition record exists for a sport, it must be copied to a future sport record to carry that information forward from one term to the next. When the current competition data has been copied, the prior term competition becomes history and can no longer be modified. The future term current competition can then be modified.

Competition records for a sport in a term are displayed from most recent to least recent. When a new competition record is saved, it becomes the current competition record, and it is given a oneup sequence number. Only a single current competition record can exist, and it cannot be deleted. Previous competition records are noted as having a status of history and can be reviewed but cannot be updated or deleted. An asterisk (*) is displayed next to the sport record in the Athletic Compliance Sport section which references the data displayed in the Athletic Competition section.

An athlete can have multiple competition records for a sport within a term but can only have one competition record that is current for the sport, regardless of the term. The sport's current competition record is designated as the most recent competition record entered for the sport in the greatest term. Only the current competition record can be updated and copied to a future term. When a current competition record is updated, a new current competition record is created, and the original competition record is preserved as history. The **Record Status** field displays the status of the competition record as *Current* or *History (Display Only)*.

When a competition record has been assigned a sport, that competition record is associated with the sport throughout the athlete's career. When competition data exists for a sport, the competition record and the associated compliance record cannot be deleted. Updates must occur on current competition record. Updates cannot be performed on competition records that are in history. Competition records can only be copied to a future term.

When competition data exists for a sport in a term, that competition data cannot be entered in a prior term for the same sport. A sport can be created in a prior term, but no competition data can be entered. When competition data has been entered for a sport, a current competition record will always exist. Institutions can establish procedures to update a sport record with associated status, attribute, or reason code information to indicate the sport is no longer active or current.

The number of seasons of competition available and the setting of the **Season of Competition Used (Indicator)** are considered for a sport across all terms when the number of seasons of competition used and the number of seasons of competition remaining are calculated. While the default number of seasons of competition available is *4*, it can be changed to any value from *0*-99, but a reason code is required to explain the change. No reason is required if the default of *4* is accepted. Each time the current competition record is saved, the number of seasons of competition used and the number of seasons of competition remaining will be recalculated. History competition records cannot be updated. Only current competition records can be updated.

Fields	Descriptions
Begin Term of Eligibility	Code of beginning term in which the athlete is eligible to compete in the sport. Any term can be entered, as long as it is before the value for the end term of eligibility. List Term Code Validation (STVTERM)
End Term of Eligibility	Code of last term in which the athlete is eligible to compete in the sport.

Fields	Descriptions
	Any term can be entered, as long as it is later than the value for the begin term of eligibility. List Term Code Validation (STVTERM)
Seasons of Competition Available	Number of seasons of competition that are available for the sport at the institution. You can enter a value from *0* - *99*. Negative numbers cannot be used. When a sport record is entered, the value defaults to *4*, but it can be changed. If it is changed, a reason code must be entered in the **Reason** field.
Reason	Reason code used to explain why the number of seasons of competition available has changed. Only the current athletic competition record for the sport for the most recent term can be updated. This is required to for history purposes to record changes made to the number of seasons of competition available. Athletic competition history can be viewed to see all changes over time by user ID. Reason codes can also be used to describe a time lapse in competition or for other informational reasons used by the institution, when the number of seasons of competition available has not been changed. These reason codes can be entered at any time, whether or not the **Seasons of Competition Available** value has changed. If the **Seasons of**

Fields	Descriptions
	Competition Available value is changed, this field is becomes null, and a reason must be entered. List Athletic Competition Available Reason Validation (STVSARE)
Season of Competition Used	Check box used to indicate whether an athlete has used a season of competition in the sport. This indicator can only be changed for the current competition record. This indicator is manually set. When the setting of this indicator is changed, a warning is displayed that changing the season of competition used will change the total number of seasons of competition that remain for the athlete in the sport. This field cannot be modified for a competition record that has a record status of history.
Seasons of Competition Used	Total number of seasons of competition completed for this sport. This can be a negative number. This value is derived from the total number of seasons of competition available minus the number of times the **Season of Competition Used** indicator has been checked (turned on) for this sport over the athlete's career. Display only.
Seasons of Competition Remaining	Number of seasons of competition remaining for this sport.

Fields	Descriptions
	This value is derived from the total number of seasons of competition available minus the number of seasons of competition used. Display only.
Record Status	Status of the athletic compliance record. This field indicates whether the record is current or is in history. Current records can be updated. Records in history cannot be updated. Display only.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Athletic Attributes section

Updated: August 27, 2020

Use this section to enter and maintain attributes for the athletic compliance sport record.

An athlete can have multiple attributes for a sport within a term. Attributes are associated with the athletic compliance record for a term. Attributes are unique to the sport, are associated with the term for the sport, and can be copied to a future term. An asterisk (*) is displayed next to the compliance record in the Athletic Compliance Sport section which references the data displayed in the Athletic Attributes section.

Fields	Descriptions
Athletic Attribute	Athletic attribute code and description for an attribute associated with the athletic compliance record. List Athletic Attribute Type Validation (STVSAAT)
User ID	ID of the user who last updated the record. Display only.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Athletic Comments section

Updated: August 27, 2020

Use this section to enter comments for the athletic compliance record. An athlete can have multiple comments for a sport within a term. If you want to enter comments associated with the athlete, regardless of the term or sport, use the General Comments section.

Athletic comments are free page and are associated with the ID, sport, and term. An asterisk (*) is displayed next to the compliance record in the Athletic Compliance Sport section which references the data displayed in the Athletic Comments section.

Fields	Descriptions
Comments	Free-form field used to enter and maintain athletic comments. This field is 4,000 characters long and has autowrap capability. If you select the **Comments** edit button, the Editor window is displayed. In this window, you can insert and update comments and search and replace on the text within the comment.

Copy Sport to Future Term window

Updated: August 27, 2020

Use this window to copy compliance records, competition data, and attributes (optional) for an individual athlete to a future term.

If the compliance record already exists in the specified future term, the compliance data will not be overwritten. If the compliance record does not exist in the future term, the record will be copied. Select the **Copy** button for the compliance record in the Athletic Compliance Sport section to access this window. You can then choose the future term and indicate whether you want to copy the attributes. You cannot change the sport code or the from term. You cannot copy the sport record to a prior term. Use the **Process Copy** button to perform the copy. Use the **Return** button to return to the main window and not perform the copy.

After the copy has been performed, you can view the new record in the Athletic Compliance Term and Athletic Compliance Sport sections to see the data that was copied forward. The detail for the new record is displayed in the Athletic Compliance Sport section, and any competition information that was copied is displayed in the Athletic Competition section. When attributes are copied, that data is displayed in the Athletic Attributes section. Competition data that is copied displays a record status of *Current*, and the values for this record in the Athletic Competition section can be updated.

Only the current competition data for the sport in the term is copied to a new record in the future term. If competition data exists in a future term, the process will not copy that competition data. When a sport record has associated competition data, the future term must be greater than the maximum existing term for the sport, in order for the competition data to be copied.

Note: You can use Count Query Hits from the **Sport** field to see the current competition term for the sport when you are on a record in a prior term, or see a message that no current competition term exists for the sport.

When competition data is copied, the from term competition record becomes the history record and *cannot* be modified. The to term competition record becomes the current record and *can* be modified. Compliance records with competition history can be copied a future term, but only the compliance data is copied. Competition history is not copied, as it is not current. Competition data can be copied to a future term, but it cannot be copied for a between term.

Beginning and ending terms of eligibility are copied to the future term. The setting of the **Season of Competition Used (Indicator)** is *not* copied to the future term. Reason codes are not copied. The setting of the **Athletic Aid (Indicator)** is not copied. You must manually reset the **Athletic Aid (Indicator)** to checked (*Y*) if it was checked on the record that was copied from. Athletic attributes are not copied unless selected. Athletic comments are not copied.

Fields	Descriptions
Sport	Sport code and description of the athletic

Fields	Descriptions
	compliance record to be copied. This is the existing sport for the compliance record. It cannot be changed.
From Term	From term and description of the athletic compliance record to be copied. This is the existing term for the record. It cannot be changed.
To Term	Future term and description to which the athletic compliance record will be copied. List Term Code Validation (STVTERM)
Copy Attributes	Check box used to indicate whether attributes associated with the athletic compliance record should be copied to the future term.

Mouse	Keyboard	Result
Process Copy	N/A	Copies athletic compliance record (with competition data and optional attributes) to future term

Eligibility and General Comments window

Updated: August 27, 2020

This window contains the Athletic Eligibility and General Comments sections. Information in this window is associated with the athlete and is not specific to term or sport data.

Athletic Eligibility section

Updated: August 27, 2020

Use this section to enter and maintain attendance and enrollment dates for the athlete and number of attended terms. An athlete can only have one athletic eligibility record.

Fields	Descriptions
First Date of Attendance Any Institution	Date the athlete first attended any institution.
Initial Enrollment Date Current Institution	Date the athlete first enrolled at your institution.
Recruited	Check box used to indicate whether the athlete was recruited to attend your institution.
Total Full-Time Terms Attended	Total number of full-time terms the athlete has attended at transfer institutions and at the current institution.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

General Comments section

Updated: August 27, 2020

Use this section to enter and maintain general comments for the athlete. An athlete can have multiple general comment records. If you want to enter comments associated with the term and sport, use the Athletic Comments section.

Comments are free page. You must enter a comment type, an originator, and a comment to save the comment. When a comment has been entered and saved, you can only update the text. You cannot change the comment type or the originator. You can create multiple comments with the same comment type and originator.

Fields	Descriptions
Comment Type	Comment type code for the general comment. List Comment Type Validation (STVCMTT)
Originator	Originator code for the source of the comment or the institutional office that produced the comment.

Fields	Descriptions
	List Originator Validation (STVORIG)
Comment	Free-form field used to enter and maintain athletic comments. This field is 4,000 characters long and has autowrap capability. If you select the **Comments** edit button, the Editor window is displayed. In this window, you can insert and update comments and search and replace on the text within the comment.

Admissions window

Updated: August 27, 2020

This window provides a summary of academic information for the athlete. Use the scrollbars to review multiple records. You can search on the summary records, but you cannot update them.

This window contains the Application Summary section, the Curricula Summary section, the Field of Study Summary section, the High School Summary section, the Test Score Summary section, and the Athletic Compliance Admissions section. You can enter data in the Athletic Compliance Admissions section. Information in this section is associated with the athlete and is not specific to the term or sport.

Application Summary section

Updated: August 27, 2020

Use this section to review and search on summary information for the athlete's admissions application.

Information for this section comes from the SARADAP record. You can review admissions decision information or admissions status dates on SAAADMS or SAADCRV. As you scroll through multiple records in this section, the associated curriculum and field of study information is displayed.

Fields	Descriptions
Application blank of blank	Displays the record number of the application being viewed in the Application Summary section and the total number of application records for the ID, such as **Application** *1* **of** *8*. Records can be scrolled through using the **Left** and **Right Arrow** buttons.
Entry Term	Term for which the applicant has applied. Display only. List Term Code Validation (STVTERM)
Decision	Admission application decision code. Display only. List Admission Application Decision Code Validation (STVAPDC)
Status	Status of the application. Display only. List Admission Application Status Validation (STVAPST)
Application Date	Date of the student's application. Display only.
Application Number	Number of the admissions application for a specific term. Applications are numbered in the sequence in which they are entered. Display only.
Admission Type	Admission type of the applicant. Display only. List Admission Type Validation (STVADMT)
Session	Session to which the applicant is applying. Display only.

Fields	Descriptions
	List Session Validation (STVSESS)
Outstanding Requirements	Check box used to indicate whether any `mandatory` checklist items exist for this application without a received date associated with them. Display only.
Application Preference	Application preference value. This value indicates a ranking where multiple applications exist for a person for the same entry term. Display only.
Student Type	Type of student the applicant will be classified as if they are accepted. Display only. List Student Type Code Validation (STVSTYP)
Residence	Residence type of the applicant. Display only. List Residence Code Validation (STVRESD)
Full or Part Time	Pulldown that specifies the prospect's intended load of study. Valid values are `Full Time`, `Part Time`, and `Blank` (`None)`. Display only.

Curricula Summary section

Updated: August 27, 2020

Use this section to view and search on curriculum summary information from SORLCUR for the athlete's curriculum record.

Fields	Descriptions
Priority	This is the priority number that defines the curriculum rank. Display only.

Fields	Descriptions
Program	This is the program for the module's curriculum record. Display only.
Level	This is the level for the module's curriculum record. Display only.
College	This is the college for the module's curriculum record. Display only.
Campus	This is the campus for the module's curriculum record. Display only.
Degree	This is the degree for the module's curriculum record. Display only.
Catalog Term	This is the catalog term code for the module's curriculum record. Display only.

Field of Study Summary section

Updated: August 27, 2020

Use this section to view and search on field of study summary information from SORLFOS for the athlete's curriculum record.

Fields	Descriptions
Field of Study Type	This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration. Display only.
Field of Study Code	This is the major, minor, or concentration code for the field of study. Display only.
Field of Study Department	This is the department code for the field of study. Display only.

High School Summary section

Updated: August 27, 2020

Use this section to search on and review summary information from SORHSCH/SOAHSCH for the athlete's high school information. Specific requirements are used to determine eligibility for high school students who are prospective athletic applicants.

Fields	Descriptions
High School	High school code for the prospect/ applicant. This is used to determine initial eligibility. Display only. List Source/Background Institution Validation (STVSBGI)
Graduation Date	Date the prospect/applicant graduated from high school. This is used to determine initial eligibility. Display only.
Transcript Received Date	Date the prospect/applicant's high school transcript was received by the institution. This is used to determine initial eligibility. Display only.
Diploma	Type of high school diploma earned. This is used to determine initial eligibility. Display only. List Diploma Type Validation (STVDPLM)

Test Score Summary section

Updated: August 27, 2020

Use this section to search on and review summary information from SORTEST/SOATEST for the athlete's test scores.

Fields	Descriptions
Test	Test score code and description associated with the various tests (for example, SAT and ACT). This is used to determine initial eligibility. Display only. List Test Code Validation (STVTESC) page
Test Score	Score for the test. This is used to determine initial eligibility. Display only.

Fields	Descriptions
Test Date	Date the test was taken. This is used to determine initial eligibility. Display only.

Athletic Compliance Admissions section

Updated: August 27, 2020

Use this section to enter and maintain admissions compliance information for the athlete for qualification, SAT scores, high school core coursework, and high school GPA.

A sport record must exist for the athlete before data can be entered, but admissions summary data does not have to exist in this window to enter information in this section. An athlete can only have one athletic compliance admissions record.

Fields	Descriptions
Qualifier Status	Athletic qualifier status code, such as qualified or academic probation. This status is based on the student satisfying the initial eligibility requirements during the first year of academic enrollment in the institution for incoming freshman, continuing education, or transfer students. Students can be partial qualifiers or non-qualifiers. Partial qualifiers have graduated from high school and have met a minimum number of requirements for high school core courses or GPA or SAT/ACT scores but have not met all requirements. Non-qualifiers have not graduated from high school or have not completed core course requirements or have not achieved the minimum GPA or have not achieved the required SAT/ACT scores. List Athletic Qualifier Status (STVSAQS)
Combined SAT	Combined SAT verbal and math score for the athlete.
Sum SAT	Sum of highest one time SAT scores for the athlete (SAT plus ACT).
High School Core Courses	Number of high school core courses taken by the athlete. Core courses are college preparatory academic courses that are at or above the athlete's regular academic level. These courses qualify for high school graduation credit in specific disciplines.

Fields	Descriptions
High School Core GPA	High school GPA for the athlete, based on core courses taken.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Transfer window

Updated: August 27, 2020

This window provides a summary of transfer information for the athlete. Use the scrollbars to review multiple records. You can search on the summary records, but you cannot update them.

This window contains the Transfer Institution Summary section, Transfer Course Summary section, Transfer Attendance Period GPA Summary section, and the Compliance Agency Transfer Information section. You can enter data in the Compliance Agency Transfer Information section. Information in this section is associated with the athlete and is not specific to the term or sport.

Transfer Institution Summary section

Updated: August 27, 2020

Use this section to search on and review transfer institution summary information from SHRTRIT/SHATRNS for the athlete. As you scroll through multiple records in this section, the associated transfer course and transfer attendance period GPA information is displayed.

Fields	Descriptions
Transfer Institution Number	Institution number for the transfer institution. Display only. List Transfer Institutions by Person Query (SHQTRIT) page
Institution	Institution code for the transfer institution. Display only.

Fields	Descriptions
	List Source/Background Institution Validation (STVSBGI)
Transcript Receipt Date	Date transcript was received from the transfer institution. Display only.
Official	Check box used to indicate whether the transcript is official/academic. Display only.

Transfer Course Summary section

Updated: August 27, 2020

Use this section to search on and review transfer course summary information from SHRTRAM/SHATRNS for the athlete.

Fields	Descriptions
Attendance Period Number	Attendance period number for the transfer work. Display only.
Attendance Period	Attendance period for the transfer work. Display only.
Acceptance Date	Acceptance date for the transfer work. Display only.
Effective Term	Effective term for the transfer work. Display only. List Term Code Validation (STVTERM)
Transfer Degree	Degree code for the transfer work. Display only. List Degree Code Validation (STVDEGC)
Attendance Begin Date	Attendance begin date for the transfer work. Display only.
Attendance End Date	Attendance end date for the transfer work. Display only.

Transfer Attendance Period GPA Summary section

Updated: August 27, 2020

Use this section to search on and review transfer attendance period GPA summary information from SHRTGPA/SHATRNS.

Fields	Descriptions
Term	Transfer term for the attendance period. Display only.
Level	Transfer level for the attendance period. Display only. List Level Code Validation (STVLEVL)
Attempted Hours	Attempted hours for the attendance period. Display only.
Earned Hours	Earned hours for the attendance period. Display only.
GPA Hours	GPA hours for the attendance period. Display only.
Qualify Points	Quality points for the attendance period. Display only.
GPA	GPA for the attendance period. Display only.

Compliance Agency Transfer Information section

Updated: August 27, 2020

Use this section to enter and update transfer information for the compliance agency for the athlete. A sport record must exist for the athlete before data can be entered, but transfer summary data does not have to exist in this window to enter information in this section.

Fields	Descriptions
Quality Points	Athlete transfer quality points.
Transfer GPA	Athlete transfer GPA. This GPA is based on whether the athlete is transferring from a two year institution or a four year

Fields	Descriptions
	institution.
Full-Time Terms Attended	Athlete transfer full-time terms attended.
Attempted Hours	Number of transfer hours attempted by the athlete.
Hours	Total number of transfer hours for the athlete.
Transfer Status	Transfer status code for the athlete. List Athletic Transfer Status Validation (STVSATR)
Acceptance Date	Date the transfer was accepted at the institution.
Meets Transfer Requirements	Check box used to indicate whether the athlete meets the transfer requirements.
Residency Required	Check box used to indicate whether residency is required for the athlete based on academic residency requirements for transfer athletes.
Residency Exception	Residency exception code for the athlete. Exceptions may exist so that transfer students are immediately eligible and do not need to fulfill the academic residency requirement. List Athletic Residency Exception Validation (STVSARX)
Met Academic Credit Year	Check box used to indicate whether the athlete has met the academic credit year requirements.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

General Student (SGASTDN) page

Updated: August 27, 2020

The purpose of the General Student Page is to maintain current and historical information about a student (learner).

This information is initially created when a decision is entered on the Admissions Decision (SAADCRV) page, which indicates that the applicant accepts the institution's offer of admission, or when an applicant is admitted through the Quick Entry (SAAQUIK) page. SGASTDN also contains curriculum, field of study, comments, activities, veteran, and degree information. An applicant must accept the institution's offer of admissions to generate an initial student record, or the Quick Entry (SAAQUIK) page must have been processed for the student. This record may not be deleted if registration or academic history exists for the term or if associated sports records exist.

Main window

Updated: August 27, 2020

The main window contains the Key block, the General Learner section, the Curricula Summary section, and the Field of Study Summary section.

Use the **Return** button, a Duplicate Item function, or select the Learner section from the secondary windows to return to the main window of the page.

Key block

Updated: March 17, 2022

Use this section to enter the ID and term for the person for whom you want to view general student records.

You can access the General Student Summary (SGASTDQ) page from this section. You can also set the **View Current/Active Curricula** indicator to limit the display of curriculum records for the student to those that are current and active.

Fields	Descriptions
ID	ID of the person for whom general student records exist.

Fields	Descriptions
	List Person Search (SOAIDEN) page Duplicate Item SSN/SIN Alternate ID Search (SGASTDQ) page Help General Student Summary (SGASTDQ) page
Student Summary	Use **Search** from this field to view summary information for the student's records on the General Student Summary (SGASTDQ) page.
Term	Term for the general student record. List Term Code Validation (STVTERM) Help General Student Summary (SGASTDQ) page
View Current/Active Curricula	Check box used to limit the display of curriculum records in the Curriculum and Field of Study sections to only those that are current and active.
View Curricula with Active Study Paths	Check box used to view Curricula records where the Study Path record is also Active. When you select the check box the active study path records with a curricula record are displayed, and when you clear the check box, both the inactive and active Study Path records are displayed.

General Learner section

Updated: August 27, 2020

Use this section to view and maintain information for the general learner (student) records for the ID in the Key block.

Multiple advisors can be entered by using a Duplicate Item function from the **New Term** field and navigating to the Multiple Advisors (SGAADVR) page. Use a Duplicate Record function from the **New Term** field to create a new effective term for the ID in the Key block.

Fields	Descriptions
New Term	Used to enter a new effective term for the ID in the Key block. The term range for the new term is displayed in the **From Term** and **To Term** fields. You can also enter multiple advisors for the student by accessing SGAADVR from this field. Duplicate Record Clears field for entry of new effective term. Duplicate Item Multiple Advisors (SGAADVR) page
Student Status	Student status code associated with the student for the term in the Key block or for the effective term. List Student Status Code Validation (STVSTST)
Student Type	Student type code associated with the student for the term in the Key block or for the effective term. List Student Type Code Validation (STVSTYP)
Residence	Residence code associated with the student for the term in the Key block or for the effective term. List Residence Code Validation (STVRESD)
Fee Assessment Rate	Fee assessment rate code associated with the student for the term in the Key block or for the effective term. List Student Fee Assessment Rate Validation (STVRATE)
Class	Class code associated with the student for the term in the Key block or for the effective term. Display only.
Student Centric Cycle	Student centric cycle code assigned to the general student record. When the record is copied to a new term, this code is also copied.

Fields	Descriptions
	List Student Centric Period Term Control Validation (SOASCPT)
Full or Part Time	Radio group that specifies the student's intended load of study. Valid values are `Full Time`, `Part Time`, and `None`. Values are saved to the database as `F`, `P`, or `Null`.
From Term	Matriculation from term. Display only, unless **New Term** field is used. When the **New Term** field is used to create a new effective term record, the term entered is defaulted into the **From Term** field.
To Term	Matriculation to term. Display only, unless **New Term** field is used. When the **New Term** field is used to create a new effective term record, the end range for the term entered is defaulted into the **To Term** field.

Additional Information Section

Updated: August 27, 2020

Use this section of the section to enter class site, session type, and section code information for the student.

Fields	Descriptions
Site	Class site associated with the student for the term in the Key block or for the effective term. List Site Validation (STVSITE)
Session	Type of class session associated with the student for the term in the Key block or for the effective term.

Fields	Descriptions
	List Session Validation (STVSESS)
section	section code associated with the student for the term in the Key block or for the effective term. Valid section codes for a term or CRN can be selected from the section Schedule Query (SSABLKQ) page. List section Code Validation (STVBLCK) Count Hits section Schedule Query (SSABLKQ) page
Citizenship	Indicator that shows whether the student is a citizen (*Y*) or non-citizen (*N*). Display only.

Curricula Summary section

Updated: August 27, 2020

This section is display only for the ID in the Key block and displays a summary of curricula data.

This section displays the most recent curriculum data for each priority if the curriculum row is *ACTIVE*. The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing. The curricula summary information comes from the general student record. The summary sections are populated when the SGBSTDN record for the person is queried.

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 section title to identify these two rows. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

The following fields are in this section.

Fields	Descriptions
Study Path	This is the sequence number of the study path associated with the curriculum for the student.
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.
Student Type	Student type code entered specifically for the curriculum record.
Rate	Rate code entered specifically for the 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.
End	This is the term code for the end of the curriculum.
Outcome Key	For the learner record, this is the sequence number of the outcome (degree) the curriculum was rolled to. For the outcome record, this is the key sequence number the curriculum belongs to.
Admission Type	Admission type code entered specifically for the curriculum record.
Admission	Admission term code entered specifically for the curriculum record.

Fields	Descriptions
Matriculation	Matriculation term code entered specifically for the curriculum record.

Field of Study Summary section

Updated: August 27, 2020

This section is display only for the ID in the Key block and displays a summary of field of study data. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

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 section.

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 section.
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 `CONCENTRATION`.

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

Curriculum window

Updated: August 27, 2020

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 section.

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.

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 (SOILCUR) page from the Options menu to view curriculum information for all modules.

You can search 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.

Update a record

Updated: August 27, 2020

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.

About this task

If you want 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.

Additionally, if the **Learner** check box in the Enable Curriculum Startand End Dates check box group is checked on SOACTRL, and Replace, Duplicate, or Update is selected, the Curriculum Start and End date entry window on SGASTDNwill appear. The start date and end date in the entry window will prepopulate with the values from the original record if they exist. If the values on the original record do not exist, the start date field will be null and the end date field will reflect the current system date. Dates in the fields are editable or can remain null. After you click 'Ok' the dates from the date entry window will populate the non-current active record. You can then update program dates directly on the current active record before saving the new record.

Sort Order for Curriculum Records

Updated: August 27, 2020

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 when 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 page 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

Updated: August 27, 2020

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.

If the **Learner** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, this function also captures the original curriculum start and end date information from the current active record and displays those dates in the Curriculum Start and End date entry window on SGASTDN. The date entry window allows you to update the start and end dates when changing curriculum or field of study records. The dates are only saved to the non-current active program record. Current active program records are not updated. Additionally, if any of the field of study start and end date fields are null, they will also be updated with the dates from the entry window. Users have the option of using the dates captured when running the Clearing House Extract report (SFRNLSC) and the NSLDS SSCR Process (SFRSSCR) only. The dates are not used by any other processes.

Please see below for how these buttons are used with manual roll and self-service graduation application processing.

Manual Roll and Self-service Graduation Application Button Functionality

Updated: August 27, 2020

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** check box on SHACTRL. When the check box 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 **Replace**, **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.

When the graduation application sequence number is populated for an unrolled learner curriculum record, using the **Replace** button displays a message that the graduation application will be inactivated. The user can then choose to continue or cancel the replacement process. If you continue, the new curriculum record is created with the graduation sequence number set to null, and the previous graduation application is made inactive. If you do not continue, the replacement process is cancelled.

The delete process for SGBSTDN has been modified to use the SOBCTRL processing that determines if the learner curriculum record with the same term must be deleted. An alert is shown if the SGBSTDN record being deleted is not the last general person record. This allows the user to delete the curriculum record and the learner curriculum record. The message `Warning: Curriculum data may exist for term. Review curricula and delete if necessary` displays three buttons: **Delete Learner and Curricula**, **Delete Learner**, and **Show Curricula and Cancel**.

When the **Delete Learner Curriculum** check box is checked in the Curriculum Rules window on SOACTRL, the **Delete Learner** button is not displayed in the warning message. The user must select either the **Delete Learner and Curricula** button or the **Show Curricula and Cancel** button. When the **Delete Learner and Curricula** button is selected, and one of the existing curriculum records is current for a future SGBSTDN effective term, a warning will be displayed, and the user can cancel the delete action.

You cannot delete an SGBSTDN record if a current curriculum record exists for the term, and it has an unrolled graduation application. If the SGBSTDN record is the last record being deleted, it cannot be deleted if it has any associated curriculum records with unrolled graduation applications (existing graduation application sequence numbers).

Study Paths

Updated: August 27, 2020

When study paths are enabled (**Enable Study Paths** is checked on SOACTRL), the label for the **Key Sequence** field changes to **Study Path**. The **Study Path** field displays the key sequence number or study path sequence number for the module record that the curriculum record is associated with.

The Option List from the **Study Path** field has two choices:

- Create New Study Path
  This option allows you to create a new study path for a student.
- Attach to Existing Study Path
  This option allows you to associate an existing study path with the curriculum. This option is only displayed when the learner has existing study path records.

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 **Enter** and **Enter** arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study sections changes for

Fields	Descriptions
	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). • *Current* 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. • *Not Current* displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status code. List Curriculum Activity Status (STVCACT)
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.
Study Path	Sequence number of the study path associated with the curriculum for the student. When study paths are enabled (**Enable Study Paths** is checked on SOACTRL), the label for the **Key Sequence** field (above) changes to **Study Path**. Count Hits Student Study Paths by Term (SGVSTSP) **Search** Create New Study Path **Search** Attach to Existing Study Path
Term	This is the term code for the module's curriculum record. List Term Code Validation (STVTERM)
End Term	This is the term code for the end term of the field of study. This field is populated with the SGBSTDN effective term when the

Fields	Descriptions
	curriculum stops being current. If there is no future SGBSTDN term, the field will be blank.
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)

Fields	Descriptions
	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.
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	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. The choices are *`Yes`*, *`No`*, or *`Default`*. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio group on SOACTRL. • Select *`Yes`* to roll the learner record to academic history

Fields	Descriptions
	(outcome). • Select *No* to not roll the learner record. • Select *Default* to use the curriculum rules defined on SOACURR (**Primary** or **Secondary** check boxes) 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). All non-learner modules (Recruiting, Admissions, Academic History) will display a value of *No* in this field.
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) curricula. Display only.
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.

Fields	Descriptions
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	
Replace	N/A	Copies record, inactivates r

Mouse	Keyboard	
		ecord, inserts new blank record
Update	N/A	Copies

Mouse	Keyboard

record, performs non-destructive upd

Mouse	Keyboard	
		ate
Duplicate	N/A	Copies record, inserts duplicater

Mouse	**Keyboard**	
		ecord
Apply to Graduate	N/A	Rolls learner curriculum record

Mouse	Keyboard	
		to outcome
Roll to Outcome	N/A	Creates automatic graduati

Mouse	Keyboard

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Field of Study window

Updated: August 27, 2020

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 section 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.

Additionally, if the **Learner** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, and you select the Inactivate button to inactivate a major, the Field of Study Start and End Date entry window will appear. If dates currently exist for the field of study record, the dates will prepopulate the fields in the date entry window. If they do not exist, the start date will be null and the end date will reflect the current system date. Dates in the fields are editable or can remain null.The dates are only saved to the non-current active field of study record. Current active field of study records are not updated

Fields	Descriptions
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 **Enter** and **Enter** arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study sections 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). • *Current* 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. • *Not Current* 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

Fields	Descriptions
	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, except for the` **Current** `field and the` **Rolled (Indicator)** `.`	
Current	This field specifies if the record is the current row for the priority. Valid values are `Y` (Current) or `N` (Not Current). Display only. • `Current` 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. • `Not Current` displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status for the field of study. List Curriculum Activity Status (STVCACT)
Status	This is the curriculum status for the field of study. When the conversion scripts are used to create study paths for curriculum records, the curriculum status is set to `STUDYPATH`. List Curriculum Status (STVCSTS)
Term	This is the term code for the field of study. This value defaults from the Curriculum section.
Type	This is the type code for the learner field of study. It identifies

Fields	Descriptions
	whether the row is for a major, minor, or concentration. List Learner Field of Study Types (GTVLFST)
Priority	This is the priority number that defines the field of study rank.
Rolled (Indicator)	Check box used to indicate that the field of study record has been rolled to a degree record. Display only.
Catalog	This is the catalog term for the field of study. List Term Code Validation (STVTERM)
End Term	This is the term code for the end term of the field of study. (This field is not used at this time.) List Term Code Validation (STVTERM)
Field of Study	This is the major, minor, or concentration code for the field of study. List All Major, Minor, or Concentration Codes Help Attached Majors, Minors, or Concentrations
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 *CONCENTRATION*. List All Major Codes Help Attached Majors

Fields	Descriptions
	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.
End Date	This is the end date for the field of study.
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	
Attached Concentrations	N/A	Lists concentration

Mouse	Keyboard	
		s attached to major
Inactivate	N/A	Inserts copy of field

Mouse	Keyboard
	of study record with *INACTIVE* activity

Mouse	Keyboard

and *REMOVED* status. Displays a Field of

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StudyStartandEndDateentrywindowwh

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Communication Plan Change window

Updated: August 27, 2020

When items such as campus, level, college, or degree are changed for a student, this may affect their communication plan, depending on the rules for the institution set up on the Communication Rules (SOACOMM) page.

When this is the case, the Communication Plan Change window displays, and you can make changes to the communication plan. You may also access the window through the Options Menu. All changes must be saved before exiting the Communication Plan Change window.

Note: To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the page.

Fields

Updated: August 27, 2020

The window contains the following fields.

Fields	Descriptions
Communication Plan	The communication plan code. List Communication Plan Validation (STVCPLN)
Description	Description of the plan code.
Recruit, Applicant, Learner	Radio group which displays the module the plan exists in: `Recruit`, `Applicant`, or `Learner`.
Term	The recruit term or the admissions term for the plan. If the plan is in Recruiting (radio group is set to `Recruit`), the List function accesses the Prospect Summary (SRASUMI) page.

Fields	Descriptions
	If the plan is in Admissions (radio group is set to *Applicant*), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to *Learner*), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Sequence Number	The sequence number or the application number for the plan. If the plan is in Recruiting (radio group is set to *Recruit*), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (radio group is set to *Applicant*), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to *Learner*), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page

Fields	Descriptions
	List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Active Plan	Check box indicates when checked that the communication plan is active. Only active communication plans display in this window. You can inactivate a plan by unchecking the **Active Plan** check box.
Pending Mail	Indicates whether mail exists for the plan. When the communication plan is first added, the field is blank, because the materials have not been created. This value cannot be changed. Choices are: `checked`-Unsent mail exists for the communication plan. This value is stored in the database as `Y`. `unchecked`-No pending mail exists for the plan. This value is stored in the database as `N`.
Delete Mail	Indicate whether to delete mail for the communication plan. This field can be changed to `Y` (checked) if there is pending mail for the plan and the **Active Plan** check box has been unchecked. This field cannot be changed when the **Active Plan** check box is checked because of processing that takes place when materials are created. Missing

Fields	Descriptions
	materials are created for all active communication plans. If you delete the mail on an active plan, the materials are recreated when you save the plan. If the **Active Plan** check box is checked, and the **Delete Mail** field is checked, the communication plan is deleted from the Communication Plan Assignment (SOAPLAN) page, along with any existing mail on the Student Mail (SUAMAIL) page. Choices are: *checked*-Delete communication plan mail. This value is stored in the database as *Y*. *unchecked*-Do not delete communication plan mail.This value is stored in the database as *N*.

Options

Updated: August 27, 2020

The following navigation options are available on the Communication Plan Change window.

Option	Description
Student Mail	Use the Student Mail item in the Options Menu to access the Student Mail (SUAMAIL) page to update/view mail for the current ID in the Key block of the application page.
Return	Use the **Return** button or the Return to (Applicant, Recruit, or Prospect) option in the Options Menu to go back to the **Term** field on the main window of the application

Option	Description
	page. If the plan was initiated when a record was removed, the process will continue. This option will not return you to the main window if there are pending changes in the window. All changes must be saved before returning.
Start Over	Use the Start Over function to do a complete page Start Over. The cursor will be returned to the Key of the application page. This function will not return you to the main window if there are pending changes in the window. All changes must be saved before returning. To access the Communication Plan Change window, all changes must have been saved on the application page, except in the case of the record being removed. If you do not make any changes in the Communication Plan Change window, you will not be prompted to save your changes.

Functions and Updatable Fields window

Updated: August 27, 2020

You may use Oracle functions to modify communication plan records.

Action	Description
Delete old plans	Use the Remove Record function. This will also automatically delete pending materials.
Insert new plan	Use the Insert Record function. You must enter the plan code and

Action	Description
	select the module. If the module is Recruiting or Admissions, you must also enter a term and sequence number.
Update plan	Change the active status and delete pending mail by changing the value of the **Active Plan** check box to checked or unchecked and the **Pending Mail** check box to checked or unchecked.
Next and Previous section	These functions are not allowed in the Communication Plan Change window. To navigate back to the main window of the application page, press the **Return** button**,** select the Return to (Applicant, Recruit, or Prospect) option in the Options Menu, or use the Duplicate Item function. **Note:** All changes must be saved before exiting the Communication Plan Change window.

Study Path window

Updated: August 27, 2020

This window is used to view and maintain study path information for a student. Use the Study Path section or the Study Path item in the Options Menu to access this window. This window contains the Study Path Status section and the Study Path Student Information section.

Study Path Status section

Updated: August 27, 2020

Use this section to view academic standing and study path status information for the student. The status information can be used to prevent registration for the study path.

Field	Description
Effective Term	Effective term for the study path.
End Term	Term in which the study path ends.
Study Path Sequence	Key sequence number of the study path.
Study Path Status	Status code for the study path.

Field	Description
	List Study Path Status Validation (STVSTSP).
Academic Standing	Student’s academic standing code. The value in this field comes from the SHRAPSP_ASTD_CODE_END_OF_TERM for the latest term.
Progress Evaluation	Student’s progress evaluation code. The value in this field comes from SHRAPSP_PREV_CODE for the latest term.
Combined Code	Student’s combined academic standing and progress evaluation code. The value in this field comes from SHRAPSP_CAST_CODE for the latest term.
Academic Standing Term	The term of the Academic Standing displayed. The value in this field displays the latest term for the Study Path and comes from SHRTGSP_TERM_CODE.
Progress Evaluation Term	The term of the progress evaluation code displayed. for the latest term. The value in this field displays the latest term for the Study Path and comes from SHRTGSP_TERM_CODE.
Combined Academic Standing Term	The term of the student’s combined academic standing code. The value in this field displays the latest term for the Study Path and comes from SHRTGSP_TERM_CODE.

Study Path Student Information section

Updated: August 27, 2020

Use this section to enter education information for the student.

Field	Description
Residence	Student's residence code. List Residence Code Validation (STVRESD)
section	Student's section schedule code. When a registration record exists for the student, this value cannot be changed.

Field	Description
	List section Code Validation (STVBLCK)
Full Part Time	Radio group used to indicate the student's status as full-time, part-time or none. Valid values are: *Full*, *Part*, *None*. The default is *None*.
Session	Student's session code. List Session Validation (STVSESS)
Basic Skills	Student's basic skills code. List Basic Skills Validation (STVBSKL)
Practical Training	Student's practical training code. List Practical Training Validation (STVPRAC)
Orientation	Student's orientation session code. List Orientation Session Validation (STVORSN)
Career Planning	Student's career planning code. List Career Planning Validation (STVCAPL)
Education Level	Student's education level code. List Education Level Validation (STVEDLV)
Expected Education	Student's expected education code. List Employment Expectation Validation (STVEMEX)

Field	Description
Transfer Credit	Student's transfer credit indicator code. List Transfer Center Code Validation (STVTRCN)
Vocational Training	Student's vocational education status training code. List Vocational Education Status Code Validation (STVVOED)
Education Goal	Student's education goal code. List Education Goal Validation (STVEGOL)
Apprentice	Student's apprenticeship code. List Apprenticeship Code Validation (STVAPRN)
Employee and Training	Student's gain status code. List Gain Status Code Validation (STVGAIN)
Income	Student's income range code. List Income Range Validation (STVINCM)

Activities window

Updated: August 27, 2020

Use this window to maintain learner activity information. This window is accessed using the Activities section or by selecting the Student Activities item from the Options Menu.

Veteran window

Updated: August 27, 2020

Use this window to maintain veteran information. This window is accessed using the Veteran section or by selecting the Veteran Information item from the Options Menu.

Comments window

Updated: August 27, 2020

Use this window to enter comments about a student. You have the option of assigning term codes to comments. This window is accessed using the Comments section or by selecting the Student Comments item from the Options Menu.

Fields	Descriptions
Comment	The **Comment** field is 4,000 characters long and has autowrap capability. Use the **Comments** edit button for easier entering, editing, and searching of text.

Academic and Graduation Status, Dual Degree window

Updated: August 27, 2020

This window contains three sections: Academic Status, Graduation Status, and Dual Degree.

This window is accessed using the Academic and Graduation Status, Dual Degree section. You can access a specific section within the window by selecting either the Academic Status, Graduation Status, or Dual Degree Information item from the Options Menu.

Academic Status section

Updated: August 27, 2020

Use this section to view academic status, progress evaluation, and combined academic standing information or to enter override information for the student.

This section displays the progress evaluation (PREV) code and the combined academic standing (CAST) code for the student and the activity dates and descriptions for these fields. Override codes, descriptions, and override terms for the progress evaluation and academic standing codes are also in this section. These fields provide override capability for possible restrictions placed on students based on their combined academic standing and progress evaluation status.

The following fields are in this section are used with progress evaluation and academic standing:

Fields	Descriptions
Progress Evaluation	The **Progress Evaluation Code** field is display only and is populated with the value 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 used to override the student's progress evaluation code for the effective term. List Progress Evaluation Code Validation (STVPREV)
(unlabeled)	The description for the progress evaluation history override code is displayed in this field.
Progress Evaluation Override Term	The **Progress Evaluation Override Term** field is used to enter the term in which the override occurred. List Term Code Validation (STVTERM)
Combined Academic Standing	The **Combined Academic Standing** field is display only and is populated with the value 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 used to override the student's combined academic standing

Fields	Descriptions
	code for the effective term. List Combined Academic Standing Code Validation (STVCAST)
(unlabeled)	The description for the combined academic standing history override code is displayed in this field.
Combined Academic Standing Override Term	The **Combined Academic Standing Override Term** field is used to enter the term in which the override occurred. List Term Code Validation (STVTERM)

Graduation Status section

Updated: August 27, 2020

Use this section to enter graduation information for the student.

Dual Degree section

Updated: August 27, 2020

When dual degree information exists for a student, it may be viewed or updated in this section.

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.

Miscellaneous window

Updated: August 27, 2020

Use this window to enter miscellaneous information for the learner such as practical training and leave information. This window is accessed using the Miscellaneous section or by selecting the Miscellaneous Student Information item from the Options Menu

General Student Summary (SGASTDQ) page

Updated: August 27, 2020

This page is a stand alone search page which displays all general student records on file for a student from the term represented in the Key block.

The person must be a student to be queried on this page. If a term is entered in the Key block, those general student records with a from term that is earlier in time or is equal to the term in the Key block will be displayed. If no term is entered in the Key block, all of the student's general student records will be represented on the page back to the earliest record on file.

When working in the Student Information section of SGASTDQ, the user may perform a Count Query Hits function from any existing record to transfer to the General Student (SGASTDN) page. The user will view the record on SGASTDN which matches the record on which the cursor was placed in SGASTDQ when the function was performed.

When the General Student Summary Page is accessed from the Committee/Service (SHACOMI) page, the user may perform a Select function to drag back information for college and department to SHACOMI.

To access this page from SGASTDN, use a Help function from the **ID** field.

To access this page from SGAADVR, use a Count Query Hits function from the **Term** field.

To access this page from SHACOMI, select the General Student Summary item from the Options Menu.

You can view Academic Standing by Study Path by selecting a Study Path from the drop-down.

Main window

Updated: August 27, 2020

Use this window to search on existing general student records.

Key block

Updated: August 27, 2020

Use the Key block to enter the ID and term for the search and curriculum information.

Fields	Descriptions
Confidential (Confidential Message)	Message displays when the **Confidentiality (Indicator)** check box is checked on the General Person (SPAPERS) page. Confidentiality may be requested by the student or determined by institution policy.
Deceased (Deceased Message)	Message displays when the **Deceased (Indicator)** check box is checked on the General Person (SPAPERS) page. You may process data for a person who is deceased.
ID	ID of the student for whom you want to search existing general student records.
Term	Term to search for which general student records exist. Choices come from the Term Code Validation (STVTERM) list.
Level	Level code for the curriculum on the general student record. Examples include graduate, medical, law, transfer. List All Level Codes (STVLEVL)
Campus	Campus code for the curriculum on the general student record. Examples include main, north, downtown. List All Campus Codes (STVCAMP)
College	College code for the curriculum on the

Fields	Descriptions
	general student record. Examples include College of Arts and Sciences, College of Business. List All College Codes (STVCOLL)
Degree	Degree code for the curriculum on the general student record. Examples include BA, BS, MBA, PHD. List All Degree Codes (STVDEGC)
Program	Program code for the curriculum on the general student record. Examples include BA in English, BS in Math. List All Program Codes
Field of Study Type	Field of study type for the curriculum on the general student record. List Learner Field of Study (GTVLFST)
Field of Study Code	Code for the field of study. This is the primary major selected for the general student record. Examples include Liberal Arts, Biology, Accounting. List All Major Codes (STVMAJR)

Student Summary

Updated: August 27, 2020

This section displays the academic standing (ASTD) code, progress evaluation (PREV) code and the combined academic standing (CAST) code for the student. The override codes for ASTD, PREV and CAST codes are display only fields.

Note: The records gets filtered based on the Study Path selected.

The following fields are in this section:

Fields	Descriptions
Study Path	Displays the Study Paths associated to the the student.
From Term	Matriculation from term for the student. When a Study Path is selected this will display the effective term for the selected study path.
To Term	Matriculation To term for the student. When a Study Path is selected this will display the latest term for the selected study path.
Student Status	Current student status.
Student Type	Student type code.
Residence	Residence type.
Academic Standing code	This is the academic standing code for the student. If a study path is selected, the academic standing is for the study path.
Academic Standing Term	Term for the academic standing.
Academic Standing Override Code	This is the code for the academic standing override. This will always be blank for a study path.
Academic Standing Override Term	This is the term in which the override takes place.
Progress Evaluation Code	This is the progress evaluation code for the student. If a study path is selected, the progress evaluation code is for the study path.
Progress Evaluation Override Code	This is the code for the progress evaluation

Fields	Descriptions
	override. This will always be blank for a study path.
Progress Evaluation Override Term	This is the term in which the override takes place.
Combined Academic Standing Code	This is the combined academic standing code for the student. If a study path is selected, the combined standing for the study path.
Combined Academic Standing Override Code	This is the code for the combined academic standing override. This will always be blank for a study path.
Combined Academic Standing Override Term	This is the term in which the override takes place.

Curricula Summary section

Updated: August 27, 2020

This section is display only for the ID in the Key block and displays a summary of curricula data.

This section displays the most recent curriculum data for each priority if the curriculum row is `ACTIVE`. The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing. The curricula summary information comes from the general student record. The summary sections are populated when the SGBSTDN record for the person is queried.

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 section title to identify these two rows. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

The following fields are in this section.

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.
Student Type	Student type code entered specifically for the curriculum record.
Rate	Rate code entered specifically for the 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.
End	This is the term code for the end of the curriculum.
Outcome Key	For the learner record, this is the sequence number of the outcome (degree) the curriculum was rolled to. For the outcome record, this is the key sequence number the curriculum belongs to.
Admission Type	Admission type code entered specifically for the curriculum record.
Admission	Admission term code entered specifically for the curriculum record.
Matriculation	Matriculation term code entered specifically for the curriculum record.

Field of Study Summary section

Updated: August 27, 2020

This section is display only for the ID in the Key block and displays a summary of field of study data. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

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 section.

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 section.
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 `CONCENTRATION`.

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

Holds by Study Path (SGASTHD)

Updated: August 27, 2020

Institutions can apply Holds by Study Path at the registration level for a student. To apply Holds, hold codes are created and described in Hold Type Code (STVHLDD).

In Holds by Study Path (SGASTHD), the created hold codes are selected from the Hold Type drop-down list which is to be associated to student selected in the key block. The respective Study Path to be put on hold is selected from the Study Path drop-down fetched from Student Study Paths (SGVSTSP). Refer to *Banner Student Use* content for more details.

Key block

Updated: August 27, 2020

Use this section to enter the student ID.

Field	Description
ID	Student ID.

Holds by Study Path Details

Updated: August 27, 2020

Use this section to add holds to students.

Field	Description
Hold Type	Hold type code.
Hold Type Description	Hold type description. Display only.
Study Path	Study path number.
Study Path Description	Study path description. Display only.
Reason	Hold reason. This field is optional and is used to specify a free-format reason for the hold.
Release Indicator	When checked, indicates the release of this hold may only be performed by the user who entered it. When unchecked, the hold can be released by any user.
Amount	Amount of hold fee. Value uses format 0.00 to 9999.99.
From	Start date from when the hold is active. The default is the current date.
To	End date till the hold is active.
Origination Code	Origination code for the hold, such as the office that generated the hold (Student Accounts Office, Bursar's Office, Library, and so on).
Origination code	Origination description for the hold, such as the office that

Field	Description
description	generated the hold (Student Accounts Office, Bursar's Office, Library, and so on). Display only.
Created User	User who applied the hold for the student. Display only.

Person Hold Details

Updated: August 27, 2020

Use this section to view existing person level holds for the student.

Field	Description
Hold Type	Hold type code. Display only.
Hold Type Description	Hold type description. Display only.
Reason	Hold reason. This field is optional and is used to specify a free-format reason for the hold. Display only.
Release Indicator	When checked, indicates the release of this hold may only be performed by the user who entered it. When unchecked, the hold can be released by any user. Display only.
Amount	Amount of hold fee. Value uses format 0.00 to 9999.99. Display only.
From	Start date from when the hold is active. The default is the current date. Display only.
To	End date till the hold is active. The default date is system generated. Display only.
Origination Code	Origination code for the hold, such as the office that generated the hold (Student Accounts Office, Bursar's Office, Library, and so on). Display only.
Origination Code description	Origination code description for the hold, such as the office that generated the hold (Student Accounts Office, Bursar's Office, Library, and so on). Display only.
Created User	User who applied the hold for the student. Display only.

Student Institutional Reporting Requirements (SGAUSDF) page (California Localization)

Updated: August 27, 2020

This page is used to maintain information about students which is specifically required by the institution on a term-by-term basis. This page and the supporting validation forms allow an institution to determine which additional data must be maintained regarding the student.

Each of the reporting elements numbered 1 - 10 is supported by a Student Element (Number) Validation (STVSUDA through STVSUDJ) page which are used to create, update, insert, and delete institutionally specific information. **Element 1** values are derived from the Student Element One Validation (STVSUDA) page, **Element 2** values are derived from the Student Element Two Validation (STVSUDB) page, **Element 3** values are derived from the Student Element Three Validation (STVSUDC) page, and so on through **Element 10** and the Student Element Ten Validation (STVSUDJ) page.

A general student record must exist on the General Student (SGASTDN) page for the student during the term before information is entered on this page.

California Localization

The fields and descriptions apply to California only.

Field	Description
Vocational Program Plan	Code associated with the student vocational program plan status.
VTEA Economically Disadvantaged	Code indicating whether the student was identified as economically disadvantaged for the term.
VTEA Single Parent	Code indicating whether the student was identified as a single parent for the term.
VTEA Displaced Homemaker	Code indicating whether the student was identified as a displaced homemaker for the term.
VTEA Cooperative Work Experience Education	Code specifying the student's type of cooperative work experience education.
VTEA Technical	Code specifying whether the student is a participant in a technical

Field	Description
Preparation	preparation education program.
VTEA Vocational Migrant Worker	Check box used to specify whether the student is a migrant worker or child of a migrant worker.
Basic Skills Waiver	Check box used to specify whether a waiver was in effect for this student during the reporting term.

Athletic Compliance Inquiry (SGISPRT) page

Updated: August 27, 2020

This page is used to search on and view athletic compliance record and athletic competition record summary information for an athlete. You can access SGISPRT using the Options Menu from SGASPRT and SGAMSPT.

You have the ability to select how the data is displayed and organized on the page. In the Key block, you can enter either the ID for the athlete and view the associated sport records by term, `or` you can enter the sport and view the associated IDs by term for the sport. You can only enter the ID or the sport, not both.

When you have entered the ID or the sport and used next section to access the Athletic Compliance Inquiry section, you can change the summary data display by selecting a different view from the **Choose View** field. The list of available views is specific to the Key block selection of ID or sport. You can also perform subqueries on the summary data in the Athletic Compliance Inquiry section.

Note: The current record is always the most recent sport record with competition data.

You can view the following types of records using the **Choose View** field.

View	Description	ID, Sport, Both
All Records	Displays all records for a sport or ID (depending on the value entered in the Key block), with or without associated competition records.	Both
All Competition Records	Displays all competition	Both

View	Description	ID, Sport, Both
	records for a sport or ID (depending on the value entered in the Key block), those current and those in history.	
Most Recent Competition Records per Term	Displays most recent history record for each term when multiple competition history records exist.	Both
Current Competition Records	Displays current competition records only: • for each sport when an ID is entered in the Key block, and • for each ID when a sport is entered in the Key block.	Both
Sports without Competition Records	Displays sport records that do not have associated competition data.	ID
Current and Most Recent Records (default for ID inquiry)	Displays current sport record with competition and the sport record with the highest term that does not have an associated competition record, if one exists. If a sport record has a competition record, and another sport record exists that has a higher term but does not have a competition record, both records will be	ID

View	Description	ID, Sport, Both
	displayed. If a sport record exists for a term that is less than the highest term for the competition record, it will not be displayed.	
Athletes without Competition Records	Displays sport records for athletes, where those records do not have associated competition data.	Sport
Current and Most Recent Records per Athlete per Sport (default for sport inquiry)	Displays current sport record with competition and the sport record with the highest term that does not have an associated competition record, if one exists. If a sport record has a competition record, and another sport record exists that has a higher term but does not have a competition record, both records will be displayed. If a sport record exists for a term that is less than the highest term for the competition record, it will not be displayed.	Sport

Main window

Updated: August 27, 2020

The Key block, the Athletic Compliance Inquiry section, and the Athletic Competition section are in this window.

Key block

Updated: August 27, 2020

Use this section to enter either the ID for the athlete and view the associated sport records by term, `or` you can enter the sport and view the associated IDs by term for the sport.

You can only enter the ID or the sport, not both. When you have entered the ID or the sport and used next section to access the Athletic Compliance Inquiry section, you can change the summary data display by selecting a different view from the **Choose View** field. You can also perform subqueries on the summary data in the Athletic Compliance Inquiry section.

Fields	Descriptions
ID	ID of the athlete. You can enter either the ID or the sport but not both. List Person Search (SOAIDEN) page
Sport	Sport code and description for the athletic compliance record. You can enter either the ID or the sport but not both. Only student activity codes with an activity type of `SPRTS` on STVACTC can be used. List Sports Activity Code Validation (STVACTC)

Athletic Compliance Inquiry section

Updated: August 27, 2020

This section is used to search on athletic compliance records for the athlete.

The data displayed here is dependent on the values entered in the Key block. When the ID is entered in the Key block, the term and sport information is displayed. When the sport is entered in the Key block, the term, ID, and full name information is displayed. You can further refine the data that is displayed in this section by performing subqueries, such as a search by term on sport data to create a roster for that sport. You can also change the types of record sets that are displayed depending on the setting of the **Choose View** field.

Fields	Descriptions
Term	Term code and description of the term for the athletic compliance record. This field is displayed for the ID or the sport in the Key block. List Term Code Validation (STVTERM)
ID	ID of the athlete. This field is displayed when the sport is entered in the Key block.
Full Name	Full name of the athlete. This field is displayed when the sport is entered in the Key block.
Sport	Sport code and description for the athletic compliance record. Only student activity codes with an activity type of `SPRTS` on STVACTC can be used. This field is displayed when the ID is entered in the Key block. List Sports Activity Code Validation (STVACTC)
The remaining fields in this section are displayed for both the ID or the sport in the Key block.	
Status	Status code for the sport for the athletic compliance record.

Fields	Descriptions
	List Sports Status Validation (STVSPST)
Eligible	Eligibility code for the athletic compliance record. List Eligibility Validation (STVELIG)
Academic Eligibility	Academic eligibility code for the athletic compliance record. List Athletic Academic Eligibility Validation (STVSAEL)
Student Status	Academic status of the student for the athletic compliance record. List Student Status Code Validation (STVSTST)
Academic Standing	Academic standing of the student for the athletic compliance record. List Academic Standing Validation (STVASTD)
Athletic Aid	Check box used to indicate whether athletic aid exists for the athletic compliance record. Display only.
Season Used	Check box used to indicate whether an athlete has used a season of competition in the sport. Display only.
Current	Check box used to indicate whether the sport record is the current competition record. Display only.
Choose View	drop-down list used to select the type of records to be displayed for the athletic compliance inquiry. This list is dependent on whether the ID or the sport data has been entered in the Key block. Choices are: • *All Records* (displayed for ID and sport inquiry) • *All Competition Records* (displayed for ID and sport inquiry) • *Most Recent Competition Records per Term* (displayed for ID and sport inquiry)

Fields	Descriptions
	• *Current Competition Records* (displayed for ID and sport inquiry) • *Sports without Competition Records* (displayed for ID inquiry only) • *Current and Most Recent Records* (displayed for ID inquiry only, default for ID inquiry) • *Athletes without Competition Records* (displayed for sport inquiry only) • *Current and Most Recent Records per Athlete for Sport* (displayed for sport inquiry only, default for sport inquiry)

Athletic Competition section

Updated: August 27, 2020

This section is used to display the athletic competition values that are associated with the records in the Athletic Compliance Inquiry section. These values change as you scroll through the summary records.

Fields	Descriptions
Begin Term of Eligibility	Code of beginning term in which the athlete is eligible to compete in the sport. Display only.
End Term of Eligibility	Code of last term in which the athlete is eligible to compete in the sport. Display only.
Seasons of Competition Available	Number of seasons of competition that are available for the sport at the institution. Display only.
Seasons of Competition Used	Total number of seasons of competition completed for this sport. Display only.
Seasons of Competition Remaining	Number of seasons of competition

Fields	Descriptions
	remaining for this sport. Display only.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Academic Standing Rules (SHAACST) page

Updated: August 27, 2020

The intent of this page is to establish the rules for identifying students who are in academic difficulty and those who have a GPA which qualifies them for the Dean's List.

The rules are established by each student level (graduate, undergraduate, etc.). Additionally, the rules may be specified for each college within a specific level. The rules established on this page are then used by the Academic Standing Calculation process.Each time a grade mailer is produced or revised (with the exception of duplicates or mid-terms), the student is eligible to have their academic standing recalculated when the Calculate Academic Standing Report (SHRASTD) is run.

The validation tables for all coded values used by this rule-based page must have been previously completed.

Fields	Descriptions
Term	Perform a search from this field to view the academic standing rules created for a specific effective term.
Type	The **Type (of Hours) field** is updatable, but please note that when the type is updated or changed for one record, all other records with the same level, college, term, and current status will also be automatically be updated with the same Type of Hours code.

Note: The academic standing process uses a student's displayed GPA rather than the stored GPA when determining their academic standing. For example, if a student's GPA is calculated to be 1.987821, that is the value that will be stored. However, if the institution's GPA display rules are set up to round the GPA to three digits, the displayed GPA would be 1.988, and that is the value the SHRASTD process will use to evaluate the student's academic standing.

This page includes the rules for progress evaluation (PREV), the progress evaluation grade exclusions, and the combined academic standing (CAST) rules. Three windows allow the creation and definition of the rules used by the Progress Evaluation Process (SHRPREV). The rules are used to assign progress evaluation codes and combined academic standing codes to student records.

The three windows used for progress evaluation rules are:

- Progress Evaluation Rules window
- Progress Evaluation Grade Exclusion window
- Combined Academic Standing Rules window

Dean's List Rules/Excluded Grades window

Updated: August 27, 2020

This window allows for the entry of the Dean's List rules and the grades for each rule which would exclude the student from attaining the specific dean's list status defined.

Dean's List Rules section

Updated: January 19, 2022

Use this section to enter dean's list rules by term.

Fields	Description
Term	This is an Effective Term field used to specify the term for which the Dean's List rule becomes effective. It is a required field, and entries are validated against STVTERM. List Term Code Validation (STVERM)
Type GPA	Type GPA for the Dean's List rules. Valid values are: I (Institutional) and C (Cummulative)
Type of Hours	Type of Institutional or cumulative hours to use for the minimum term hours selection. It is a required field. Valid values are:

Fields	Description
	A (Attempted) E (Earned) P (Passed) G (GPA)
Minimum Term Hours	Minimum Term Hours for the range. Enter in format 9999.999
Minimum Term GPA	Minimum Term GPA for the Dean's List. Enter in format 999999999999.999999999
Status	Current academic standing code. List Academic Standing Validation (STVASTD)

Excluded Grades section

Updated: August 27, 2020

Use this section to enter the grade and abbreviation for the dean's list rule.

Fields	Descriptions
Grade	Used to enter any grade which causes a student to be ineligible for an end-of-term honor, even if the student otherwise qualifies under a rule defined in the Dean's List Rule section. Multiple rows of excluded grades are allowed. Entries are validated against SHAGRDE for grades defined for the level entered in the Key block. When a valid grade is entered, the abbreviation for the grade will be displayed.

Fields	Descriptions
	List Grade Code Maintenance (SHAGRDE) page
Abbreviation	Abbreviation for the grade in the **Grade** field.

Progress Evaluation Rules window

Updated: August 27, 2020

This window is accessed going to the next section or the Progress Evaluation Rules choice in the Options Menu.

About this task

The Progress Evaluation Rules section is used to create rules that will determine which progress evaluation code to assign to the students being processed. Fields within the rules allow for defining the population to which they apply. These fields include program, campus, degree, major, and student type.

The following fields are in the Progress Evaluation Rules section:

Fields	Descriptions
Program	The **Program** field is used to enter the code of the program on which this selection rule may be based. It is optional. If the field is null, then that rule will apply to all programs. Values are validated against programs defined on SMAPRLE and must be consistent with the level and college codes entered in the Key block. List Curriculum Rules (SOACURR) page Count Hits Program Definition Rules (SMAPRLE) page
Campus	The **Campus** field is used to enter the code of the campus on which this selection rule may be based. It is optional. If the field is null, then that rule will apply to all campuses. Values are validated against campus codes defined on STVCAMP.

Fields	Descriptions
	List Campus Validation (STVCAMP)
Degree	The **Degree** field is used to enter the code of the degree on which this selection rule may be based. It is optional. If the field is null, then that rule will apply to all degrees. Values are validated against degree codes defined on STVDEGC. List Degree Code Validation (STVDEGC)
Major	The **Major** field is used to enter the code of the major on which this selection rule may be based. It is optional. If the field is null, then that rule will apply to all majors. Values are validated against major codes defined on STVMAJR. List All Major Codes
Student Type	The **Student Type** field is used to enter the code of the student type on which this selection rule may be based. It is optional. If the field is null, then that rule will apply to all student types. Values are validated against student type codes defined on STVSTYP. List Student Type Code Validation (STVSTYP)
Effective Term	The **Effective Term** field is used to specify the term for which the progress evaluation rule becomes effective. It is a required field, and entries are validated against STVTERM. List Term Code Validation (STVERM)
If the rules by which progress evaluation is calculated for a level, college, program, degree, campus, major, and student type combination change, or if additional rules must be added for a new effective term, all rules must be updated for the new effective term. All rules that are in effect at one time must have the same effective term. In selecting the rules to apply by the Progress Evaluation Process (SHRPREV), the greatest effective term which is less than or equal to the processing term found in any rule is selected, and then all rules with the same effective term are applied.	
User ID	The **User ID** field displays the ID of the user creating or modifying

Fields	Descriptions
	the rule.
Activity Date	The **Activity Date** field displays the date the rule was created or modified.
Sequence Number	The **Sequence Number** field is used to define the priority order in which rules with the same criteria (same current progress evaluation code and hours ranges) will be applied. It is required. It is used when there are “or” conditions among progress evaluation criteria. When applying progress evaluation rules, the first rule (lowest priority number) that applies to a student will determine the student's new progress evaluation code.
Current Progress Evaluation	The **Current Progress Evaluation** field is used to specify the current status for which the line of rules is defined. It is required. The field is used by the Progress Evaluation Process (SHRPREV) along with attempted hours to select students to whom the rule should be applied. The current status is derived from one of three possible values, in the following priority order: 1. It is first derived from the override progress evaluation code displayed on the General Student (SGASTDN) page from the most recent term before the term being processed, if one exists. 2. Next, it is derived from the end of term progress evaluation code displayed on the Term Course Maintenance (SHAINST) page for the most recent term before the one being processed, if one exists. 3. If there is no end of term progress evaluation code displayed on the Term Course Maintenance (SHAINST) page for the most recent term before the one being processed, “00” (Good Standing) will be assumed. List Progress Evaluation Code Validation (STVPREV)
Term Low Hours	The **Term Low Hours** field is used to specify the minimum number of hours in the term a student can have attempted to qualify for selection under the rule. It can be used, for example, to define different rules to apply to full or part time students. It is a required

Fields	Descriptions
	field to add a line of rules, and any numeric value between 0.00 and 999.99 is allowed, as long as it is equal to or less than the value in the **Term High Hours** field.
Term High Hours	The **Term High Hours** field is used to specify the maximum number of hours in the term a student can have attempted to qualify for selection under the rule. It can be used, for example, to define different rules to apply to full or part time students. It is a required field to add a line of rules, and any numeric value between 0.00 and 999.99 is allowed, as long as it is equal to or greater than the value in the **Term Low Hours** field.
Cumulative Low Hours	The **Cumulative Low Hours** field is used to specify the minimum number of cumulative hours a student can have accumulated, based upon the **Type Hours (Indicator)**, to qualify for selection by the rule. The **Cumulative Low Hours** field will be compared with accumulated institutional plus transfer work for the type indicated in the rule. It is a required field to add a line of rules, and any numeric value between 0.00 and 999.99 is allowed, as long as it is equal to or less than the value in the **Cumulative High Hours** field.
Cumulative High Hours	The **Cumulative High Hours** field is used to specify the maximum number of cumulative hours a student can have accumulated, based upon the **Type Hours (Indicator)** to qualify for selection by the rule. The **Cumulative High Hours** field will be compared with accumulated institutional plus transfer work for the type indicated in the rule. It is a required field to add a line of rules, and any numeric value between 0.00 and 999.99 is allowed, as long as it is equal to or greater than the value in the **Cumulative Low Hours** field.
Type Hours	The **Type Hours (Indicator)** is used to specify the type of cumulative hours to be used in progress evaluation code determination. It is a required field. Valid values are: `A` Attempted `E` Earned `P` Passed

Fields	Descriptions
	G GPA
Minimum Term Percentage	The **Minimum Term Percentage** field is used to specify the minimum percentage of courses taken in the term being processed for which the student(s) must have received a grade that counts toward positive progress. It is a required field to add a line of rules, and any numeric value between 0.00 and 100.00 is allowed.
Minimum Cumulative Percentage	The **Minimum Cumulative Percentage** field is used to specify the minimum percentage of courses taken in terms up to and including the term being processed for which the student(s) must have received a grade that counts toward positive progress. It is a required field to add a line of rules, and any numeric value between 0.00 and 100.00 is allowed.
Next Progress Evaluation	The **Next Progress Evaluation** field is used to specify the progress evaluation code to be assigned to the student(s) for the processing term if the student(s) meets the criteria specified in the rule. It is a required field, and entries are validated against STVPREV. List Progress Evaluation Code Validation (STVPREV)

Progress Evaluation Grade Exclusions window

Updated: August 27, 2020

The Progress Evaluation Grade Exclusions window is used to create a list of grade codes that will cause a course bearing one of these grades to be excluded from those that count towards positive progress.

This window is accessed going to the next section or the Progress Evaluation Grade Exclusions item in the Options Menu. The following fields are in this window:

Fields	Descriptions
Effective Term	The **Effective Term** field is used to specify the term for which the progress evaluation

Fields	Descriptions
	grade exclusion rule becomes effective. It is a required field, and entries are validated against STVTERM. List Term Code Validation (STVERM)
Grade	The **Grade** field is used to enter any grade code that will cause a student's course to be excluded from those that are accumulated towards a positive progress counter for the term. Multiple lines of excluded grades are allowed. Entries are validated against SHAGRDE for grades defined for the level entered in the Key block. When a valid grade is entered, the grade's abbreviation will display. List Grade Code Maintenance (SHAGRDE) page
Abbreviation	The **Abbreviation** field maps to the **Abbreviation** field on SHAGRDE and displays the abbreviation of the valid value entered in the **Grade Code** field on SHAGRDE. This field is a display only.
Exclude from Attempted	The **Exclude from Attempted (Indicator)** check box is used to exclude courses with the grade in the **Grade** field from attempted hours when checked.
User ID	The **User ID** field displays the ID of the user creating or modifying the rule.
Activity Date	The **Activity Date** field displays the date the rule was created or modified.

Combined Academic Standing Rules window

Updated: August 27, 2020

The Combined Academic Standing window is used to create and define rules using academic standing codes assigned to the student(s) by the Academic Standing Process (SHRASTD) and progress evaluation codes assigned to the student(s) by the Progress Evaluation Process (SHRPREV).

About this task

A rule should be created for each possible combination of academic standing code and progress evaluation code. This window is accessed going to the next section or the Combined Academic Standing Rules item in the Options Menu.

The following fields are in this window:

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td>Effective Term</td><td>The Effective Term field is used to specify the term for which the combined academic standing rule becomes effective. It is a required field, and entries are validated against STVTERM.

List Term Code Validation (STVTERM)</td></tr>
<tr><td colspan="2">If the rules by which the combined academic standing code is calculated for a level and college combination change, or if additional rules must be added for a new effective term, all rules must be updated for the new effective term. All rules that are in effect at one time must have the same effective term. In selecting the rules to apply by the Progress Evaluation Process (SHRPREV), the greatest effective term which is less than or equal to the processing term found in any rule is selected, and then all rules with the same effective term are applied.</td></tr>
<tr><td>Academic Standing</td><td>The Academic Standing field is used to specify the current status for the line being defined. It is required. It is used, along with the progress evaluation code, to select the students to whom the rule should be applied. The current status is derived from one of three possible values, in the</td></tr>
</table>

Fields	Descriptions
	following priority order: 1. It is first derived from the override academic standing displayed on the General Student (SGASTDN) page for the term being processed, if one exists. 2. Next, it is derived from the end of term academic standing displayed in the Term Header section of the Term Course Maintenance (SHAINST) page for the term being processed, if there is no override standing for the term. 3. If there is no override standing for the term, and there is no value in the end of term standing for the processing term, “00” (Good Standing) will be assumed. List Academic Standing Code Validation (STVASTD)
Description	This is the description for the academic standing code.
Progress Evaluation	The **Progress Evaluation** field is used to specify the progress evaluation status of the line being defined. It is required. It is used, along with the **Academic Standing** field, to select the student(s) to whom the rule should be applied. The progress evaluation code is derived from one of three possible values, in the following priority order: 1. It is first derived from the override progress evaluation code displayed on the General Student (SGASTDN) page for the term being processed, if one

Fields	Descriptions
	exists. 2. Next, it is derived from the end of term progress evaluation code displayed in the Term Header section of the Term Course Maintenance (SHAINST) page for the term being processed, if there is no override standing for the term. 3. If there is no override standing for the term, and there is no value in the end of term standing for the processing term, “00” (Good Standing) will be assumed. List Progress Evaluation Code Validation (STVPREV)
Description	This is the description for the progress evaluation code.
Combined Academic Standing	The **Combined Academic Standing** field is used to specify the combined academic standing code to be assigned to the student(s) for the processing term if the student(s) meets the criteria specified in the rule. It is a required field, and entries are validated against STVCAST. List Combined Academic Standing Code Validation (STVCAST)
Description	This is the description for the combined academic standing code.
User ID	The **User ID** field displays the ID of the user creating or modifying the rule.
Activity Date	The **Activity Date** field displays the date the rule was created or modified.

Academic Difficulty Rules by Student Centric Period window

Updated: August 27, 2020

Use this window to maintain academic standing hours and GPA information for student centric periods.

When minimum values are entered, the corresponding maximum values must be entered. The rules are evaluated by the Calculate Academic Standing Report (SHRASTD) against the student's hours and GPA information. This window is accessed using the Student Centric Academic Difficulty Rules item in the Options Menu.

Field	Description
Student Centric Period	Student centric period code for when the rule goes into effect. List Student Centric Period Code Validation (SOBSCPS)
Status	Current academic standing code. List Academic Standing Validation (STVASTD)
Sequence Number	Academic standing rule sequence number. This number indicates the priority in which the rule is applied.
Probation Indicator	Check box used to indicate whether the academic standing puts the student on probation.
Student Centric Period Hours Low	Minimum student centric period attempted hours for the range. Enter in format 999999.999.
Student Centric Period Hours High	Maximum student centric period attempted hours for the range. Enter in format 999999.999.
Cumulative Hours Low	Minimum cumulative hours for the range. Enter in format 99999999.999.
Cumulative Hours High	Maximum cumulative hours for the range.

Field	Description
	Enter in format 99999999.999.
Type	Type of cumulative hours to use for the cumulative hours low or high selection. Valid values are *A* (Attempted), *E* (Earned), *P* (Passed), *G* (GPA).
Institutional GPA From (Student Centric Period)	Minimum institutional student centric period GPA. Enter in format 999999999999.999999999.
Institutional GPA To (Student Centric Period)	Maximum institutional student centric period GPA. Enter in format 999999999999.999999999.
Institutional GPA From (Cumulative)	Minimum institutional cumulative GPA. Enter in format 99999999999999.999999999.
Institutional GPA To (Cumulative)	Maximum institutional cumulative GPA. Enter in format 99999999999999.999999999.
Overall GPA From	Minimum overall (institutional and transfer) GPA. Enter in format 99999999999999.999999999.
Overall GPA To	Maximum overall (institutional and transfer) GPA. Enter in format 99999999999999.999999999.
Status	Next academic standing code the student will receive if the student meets the academic standing rule. List Academic Standing Validation (STVASTD)

Academic Standing Attributes (SHAASAT) page

Updated: March 23, 2023

Use this SHAASAT page to view the list of all academic standing codes created for an institution on Academic Standing Code Validation (STVASTD) page. You can configure some of the attributes such as Resit, Roll to Next Stage, Roll Stage Attributes, Next Student Type for an academic standing code.

Related concepts

- Academic Standing Attributes

Key block

Updated: March 23, 2023

Use the key block to specify the Standing Code for which you want to configure academic standing attributes.

Field	Description
Standing Code	Valid standing code from Academic Standing Code Validation (STVASTD) page. This is an optional field. If you enter the standing code, the records are filtered for specific standing code in SHAASAT page.

Academic Standing Attributes

Updated: March 23, 2023

Use the Academic Standing Attributes section to define the attributes for an academic standing code.

Fields	Descriptions
Standing Code	Valid standing code that is auto-populated from Academic Standing Code Validation (STVASTD) page. Display only.
Description	Auto-populated description from the STVASTD page for the respective academic standing.
Resit	A check box with Y and N values. The default is N. If the value is Y, the academic code standing for the student is eligible for resit.
Roll to Next Stage	A check box with Y and N values. The default is N. If the value is Y, the academic standing code for the student is eligible to roll to next stage, which is the Stage Roll-Over process.
Roll Stage Attribute	A menu with the options: Same Attribute and Next Attribute.

Fields	Descriptions
	• If you select **Same Attribute**, for an academic standing code, the student with this academic standing code will be assigned the same student attributes to the next stage in the Stage Roll-Over process. • If you select **Next Attribute**, for an academic standing code, the student with this academic standing code will be assigned according to the Next student attributes as per the SOAXREF mapping for the Label: STVATTSA to the next stage in the Stage Roll-Over process.
Next Student Type	Code of the student type associated with the academic standing that should be assigned to a student record through roll over process, based on the student type in the existing effective student record on General Student (SGASTDN) page.

The processes to create, update, insert, and delete academic standing codes are performed on the Academic Standing Code Validation (STVASTD) page, which is linked under the **Related** section. After modifications to the Standing Codes on Academic Standing Code Validation (STVASTD) page, the standing codes is auto-synced to this page.

Ceremony Attendance Query (SHACATQ) page

Updated: August 27, 2020

The Ceremony Attendance Query Page is a stand alone search page which is used to display detail information for a ceremony and its attendees.

From this page, the user can select the Ceremony Attendance item in the Options Menu or perform a Count Query Hits function to access the Ceremony Attendance (SHACATT) page, or press the View/Update Diploma item in the Options Menu or perform a List function to access the Diploma (SHADIPL) page, if more attendee detail is desired. When information is changed or updated on SHACATT or SHADIPL, the modifications will be reflected on the Ceremony Attendance Query Page.

Fields	Descriptions
Attending	The **Attending** field in the Key block will calculate and display the number of persons attending the ceremony.
Diploma	If the **Diploma** box is checked, it indicates that this ceremony is the one where the attendee will receive their diploma. The box may be unchecked by accessing the Diploma (SHADIPL) page and removing the data in the **Ceremony** and **Term** fields. Only one diploma can be awarded per degree.

You can access SHACATQ from the SHACRMQ page. To do so, select the Ceremony Attendance Detail item in the Options Menu.

Note: Execute the search on SHACRMQ first, and then use the Options Menu to access SHACATQ.

Ceremony Attendance (SHACATT) page

Updated: August 27, 2020

The Ceremony Attendance (SHACATT) page is used to create and maintain ceremony attendance records.

A record will exist for each unique ceremony that the attendee will attend. Information is maintained on this page such as cap, gown, hood, types and sizes. When the **Cap Type**, **Gown Type**, and **Hood Type** are entered, the associated information will default in to the Attendee Information section from the Attendee Size Classification Rules (SHASIZE) page, when these rules have been created.

The Attendee Size Classification Rules (SHASIZE) page is an optional table of sizes and ranges which is utilized by SHACATT. If an asterisk (*) is displayed in one of the Measurement fields for height, weight, or cap size, it indicates that the measurement entered does not fall within a predetermined range on SHASIZE. This does not prevent the user from entering information or overtyping the data in the sections for height, weight, head size, and cap, gown, and hood type.

The Faculty Degree Information (SIAFDEG) page in the Faculty Load module may be checked to verify prior college degree information for an ceremony attendee. This is useful in determining which hood type should be selected for an attendee for an academic ceremony.

Additional Ceremony Information window

Updated: June 16, 2022

Use this window to enter ceremony information for fees, tickets, and non-student institutions.

The Account Detail Review (TSAAREV) page may be accessed from the Options Menu, where charges on the student's account may be reviewed. If a fee has been charged to the student's account, the **Fee Charged** box will be checked.

Fields	Descriptions
Fee Charged	The **Fee Charged** box will be checked when a fee has been charged to the student's account.

Attendee Comment window

Updated: August 27, 2020

This window is used to display comments for an attendee for a ceremony.

Committee/Service (SHACOMI) page

Updated: August 27, 2020

This page is used to create and maintain committee/service information by type or by type and ID. Therefore, a committee or service may be stand alone or affiliated with a person. It is also used to create and maintain committee/service membership activity and committee/service comments.

Examples of committee types may be a paper review committee, an academic appeals committee, or a curriculum review committee. When paired with an ID, the same type may be used multiple times. ID, however, is not required.

Note: The Banner® Human Resources System makes use of the service aspect of the committee forms. An example of a committee/service type could be a community recycling project.

The user may select the Committee/Service Inquiry option from the Options Menu or perform a Count Query Hits from the Key block to access the Committee/Service Inquiry (SHICOMQ) page and bring back information on existing committees to populate the key data. This is done by performing a Select function from the specific record on SHICOMQ.

A committee may have unlimited members, and any valid person may be associated with a committee. Membership is not limited to students or faculty members. Committee information, such as date initiated or dissolved, home administrative college or department, and committee status and committee member information, such as participation dates, role (that is, chairman), status (that is, active), college, and department are maintained on the page.

Use the General Student Summary option in the Options Menu to access the General Student Summary (SGASTDQ) page for college and department information. To access SGASTDQ, ID must be part of the committee key.

The user may perform a Help function from **Member** field in Committee/Service Members information to access the Available Faculty By Term Query (SOAFAVQ) page to view available faculty members, perform a Count Query Hits function from the same field to access the Faculty /Advisor Query (SIAIQRY) page, or perform a List function from the same field to access the Person Search (SOAIDEN) page. The ID may be brought back from SOAIDEN, SIAIQRY, or SOAFAVQ.

This page also allows committees to be associated with non-courses. This association may be a one-to-one or a one-to-many relationship. A committee may be associated with a paper or event. Select the Non-Course Information option from the Options Menu to display the Academic Non-Course (SHANCRS) page, where a committee may be made a non-course or part of a non-course, which may also be associated with a degree.

Committee/Service Information section

Updated: August 27, 2020

Information on the Committee/Service section.

Fields	Descriptions
Date Initiated	This date defaults to the date the record is created, but it may be overridden.

Fields	Descriptions
Dissolved (Indicator)	The **Dissolved (Indicator)** defaults to unchecked upon creation of the committee record and may be checked at any time.
Date Dissolved	This is the date the committee was dissolved. The field may be entered only if the **Dissolved (Indicator)** is checked.
Status	This is a required field that is used to indicate the status of the committee. It is validated against the Committee/Service Status Validation (STVCOMS) page and may include such values as active, inactive, or pending.
District/Division	This field is used to associate a committee with a higher level at the institution than college or department, such as multiple campuses.
Home College	This field is validated against the College Code Validation (STVCOLL) page and may be used to indicate the home college of the committee itself (if applicable) or of the person with whom the committee is affiliated. *
Home Department	This field is validated against the Department Code Validation (STVDEPT) page and may be used to indicate the home department of the committee itself (if applicable) or of the person with whom the committee is affiliated. If the committee is affiliated with an ID in the Key block, you may access the General Student Summary (SGASTDQ) page by selecting the General Student Summary item from the Options Menu. If the ID has a general student record queried, you may perform a Select function to populate the

Fields	Descriptions
	Home College and Home Department fields on SHACOMI with the college and department from the general student record.
Print on Transcript	This field is used to indicate whether the committee should be printed on the student's transcript. The system populates this field with the **Transcript Print Switch** value (checked or unchecked) which is set for the committee type on the Committee/ Service Type Validation (STVCOMT) page. You may override the **Transcript Print Switch** value which defaults.

Committee/Service Members section

Updated: August 27, 2020

Information on the Committee/Service members section.

Fields	Descriptions
Member (ID)	This field designates the ID of the person serving on the committee and requires only that the person have an identification record. You may access any one of three forms by using the Member **Search** feature and selecting the appropriate page from the Option List. Or, you may access the Person Name/ID Search (SOAIDEN) page with a List function, the Faculty/Advisor Query (SIAIQRY) page with a Count Query Hits function, or the Available Faculty By Term Query (SOAFAVQ) page with a Help function from the Member ID field on SHACOMI and then perform an Select function to populate that field.

Fields	Descriptions
Untitled	This field displays the member name of the person serving on the committee.
Participation From - To	These fields indicate the from and to dates for the period of time the member is serving on the committee. The **Participation From (Date)** defaults to the date the record is created but may be overridden.
Role	This field allows you to record the role (or function) of the member on the committee. It is validated against the Committee Member Role/Function Validation (STVCOMF) page and may include such values as chairperson, secretary, proxy, alternate, and coordinator.
Status	This field allows you to record the status of the person serving on the committee. It is validated against the Committee/Service Status Validation (STVCOMS) page and may include such values as active, inactive, tenure completed, etc.
District/Division	This field is used to associate a committee with a higher level at the institution than college or department, such as multiple campuses.
Home College	This field allows you to record the college of the member. It is validated against the College Code Validation (STVCOLL) page. If the member is identified as a faculty/ advisor in the system, with a home college on their faculty/advisor record, and you populate the **Member (ID)** field through a Select function from either the Faculty/ Advisor Query (SIAIQRY) page or the Available Faculty By Term Query

Fields	Descriptions
	(SOAFAVQ) page, the College and Department fields are also populated. However, either may be overridden, as the system does not require a match.
Home Department	This field allows you to record the department of the member. It is validated against the Department Code Validation (STVDEPT) page. If the member is identified as a faculty/ advisor in the system, with a home department on their faculty/advisor record, and you populate the **Member (ID)** field through a Select function from either the Faculty/Advisor Query (SIAIQRY) page or the Available Faculty By Term Query (SOAFAVQ) page, the College and Department fields are also populated. However, either may be overridden, as the system does not require a match.

Committee/Service Comments window

Updated: August 27, 2020

Use the Committee/Service Comments window to enter comments for the committee, such as, the purpose of the committee, or the results of the committee.

Fields	Descriptions
Comment	Use the **Edit** button to enter comments about the committee.
Origin	Enter the originator code for the comments. Valid values come from the Originator Code Validation (STVORIG) page.

Committee/Service Committee Category

Updated: March 16, 2023

Use the Committee/Service Committee category to define multiple committee category codes to a committee/service type.

Field	Description
Category Code	The LOV mandatory field is linked to the Committee Category Validation (GTVCOCT) validation page.
Description	Display only field. The description auto-populates based on the selected category code.

For more information on GTVCOCT, see *Committee Category Validation (GTVCOCT) page* in *Banner General Reference* content in the Ellucian Documentation site.

Committee/Service Additional Attributes

Updated: June 28, 2023

To run the anonymous boards, use the committee/service additional attributes section so that the students' names are not visible during the structured progression evaluation.

Field	Description
Anonymous Student Names	By default the check box is clear and the committee/service type is non-anonymous. If you select the check box, then the student names will be anonymous for the committee/service members for the respective committee/service type. When the check box is highlighted, and when you hover over the check box, a message `Student Names will be masked for the committee members linked to this committee/service Type` appears.

Note: The information in the Committee/Service Additional Attributes section is linked to a Committee/Service Type, and not for a combination of Committee/Service Type and Associated ID.

For information on the GORCOAT table, download the *Structured Progression Tables* from the attachment available in the *Banner Student Release Notes* on the Ellucian Documentation site.

Ceremonies By Attendee Query (SHACPRQ) page

Updated: August 27, 2020

This page is a stand alone search page which displays all ceremonies for which an attendee is registered.

From this page, the user can press the Update Ceremony Detail item in the Options Menu or perform a Count Query Hits function to access the Ceremony Attendance (SHACATT) page, or press the Update Diploma Detail item in the Options Menu to access the Diploma (SHADIPL) page, to modify attendance or diploma information. When information is changed or updated on SHACATT or SHADIPL, the modifications will be reflected on the Ceremonies By Attendee Query (SHACPRQ) page.

Fields	Descriptions
Diploma	If a *Y* appears in the **Diploma** field, it indicates that this ceremony is the one where the attendee will receive their diploma. The *Y* may be removed by accessing the Diploma (SHADIPL) page and removing the data in the **Ceremony** and **Term** fields. Only one diploma can be awarded per degree.

This page may be accessed from the Mass Entry Ceremony Attendance (SHAMCAT) page by selecting View Ceremonies by Attendee from the Options Menu.

You can access SHACPRQ from the SHACATT page. To do so, select View Ceremonies by Attendee from the Options Menu or use a Count Query Hits function from the from any field in the Attendee Information section.

You can access SHACPRQ from the SHADIPL page. To do so, use a Next Primary Key function from the from the **Ceremony** field.

Ceremony Query (SHACRMQ) page

Updated: August 27, 2020

This page is a stand alone query page which is used to display all existing ceremonies for an institution.

The user may select the View Ceremony item from the Options Menu to access the Ceremony (SHACRMY) page to view and update specified information for a particular ceremony.

The user may select the Ceremony Attendance Detail item from the Options Menu to access the Ceremony Attendance Query (SHACATQ) page to query information on attendees for a ceremony.

Ceremony (SHACRMY) page

Updated: August 27, 2020

This page is used to create and maintain ceremony information. Queries are available for events, buildings, and rooms from either the 1st Choice or 2nd Choice sections of the Ceremony Information section of the page.

A ceremony must exist on this page, before attendees may be associated with it on the Ceremony Attendance (SHACATT) page.

The user may make use of Event Management information by entering data in the **Event** field, or the field may be left blank. If an existing event from the Event (SLAEVNT) page is entered, the **Building** and **Room** fields will default in and cannot be changed on SHACATT. If the **Event** field is left blank, the user is able to enter the rest of the event information.

Fields	Descriptions
Event	Enter data in the **Event** field, or leave the field blank. If an existing event from the Event (SLAEVNT) page is entered, the **Building** and **Room** fields will default in and cannot be changed on SHACATT. If the **Event** field is left blank, the user is able to enter the rest of the event information.

Fields	Descriptions
Site	The **Site (Code)** must exist on the Site Code Validation (STVSITE) page to be entered.

Special Accommodation Attributes/Ceremony Comments window

Updated: August 27, 2020

Use this window to enter comments about the ceremony and attributes for a ceremony pertaining to specific building and room needs, that is, handicap facilities.

The Special Accommodation Attributes section is also shared by Location Management.

Course Summary (SHACRSE) page

Updated: August 27, 2020

This page provides a list of all courses the student has completed for a specific term, or for all terms. The page processes open learning registration records, which do not use part-of-term information and traditional registration records with section part-of-term information.

Use the **Select** button or a Duplicate Record function from the **Term** field of the desired course to access the Course Maintenance (SHATCKN) page and view course details for a record.

Fields	Descriptions
Level	Level code.
Term	Term code.
Subject	Subject code.
Course	The values in the Course field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Course Title	Title of the course.

Fields	Descriptions
Hours	Credit hours.
Grade	Grade code.
Grading Mode	Grading mode code.
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: • *Include* - Include in GPA, saved to the database as *I*. • *Exclude* - Exclude from GPA, but include only in attempted hours, saved to the database as *E*. • *Include GPA* - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as *A*. • *(None)* - Not processed, saved to the database as *Null*.

Committee Student Population Definition (SHACSPD) Page

Updated: March 23, 2023

Use the Committee Student Population Definition (SHACSPD) page to link Committees and Students based on the search criteria such as program, effective term, campus, population selection parameters, and so on.

Key block

Updated: March 23, 2023

Use the key block to enter the Committee or Service Type.

Field	Description
Committee/Service Type	Enter the Committee or Service Type. Links to the Committee/Service Type Validation (STVCOMT) page.

Results section

Updated: March 23, 2023

View and update the student records of search criteria in the Results section.

You can view and select the student records that were retrieved during the search process. You can select and deselect all the records using the **Select All** and **Deselect All** check boxes. You can also see the students who are already connected to a type of committee/service.

Fields	Descriptions
Select Indicator	Option group used to select all, deselect all, or take no action for the IDs returned by the search. • The **Select** check box selects all the records when you click on the **Select All** option. • The **Select** check box clears all the records when you click on the **Deselect All** option. • After either selecting the **Select All** or **Deselect All** option buttons, the option group defaults to **None**. Values are: **Select All**, **Deselect All**, and **None**.
Select	Click the check box to choose the students you want to add to the committee/service type. You need to select this field for the updates to happen.
Term Code	Term code for which the student is linked to a committee/service type. List Term Code Validation (STVTERM)
ID	ID of the student linked to the committee/service type. Use SOAIDEN to manually add an ID. List Person Search (SOAIDEN) page
Name	Name of the student.
Level	Level Code Validation (STVLEVL).

Fields	Descriptions
Study Path	Displays the associated active and current study paths for the student from the curriculum record.
Study Path Description	Description of the Study Path.
Program	Displays the program linked to a Study Path, or use the SMAPRLE page to manually add a program. Program Definitions Rules (SMAPRLE)
Linked to Committee	Check box to show the student records that are already in the table and associated with the committee/service type. Check box for display only.
Other Associated Committees	Displays the committees the student is already linked to. The committees on this field are based on the Student ID, Program, Term, Study Path, and Level.

Search Criteria Information

Updated: March 23, 2023

Enter the search criteria to add or remove individual students to the committee/service type.

Use the search criteria fields or the population selection criteria to perform the search. If you use search criteria, you must include an effective term and at-least two other fields in the search criteria to perform search for student records.

Fields	Descriptions
Effective Term	Effective term for the search criteria. This is required when any other search criteria is entered, including population selection. List Term Code Validation (STVTERM)
Program	Program for the search criteria. List Existing Programs (SMAPRLE)

Fields	Descriptions
Level	Level for the search criteria. List Level Code Validation (STVLEVL)
Campus	Campus for the search criteria. List Campus Validation (STVCAMP)
College	College for the search criteria. List College Validation (STVCOLL)
Degree	Degree for the search criteria. List Degree Code Validation (STVDEGC)
Field of Study Type	Learner field of study type for the search criteria. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code for the search criteria. List All Major Codes (STVMAJR)
Department	Department for the search criteria. List Department Validation (STVDEPT)
Cohort	Cohort for the search criteria. The used cohort refers to the active cohort for the given search term. List Cohort Code Validation (STVCHRT)
Student Attribute	Student attribute for the search criteria. The student attribute used is based on the attribute that is active for the search term.

Fields	Descriptions
	List Student Attribute Validation (STVATTS)
Resit	Indicator to get the list of resit student records and link to the Committee/Service Type. The Progression Outcome assigned to a student on Structured Stage Progression Assessment (SHRSPSG) table is checked against the Progression Outcome codes **Resit** indicator on the Academic Standing Attributes (SHAASAT) page. If the **Resit** indicator is set to `Y`, then the student record is considered as resit student.

Population selection information

Updated: March 23, 2023

Use the population selection section to search student records based on the population selection criteria.

Fields	Descriptions
Application	Application code that identifies the general area for which the selection identifier is defined. Use the Population Selection Extract Inquiry (GLIEXTR) page to check the people to be processed based on your selected identifier and application code. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population

Fields	Descriptions
	Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This ID may or may not be the same as the Creator ID.

Academic History Control (SHACTRL) page

Updated: August 27, 2020

The Academic History Control (SHACTRL) page is used to set up values and define rules for processing controls.

Controls are provided for the following types of information.

- processing campus GPAs
- grade scale Web display
- applying graded courses to new degrees
- rolling and applying courses to outcomes for records with study paths
- rolling and applying courses to outcomes for records without study paths
- transmission information for default FTP location to send XML transcripts
- Self-Service graduation term controls

Apply Graded Courses to a New Degree

Updated: August 27, 2020

The **Apply Graded Courses to New Degrees** check box is used to indicate whether the manual degree roll should award all previously graded courses with the same level to the newly created degree, when the roll is initiated from SGASTDN or SFAREGS.

When this field is checked, the SHRROUT roll process will award all previously graded courses in which the course has the same level as the degree to the new outcome record. If unchecked, previously graded courses will not be awarded to the new degree. (Use the Apply Courses parameter from SHRROUT to control when courses are applied to newly created degrees.)

The process to award courses to the new degree will not occur if the degree is created during the SHRROLL grade roll process. The process will apply only the course being rolled to the new degree.

Note: When changes are made to a learner curriculum record before SHRROLL is run, that record may not be available for selection using the graduation application process, as it only exists for the *LEARNER* module, and the last SHRTTRM record would be for the prior term. In this case, the changes need to be rolled to the outcome.

Courses are applied or not applied to a degree as follows:

- Courses previously applied to an awarded degree will not be applied to the new degree.
- Courses previously applied to a pending or sought degree will be applied to the new degree.
- Courses not applied to any other degree will be applied to the new degree.

Roll to Outcome for Study Path or Non-Study Path

Updated: August 27, 2020

Roll options are used to match the learner curriculum to an existing non-awarded outcome curriculum record. This is done to determine creation of the new outcome record when study paths are not used and when study paths are used.

- The Non-Study Path Roll Options section is used to set up roll options for outcome records when study paths are not used. A degree sequence can be created or updated by matching on each option. Graded courses that are not assigned to study paths are rolled to all sought degrees.
- The Roll and Apply Courses to Outcome section is used to set up the roll option for outcome records when study paths are used. This process finds the degree for the study path and adds the new courses, or it creates a new degree for the study path

and adds the courses to it when nothing has been previously rolled.

Graduation Application

Updated: August 27, 2020

The Self-Service Graduation Term Controls section is used to define which terms are displayed in Banner Student Self-Service for the graduation application.

The student can select from terms based on the rule selected. The rule can be set to display all terms, the latest academic history term, the latest registration term, or the latest academic history term, and the latest registration term.

Academic History Controls

Updated: August 27, 2020

Click the option (such as Overall Controls) to view that section of the Academic History control information. Click the option again to close that section of the Academic History control information.

Overall Controls

Updated: August 27, 2020

Use this section to set overall controls for processing campus GPAs and display grade scale information in Banner Student Self-Service.

Fields	Descriptions
Process Campus GPA	Check box used to indicate whether the institution wishes to calculate a campus GPA whenever a GPA calculation is performed. The default is *N*. When the check box is checked, then each time a GPA is calculated, a campus GPA is also calculated. Before you select the check box, the GPA Recalculation Report (SHRGPAC) must be run before campus GPAs can be reviewed.

Fields	Descriptions
	If this check box is unchecked, then any existing campus GPAs will be deleted, and the Course History by Term and Campus GPA (SHATRMC) page will not be accessible.
Display Grade Scale on Web	Check box used to control the display of grade scale information on the Grade Detail Term page in Banner Student Self-Service. The default is *N*.
Process GPA by Study Path	Check box used to indicate whether GPA will be calculated including the Study Path. If the indicator is checked, the GPA will also be calculated and stored by Study path for a Term and Level. Check or clear the Process GPA by Study Path check box to turn on or off the calculation of GPA by Study Path for students. If this is unchecked, the GPA Study Path will not be calculated by Study Path.

Roll and Apply Courses to Outcome

Updated: August 27, 2020

Use this section to define outcome record roll options and apply courses to the outcome record.

Fields	Descriptions
Apply Graded Courses to New Degrees	Check box used to indicate whether the manual degree roll should award all previously graded courses (from the learner curriculum) with the same level to the

Fields	Descriptions
	newly created degree, when the roll is initiated from SGASTDN or SFAREGS. This check box is used in place of the Apply Courses parameter in SHRROUT. The default is *N*.
Roll and Apply Courses by Study Path	Check box used to indicate whether the study path code on the course is included in the match between the learner and outcome curriculum records for the outcome record creation. The default is *N*.

Non-Study Path Roll Options

Updated: August 27, 2020

Use this section to define outcome record roll options for non-study path records.

Fields	Descriptions
Roll by Level	Check box used to indicate whether the level code is included in the match between the learner and outcome curriculum records for the outcome record creation. The default is *N*.
Roll by Degree	Check box used to indicate whether the degree code is included in the match between the learner and outcome curriculum records for the outcome record creation. The default is *N*.
Roll by College	Check box used to indicate whether the college code is included in the match between the learner and outcome curriculum records for the outcome record creation. The default is *N*.
Roll by Program	Check box used to indicate whether the program code is included in the match between the learner and outcome curriculum records for the outcome record

Fields	Descriptions
	creation. The default is *N*.
Roll by Primary Major	Check box used to indicate whether the primary major code of the primary curriculum is included in the match between the learner and outcome curriculum records for the outcome record creation. The default is *N*.

Electronic Transcript Controls

Updated: August 27, 2020

Use this section to set up controls used with electronic transcripts.

Fields	Descriptions
Term Type	Term type for transcripts sent electronically using Electronic Data Interchange (EDI). The value selected is used as the default term type when creating new terms on the Term Code Validation (STVTERM) page. Values come from the Term Type Validation (STVTRMT) page.
EDI Type	EDI type for transcripts sent electronically through EDI. Value selected is used as the default transcript type on the Transcript Request (SHARQTC) page, if the transcript request is for an electronic transcript and the user did not specify a transcript type. Values for this field are selected from the Transcript Type Rules (SHATPRT) page.
Institution FICE Code	Your institution FICE code, used for

Fields	Descriptions
	National Student Clearinghouse processing and reporting.
NCES Unit ID	Six position character value used by the institution to store the unit ID. The unit ID is required in the institution's upload file and is used to identity the data source within NCES's database. It is a unique ID assigned to each institution by the NCES.

Default FTP Location to send XML Transcript

Updated: August 27, 2020

Use this section to define the information used to send an XML transcript using FTP processing.

Fields	Descriptions
Host Name	Host name/URL to which the FTP process can connect to transmit the XML transcript, such as `ediserver.reg.utexas.edu`.
Remote Directory	Remote directory on the host to which the FTP process can connect to transmit the XML transcript, such as `/usr/local/tran/ftp/testftp`.
Username	Username of the host who is exporting the XML transcript to the remote system.
Password	Password of the host who is exporting the XML transcript to the remote system. The password is masked when entered and is encrypted when saved.
Change	Button used to change the password.
Confirm Password	Field used to re-enter and confirm password.

Self-Service Graduation Term Controls

Updated: August 27, 2020

Use this section to set up the term display for the graduation term in Banner Student Self-Service.

Fields	Descriptions
Self-Service Graduation Term Control	Radio group used to set a rule for term display in the **Select a Term** field list on the Curriculum Term Selection page in Banner Student Self-Service. One of the options must be selected to use the Self-Service graduation application. Choices are: *`All`*, *`Latest Academic History`*, *`Latest Registration`*, *`Latest History and Registration`*. The default is *`All`*. • *`All`* - Any term that has registration or academic history information. Saved to the database as *`A`*. • *`Latest Academic History`* - Term with the most recent (highest) academic history information. Saved to the database as *`H`*. • *`Latest Registration`* - Term with the most recent (highest) registration information. Saved to the database as *`R`*. • *`Latest History and Registration`* - Term with the most recent (highest) academic history information *`and`* term with the most recent (highest) registration information. Saved to the database as

Fields	Descriptions
	B.

Program evaluation controls

Updated: August 27, 2020

Use the Program evaluation controls section to set the method to be used by the Progress Evaluation Process (SHRPREV) when calculating the student term progress percentage and the cumulative progress percentage.

Fields	Descriptions
Minimum Percentage Controls	Select one of the options for SHRPREV to run correctly. Choices are: *Count of courses with valid grades*, *Attempted Hours of courses with valid grades*. The default is *Count of courses with valid grades*. • *Count of courses with valid grades* - By using the Count of course with valid grades method, SHRPREV calculates the student progress percentages by calculating the number of courses with a valid grade that count towards the positive progress and dividing that number by the number of courses. Saved to the database as *C*. . • *Attempted Hours of courses with valid grades* - By using the Attempted Hours of courses with valid grades method, SHRPREV calculates the student progress percentages by summing the attempted hours of the courses with grades that count towards positive progress and then dividing that by the sum of attempted hours of the total number of courses. Saved to the database as *A*.

Progress evaluation method controls

Updated: December 01, 2022

Use the Progress evaluation method controls section to set the method to evaluate student progression by running either the Calculate Academic Standing Report (SHRASTD) and Progress Evaluation Process (SHRPREV) job process, or Structured Progression Process (SHPPGAW).

Check the **Progress Evaluation Method Controls** configurations before running the SHRASTD, SHRPREV and SHPPGAW job process.

Field	Description
Student Progress Evaluation Method Controls	• Academic Standing and Progression Evaluation method If you select this option you can run the SHRASTD and SHRPREV job processes before and after the defined start term. It is not possible to run the SHPPGAW process. • Structured Progression and Awards method If you select this option you can only run the SHRASTD and SHRPREV job processes before the defined start term, You can run the Structured Progression process after the defined start term.
Start Term	The beginning of the term. The default value is 000000. If there is no value in the field, a message displays to enter the term value. After providing the term value, the selected option button **Academic Standing and Progression Evaluation method** or **Structured Progression and Awards method** will be applicable from that term. This field is mandatory.

Degrees and Other Formal Awards (SHADEGR) page

Updated: August 27, 2020

The intent of this page 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 page.

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 through the General Person Identification (SPAIDEN) page before this page can be used.

Main window

Updated: August 27, 2020

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

Key block

Updated: August 27, 2020

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

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

Learner Outcome Information section

Updated: August 27, 2020

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. 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 page displays the bulletin year that is populated from the conversion of data from pre-existing records, that is, records that existed before 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.

The **Study Path** field allows you to view the study path for the degree record. This field is only displayed when the **Enable Study Paths** indicator is checked on SOACTRL. It is only populated when the learner curriculum record used to create the outcome record has an active study path. When the degree record on SHADEGR has the study path associated with it, it will always have the study path, even when the learner curriculum record that originated from the study path is deleted, or when more learner curriculum records are manually added to the outcome that are not related to the study path.

Field	Description
Study Path	Key sequence number of the study path from the learner curriculum record that was rolled to history. Display only. This field is only displayed when the **Enable Study Paths** indicator is checked on SOACTRL.

Apply to Graduate Button

Updated: August 27, 2020

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 section

Updated: August 27, 2020

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	The **Fee** radio group is used to specify whether a fee has been charged, waived, or does not exist. Valid values are `Charge Fee`, `Waive Fee`, and `None`. 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

Fields	Descriptions
	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.
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 section

Updated: August 27, 2020

This section is search 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 section displays the most recent curriculum data for each priority if the curriculum row is *ACTIVE*. The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing. 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 section title to identify these two rows.

This section 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 (SOILCUR) page 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 section.

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 section

Updated: August 27, 2020

This section is search 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 section 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 (SOILCUR) page 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 section.

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 section.
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 `CONCENTRATION`.

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

Curriculum window

Updated: August 27, 2020

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 section.

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.

If the **Outcome** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, this function also captures the original curriculum start and end date information from the current active record and displays those dates in the Curriculum Startand End date entry window on SHADEGR. The date entry window allows you to update the start and end dates when changing curriculum or field of study records.The dates are only saved to the non-current active program record. Current active program records are not updated. Additionally, if any of the field of study start and end date fields are null, they will also be updated with the dates from the entry window. Users have the option of using the dates captured when running the Clearing House Extract report (SFRNLSC) and the NSLDS SSCR Process (SFRSSCR) only. The dates are not used by any other processes.

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 (SOILCUR) page from the Options menu to view curriculum information for all modules.

You can search 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.

Update a record

Updated: August 27, 2020

You can insert and delete records in this window.

About this task

You cannot update existing records, as the history of the curriculum and field of study data needs to be preserved. If you want 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.

Additionally, if the **Outcome** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, and Replace, Duplicate, or Update is selected, the Curriculum Start and End date entry window on SHADEGR will appear. The start date and end date in the entry window will prepopulate with the values from the original record if they exist. If the values on the original record do not exist, the start date field will be null and the end date field will reflect the current system date. Dates in the fields are editable or can remain null. After you click ‘Ok’ the dates from the date entry window will populate the non-current active record. You can then update program dates directly on the current active record before saving the new record.

Sort Order for Curriculum Records

Updated: August 27, 2020

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 when 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 page 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 **Enter**

Fields	Descriptions
	and **Enter** arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study sections 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). • `Current` 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. • `Not Current` displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status code. List Curriculum Activity Status (STVCACT)
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	This is the term code for the module's curriculum record. List Term Code Validation (STVTERM)
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

Fields	Descriptions
	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.
End Date	This is the end date of the curriculum.

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Field of Study window

Updated: August 27, 2020

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 section 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.

Additionally, if the **Outcome** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, and you select the Inactivate button to inactivate a major, the Field of Study Start and End Date entry window will appear. If dates currently exist for the field of study record, the dates will prepopulate the fields in the date entry window. If they do not exist, the start date will be null and the end date will reflect the current system date. Dates in the fields are editable or can remain null.The dates areonly saved to the non-current active field of study record. Current active field of study records are not updated.

Fields	Descriptions
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 **Enter** and **Enter** arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study sections 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). • *Current* 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. • *Not Current* 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

Fields	Descriptions
	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, except for the **Current** *field.*	
Current	This field specifies if the record is the current row for the priority. Valid values are *Y* (Current) or *N* (Not Current). Display only. • *Current* 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. • *Not Current* displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status for the field of study. List Curriculum Activity Status (STVCACT)
Status	This is the curriculum status for the field of study. List Curriculum Status (STVCSTS)
Term	This is the term code for the field of study. This value defaults from the Curriculum section.
Type	This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration. List Learner Field of Study Types (GTVLFST)
Priority	This is the priority number that defines the field of study rank.
Catalog	This is the catalog term for the field of study.

Fields	Descriptions
	List Term Code Validation (STVTERM)
End Term	This is the term code for the end term of the field of study. (This field is not used at this time.) List Term Code Validation (STVTERM)
Field of Study	This is the major, minor, or concentration code for the field of study. List All Major, Minor, or Concentration Codes Help Attached Majors, Minors, or Concentrations
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 *CONCENTRATION*. 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.
End Date	This is the end date for the field of study.

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.

Mouse	Keyboard	
Attached Concentrations	N/A	Listsconcentrationsattached

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		to major
Inactivate	N/A	Inserts copy of field of study re

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	t and End Dates checkbox group.

Dual Degree window

Updated: August 27, 2020

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 section.

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 (SFASLST) page and the Class Attendance Roster (SFAALST) page.

Please review the following information to clarify the use of duel 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

Updated: August 27, 2020

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

When a transcript is sent electronically through 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 Commence-ment 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

Updated: August 27, 2020

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 and traditional registration records with section part-of-term information. This window is accessed using the Institutional Courses section or the Institutional Crse Attributes item in the Options Menu. The attributes in the Institutional Courses section denote what course has that attribute in the previous section of the window with an asterisk (*) next to the course record.

The **Study Path** field allows you to associate rolled institutional courses with a study path for a degree sequence. This field only displayed when the **Enable Study Paths** indicator is checked on SOACTRL. It is populated only when the learner curriculum record used to create the outcome record has an active study path. When the degree record on SHADEGR has the study path associated with it, it will always have the study path, even when the learner curriculum record that originated from the study path is deleted, or when more learner curriculum records are manually added to the outcome that are not related to the study path.

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

Fields	Descriptions
Applied to Learner Outcome	The **Applied to Learner Outcome** is updated through 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: • *`Include`* - Include in GPA, saved to the database as *`I`*. • *`Exclude`* - Exclude from GPA, but include only in attempted

Fields	Descriptions
	hours, saved to the database as *E*. • *Include GPA* - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as *A*. • *(None)* - Not processed, saved to the database as *Null*.
Study Path	Key sequence number of the study path from the learner curriculum record that was rolled to history. Display only. This is only displayed when the **Enable Study Paths** indicator is checked on SOACTRL.
Course Attributes Exist	This check box is checked when course section attributes exist.
Course	The values in the Course field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.

Mouse	Keyboard	
Calculate GPA	Count Query Hits	S H Q D E G R

Transfer Courses window

Updated: August 27, 2020

This window provides a listing of transfer courses for a specific student.

The attributes in the Transfer Credit Attributes section denote what course has that attribute in the Transfer Credit section with an asterisk (*) next to the course record. This window is accessed using the Transfer Courses section 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
Transfer Credits section	
Apply to Learner Outcome	Check box used to indicate whether this Transfer Course should apply to the Outcome record.
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.
Level	Level code.
Term	Term code.
Subject	Subject code.
Course	The values in the Course field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Title	Title of the course.
Hours	Credit hours.
Grade	Grade code.
Grading Mode	Grading mode code.

Fields	Descriptions
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: • *`Include`* - Include in GPA, saved to the database as *`I`*. • *`Exclude`* - Exclude from GPA, but include only in attempted hours, saved to the database as *`E`*. • *`Include GPA`* - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as *`A`*. • *`(None)`* - Not processed, saved to the database as *`Null`*.
Repeat System	This field indicates how the **Repeat (Indicator)** setting was created in the student record. Valid values are: • *`Manual`* - Manually set, saved to the database as *`M`*. • *`System`* - Set by the system, saved to the database as *`S`*. • *`(None)`* - Not updated, saved to the database as *`Null`*.
Institution	Transfer institution code.
Attendance Period	Transfer attendance period.
Application Number	Application number assigned to the Equivalent Course Detail record. The field can be Null. You can view this field only if the **Enable Study Paths** check box is selected in the SOACTRL page.
Study Path	Study path sequence number assigned to the Equivalent Course Detail record. The field can be Null. You can view this field only if the **Enable Study Paths** check box is selected in the SOACTRL page.
Transfer Credit Attributes section	
Code	Attribute code.
Transfer Code Attributes	Description of the transfer code attributes.

Mouse	Keyboard	
Calculate GPA	Count Query Hits	SHQDEGR

Non-Course Work window

Updated: August 27, 2020

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 (SHANCRS) page. Non-courses can be maintained for all students, not just graduate students. This window is accessed using the Non-Course Work section or the Non-Course Information item in the Options Menu. The Non-Course Work section 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

Updated: August 27, 2020

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 section.

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 section in the Institutional Courses window.

Attributes can be added or deleted in the Section Attributes section 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

Updated: August 27, 2020

Information on how to move degree attributes from catalog to academic history.

Procedure

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

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

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Degree Summary (SHADGMQ) page

Updated: August 27, 2020

The purpose of the Degree Summary Page is to display summary information about all the degrees which the student is seeking or has been awarded. This page is called from other forms which use the degree sequence number. This is a stand alone search page.

Main window

Updated: August 27, 2020

Use this window to search on existing outcome (academic history) records.

Key block

Updated: August 27, 2020

Use the Key block to enter the ID and term for the search and curriculum information.

Fields	Descriptions
Confidential (Confidential Message)	Message displays when the **Confidentiality (Indicator)** check box is checked on the General Person (SPAPERS) page. Confidentiality may be requested by the student or determined by institution policy.
Deceased (Deceased Message)	Message displays when the **Deceased (Indicator)** check box is checked on the General Person (SPAPERS) page. You may process data for a person who is deceased.
ID	ID of the student for whom you want to search existing outcome records.
Term	Term to search for which outcome records exist. Choices come from the Term Code Validation (STVTERM) list.
Level	Level code for the curriculum on the outcome record. Examples include graduate, medical, law, transfer. List All Level Codes (STVLEVL)
Campus	Campus code for the curriculum on the outcome record. Examples include main, north, downtown. List All Campus Codes (STVCAMP)
College	College code for the curriculum on the

Fields	Descriptions
	outcome record. Examples include College of Arts and Sciences, College of Business. List All College Codes (STVCOLL)
Degree	Degree code for the curriculum on the outcome record. Examples include BA, BS, MBA, PHD. List All Degree Codes (STVDEGC)
Program	Program code for the curriculum on the outcome record. Examples include BA in English, BS in Math. List All Program Codes
Field of Study Type	Field of study type for the curriculum on the outcome record. List Learner Field of Study (GTVLFST)
Field of Study Code	Code for the field of study. This is the primary major selected for the outcome record. Examples include Liberal Arts, Biology, Accounting. List All Major Codes (STVMAJR)

Learner Outcome Summary section

Updated: August 27, 2020

Use this section to view degree and graduation summary information for the ID in the Key block.

Fields	Descriptions
Dual Degree	The **Dual Degree** box is checked if dual

Fields	Descriptions
	degree information exists for the student for that degree sequence number.
Study Path	Study path sequence number used for the student for registration. Display only. This field is not displayed when study paths are not enabled.

Curricula Summary section

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This section is display only for the ID in the Key block and displays a summary of curricula data.

This section displays the most recent curriculum data for each priority if the curriculum row is `ACTIVE`. The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing. 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 section title to identify these two rows. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

The following fields are in this section.

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 section

Updated: August 27, 2020

This section is display only for the ID in the Key block and displays a summary of field of study data. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

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 section.

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 section.
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 `CONCENTRATION`.

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

Diploma (SHADIPL) page

Updated: August 27, 2020

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

This page contains sections for Key block information, Diploma Information, Diploma Charges, Diploma Address and Order Dates, Address Information, and Diploma Comments. Use the Curriculum Summary (SHADGMQ) item on the Options Menu to access SHADGMQ and view curriculum information for the person in the Key block.

You can navigate to the Ceremony Attendance (SHACATT) page through the Options Menu. Upon returning to the Diploma Information section of (SHADIPL), the ceremony and term from SHACATT will default into those fields. If a Save is performed, the ceremony and term will be updated. If the page is exited without saving the data, the ceremony and term will not be updated.

Fields	Descriptions
Awarding Institution	The **Awarding Institution** field information is supplied by the Graduation Default Control (SHAGRDD) page and may be overridden on this page. This is an optional field.
Ceremony	The **Ceremony** field is used to monitor at which ceremony the student may be receiving their diploma. It is also used to track the return of the cap and gown when the diploma is presented. The **Ceremony** field is not required; however, if a value is entered, a check is performed to ensure that the student/attendee has registered for that ceremony and term. The **Ceremony** field may be accessed from any field in the Diploma Information section through the performance of a Duplicate Item function.

Fields	Descriptions
	The value for the field will default in if it exists.
Term	The **Term** field in the Diploma Information is used only when a diploma fee is to be charged. When fee processing is requested (**Fee Indicator** is set to *Y*), the graduation term defaults into the **Term** field, if available. The defaulted term can be changed to another valid term code but will be a required field to charge a diploma fee. The **Term** field is not required; however, if a value is entered, a check is performed to ensure that the student/attendee has registered for that ceremony and term. The **Term** field may be accessed from any field in the Diploma Information section through the performance of a Duplicate Item function. The value for the field will default in if it exists.
Fee Indicator	Check this check box to request fee processing.
Pickup Date	The (**Diploma) Pickup Date** field is optional and may be updated when the cap and gown are exchanged or returned. The **(Diploma Pickup) Date** may also be updated through the Mass Update Ceremony Attendance (SHAMUCA) page. The student/attendee may be associated with a ceremony through the Ceremony Attendance (SHACATT) page, or else the fields must be left blank.

Mouse	Keyboard	Result
Maintenance	N/A	Opens Address Information window

Address Information window

Updated: August 27, 2020

Use this window to view diploma address information for the person in the Key block, when the **Address Exists** box in the main window is checked.

If the box is unchecked, diploma address information has not been created for that person. You can still access the window to add address information. An existing address type can be used to create a diploma address with data from SOADDRQ, or the address can be entered here without an address type. To access this window, click on the **Maintenance** button to the right of the **Address Exists** indicator, or select Address Information from the Options Menu. Use the **Return** button to go back to the main window. You cannot access this window by tabbing through the fields in the main window.

When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation (GTVZIPC) page 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/Postal Code is entered manually.

Fields	Descriptions
Address Type	Enter the address type in the **Address Type** field to display the address information in this window.

Diploma Comment window

Updated: August 27, 2020

This window is used for comments about the diploma to be presented.

Transfer Effective Term Code Maintenance (SHADRTM) page

Updated: August 27, 2020

The Transfer Effective Term Code Maintenance (SHADRTM) page is used to establish specific Banner® academic history term code mappings for term start dates designated on electronic academic transcripts received from various transfer institutions.

The term code mappings established on this page are used only by the EDI transcript upload processing on the Transfer Articulation (SHATAEQ) page. If no term mappings exist on this page during the upload of an EDI transcript to transfer articulation, default mapping to existing terms as defined on the Term Code Validation (STVTERM) page will occur. The default process selects the greatest (by sort order value) term code with a start date that is less than or equal to the start date of the term on the transcript when determining a term code to associate with the transfer work in the electronic transcript. The start and end date ranges specified for records on this page cannot include overlapping dates, or dates that are already encompassed by other records. Date range to term code mappings may be copied from one transfer institution to another transfer institution by entering an institution code in the **Default Institution** field for which mappings already exist in the Key block, and go to the next section. These records must be saved before exiting the page.

Changes to existing records can be made at any time. These changes will affect any future electronic transcripts that are uploaded to transfer articulation, but will not affect electronic transcripts that have already been loaded.

Note: If records are created with an overlapping date range, the autohint line displays the message `*ERROR* The Date Range <start date> to <end date> Overlaps One or More Ranges`. If a record being entered is encompassed by an existing record, the autohint line will display the message `*ERROR* A Date Range Already Exists Encompassing <date entered>`.

There are two options for uploading transfer work to transfer articulation: associate all the work (regardless of the number of terms) with one single attendance period; or associate each separate term on the transcript with a distinct attendance period in transfer articulation. Institutional policies and procedures will determine which option is appropriate. If you select to upload transfer work to one single attendance period, you will be required to build the transfer institution record online with an attendance period of one (1) in the Transfer Course (SHATRNS) page. If you select to upload transfer work to distinct attendance periods, there are two alternatives to default the Banner effective term for the transfer work.

The first alternative is to allow the upload process to select the default effective term by examining the start dates that are currently designated on the Term Code Validation (STVTERM) page. When using STVTERM, the upload process will find the greatest term code where the start date of that term is less than the start date for the term that is on the transcript. Which term is the greatest is dependent on the sort order of the term codes.

For example, term 199620 is greater than term 199610; term 199710 is greater than term 199620. Here is a specific example:

Two different terms on a transcript have start dates of August 26, 1995 and October 10, 1995.

Current terms and start dates from STVTERM are:

Term	Description	Start Date
199560	Summer Term	20-MAY-1995
199570	Late Summer Term	25-JUL-1995
199610	Fall Term	04-SEP-1995
199620	Fall Quarter	04-SEP-1995
199630	Winter Session	03-JAN-1996

The Banner effective terms that will be associated with the transfer work will be as follows:

Transfer Term Start Date	Banner Term
August 16, 1995	199570
October 10, 1995	199620

The above default logic for associating Banner effective terms for transfer terms can be overridden by defining specific date ranges and desired Banner effective term mappings for those date ranges on an institution by institution basis using the Transfer Effective Term Code Maintenance (SHADRTM) page. The date ranges must be defined for one institution initially, but after the records exist for one institution, the date ranges may be defaulted for other transfer institutions. You may map different date ranges to the same Banner equivalent term.

If overlapping date ranges are entered, the following message will display: **WARNING* Overlapping Date Range(s) Detected*. When this message displays, it is an indication that there is at least one, or possibly more, date ranges that are overlapping. An informational message below the Transcript Date Range To Term Code section will specifically identify the first date range that is overlapping another date range. It is possible that other overlapping date ranges may exist. If the identified overlap is corrected, and additional overlapping date ranges exist, the informational message will specifically identify the next overlapping date range found. SHADRTM is optional, and if no entries are found for the institution during the upload to transfer articulation, the default logic using STVTERM term codes and start dates will be used.

Note: If records are built on SHADRTM, *only* those records that fall within the date ranges will be loaded.

Online Transcripts Activity List (SHAEDIS) page

Updated: August 27, 2020

The Online Transcripts Activity List (SHAEDIS) page is used to search transcripts that have been received electronically through EDI (SPEEDE/ExPRESS Transaction Set 130 - Electronic Transcript - processed by EDI.Smart) or XML, and to process those transcripts according to institution policies and procedures.

The final processing step, if applicable, would be to upload the electronic transcript information to the Transfer Articulation Module by loading the transcript data into the Transfer Articulation Evaluation (SHATAEQ) page. SHATAEQ is accessible from SHAEDIS through the Transfer Articulation Detail item in the Options Menu.

Processing and Matching

Updated: August 27, 2020

A document status may be entered in the Key block, or the field may be left blank to search electronic transcript records with all statuses.

Performing a List function from the **Status** field will display a list of valid values from the Electronic Document Status Code Validation (STVDSTS) page to allow a search and select of a valid status code. The **Pending or Complete** indicator is also specified in the Key block. The indicator will default to *Pending* when the page is entered, but may be changed to *Complete* or *All*.

A new transcript is defined as a transcript that has not yet been associated with an ID (PIDM) in Banner®. Electronic transcripts initially received are flagged with an asterisk (*) in front of the last name. An asterisk (*) indicates that the person's transcript has not been associated with an existing person in the Banner system.

To proceed with further processing of the transcript, either the person associated with the transcript must be associated with an existing person in Banner, or a new person record (and other associated records, if applicable), must be created in the General Person Identification (SPAIDEN) page. It would be advisable to either create a screen print of the transcript information from the SHAEDIS page, or to obtain a printout from the EDI.Smart PC application, before creating a new record in the General Person Identification (SPAIDEN) page. This is advised because SPAIDEN is keyed by ID only, and its functional purpose is to create new IDs.

To assist with matching to an existing person in Banner, position the cursor on the appropriate transcript record and select the Verify ID item from the Options Menu (or go to the next section). This will display the Common Matching Entry (GOAMTCH) page where you can run the common matching process to determine if the transcript can be matched to an existing Banner record.

The value in the **Matching Source** field will be defaulted from the **Online Matching Source** field on GORCMUS for the user ID. If the user ID is allowed to use other matching source codes (based on the setting of the **Allow Other Matching Sources** check box on GORCMUS), then you can change the value on the **Matching Source** field on GOAMTCH.

Use a next section to populate the Data Entry section on GOAMTCH with all of the data for the incoming transcript record that is present in the temporary tables. You can update or adjust the data in the Data Entry section if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.

The incoming person's transcript record can be a match, a potential match, or a new record:

- If the incoming transcript is found to be a match to someone in Banner, the Banner record will be displayed in the Match section.
- If the incoming transcript is found to be a possible match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.
- If the transcript is found to be a new record, an Alert Box will be displayed with a

message asking if you want to create the new person.

If the person is found to be an exact match, you can do one of three things:

- Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.
- Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.
- Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.

After selecting one of the options above, the user will be returned to SHAEDIS where they can continue processing the record. The asterisk (*) that had appeared in the unlabeled field to the left of the **Last Name** field to indicate the person had not been verified will no longer be displayed. Matching will be permitted only if the transcript has not already been associated with an existing person in Banner.

Warning! Care should be exercised in selecting a matching ID from existing Banner IDs. When the match has been made, the transcript record cannot be updated with a different ID.

Additional Navigation

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After matching the transcript to a person in Banner, additional functions can be performed using the Options Menu.

- Selecting the Messages (GUAMESG) item from the Options Menu or using a Delete Record function will display the General Message (GUAMESG) page, where appropriate messages about the transcript may be sent to individuals for either information or action.
  For example, internal procedures may be established so that a GUAMESG message is sent to a particular person in the Student Records Office when a transcript is received for summer work that a student wishes to transfer in from a particular local community college.
- Selecting the View Transcript item from the Options Menu or using an Edit function will display an online view of the electronic transcript as it was received.

- Selecting the Route Transcript item from the Options Menu or using a Duplicate Record function will display the current status(es) of the transcript. Existing statuses can be updated to a *C*(Complete) status, which will update the completion date (Date Out) with the current date. Additional statuses may also be added.
- Selecting the Transcript Detail item from the Options Menu or using a Help function will display key information from the electronic transcript. This information is not updated or changed when the transcript is matched to a person in Banner. The cursor cannot be positioned in this window. The display in the window correlates to the record that the cursor is positioned on in the Transcript Summary information in the main window.
- Selecting the Prior College Information (SOAPCOL) item from the Options Menu or using an Insert Record function will display the Prior College (SOAPCOL) page. Existing prior college information may be reviewed and updated.
- Selecting the Admissions Checklist Summary (SAAACKL) item from the Options Menu or using a Duplicate Item function will display the Admissions Application/ Checklist Summary (SAAACKL) page. A summary of existing admissions applications, and all checklist items associated with those applications may be reviewed, and updated.

Main window

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The main window contains the Key block and the Transcript Summary section.

Key block

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The Key block is used to specify the search criteria for selecting electronic transcripts to review and optionally process. If the Key block is left blank, all records are queried.

The **Status** field may be used to specify a specific status, or may be left blank to specify all statuses. The **Pending or Complete** indicator is required and defaults to `Pending`.

Fields	Descriptions
Status	Used to specify the routing status code for searching on and selecting electronic transcripts to review and optionally

Fields	Descriptions
	process. **Status** is an optional field, and if left blank, will specify that all transcript routing status records should be selected, in conjunction with the value specified in the **Pending or Complete** indicator. List Electronic Document Status Code Validation (STVDSTS)
Pending or Complete	Radio group used to specify whether to search for Pending or Complete statuses. Values are: `Pending` (saved to the database as `P`), `Complete` (saved to the database as `C`), `All` (saved to the database as `A`). The default is `Pending`.
ID	Student ID for whom you want to view transcript activity. List Person Search (SOAIDEN) page
Name (untitled)	Student name. Use the extended search to search on person or non-person detail and specific search options such as city, state or province, ZIP or postal code, name type, SSN/SIN/TIN, birth date, or gender. Tab ID and Name Extended Search window
From Date	Transcript received from date.
To Date	Transcript received to date.
Institution	Transfer institution code.

Fields	Descriptions
	List Source Background Institution (STVSBGI)

Transcript Summary section

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The purpose of this section is to provide a summary view of the electronic transcripts that have been queried according to criteria supplied in the Key block fields.

You may scroll among the records using the Next and Enter functions. In addition, selective queries may be performed for any field or combination of fields in this section of the main window. The user may initiate one of seven available functions by selecting the appropriate Options Menu item:

- ID, Names and Addresses (SPAIDEN)
- Messages (GUAMESG)
- View Transcript
- Route Transcript
- Transcript Detail
- Prior College Information (SOAPCOL)
- Admissions Checklist Summary (SAAACKL)

Fields	Descriptions
Last Name	The **Last Name** field displays the last name associated with the electronic transcript record. When an asterisk (*) displays to the left of the last name, it indicates that the name being displayed is from the transcript record as received. After the transcript record is associated with an existing person in Banner, the asterisk no longer displays, and the name displayed matches the Banner person record.

Fields	Descriptions
	To perform a search for possible matching Banner records, select the Verify ID item from the Options Menu (or go to the next section). This will display the Common Matching Entry (GOAMTCH) page where you can run the common matching process to determine if the transcript can be matched to an existing Banner record.
First Name	The **First Name** field displays the first name associated with the electronic transcript record. When an asterisk (*) displays to the left of the last name, it indicates that the name being displayed is from the transcript record as received. After the transcript record is associated with an existing person in Banner, the asterisk no longer displays, and the name displayed matches the Banner person record. To perform a search for possible matching Banner records, select the Verify ID item from the Options Menu (or go to the next section). This will display the Common Matching Entry (GOAMTCH) page where you can run the common matching process to determine if the transcript can be matched to an existing Banner record.
Middle Initial	The **Middle Initial** field displays the middle name associated with the electronic transcript record as received. When an asterisk (*) displays to the left of the last name, it indicates that the name being displayed is from the transcript record as received. After the transcript record is associated with an existing person in

Fields	Descriptions
	Banner, the asterisk no longer displays, and the name displayed matches the Banner person record. To perform a search for possible matching Banner records, select the Verify ID item from the Options Menu (or go to the next section). This will display the Common Matching Entry (GOAMTCH) page where you can run the common matching process to determine if the transcript can be matched to an existing Banner record.
ID	The **ID** field displays the identification number associated with the electronic transcript record. When an asterisk(*) displays to the left of the last name, it indicates that the ID Number is from the transcript record as received. After the transcript record is associated with an existing person in Banner, the asterisk no longer displays, and the ID Number displayed matches the Banner ID from the General Person Identification (SPAIDEN) page. To perform a search for possible matching Banner records, select the Verify ID item from the Options Menu (or go to the next section). This will display the Common Matching Entry (GOAMTCH) page where you can run the common matching process to determine if the transcript can be matched to an existing Banner record.
Sender	The **Sender** field displays the code associated with the institution that sent the electronic transcript record. When EDI

Fields	Descriptions
	trading partner agreements are established, sending institutions inform the receiving institution of the type of code that will be transmitted for identification purposes (FICE, ACT, IPEDS, etc.). The **Sender** field may be used as search criterion if Enter Query mode is selected.
Received Date	The **Received Date** field displays the system date on which the electronic transcript was received.
Status	The **Status** field displays electronic transcript routing status codes which have actions of pending or complete, depending on the value of the **Pending or Complete** indicator which is specified for searching records in the Key block. When the Key block **Pending or Complete** indicator is `Pending`, all pending routing status codes for all transcripts (if status is null in the Key block) are displayed. If a specific status is entered in the Key block, only transcripts with that pending status are displayed. When the Key block **Pending or Complete** indicator is `Complete`, and the Key block **Status** field is null, only a single record will be displayed for a transcript for which all existing routing statuses have been completed. The record displayed, is the record with the maximum existing routing status code (maximum in terms of alphabetical order). When the Key block **Pending or Complete** indicator is `Complete`, and a specific

Fields	Descriptions
	status is entered in the Key block, only transcripts with that complete status are displayed. The **Status** field may be used as a search criteria if Enter Query mode is selected.

Sample Queries and Records Displayed

Updated: August 27, 2020

The following describes how records will be queried and displayed, depending on the four possibilities for values entered in the Key block fields.

Row #	Document ID	Routing Status	Status Indicator
1	111-22-3333	VERF	C
2	111-22-3333	ADMR	P
3	111-22-3333	FINA	P
4	222-33-4444	VERF	P
5	222-33-4444	ADMR	P
6	333-44-5555	VERF	C
7	333-44-5555	ADMR	C
8	333-44-5555	TOTA	C
9	333-44-5555	ARCH	C

Notes for example Document IDs:

Document ID	Comment
111-22-3333	Has pending and complete routing
222-33-4444	Has only pending routing statuses
333-44-5555	Has only complete routing statuses

Query Example 1:

Status Field	Pending/Complete Indicator
Blank (*null*)	*P*

The result will be the same as the existing search functionality. A row will be displayed for all pending routing statuses for each document ID. Rows 2, 3, 4, and 5 will display.

Query Example 2:

Status Field	Pending/Complete Indicator
Blank (*null*)	*C*

The result will be a single record displayed for any document for which all existing routing statuses have been completed. The record that is selected for display will be the record with the maximum existing routing status code (maximum in terms of alphabetical order). The display of all additional routing statuses may be accessed through selecting the Route Transcript option. Previously, transcripts where all routing statuses had been completed no longer displayed on this page. Row 6 will display.

Query Example 3:

Status Field	Pending/Complete Indicator
Specific value (*ADMR*)	*P*

The result will be a single row for any document for which that specific routing status is pending. Rows 2 and 5 will display.

Query Example 4:

Status Field	Pending/Complete Indicator
Specific value (*VERF*)	*C*

The result will be a single row displayed for any document for which that specific routing status is complete. Rows 1 and 6 will display.

Associate Person with an ID window

Updated: August 27, 2020

Use this window to select the ID type (`SSN` or `Generate ID`) to pass an ID to GOATMCH.

Select a record from the Data section and choose Verify ID from the Options Menu to display this window. This allows you to use a generated ID or an SSN for matching on GOAMTCH.

Fields	Descriptions
Select an ID	Radio group used to select the ID type to be used for matching. The ID for the type selected is displayed. Values are `SSN` or `Generate ID`.
First Name	First name in the transcript record.
Middle Name	Middle name in the transcript record.
Last Name Prefix	Last name prefix for the name in the transcript record.
Last Name	Last name in the transcript record.
Username	Username of person processing the ID.
Origin	Origin (section name) of record being processed.
Associate Person with an ID	Button used to save the ID type and pass it to GOAMTCH for matching. The Save function can also be used.

Student Transcript window

Updated: August 27, 2020

This window displays a vertically scrollable view of the SPEEDE or XML transcript as received. For EDI transcripts, the values displayed will be the SPEEDE values, not the translations to Banner values.

Note: Please refer to *A Guide to the Implementation of the SPEEDE/ExPRESS Electronic*

Transcript for specific data elements and their values.

The Next and Enter functions can be used to scroll through the complete transcript. At the end, the message `------END OF TRANSCRIPT------` will be displayed. This message is an indication that the complete transcript was transmitted and uploaded to Banner.

Note: The display of the transcript is stored in a `long` data type field (`SHBHEAD_DCMT_IMAGE`). This field holds a maximum of 65,000 characters. Up to 32,000 characters can be displayed on in this window.

The long data type display of the transcript document image displays high school information, if received, such as high school code, name, and address. You may not overtype or modify the long data type display. The long data type view of the transcript image displays information as the actual values that were transmitted and received. The SHREDIP process does perform some translations of selected data elements, so that they display as the actual values used in Banner.

Duplicate courses are identified by a one-up number for duplicate subject, and course number combinations are inserted in the long data type view. The first occurrence of a course which has a duplicate later in the transcript will not have a number displayed in the **Dup** field. The first duplicate that occurs will display 1, the next duplicate will display 2, etc.

Additionally, the **Rpt** field will be populated with `A`, `E`, or `I`.

- `A` indicates that the course was repeated and not counted in the GPA.
- `E` indicates that the course was repeated and not counted in the GPA. This is usually used for courses repeated for academic forgiveness, clemency, etc.
- `I` indicates the course was repeated and counted in the GPA.

Route Transcript window

Updated: August 27, 2020

This window is used to review all of the transcript status codes, both `P` (Pending) and `C` (Complete), that have been associated with that transcript. This is where the appropriate users will add status codes, and update existing status codes from Pending to Complete.

When a new status code is added, the following changes occur. The **Pending or**

Complete indicator field in this window will automatically be set to *Pending*. The **Request Date** field will default to the current date. The **Priority** field will default from STVDSTS. If desired, the default priority can be changed. The **User** field will be updated with the Banner ID that assigned the status code.

When a status code is updated from pending to complete, the **Complete Date** field will be updated with the current date. If a status code has been entered in error, it can be deleted. Note that the **User** field will not be updated by any changes in the status code record. The **User** field will always reflect the original user that added the record.

Note: A status cannot be deleted unless the status code is pending.

When a status code is entered that has the **Tests** field on STVDSTS set to *Y* and the P**ending or Complete** indicator set to *Pending*, then when the record is saved, the system will attempt to import all test data that is present on the XML transcript.

Fields	Descriptions
Pending or Complete Indicator	When a new status code is added, the **Pending or Complete** indicator field in this window will automatically be set to *Pending*. If desired, the default priority can be changed.
Priority	When a new status code is added, The **Priority** field will default from STVDSTS. If desired, the default priority can be changed.
Request Date	When a new status code is added, The **Request Date** field will default to the current date.
Complete Date	When a status code is updated from Pending to Complete, the **Complete Date** field will be updated with the current date.
User	The **User** field identifies the user who added the record. The **User** field will not be updated by any changes in the status code record. When a new status code is added, the **User** field will be updated with the Banner ID that assigned the status code.

Transcript Detail window

Updated: August 27, 2020

This window is used to display associated transcript detail for the record in the main window.

The data in this window is display only, and includes the name and code of the sending institution, the status of the transcript, the name and ID of the student as it appears on the transcript, and some additional information about the student.

Electronic Grade Book Configuration (SHAEGBC) page

Updated: August 27, 2020

Use this page to specify dates for the term, part of term, or section during which faculty members can enter grades in Banner Student Faculty Grade Entry.

Note: The Self Service publication dates for the Term, Part of Term or Section are currently not in use and will become effective after the View Grades page in Self Service is enhanced to leverage these controls.

For each term or part of term, dates for the following can be defined on SHAEGBC:

- In Faculty Grade Entry, when assessment is possible through the electronic grade book for the term or part of term
- In Faculty Grade Entry, when reassessment is possible through the electronic grade book for the term or part of term
- When students can see their final grades for the term or part of term in Banner Student Self-Service
- When students can see the component and subcomponent details for the term or part of term in Banner Student Self-Service

For each CRN, dates for the following can be specified on SHAEGBC:

- In Faculty Grade Entry, when assessment is possible through the electronic grade book for the CRN
- In Faculty Grade Entry, when reassessment is possible through the electronic grade book for the CRN

- When students can see their final grades for the CRN in Banner Student Self-Service
- When students can see the component and subcomponent details for the CRN in Banner Student Self-Service

Key block

Updated: August 27, 2020

Use the Key block to specify the term and CRN for which you are configuring the dates.

Note: If you specify only the term and not the CRN, the Section Configuration information will be display only. However, you can still configure the dates for the term and part of term.

Field	Description
Term	Term code and description.
CRN	Course reference number. This field is an optional field. **Note:** If the CRN is entered in the Key block, the Section Configuration dates can be updated.
Subject	Subject number of the CRN.
Course	Course number of the CRN.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Term configuration

Updated: August 27, 2020

Use this section to specify dates for entering marks or grades in Faculty Grade Entry and for publishing marks or grades to be viewed in Self-Service by term and part of term level.

Component rules

Updated: August 27, 2020

This section contains the fields for setting up the component late and resit rule defined for an institution.

Field	Description
Default Component Late Rule	Default value (rule and description) used when creating component late rules in SHAGCOM. Values for grade component rules come from the SHBGRUL table.
Default Component Resit Rule	Default value (rule and description) used when creating component resit rules in SHAGCOM. Values for grade component rules come from the SHBGRUL table.

Sub component rules

Updated: August 27, 2020

This section contains the fields for setting up the subcomponent late and resit rule defined for an institution.

Field	Description
Default Sub Component Late Rule	Default value used when creating sub component late rules in SHAGCOM. Values for grade component rules come from the SHBGRUL table.
Default Sub Component Resit Rule	Default value used when creating sub component resit rules in SHAGCOM. Values for grade component rules come from the SHBGRUL table.

Mark/Grade entry dates

Updated: August 27, 2020

Use this section to specify dates for entering marks or grades on the Faculty Grade Entry at the term level.

Field	Description
Score Open Date	First date on which marks or grades can be entered for the term.
Midterm Score Cutoff Date	Cutoff date for midterm grade submission.
Final Score Cutoff Date	Last date on which marks or grades can be entered for the term.
Reassessment Score Open Date	First date on which reassessment marks or grades can be entered for the term.

Field	Description
Reassessment Score Cutoff Date	Last date on which reassessment marks or grades can be entered for the term.

Self-Service publication to students dates

Updated: August 27, 2020

After the functionality on the View Grades page has been implemented, you can use this section to specify dates for publishing marks or grades to be viewed in Self-Service. However, this functionality is not yet available.

Field	Description
Final Grade Publication Date	First date on which final marks or grades can be viewed on the student self-service page for the term.
Detail Grade Publication Date	First date on which component and sub component marks or grades can be viewed on the student self-service page for the term.
Reassessment Grade Publication Date	First date on which reassessment marks or grades can be viewed on the student self-service page for the term.
Reassessment Detail Grade Publication Date	First date on which reassessment component and sub component marks or grades can be viewed on the student self-service page for the term.

Part of Term configuration

Updated: August 27, 2020

Use this section to specify dates for entering marks or grades in Faculty Grade Entry and for publishing marks or grades to be viewed in Self-Service at the part of term level.

Note: You cannot define the part of term in this section. The part of term defined on the SOATERM page will only be displayed in this section.

Field	Description
Part of Term	Part of term code for the base part of term.
Description	Part of term description.

Part of Term configuration dates

Updated: August 27, 2020

Child records are displayed for the part of term configuration for mark/grade entry dates and Self-Service publication to students dates.

Mark/Grade entry dates

Updated: August 27, 2020

Use this section to specify dates for entering marks or grades.

Field	Description
Score Open Date	First date on which marks or grades can be entered for the part of term.
Final Score Cutoff Date	Last date on which marks or grades can be entered for the part of term.
Reassessment Score Open Date	First date on which reassessment marks or grades can be entered for the part of term.
Reassessment Score Cutoff Date	Last date on which reassessment marks or grades can be entered for the part of term.

Self-Service publication to students dates

Updated: August 27, 2020

After the functionality on the View Grades page has been implemented, you can use this section to specify dates for publishing marks or grades to be viewed in Self-Service. However, this functionality is not yet available.

Field	Description
Final Grade Publication Date	First date on which final marks or grades can be viewed in Self-Service for the part of term.
Detail Grade Publication Date	First date on which component and subcomponent marks or grades can be viewed in Self-Service for the part of term.
Reassessment Grade Publication Date	First date on which reassessment marks or grades can be viewed in Self-Service for the part of term.

Field	Description
Reassessment Detail Grade Publication Date	First date on which reassessment component and subcomponent marks or grades can be viewed in Self-Service for the part of term.

Section configuration

Updated: August 27, 2020

Use this section to specify dates for entering marks or grades in Faculty Grade Entry and for publishing marks to be viewed in Self-Service at the section level.

Mark/Grade entry dates

Updated: August 27, 2020

Use this section to specify dates for entering marks or grades in Faculty Grade Entry.

Field	Description
Score Open Date	First date on which marks or grades can be entered for the CRN.
Score Cutoff Date	Last date on which marks or grades can be entered for the CRN.
Reassessment Score Open Date	First date on which reassessment marks or grades can be entered for the CRN.
Reassessment Score Cutoff Date	Last date on which reassessment marks or grades can be entered for the CRN.

Self-Service publication to students dates

Updated: August 27, 2020

After the functionality on the View Grades page has been implemented, you can use this section to specify dates for publishing marks or grades to be viewed in Self-Service. However, this functionality is not yet available.

Field	Description
Final Grade Publication Date	First date on which final marks or grades can be viewed in Self-Service for the CRN.
Detail Grade Publication Date	First date on which component and subcomponent marks or grades can be viewed in Self-Service for the CRN.

Field	Description
Reassessment Grade Publication Date	First date on which reassessment marks or grades can be viewed in Self-Service for the CRN.
Reassessment Detail Grade Publication Date	First date on which reassessment component and subcomponent marks or grades can be viewed in Self-Service for the CRN.

eTranscript Administrator Configuration (SHAETAD) page

Updated: September 19, 2024

This page is used to store administrator configuration information for Ellucian Cloud configuration and file transfer configuration for eTranscripts.

For each OPEID created on SHRTETC, you must complete the File Transmission Configuration and Ellucian Cloud Connection sections. This will ensure proper transcript processing for each OPEID respectively.

To view existing configurations, either type an existing OPEID in the **OPEID** field or click the ellipsis icon to open the **OPEID** pop up window.

When a transcript order is at the `RG` (Ready to Generate) status, the order is authenticated to the Ellucian Cloud. The appropriate API is called to update the status to the next appropriate status associated with the production of the requested output for the order. Possible statuses used for the update are: `GC` (Generation Complete), `GF` (General Failed), `TC` (Transmission Complete), `TF` (Transmission Failed), `FO` (Order Fulfilled Offline), and `FF` (Order Fulfilled). (`FO` is only used by the paper transcript, and `FF` is only used by the electronic PDF transcript.)

SFTP file transfer is used send the electronic PDF output from the SHRETRN process to the vendor dropbox.

This page contains the following sections:

- File Transmission Configuration section
- Ellucian Cloud Connection section

File Transmission Configuration section

Updated: August 27, 2020

Use this section to set up file transmission configuration data for eTranscripts transactions. This configuration automates the sending of the electronic PDF output after it is generated. The values used are defined during the upgrade and installation process.

The identify file referenced in the **SSH Directory** and **Passphrase** fields is the private key that resides on the application server. After the public/private key pair is generated, the public key is sent to the vendor.

Fields	Descriptions
Host Name	Name of the host where the eTranscript will be sent using the SFTP process, such as *`ftps.nslc.org`*. This is provided by the vendor.
Username	Name used for the SFTP account. This is provided by the vendor.
SSH Directory	Directory location of the identity file used for the SFTP process. When an ending slash is missing in the **SSH Directory** field value, the SFTP process for SHRETRN will fail. You must open the `.log` file for the specific SHRETRN job to find the error. Be sure to add the ending slash to the value in the field to avoid this error. Also be sure that the correct ending slash is used, / for Linux or \ for Windows, depending on the platform on which the job submission server is running.
Passphrase	Encrypted passphrase for the identify file used for the SFTP process. This is displayed as ******** (asterisks). Optional.
Remote Directory	Location of destination folder for eTranscripts. For example, `Inbox` will

Fields	Descriptions
	become `Inbox/YourInstitution`. The field is populated by the `SHBTETC_REMOTE_DIRECTORY` column. This field is used when eTranscripts are processed through the Parchment vendor.

Ellucian Cloud Connection section

Updated: August 27, 2020

Use this section to set up the Ellucian Cloud connection configuration for the eTranscripts transactions. This configuration is used to authenticate a user to the Ellucian Cloud when order statues are sent back that are specific to an order being filled.

Fields	Descriptions
Cloud URL	URL for the Ellucian Cloud, such as *https://etranscript.elluciancloud.com*.
Cloud Username	Username that will be authenticated to the Ellucian Cloud when the API is called to send back order statuses of *TF*, *FF*, and *FO*. This user name is provided by the Ellucian Cloud when your setup is complete.
Cloud Username Password	Encrypted password for the Ellucian Cloud user name. This is displayed as ******** (asterisks). This user name password is provided by the Ellucian Cloud when your setup is complete.
Confirm Password	Re-entered, encrypted password for the Ellucian Cloud user name. This field is a page field only, not a database field. The user is required to re-enter the **Cloud Username Password** value to validate the entry.

eTranscript Transcript Request Summary (SHAETOR) page

Updated: August 27, 2020

This page is used to view all data related to an eTranscript order and to maintain specific elements of the order.

This page contains the following sections:

- Key block
- Transcript Order Summary section
- Student Information section
- Enrollment History section
- Attachment Information section
- Recipient/Order Information section
- Order History section

Key block

Updated: August 27, 2020

Use the Key block to enter information and review transcript requests for order ID and student ID.

- Use the **Order ID** to search on a specific order ID.
- Use the **Order From Date** and **Order To Date** to search on orders placed in a certain date range.
- Use the **Status** to search on orders where the most current status is a specific status.
- Use the **ID** to search on a particular Banner ID.
- Use the **Unverified ID** to search on an ID that was manually entered by the student on the order page.

Fields	Descriptions
Order ID	Unique ID associated with the eTranscript order. This number is assigned by the vendor and consists of an order number and a suborder number.
Order From Date	Transcript order date.
Order to date	Transcript received date.
Status	Transcript order status. List eTranscript Order Status Validation (STVETST)
ID	Verified Banner student ID. List Person Search (SOAIDEN) page
Unverified ID	ID submitted manually by the student on the order that may or may not be a valid Banner ID.

Transcript Order Summary section

Updated: August 27, 2020

This section is used to review the transcript order summary information and to set various indicators for specific actions. Records with the **Rush** indicator checked are sorted first. Standard records are then displayed, newest to oldest.

The SHBTEOD table supports this section. This section can be accessed using the Transcript Order Summary section.

Note: You can not update the **Holds Override**, or **Banner ID** fields when the current order status has reached any of the following statuses: `EX`, `CA`, `RG`, `FF`, `FO`, `TF`, `GF`, `GC`, or `TC`. and cannot update the **Manual Processing** or **Cancel Order** fields when the current order status has reached any of the following statuses: ** `EX`, `CA`, `FF`, `FO`.

Fields	Descriptions
Order ID	Unique ID associated with the eTranscript order.

Fields	Descriptions
	This number is assigned by the vendor and consists of an order number and a suborder number.
Order Date	Order date of transcript request.
Last Name	Student's last name.
First Name	Student's first name.
Unverified ID	ID submitted by the user that may or may not be a valid Banner ID.
Banner Identification Last Name	Student's Banner last name.
Banner Identification First Name	Student's Banner first name.
Banner Identification Unverified ID	Student's unverified Banner ID.
Status	Current status code and description for the transcript request.
Holds Override	Check box used to indicate that active transcript holds can be overridden and order processing can continue.
Cancel Order	Check box used to indicate that the order has been canceled. This stops the order at any step before the `RG - Ready to Generate` status.
Rush	Check box used to indicate that the order is a rush order.
Student Not Found	Check box used to indicate that the student for the order has not been found or that the order arrived without a Banner ID. The order status is updated to `NF - Student Not Found`. When this indicator is checked, it cannot be reset. It will be reset by the page when a valid Banner ID is assigned to the order.
Manual Processing	Check box used to indicate that manual

Fields	Descriptions
	processing is needed for the order. The order is stopped, and the user must manually create a record on SHARQTC and print the transcript. When this indicator is checked, it cannot be reset.
Instructions	Check box used to indicate that special instructions exist for the order.
Attachments	Check box used to indicate attachments exist for the order.

Student Information section

Updated: August 27, 2020

This section is used to review demographic and contact information for the student.

The Key block information for order ID, order date, last name, and first name is defaulted in. When no matching Banner ID has been found, you can enter the student information to research a student match or to contact the student.

The SHRTEOD table supports this section. This section can be accessed using the Student Information section.

Name and Address

Updated: August 27, 2020

This section of the Student Information section displays the name, address, birth date, SSN, phone, and email information for the student.

Fields	Descriptions
Former Last Name	Student's former last name.
Former First Name	Student's former first name.
Former Middle Name	Student's former middle name.
Birth Date	Student's date of birth.

Fields	Descriptions
SSN/SIN	Student's SSN or SIN.
Phone Number	Student's phone number.
Email Address	Student's email address.
Street Address 1	Address line one for student's address.
Street Address 2	Address line two for student's address.
City	City for student's address.
State or Province	State or province for student's address.
ZIP or Postal Code	ZIP or postal code for student's address.
Nation	Nation for student's address.
Update Contact	Check box used to indicate that the student who submitted the order will allow contact information to be updated.

Enrollment History section

Updated: August 27, 2020

This section is used to review enrollment information for the student for institutions, programs, degrees, and certificates with start, end, and award years.

You can also see if the student is currently enrolled and the start and end attendance years. When no matching Banner ID has been found, you can enter the enrollment information to research a student match or to contact the student. The Key block information for order ID, order date, last name, and first name is defaulted in.

The SHRTEOD table supports this section. This section can be accessed using the Enrollment History section. The SHRTEHP table supports the school and program data. The SHRTEDI table supports the degree and certificate data.

Fields	Descriptions
School/Program Name	Institution and program the student enrolled in.
Start Year	Start year of enrollment.
End Year	End year of enrollment. This field can be `Null` if it is not populated by the vendor.

Fields	Descriptions
Degree/Certificate	Degree and certificate the student was working toward.
Award Year	Year degree and certificate was awarded.
Currently Enrolled	Check box used to indicate that the student is currently enrolled.
Start Year of Attendance	Start year of current enrollment.
End Year of Attendance	End year of current enrollment.

Attachment Information section

Updated: August 27, 2020

This section is used to review attachment information for the transcript order, such as whether attachments have been reviewed, where they are located for review, and any other instructions. The Key block information for order ID, order date, last name, and first name is defaulted in.

Note: Attachments are not stored in Banner. The user must log into the vendor website to access attachments.

The SHRTEOD table supports this section. This section can be accessed using the Attachment Information section.

Fields	Descriptions
Attachments	Check box used to indicate that attachments exist for the transcript request.
Attachments Reviewed	Check box used to indicate that the attachments have been reviewed.
Attachment URL	URL for the location where the attachments can be found.
Special Instructions	Free format field used to enter any special instructions regarding the transcript attachments.

Recipient/Order Information section

Updated: August 27, 2020

This section is used to review the recipient address information, order information, special instructions, and comments about the transcript order. This information is used to create the request on SHARQTC. The Key block information for order ID, order date, last name, and first name is defaulted in.

The SHRTEOD table supports this section. This section can be accessed using the Recipient/Order Information section.

Recipient and Address

Updated: August 27, 2020

This section of the Recipient/Order Information section displays the recipient name, address, phone, fax and email information, as well institution code and the person to whose attention the transcript should be directed.

Fields	Descriptions
Recipient	Name of transcript recipient, such as the institution or employer.
Attention	Name of person to whose attention the transcript should be directed.
Phone Number	Phone number of recipient.
Fax Number	Fax number of recipient.
Email Address	Email address of recipient.
School Code	School code of recipient institution.
Street Address 1	Street line 1 of recipient address.
Street Address 2	Street line 2 of recipient address.
City	City of recipient address.
State	State or province of recipient address.
ZIP or Postal Code	ZIP or postal code of recipient address.
Nation	Nation of recipient address.

Order Information

Updated: July 17, 2025

This section of the Recipient/Order Information section is used to review order and delivery information for the transcript. This section can be accessed using the Order Information section. This is a child section of the Recipient and Address section.

Fields	Descriptions
Transcript Type	Type of transcript that was ordered. **Note:** The Transcript Type can be updated if the Transcript Type used is incorrect. It can only be updated if the Status found under **Transcript Order Summary** is OR, NR, NF, AR, AG, AD, HR, or RG. Otherwise, the Transcript Type will be read-only.
Transcript Purpose	Purpose of the transcript that was ordered.
Electronic Format	Electronic format requested for the order.
Delivery Method	Delivery method requested for the order.
Quantity	Number of transcripts ordered.
Sealed Envelope	Check box used to indicate that the order envelope should be sealed.
Hold for Grades	Check box used to indicate that the order should be held for grades that are forthcoming.
Term	Term in which grades are due that are to be included on the transcript.
Hold for Degree	Check box used to indicate that the order should be held for a degree that is forthcoming.
Degree	Degree that is to be awarded and included on the transcript.

Special Instructions

Updated: August 27, 2020

This section of the Recipient/Order Information section is used to enter and review special instructions for the order and the recipient. This section can be accessed using the Special Instructions section. This is a child section of the Recipient and Address section.

Fields	Descriptions
Special Instructions	Free format field used by the student to enter any special instructions for the transcript order. Maximum length is 255 characters.

Comments section

Updated: August 27, 2020

This section is used to enter and review additional comments for the order and the recipient. This section can be accessed using the Comments section. This is a child section of the Recipient and Address section.

Fields	Descriptions
Comments	Free format field used by the Registrar's office to enter any comments for the transcript order. Maximum length is 255 characters.

Order History section

Updated: August 27, 2020

This section is used to review the transcript order history and any transcript holds for the student. The Key block information for order ID, order date, last name, and first name is defaulted in.

The SHRTEOS table supports this section. This section can be accessed using the Order History section.

Status History

Updated: August 27, 2020

This section of the Order History section is used to review transcript status order information. Status records are displayed in reverse chronological order from newest to oldest.

Fields	Descriptions
Status	eTranscript order status code. List eTranscript Order Status Validation (STVETST)
Status Description	eTranscript order status code description.
Status Date	Date status code was added or updated.

Transcript Holds

Updated: August 27, 2020

This section of the Order History section is used to review transcript hold information. The SPRHOLD table supports this section of the section. Holds can be viewed on SOAHOLD.

Fields	Descriptions
Hold	Hold code for the transcript hold.
Hold Description	Hold code description for the transcript hold.

Self-Service Graduation Application Display Rules (SHAGADR) page

Updated: August 27, 2020

This page is used to specify the settings by rule that are used by Banner® Student Self-Service for graduation application processing for overall controls, graduation dates, diploma information, and payment options.

Main window

Updated: August 27, 2020

This window contains the Key block and the Overall Self-Service Graduation Application Controls section.

Key block

Updated: August 27, 2020

Use this section to enter or search on the graduation application display rule. You can also copy the settings from one rule to another rule using the **Copy** button. Selecting the **Copy** button opens the Copy Display Rule window.

Fields	Descriptions
Graduation Application Display Rule	Rule that determines display on graduation application information in self-service. List Graduation Application Display Rule Codes (STVGADR)

Mouse	Keyboard	Result
Copy	N/A	Opens Copy Display Rule window

Overall Self-Service Graduation Application Controls section

Updated: August 27, 2020

Use this section to set up graduation application controls that determine how graduation information is displayed to the student on the Curriculum Selection and Graduation Selection pages in self-service.

Specific curriculum information is defined for self-service display on SHAGADS. Use the Overall section to access this section from other windows in the page.

Fields	Descriptions
Curriculum Labels	Transcript type code for the curriculum to be used for the graduation application self-service display rules.

Fields	Descriptions
	List Transcript Type Code Validation (STVTPRT)
Display Graduation Date	Check box that indicates whether graduation dates will be displayed on the self-service graduation applications.
Display Graduation Term	Check box that indicates whether graduation terms will be displayed on the self-service graduation applications.
Display Graduation Year	Check box that indicates whether the graduation year will be displayed on the self-service graduation applications.
Confirmation Letter	Confirmation letter that will be displayed at the end of the self-service graduation application process. List Letter Code Validation (GTVLETR)
Graduation Application Status	Status of the self-service graduation application. List Graduation Application Status (STVGAST)
Create/Update Degree	Check box that indicates whether the degree record (SHRDGMR) will be created or updated and the outcome curriculum rolled to history when the graduation application is submitted through self-service. When checked, if no matching degree record is found based upon the curriculum level, college, degree, and program, a new degree sequence with a new outcome curriculum will be created using the curriculum selected for the graduation application. Other information requested from the student is inserted based on the settings defined for the rule code in SHAGADR. Information submitted from the application is always inserted into the SHBGAPP table. When unchecked, the degree sequence record will not be created or updated in the table SHRDGMR. The information submitted will be held only in the SHBGAPP table. The diploma record will not be created or updated.

Fields	Descriptions
	This indicator must be checked (set to *Y*) when the Charge Graduation Fee check box in the Payment Options window is checked.
Graduation Status	Graduation status code that is used when the degree record is created or updated. List Graduation Status Validation (STVGRST)
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Copy Display Rule window

Updated: August 27, 2020

Use this window to copy graduation application display rule settings from one rule to another. Use the **Copy** button in the Key block to open this window. Use the **Copy** button in this window to make the changes, or use the **Cancel** button to not make the changes.

Fields	Descriptions
From	Graduation application display rule to be copied from. This value defaults in from the **Graduation Application Display Rule** field in the Key block.
To	Select the graduation application display rule to copy the data to. List Graduation Application Display Rule Codes (STVGADR)

Graduation Date Availability window

Updated: August 27, 2020

Use this window to set up graduation date availability information for the graduation application display rule that is displayed on the Curriculum Selection and Graduation

Selection pages in self-service.

Multiple graduation dates and terms can be entered. When a student applies for graduation through self-service, one curriculum record with at least one graduation date defined for the current date will be displayed for selection. If no graduation date, term, or year are entered, the curriculum record will not be displayed in self-service. Use the Graduation Date Availability section to access this window.

Fields	Descriptions
Start Date	Beginning date of the range where this date can be selected as a graduation date in self-service.
End Date	Ending date of the range where this date can be selected as a graduation date in self-service.
Graduation Date	Date of graduation where the degree is conferred on the student.
Graduation Term	Term of graduation associated with the graduation date. When the graduation term is entered, the graduation year is defaulted in. List Term Code Validation (STVTERM)
(Description) Untitled	Description of graduation term.
Graduation Year	Year of graduation associated with the graduation term. List Academic Year Validation (STVACYR)
Ceremony	Check box that indicates whether the Graduation Ceremony Selection page will be displayed in self-service when the student selects that graduation date, term, or year. A question is displayed in self-service that asks if the student intends to attend commencement or another ceremony associated with the completion of this course of study.

Fields	Descriptions
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.

Diploma Name/Address Options window

Updated: August 27, 2020

Use this window to set up diploma name and address options for the graduation application display rule for the Diploma Name and Diploma Mailing Address pages in self-service.

The settings include which options are displayed and are updateable. This window contains the Diploma Name and Diploma Mailing Address sections. Use the Diploma Name/Address Options section to access this window.

Diploma Name section

Updated: August 27, 2020

Use this section to set up options for diploma name display and update in self-service graduation application processing.

Fields	Descriptions
Display Page	Check box that indicates whether the Diploma Name Selection page is displayed in self-service.
Name to Display	Radio group used to indicate if the current name or an alternate name is displayed on the Diploma Name Selection page in self-service. Choices are: `Current (C)` or `Alternate (A)`.
Alternate Name	Alternate name to be displayed for the diploma in self-service. When `Alternate` is chosen for the **Name to Display** field, this field must be entered or the current name will be used. List Name Type Validation (GTVNTYP)
Middle	Drop-down list used to define how the middle name is to be

Fields	Descriptions
	displayed on the Diploma Name Selection page in self-service. Choices are: *Full Middle Name (F)*, *Middle Initial (I)*, *No Middle Name Display (N)*. The default is *No Middle Name Display*.
Suffix	Check box that indicates whether name suffix information is displayed on the Diploma Name Selection page in self-service.
Diploma Name Display	Check box that indicates whether an existing diploma name (SHAPDIL), for the degree sequence, for the curriculum selected, is displayed in self-service. The diploma name comes from the degree sequence associated with the curriculum selected for the graduation application. The degree sequence is associated with the curriculum record with a module of *OUTCOME*.
Edit	Check box that indicates whether the diploma name can be updated by the student in self-service. The student cannot actually edit the full concatenated `SHBDIPL_NAME` value but can select a name that is on file, enter a new value, or edit an existing name to be used when the SHBDIPL record is created or updated and submitted in self-service or from SHAGAPP.
First	Check box that indicates whether the student can update the first name for the diploma name that is selected from the drop-down list in self-service.
Middle	Check box that indicates whether the student can update the middle name for the diploma name that is selected from the drop-down list in self-service.
Last	Check box that indicates whether the student can update the last name for the diploma name that is selected from the drop-down list in self-service.
Suffix	Check box that indicates whether the student can update the suffix for the diploma name that is selected from the drop-down

Fields	Descriptions
	list in self-service.

Diploma Mailing Address section

Updated: August 27, 2020

Use this section to set up options for diploma mailing address display and update in self-service graduation application processing.

Fields	Descriptions
Display Page	Check box that indicates whether the Diploma Mailing Address page is displayed in self-service.
Display	Check box that indicates whether an existing diploma mailing address is displayed in self-service.
Edit	Check box that indicates whether the diploma mailing address can be updated in self-service from a drop-down list of current addresses.

Payment Options window

Updated: August 27, 2020

Use this window to set up processing and payment options for the graduation application display rule.

The billing term is determined by checking the last SHRTTRM record, the last SFRSTCR record, or the most recent SGBSTDN record. This window contains the Processing Control and Payment Options sections. Use the Payments Options section to access this window.

Processing Control section

Updated: August 27, 2020

Use this section to indicate whether graduation fees are charged for the rule.

Fields	Descriptions
Charge Graduation Fee	Check box that indicates whether the Graduation Charge and Payment page is

Fields	Descriptions
	displayed in self-service for the graduation application.

Payment Options section

Updated: August 27, 2020

Use this section to set up the payment options with detail codes and charges. At least one detail code and amount must be entered in this section when the **Charge Graduation Fee** check box is checked.

If you check the **Charge Graduation Fee** check box, and you do not enter a detail code or an amount, a warning message is displayed. You can proceed and enter that data at a later time. However, the student cannot proceed with the graduation application in self-service, because the charge information is missing. An error is displayed in self-service to contact the administrator/registrar.

Fields	Descriptions
Payment Option	Payment option for the rule. List Web Payment Options Validation (STVWPYO)
Description	Description of the payment option.
Detail Code	Detail code from TSADETC for the payment option.
Charge	Charge amount associated with the payment option. This field can be updated.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Graduation Application Display Rule Selection (SHAGADS) page

Updated: August 27, 2020

This page is used to define or search on prioritized selection rules for use with the graduation application display rules for graduation application processing in self-service.

At least one graduation application display selection rule must be associated with at least one graduation application display rule code, and at least one eligibility rule must exist for a student to begin a self-service graduation application. Multiple graduation application selection rules can be created for the same graduation application display rule code. You can access SHAGADR and SOACURR from this page.

You can specify a unique process order for each selection rule that is defined. The process order is the order in which the selection rules will be considered. You can then specify the graduation application display rule code and any combination of optional curriculum elements for the rule. This allows you to control the display and update of self-service data when a curriculum rule is found that matches a select rule code for a graduation application.

When a student uses the self-service graduation application process, the information displayed in self-service is based on the graduation application display rule from SHAGADR. This means that one specific rule will be used for that student's curriculum for the graduation application. The graduation application process checks the display rule selection data on SHAGADS for process order from lowest to highest, to determine if the student curriculum record contains data that matches the selection data. When a matching record is found, the graduation application display rule code on that record is the rule used for displaying curriculum information in self-service.

Fields	Descriptions
Process Order	The priority order in which the select rules are processed. Valid range is 1 - 99999, where 1 is the highest.
Graduation Application Display Rule	Graduation application display rule code for the selection rule. List Graduation Application Display Rule Codes (STVGADR)
Level	Level for the *`OUTCOME`* or *`LEARNER`*

Fields	Descriptions
	curriculum record that matches the selection rule. List Level Code Validation (STVLEVL)
Campus	Campus for the *OUTCOME* or *LEARNER* curriculum record that matches the selection rule. List Campus Validation (STVCAMP)
College	College for the *OUTCOME* or *LEARNER* curriculum record that matches the selection rule. List College Validation (STVCOLL)
Degree	Degree for the *OUTCOME* or *LEARNER* curriculum record that matches the selection rule. List Degree Code Validation (STVDEGC)
Program	Program for the *OUTCOME* or *LEARNER* curriculum record that matches the selection rule. List Existing Programs (SMAPRLE)
Major Field of Study Code	Field of study code for the *OUTCOME* or *LEARNER* curriculum record that matches the selection rule. This field is always set to a major code. List Major, Minor, Concentration (STVMAJR)
Department	Department for the *OUTCOME* or *LEARNER*

Fields	Descriptions
	curriculum record that matches the selection rule. List Department Validation (STVDEPT)
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Graduation Application (SHAGAPP) page

Updated: August 27, 2020

This page is used to maintain information submitted using the graduation application process in Banner Student Self-Service. You can review active applications, delete applications, change the status of applications, or view inactive applications.

New graduation applications can be submitted from this page when it is called from SGASTDN, SFAREGS, and SHADEGR, as these forms will pass the selected curriculum and field of study information. The curriculum information cannot be changed. You can also view and modify the graduation application status, graduation status, graduation dates, graduation fees, diploma name, and mailing address information when the graduation application status is active.

Main window

Updated: August 27, 2020

Use this window to view graduation application information for a student. This window contains the Application/Graduation section, the Curricula Summary section, and the Field of Study Summary section.

Use the Options Menu to access SHADGMQ and view existing degree records or SHADIPL for diploma records for the student. You can also access SOILCUR to search existing curriculum records for the student.

Key block

Updated: August 27, 2020

Use this section to enter the ID of the student who has applied for graduation in self-service.

Fields	Descriptions
ID	ID of the student who has applied for graduation in self-service. List Person Search (SOAIDEN) page Duplicate Item SSN/SIN Alternate ID Search (GUIALTI) page

Application/Graduation section

Updated: August 27, 2020

Use this section to view a graduation application for the student. Use the Application section to access this section from another window in the page.

Graduation applications for the learner are queried by graduation application number in descending order. The application number is assigned when the application is submitted. The graduation application sequence number is stored on the curriculum record. A curriculum will have only one active associated graduation application at a time.

If a student wishes to withdraw or cancel an application (such as application 1), it can be inactivated using a status code on STVGAST with the **Active Indicator** unchecked. When an application has been inactivated, it cannot be modified. The curriculum record associated with the application is not inactivated or updated in the curriculum tables (SORLCUR and SORLFOS). The student is now eligible to submit a new application for the same curriculum. When the new application is submitted, and the application number in the SORLCUR record is replaced with new application number (application 2). Application 2 is now associated with the curriculum record that previously was associated with application 1. When application 1 is viewed on SHAGAPP, the **Active Indicator** is unchecked, and the **Create/Update Degree Record** button is inactive.

If an existing graduation application is called from SGASTDN, SFAREGS, or SHADEGR, only the specifically associated graduation application will be queried. When SHAGAPP is called from SGASTDN, SFAREGS, or SHADEGR, a new graduation application can be created, but the curriculum information cannot be changed. You cannot create a graduation application from SFAREGS or SGASTDN when the learner curriculum record has already been rolled to outcome (academic history).

Fee information is interdependent. The detail code, fee amount, billing term, and fee date need to entered for the fee to be applied to the application. However, fee information cannot be entered if an outcome curriculum record exists.

Create/Update Degree Record button

Updated: August 27, 2020

Use the **Create/Update Degree Record** button to create a degree record and an outcome curriculum record when the graduation application has been submitted from self-service.

When no degree record exists for the matching curriculum data that is attached to the active graduation application, a new degree record is created. If a degree record exists, it is updated using the values from the application. The application can be reviewed and then manually updated on SHAGAPP when it has been approved. This button is inactive when the graduation application is inactive.

This button is also used to activate the manual roll and insert/update the diploma information. The current, active curriculum record is checked for an active graduation application and an unawarded degree, based on the module code (*LEARNER* or *OUTCOME*). The degree is updated and the diploma information is inserted when the curriculum record is from the *OUTCOME* module, when the curriculum record is from the *LEARNER* module and has not been rolled, or when the diploma exists on the graduation application but does not exist for the degree on SHADIPL. This in turn creates the degree record and rolls the learner curriculum record to the outcome.

An error is displayed in the following conditions: when the page is running in search-only mode, when the Graduation Application Information section has been modified, when the graduation status is inactive, and when the data returned from the graduation application roll process has an error.

Fields	Descriptions
The following fields are in the Application to Graduation information.	
Graduation Application Sequence	Sequence number of the graduation application. Display only.
Active	Check box that indicates whether status of

Fields	Descriptions
	the graduation application is active or inactive. Display only. A graduation application becomes inactive when the **Active Indicator** is checked for graduation application status code on STVGAST.
The following fields are in the Graduation Application Information section.	
Application Date	Date the graduation application was submitted.
Application Status	Status of the graduation application. When a graduation application is inactive, it cannot be modified. List Graduation Application Status (STVGAST)
Application Status Date	Date the status was associated with the graduation application.
The following fields are in the Graduation Information section.	
Graduation Term	Graduation term associated with the graduation application. List Term Code Validation (STVTERM)
Graduation Year	Graduation year associated with the graduation application. List Academic Year Validation (STVACYR)
Graduation Date	Graduation date associated with the graduation application.
Graduation Status	Graduation status associated with the graduation application.

Fields	Descriptions
	List Graduation Status Validation (STVGRST)
Attend Ceremony	Radio group that indicates whether the student will or will not attend the graduation ceremony. *No Response* is the default when the graduation application is created from SGASTDN, SFAREGS, or SHADEGR. Choices are: *Yes*, *No*, *Undecided*, *No Response*.
Fee Detail	Detail code for the graduation fee that is used on the student's billing account. This field must be entered if a fee amount or fee term is entered. List Detail Code Validation (TSADETC)
Fee Amount	Amount of graduation fee. This field must be entered if a fee detail code or fee term is entered.
Fee Date	Date the graduation fee was entered. This field must be entered if a fee amount is entered.
Fee Term	Billing term associated with the date of the graduation fee. This field must be entered if a fee amount or fee detail code is entered.

Fields	Descriptions
	List Term Code Validation (STVTERM)
Transaction	Transaction number written to the student's billing account for the graduation fee. Display only.
Receipt Number	Receipt number for the graduation application payment, when the payment is submitted using a credit card. Display only.

Mouse	Keyboard	Result
Create/Update Degree Record	N/A	Activates manual roll Creates/updates degree and outcome curriculum records from graduation application Inserts/updates diploma information

Curricula Summary section

Updated: August 27, 2020

Use this section to view the curricula summary information for the student's graduation application. Only the curriculum record associated with the graduation application is displayed, even when other curriculum records exist for the student.

Fields	Descriptions
Priority	Priority number that defines the curriculum rank.
Term	Term code for the module's curriculum record.
Program	Program for the module's curriculum record.
Catalog	Catalog term code for the module's

Fields	Descriptions
	curriculum record.
Student Type	Student type code for the module's curriculum record.
Level	Level for the module's curriculum record.
Campus	Campus for the module's curriculum record.
Rate	Fee assessment rate code for the module's curriculum record.
College	College for the module's curriculum record.
Degree	Degree for the module's curriculum record.
End	This is the term code for the end of the curriculum.
Outcome Key	For the learner record, this is the sequence number of the outcome (degree) the curriculum was rolled to. For the outcome record, this is the key sequence number the curriculum belongs to.
Admission Type	Admission type for the module's curriculum record.
Admission	Admission term for the module's curriculum record.
Matriculation	Matriculation term for the module's curriculum record.

Field of Study Summary section

Updated: August 27, 2020

Use this section to view the field of study summary information for the student's graduation application. This section will only display the appropriate fields for curriculum rows for the module from which it is called.

Fields	Descriptions
Priority	Priority number that defines the field of study rank.

Fields	Descriptions
Term	Term code for the field of study. This value defaults from the Curriculum section.
Type	Type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration.
Field of Study	Major, minor, or concentration code for the field of study.
Department	Department code for the field of study.

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

Diploma Information window

Updated: August 27, 2020

Use this window to view and modify the diploma name to be printed on the diploma and address information for mailing the diploma for an active graduation application.

This information is used to create or update the diploma record when the **Create/Update Degree Record** button is selected. Fields in this window are null, if this information was not entered in self-service.

This window contains the Diploma Name section and the Diploma Mailing Address section. Use the Diploma Information section to access this window.

Fields	Descriptions
ID	Student ID from the Key block. Display only.

Diploma Name section

Updated: August 27, 2020

Use this section to enter diploma name information to be printed on the diploma.

Fields	Descriptions
First Name	First name to be printed on the diploma.
Middle Name	Middle name to be printed on the diploma.
Last Name Prefix	Prefix that precedes a last name (for example, 'Von' in the last name 'Von Hintz').
Last Name	Last name to be printed on the diploma. When data is entered in this section, you cannot save the record unless a **Last Name** value is entered. All the name fields can be null, but if one name field is entered, the **Last Name** field is required.
Suffix	Suffix for the name to be printed on the diploma.

Diploma Mailing Address section

Updated: August 27, 2020

Use this section to enter diploma address information used for mailing the diploma.

Fields	Descriptions
Address Type	Address type code for the diploma mailing address. List Address Type Validation (STVATYP) Count Hits Address Summary (SOADDRQ) page
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	Street line one information for the diploma mailing address.
Street Line 2	Street line two information for the diploma mailing address.
Street Line 3	Street line three information for the diploma mailing address.

Fields	Descriptions
Street Line 4	Street line four information for the diploma mailing address.
City	City used for the diploma mailing address.
State or Province	State or province used for the diploma mailing address. List State Code Validation (STVSTAT)
ZIP or Postal Code	ZIP or postal code used for the diploma mailing address. List ZIP/Postal Code Validation (GTVZIPC) page
Nation	Nation used for the diploma mailing address. List Nation Validation (STVNATN)

Grade Mailer Status/Error Correction (SHAGCOL) page

Updated: August 27, 2020

This page provides a means to review and or update the Grade Collector table (SHRGCOL).

The page contains four data windows. The main window shows any grade mailers which could not be produced due to an error condition which the grade mailer process encountered when it attempted to process the grades.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Grade Mailer Errors section.

Key block

Updated: August 27, 2020

Use this section to enter the term for which you want to review grade mailer errors.

Grade Mailer Errors section

Updated: August 27, 2020

Use this section to view the grade mailer errors for the term in the Key block.

Fields	Descriptions
Error Code	The **Error Code (Indicator)** displays whether the student is deceased or has active holds.

Pending Mailers Query window

Updated: August 27, 2020

This window of information shows all grade mailers which are pending.

Printed Mailers Query window

Updated: August 27, 2020

This window shows all grade mailers which have been produced. When a hard-copy of all entries in this window has been printed, you may delete these entries from the collector file.

Printed Mailers Corrections window

Updated: August 27, 2020

This window allows you to review the grade mailers which have been printed. The print status may be changed for reprinting after a correction has been made.

Gradable Component Definition (SHAGCOM) page

Updated: August 27, 2020

Use the Gradable Component Definition (SHAGCOM) page to create and maintain the definitions of the gradable components, and the grade scale to be used for grade calculations for a CRN.

Grade control records must be created on the Term Control (SOATERM) page before you can use SHAGCOM.

Note: Access to this page can be restricted through Value-Based Security rules.

This page is composed of the following sections:

- Key block
- Grade Scale Assignment
- Component Definition
- Sub-Component Definition

Enhanced Gradebook (EGB) functionality

Updated: August 27, 2020

The following features were added to support EGB functionality.

These features that support Electronic Gradebook are available only in Europe.

- The system displays a message if the total weight of a component or subcomponent exceeds 100.
- Grade change reason codes are not updated when no grade changes are made.
- If a due date is entered or changed for a grade record component or subcomponent, records that have an empty grade are updated with the new due date. Records that have a recorded grade (and submission date) are not updated with the new due date.
- A default due date is not assigned to newly created components and subcomponent.
- A **Copy Components** button has been added to the Key block. If the term code and CRN combination specified in the Key block does not have defined components and

does not have grades rolled to Academic History, you can use this button to copy component and subcomponent definitions into the specified CRN. When you click the **Copy Components** button in a case where copying can be done, the Copy Components and Subcomponents window is displayed.

Key Block

Use the Key block to enter the term and CRN. When a valid term and CRN combination has been entered (that is, a record has been created on the Schedule Page [SSASECT]), the **Subject** and **Course** fields will be populated. You can then access the Grade Scale Assignment section of the page.

Note: Gradable components cannot be defined for sections that are defined as non-gradable on SSASECT.

Fields	Descriptions
Term	Term code and description used in the gradable components.
CRN	Course reference number for the gradable components.
Subject	Subject code and description for the gradable components.
Course	Course number for the gradable components.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Copy Components

Updated: August 27, 2020

Components can be copied only if no components or sub-components exist for the CRN.

Fields	Descriptions
Copy Components From	Button used to open the **Copy Components and Sub-components** window and, for a term, copy components and sub-components from an existing CRN to the CRN that does not have them.

Copy Components and Sub-components window

Updated: August 27, 2020

Use this window to copy components and sub-components from an existing CRN to the CRN that does not have any components and sub-components.

Fields	Descriptions
Source Term	Term code and description used in the gradable components. Values come from the Term Code Validation (STVTERM) page.
Source CRN	Displays all the CRNs that have components for the source term entered.
Cancel	Button used to cancel the copy process.
Copy from Source	Button used to copy the components and sub-components from an existing source CRN to the CRN that does not have any components and sub-components.

Grade Scale Assignment

Updated: August 27, 2020

Use the Grade Scale Assignment section of the page for grade scale setup and grade scale updates.

Initial Setup

Updated: August 27, 2020

A grade scale must be assigned to the CRN before proceeding. The **Grade Scale** field will be blank. You can enter a grade scale directly, or you can select a valid value for the CRN. The Schedule Table (SSBSECT) is updated with this value when you save the changes.

Update of Existing Grade Scale

Updated: August 27, 2020

If students are registered for the CRN, and no grades have been rolled to academic history (the **Grades Rolled** check box is clear), you can select another grade scale from the lookup button.

When you select a different grade scale, Banner recalculates any existing midterm and final grades and reassigns letter grades based on the percentage achieved by the student for the component.

Fields	Descriptions
Grade Scale	Grade scale code and description for the gradable component assignment.
Grades Rolled	Check box used to indicate whether grades have been rolled to academic history for the CRN.
Best Of	Number of components attached to this section (CRN) which should be compared and used to calculate the section grade. The field is used in conjunction with the sub-set (and) logic stored on the component definition. If this field is left blank, then all OR logic will be implied as best one of.
Subset Of	Number of child sub-components (components within a subset) to be used in the subset calculations to produce a component score. The component definition could be as follows: If the **Subset Of** field has a value of *2*, the student is only expected to take two of the four components. When scores are entered in Banner Faculty and Advisor Self-Service for two components for the student, the composite grade calculation is invoked without the need to enter dummy scores in the remaining two components. If the **Subset Of** field does not contain a value, scores must be entered for all components, even if the student had not attempted all of them.

Examples of the **Subset Of** field could be as follows:

Component Definition	Condition
Component 1	OR
Component 2	OR
Component 3	OR
Component 4	

Component Definition

Updated: August 27, 2020

Use the Component Definition section of the page to view and update component definition records. Records cannot be deleted, changed, or inserted if any student in this section has been rolled to academic history. The deletion check includes looking for component definition records with existing sub-component records.

Note the following restrictions on updates to existing component definition records:

- If there are students registered for the CRN, and no grades have been rolled to academic history (the **Grades Rolled** check box is clear), you can change the component definitions. When you save the changes, Banner upgrades the student mark records. The system warns you that these changes will filter down to existing students registered in this section. You can either proceed or cancel.
- Component definitions cannot be removed if a grade has been entered for any student in the class.
- Records cannot be inserted if there are students in the class that have had grades rolled to academic history. (The **Grades Rolled** check box is clear.)
- If any student in the class has grades that have been rolled to academic history, you cannot modify the component definition. The purpose of this restriction is to ensure that grades are treated uniformly throughout the class.

  Note: Allowable updates to any field in this section (except the **Description**) cause Banner to recalculate the midterm and final grades for all students in the class. This is also true for inserted or deleted component records.

Fields	Descriptions
Sequence	Sequence number used in the Component Grade Detail page in

Fields	Descriptions
	Self-Service to determine the order in which the components will be displayed to the student. This should represent the chronological order in which the components are assigned to the student. This field is not validated.
Name	Name of the gradable component that is meaningful to the institution, the instructor, and the student. The name displays both in Banner Student administration pages and Self-Service pages. Names do not need to be unique within a term and CRN combination, but it may be reasonable to make distinctions for clarity. For example, name the components for a class as: • QUIZ 1 • QUIZ 2 • MIDTERM • QUIZ 3 • FINAL Name the components for a different class as: • QUIZ 1A • QUIZ 1B • PAPER • FINAL
Description	A description of the component that is meaningful to the student. This description is displayed on the Component Grade Detail page in Self-Service.
Weight	Weight that the mark for this component has in the calculation of midterm or final grades. This can be greater than 100 for components and sub-components.

Fields	Descriptions
Marked Out of	Total attainable marks for the component. The value in this field is used to determine the percentage for the component.
Due Date	Date field that can be used for items such as assignment due date, quiz, or exam date.
Must Pass	Check box used to indicate whether the student must pass the component to attain a passing grade for the course.
Include Midterm/ Final	Designates which components are counted in either the midterm or the final grade. Valid values are `Midterm` and `Final`, which are saved to the database as *M* or *F*.
and Sequence	Sequence number used to indicate that the and logic is to be applied to the component with the next highest sequence number. This field is used in conjunction with the **and** field to order the and logic correctly. This sequence number is independent of the **Sequence** field which is used to order component display in Banner Self-Service.
and	Sub set logic, such as *OR*, *AND*, or *NULL*, to be applied to the set of components. The components must be entered in the proper sequence for this logic to work correctly. If the field is left blank, then the process uses AND logic.
Grade Scale	Grade scale code for the numeric range and letter grade from the SHBGSCH table. This grade scale is tied to the CRN in the Key block but can be overridden at the component level if a different grade scale is needed. The values for the **Grade Scale**, **Late Rule**, and **Resit Rule** fields default from either the Grade Scale Assignment section or from SOATERM when the rule is created, if they have been assigned. These values can be overridden by the user.
Late Rule	Late rule code for the grade scale assignment.

Fields	Descriptions
	If a value exists in SOATERM in the **Default Component Late Rule** field, that is default value for this field. This value can be overridden by the user. If no late rule is entered for a component, then no degradation of marks occurs for late submissions, and the submission and extension dates entered for a student are for informational purposes only. The values for the **Grade Scale**, **Late Rule**, and **Resit Rule** fields default from either the Grade Scale Assignment section or from SOATERM when the rule is created, if those values have been assigned. These values can be overridden by the user.
Resit Rule	Resit rule for the grade scale assignment. If a value exists in SOATERM in the **Default Component Resit Rule** field, that is the default for this field. This value can be overridden by the user. If no resit rule is entered for a component, then the maximum number of resits is effectively zero, and you cannot enter any resit scores. The values for the **Grade Scale**, **Late Rule**, and **Resit Rule** fields default from either the Grade Scale Assignment section or from SOATERM when the rule is created, if those values have been assigned. These values can be overridden by the user.
Pass Mark	Grade required to pass this component. This value is validated against the assigned grade scale. The pass mark value defaults from the grade scale assigned to the component but can be overridden by the user.
Best Of	Determines which highest graded child sub-components will go forward to make up this component grade. If the field is left blank, then the process uses all OR logic as the best one of.
Subset Of	Number of child sub-components (components within a subset)

Fields	Descriptions
	to be used in the subset calculations to produce a component score. The sub-component definition could be as follows: If the **Subset Of** field has a value of *2*, the student is only expected to take two of the four sub-components. When scores are entered in Banner Faculty and Advisor Self-Service for two sub-components for the student, the composite grade calculation is invoked without the need to enter dummy scores in the remaining two sub-components. If the **Subset Of** field is not completed, scores must be entered for all sub-components, even if the student had not attempted all of them.
Mark Anonymous	Check box used to indicate whether the component is available for anonymous grading. If this check box is selected, all sub-components will be automatically marked for anonymous grading. Even if this check box is clear, the **Mark Anonymous** check box can be selected for sub-components.
Midterm Total Weight	Total component weight for the midterm grade.
Final Total Weight	Total component weight for the final grade.

An example of the **Subset Of** field could be as follows:

Sub-Component Definition	Condition
Sub-Component 1	OR
Sub-Component 2	OR
Sub-Component 3	OR
Sub-Component 4	

Copy Components and Subcomponents window

Updated: August 27, 2020

Use this window to copy component and subcomponent definitions into the term and CRN combination specified in the Key block. If you click the **Copy Components** button in the Key block but the term and CRN combination are not eligible for copying, this window will not be displayed.

These features that support Electronic Gradebook are available only in Europe.

Field	Description
Source Term	Code of the term from which you want to copy a CRN's components and sub-components.
Source CRN	CRN from which you want to copy components and sub-components.
Copy from Source	Click this button to copy the components and sub-components from the specified term and CRN combination into the target term and CRN combination.

Sub-Component Definition

Updated: August 27, 2020

Use the Sub-Component Definition section of the page to view and update sub-component information. If the **Must Pass** indicator is selected for a sub-component, the parent component must also be flagged as must pass.

Records cannot be deleted, changed, or inserted if any student in this section has been rolled to academic history. The deletion check includes looking for component definition records that have existing sub-component records.

Fields	Descriptions
Name	Name of the gradable component.
Description	A description of the component that is meaningful to the student. This description will be displayed on the Subcomponent Grade Detail page in Self-Service.
Weight	Weight that the mark for this component has in the calculation of the midterm or final grade.

Fields	Descriptions
Marked Out of	Total attainable marks for the component. The value in this field determines the percentage for the component.
Due Date	Date field that can be used for items such as assignment due date, quiz, or exam date.
Must Pass	Check box that indicates whether the student must pass the component to attain a passing grade for the course.
Grade Scale	Grade scale code for the numeric range and letter grade from the SHBGSCH table. This value defaults from the Component Definition section. It can be overridden by the user.
Late Rule	Late rule code for the grade scale assignment. This value defaults from the Component Definition section. It can be overridden by the user.
Resit Rule	Resit rule for the grade scale assignment. This value defaults from the Component Definition section. It can be overridden by the user.
Pass Mark	Grade required to pass this component. This value is validated against the assigned grade scale. The pass mark defaults from the grade scale assigned to the sub-component but can be overridden by the user.
and Sequence	Sequence number used to indicate that the and logic is to be applied to the sub-component with the next highest sequence number. This field is used in conjunction with the **and** field to order the and logic correctly. This sequence number is independent of the **Sequence** field which is used to order sub-component display in Banner Self-Service.
and	Sub set logic, such as `OR`, `AND`, or `NULL,` to be applied to the set of sub-components.

Fields	Descriptions
	If the field is left blank, then the process uses AND logic.
Mark Anonymous	Check box that indicates whether the sub-component is available for anonymous grading.
Total Weight	Total sub-component weight used to calculate the grade.

EDI Academic Grade Qualifier (SHAGEDI) page

Updated: August 27, 2020

This page is used to maintain the Academic Grade Qualifiers used by Electronic Data Interchange (EDI).

Academic Grade Qualifiers act as a coding scheme to standardize grading scales between sending and receiving institutions. Academic Grade Qualifiers are assigned based upon the course level and the student's grading mode for a particular course. Academic Grade Qualifiers are outlined in the *EDI SPEEDE/ExPRESS Implementation Guide*, Appendix B, Data Element #1148.

Graduation Application Eligibility Rules (SHAGELR) page

Updated: August 27, 2020

This page is used to define rules that determine who is eligible to apply for graduation using Banner Student Self-Service graduation application pages.

Learners with data elements that match an eligibility rule are allowed to apply for graduation. At least one eligibility rule must be met for each current/active SORLCUR record in the curricula set in order for the learner to be allowed to submit a graduation application through self-service. Rules can be queried and are ordered by rule number. You can access SHAGADR and SHAGADS from this page.

When a student selects the Apply to Graduate menu option in Banner® Student Self-Service, all current and active curriculum records are examined. If an existing learner curriculum has not been rolled to history or not already marked as graduated (degree), and no active graduation application exists for the curriculum, the process checks for eligibility. One eligibility rule needs to be met so the student can apply for graduation.

Main window

Updated: August 27, 2020

The main window contains curriculum, general student, and academic history information and GPA and hours data for the eligibility rules.

Key block

Updated: August 27, 2020

Use this section to select the module that the graduation application eligibility rule applies to for matching.

Fields	Descriptions
Module	Radio group that indicates the module on the curriculum record that is associated with the eligibility rule to be considered a match and allow the student to submit a graduation application. Choices are: `Learner`, `Outcome`, `Either`.
Rule Number	Number of the eligibility rule. Display only.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Data section

Updated: August 27, 2020

Use this section to set up curriculum, general student, academic history, level GPA, and level minimum hours data for the graduation application eligibility rule matching.

The term used to evaluate the general student data is the maximum SFRSTCR term for the student. If this does not exist, the maximum SGBSTDN term is used. The term used to evaluate the academic history data is the most recent SHRTTRM term.

Fields	Descriptions
These fields are in the Curricula information.	
Level	Level on the curriculum record for the eligibility rule to be considered a match. List Level Code Validation (STVLEVL)
Campus	Campus on the curriculum record for the eligibility rule to be considered a match. List Campus Validation (STVCAMP)
College	College on the curriculum record for the eligibility rule to be considered a match. List College Validation (STVCOLL)
Degree	Degree on the curriculum record for the eligibility rule to be considered a match. List Degree Code Validation (STVDEGC)
Program	Program on the curriculum record for the eligibility rule to be considered a match. List Existing Programs (SMAPRLE)
Field of Study Type	Learner field of study type on the curriculum record for the eligibility rule to be considered a match. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code on the curriculum record for the eligibility rule to be considered a match. List All Major Codes (STVMAJR)

Fields	Descriptions
Department	Department on the curriculum record for the eligibility rule to be considered a match. List Department Validation (STVDEPT)
Matriculated Term	Matriculation term on the curriculum record for the eligibility rule to be considered a match. List Term Code Validation (STVTERM)
Admission Term	Admission term on the curriculum record for the eligibility rule to be considered a match. List Term Code Validation (STVTERM)
Expected Graduation Date From	First date of the date range on the curriculum record in which the learner is expected to graduate. The date must be greater than or equal to this date to be considered a match.
To	Last date of the date range on the curriculum record in which the learner is expected to graduate. The date must be less than or equal to this date to be considered a match
Graduation Term	Graduation term on the curriculum record for the eligibility rule to be considered a match. List Term Code Validation (STVTERM)
The following fields are in the General Student information.	
Status	Student status on the general student record for the eligibility rule to be considered a match.

Fields	Descriptions
	List Student Status Code Validation (STVSTST)
Class	Class on the general student record for the eligibility rule to be considered a match. List Class Code Validation (STVCLAS)
Attribute	Student attribute on the general student record for the eligibility rule to be considered a match. List Student Attribute Validation (STVATTS)
Cohort	Cohort on the general student record for the eligibility rule to be considered a match. List Cohort Code Validation (STVCHRT)
Expected Graduation Date From	First date of the date range on the general student record in which the learner is expected to graduate. The date must be greater than or equal to this date to be considered a match.
To	Last date of the date range on the general student record in which the learner is expected to graduate. The date must be less than or equal to this date to be considered a match
Graduation Term	Graduation term on the general student record for the eligibility rule to be considered a match. List Term Code Validation (STVTERM)
The following fields are in the Academic History information.	
Academic Standing	Academic standing for the student, for the

Fields	Descriptions
	highest SHRTTRM record, for the curriculum, for the eligibility rule to be considered a match. List Academic Standing Validation (STVASTD)
Combined Standing	Combined academic standing for the student, for the highest SHRTTRM record, for the curriculum, for the eligibility rule to be considered a match. List Combined Academic Standing (STVCAST)
Graduation Status	Graduation status for the student, for the highest SHRTTRM record, for the curriculum, for the eligibility rule to be considered a match. List Graduation Status Validation (STVGRST)
Outcome Status	Degree status code on the degree record, for the outcome curriculum selected, for the eligibility rule to be considered a match. List Degree Status Code Validation (STVDEGS)
Expected Graduation Date From	First date of the date range on the degree record in which the learner is expected to graduate. The date for the outcome curriculum selected must be greater than or equal to this date to be considered a match.
To	Last date of the date range on the degree record in which the learner is expected to

Fields	Descriptions
	graduate. The date for the outcome curriculum selected must be less than or equal to this date to be considered a match
Graduation Term	Graduation term on the degree record, for the outcome curriculum selected, for the eligibility rule to be considered a match. List Term Code Validation (STVTERM)
The following fields are in the Attempted Hours information.	
GPA Level	Level code used by the eligibility rule to determine the level GPA data (SHRLGPA) to be used. This field is required when institutional or overall minimum hours are specified. List Level Code Validation (STVLEVL)
Include Attempted Hours	Check box that indicates whether in-progress courses should be included in the institutional and overall hours calculations to determine eligibility based on hours. In-progress courses are those that have not yet been rolled to history.
The following fields are in the Institutional Minimums information.	
Earned Hours	Minimum institutional earned hours for the level specified that the student must meet to match the eligibility rule.
GPA Hours	Minimum institutional GPA hours for the level specified that the student must meet to match the eligibility rule.
GPA	Minimum institutional GPA for the level specified that the student must meet to match the eligibility rule.
The following fields are in the Overall Minimums information.	

Fields	Descriptions
Earned Hours	Minimum overall earned hours for the level specified that the student must meet to match the eligibility rule.
GPA Hours	Minimum overall GPA hours for the level specified that the student must meet to match the eligibility rule.
GPA	Minimum overall GPA for the level specified that the student must meet to match the eligibility rule.

GPA Display Rules (SHAGPAR) page

Updated: August 27, 2020

The GPA Display Rules (SHAGPAR) page is used to set up rules for an institution which determines how grade point averages (GPAs) and quality points are displayed for various segments of the student population.

You can create overall GPA display rules and display rules for the level and campus GPAs. You can search on the GPA display rules based on the effective term, and course level, and course campus combination(s) entered in the Key block.

This page is composed of the following sections:

- Key block
- Overall GPA Rules
- Level and Campus GPA Rules

Key block

Updated: August 27, 2020

Use the Key block to enter search information to limit the rules that are displayed. You may enter one or all fields for the search. If you do not enter any information in the Key block for the search, all existing rules will be displayed.

Fields	Descriptions
Term	Term code and description. for the rule. This can be used to limit the results of a search to only those rules where the effective term code is less than or equal to the value you entered.
Level	Level code and description for the rule. This can be used to limit the results of the search to only those rules where the level code equals the value you entered.
Campus	Campus code and description for the rule. This can be used to limit the results of the search to only those rules where the campus code equals the value you entered.

Overall GPA Rules

Updated: August 27, 2020

Use the Overall GPA Rules section of the page to define overall term selection and overall GPA rules. Use the Overall GPA Rules section to access this section of the page.

Overall Term Selection

Updated: August 27, 2020

Use this section to specify which term code in the student's academic history should be used for the selection of a GPA display rule.

Fields	Descriptions
Overall Term Selection	Radio group used to specify the term code on which the GPA display rule selection is based. Choices are: • *`Use student's first term`* - Value of *`F`* is mapped to the `SHBOGSC_TERM_SELECT_CDE`. *`F`* is the default. • *`Use student's last term`* - Value of *`L`* is mapped to the `SHBOGSC_TERM_SELECT_CDE`.

Fields	Descriptions
	• *Use most recent display rule* - Value of *M* is mapped to the SHBOGSC_TERM_SELECT_CDE.

Overall GPA Rules

Updated: August 27, 2020

Use this section to define multiple display formats of GPA rules for pages, fields, reports, and Banner Self-Service.

Fields	Descriptions
Effective Term	Effective term code and description of term in which the rule displayed becomes active.
The following fields are in the GPA Display Rule information.	
GPA	Radio group used to specify if the grade point average data should be displayed as rounded or truncated. Choices are: *Round* - Value of *R* is mapped to the SHROGDR_GPA_DISPLAY_CDE. *Truncate* - Value of *T* is mapped to the SHROGDR_GPA_DISPLAY_CDE. The default value is *T*.
Display Decimals	Value entered in this field determines the number of digits to the right of the decimal that will be displayed on reports for GPA values. Enter a value from *0 - 9*. The default value is *2*. This value is mapped to the SHROGDR_GPA_DISPLAY_NUMBER.
The following fields are in the Points Display Rule information.	
Quality Points	Radio group used to specify if the quality

Fields	Descriptions
	point data should be displayed as rounded or truncated. Choices are: *Round* - Value of *R* is mapped to the SHROGDR_QP_DISPLAY_CDE. *Truncate* - Value of *T* is mapped to the SHROGDR_QP_DISPLAY_CDE. The default value is *T*.
Display Decimals	Value entered in this field determines the number of digits to the right of the decimal that will be displayed on reports for quality point values. Enter a value from *0 - 6.* The default value is *2*. This value is mapped to the SHROGDR_QP_DISPLAY_NUMBER.

Level and Campus GPA Rules

Updated: August 27, 2020

The Level and Campus GPA Rules section displays the level term selection, level GPA rules, and campus GPA rules. Use the Level and Campus GPA Rules section to access this section of the page.

Level Term Selection

Updated: August 27, 2020

Use this section to specify which term code in the student's academic history should be used for the selection of a level-specific GPA display rule.

Fields	Descriptions
Level	Course level code used to create a course level-specific GPA display rule. This field is mapped to the SHRLGSC_LEVL_CODE.
Term Selection	Radio group used to specify the term on

Fields	Descriptions
	which the level-specific GPA display rule selection is based. Choices are: *Use student's first term* - Value of *F* is mapped to the SHRLGSC_TERM_SELECT_CDE. *F* is the default. *Use student's last term* - Value of *L* is mapped to the SHRLGSC_TERM_SELECT_CDE. *Use most recent display rule* - Value of *M* is mapped to the SHRLGSC_TERM_SELECT_CDE.

Level GPA Rules

Updated: August 27, 2020

Use this section to define the level-specific GPA display rules.

Fields	Descriptions
Level	Course level code and description of the level for which the rule would apply. This field is mapped to the SHRLGDR_LEVL_CODE.
Effective Term	Effective term code and description for the term in which the rule becomes active.
The following fields are in the GPA Display Rule information.	
GPA	Radio group to specify if the grade point average data should be displayed as rounded or truncated.

Fields	Descriptions
	Choices are: *Round* - Value of *R* is mapped to the SHRLGDR_GPA_DISPLAY_CDE. *Truncate* - Value of *T* is mapped to the SHRLGDR_GPA_DISPLAY_CDE. The default value is *T*.
Display Decimals	Value entered in this field determines the number of digits to the right of the decimal that will be displayed on reports for level-specific GPA values. Enter a value from *0 – 9*. The default value is *2*. This value is mapped to SHRLGDR_GPA_DISPLAY_NUMBER.
The following fields are in the Points Display Rule information.	
Quality Points	Radio group used to specify if the quality point data should be displayed as rounded or truncated. Choices are: *Round* - Value of *R* is mapped to the SHRLGDR_QP_DISPLAY_CDE. *Truncate* - Value of *T* is mapped to the SHRLGDR_QP_DISPLAY_CDE. The default value is *T*.
Display Decimals	Value entered in this field determines the number of digits to the right of the decimal that will be displayed on pages and reports for level-specific quality point values. Enter a value from *0 – 6*. The default value is *2*. This value is mapped to the SHRLGDR_QP_DISPLAY_NUMBER.

Campus GPA Rules

Updated: August 27, 2020

Use this section to define the campus-specific GPA rules.

Fields	Descriptions
Campus	Campus code and description of the campus for which the rule would apply. This field is mapped to the `SHRCGDR_CAMP_CODE`.
Level	Course level code and description of the level for which the rule would apply. This field is mapped to the `SHRCGDR_LEVL_CODE`.
Effective Term	Effective term code and description of the term in which the rule becomes active.
The following fields are in the GPA Display Rule information.	
GPA	Radio group used to specify if the grade point average data should be displayed as rounded or truncated. Choices are: *Round* - Value of *R* is mapped to the `SHRCGDR_GPA_DISPLAY_CDE`. *Truncate* - Value of *T* is mapped to the `SHRCGDR_GPA_DISPLAY_CDE`. The default value is *T*.
Display Decimals	Value entered in this field determines the number of digits to the right of the decimal that will be displayed on reports for campus-specific GPA values. Enter a value from *0 – 9*. The default value is *2*. This value is mapped to the `SHRCGDR_GPA_DISPLAY_NUMBER`.
The following fields are in the Points Display Rule information.	

Fields	Descriptions
Quality Points	Radio group used to specify if the quality point data should be displayed as rounded or truncated. Choices are: *Round* - Value of *R* is mapped to the SHRCGDR_QP_DISPLAY_CDE. *Truncate* - Value of *T* is mapped to the SHRCGDR_QP_DISPLAY_CDE. The default value is *T*.
Display Decimal	Value entered in this field determines the number of digits to the right of the decimal that will be displayed on reports for campus-specific quality point values. Enter a value from *0 – 6*. The default value is *2*. This value is mapped to the SHRCGDR_QP_DISPLAY_NUMBER.

Graduation Default Control (SHAGRDD) page

Updated: August 27, 2020

This control page is used to set up height, weight, and head size, which are used on the Ceremony Attendance (SHACATT) page, and awarding institution default values, which are used on the Diploma (SHADIPL) page.

Grade Code Maintenance (SHAGRDE) page

Updated: August 27, 2020

The Grade Code Maintenance (SHAGRDE) page is used to capture and maintain all of the institution's grading symbols and associated quality points. You can also define the rules for which hours (attempted, passed, earned, GPA) are affected by the specific grade symbol.

The grade codes are stored by level within the institution. Additionally, an effective term is associated with each level and grade combination to enable the user to negate a specific grade code as of a specific term, and optionally, to identify a new set of rules for the level and grade combination. Changes to existing entries are not permitted, nor is deleting an entry if it has been posted to a student's record. At least one valid grading mode must be established for each grade entered.

This page is composed of the following sections in related references:

Related reference

- Grade Code Maintenance (California Localization)
- Valid Grading Modes (California Localization)

Grade Code Maintenance (California Localization)

Updated: March 16, 2023

Use the Grade Code Maintenance section of the page to perform the following.

- enter and maintain grade codes associated with the term and level combination
- include the number of quality points associated with the specific grade code
- define rules for including or excluding the code from the calculation of attempted, passed, earned, and GPA hours

  Note: Make sure valid level and term codes exists before setting up grade code rules.

All grade codes are specified by level. Grade codes are stored by effective date to allow you to specify new values for existing grade codes if your institution's policies change. New grade codes may be entered for future terms, and the system will not use them until the effective date comes due. Likewise, a grade code that is no longer valid can be deactivated by creating an entry that has an effective term equal to the term in which you want to deactivate the grade. When this entry has been created, changing the grade status indicator to an `I` (Inactive) flags this as not valid.

Fields	Descriptions
Grade Code	Grade code for the rule. Grade codes reflect your institution's grading policy. They are user-defined and can be from one to six characters. You can use alpha, numeric, and special characters.

Fields	Descriptions
	The quality points and indicators associated with each grade code determine how the hours for the course are counted in the student's academic record.
Level	Course level code for which each grade code is valid. Each grade code must be defined for each course level in which it is valid. Defining grade codes by course level allows institutions to have different grading policies for different levels.
Effective Term	Effective term code and description for the rule. This is the earliest term for which the grade will be used and the term in which the grade code becomes effective. This allows an institution to reflect changes in grading policy and grade definition. If an institution's grading policy changes, the old grade can be inactivated, and the new grade can use the new effective term. Any grades entered on a student's record for terms before the earliest effective term for the grade code/level will not be processed correctly by GPA calculations and other system processing.
Abbreviation	Grade code abbreviation description. The abbreviation is not used in by system processes such as transcripts or grade mailers.
Status	Grade status. Values are *I* (Inactive) or *A* (Active). The default is *A*. A grade definition can be inactivated when it is no longer valid for entry as a grade on a student's record.
Quality Points	Quality points associated with the grade code/level beginning in the effective term. Quality points are entered in format 999.999 and are used in the GPA calculation. Quality points are multiplied by the credit hours of the course. The result is then divided by the GPA divisor hours to calculate the

Fields	Descriptions
	GPA.
The following fields are in the Count in information.	
Count in Attempted	Check box used to indicate whether the credit hours in a course to which the grade has been assigned should be counted in the student's attempted hours. Attempted hours are defined by the institution, based on their grading policy. The default is unchecked (*N*).
Count in Passed	Check box used to indicate whether the credit hours in a course to which the grade has been assigned should be counted in the student's passed hours. Passed hours are defined by the institution, based on their grading policy. The default is unchecked (*N*).
Count in Earned	Check box used to indicate whether the credit hours in a course to which the grade has been assigned should be counted in the student's earned (completed) hours. Earned hours are defined by the institution, based on their grading policy. The default is unchecked (*N*). Earned hours are used for the determination of student classification. They are also printed on grade mailers and transcripts, and are the only hours which are accumulated toward requirement fulfillment in CAPP compliance processing.
Count in GPA	Check box used to indicate whether the credit hours and quality points in a course to which the grade has been assigned should be used in the GPA calculation. The default is unchecked (*N*). The GPA divisor hours are divided into the result of the course credit hours multiplied by the quality points to determine a student's GPA.
The following fields are in the Incomplete Grade information.	
Incomplete Grade Indicator	Check box used to indicate whether the grade code is defined for use with incomplete grade processing. The default is unchecked (*N*).

Fields	Descriptions
Incomplete Grade Default	Used to define a default, replacement, final grade for the incomplete grade if coursework has not been completed. Valid values from SHRGRDE include all non-incomplete grade codes that are active for the same level as the incomplete grade.
Incomplete Grade Numeric Value	Numeric value associated with the grade to determine the minimum grade needed for degree compliance. The numeric value is used by system processing (such as repeat checking and CAPP compliance verification) to determine when a grade meets a minimum grade requirement or which grade is considered to be highest when compared to other grades. The higher the grade, the higher the numeric value you want to use.
The following fields are in the Indicators information.	
Traditional	Check box used to indicate whether the grade is traditional or non-traditional for degree compliance. Traditional grades can be *A*, *B*, *C*, and so on. Non-traditional grades can be *Pass*, *No credit*, *Audit*, and so on. The default is unchecked (*N*). CAPP requirements can specify the maximum allowable number of credits and courses for which a non-traditional grade which can be applied to the requirements.
Web	Check box used to specify whether the grades will be available for entry through the Banner Faculty and Advisor Self-Service Mid-Term Grades page and Final Grades page. This allows the restriction of certain grades from being available for faculty entry. The default value is checked (*Y*) when new grade definitions are added, but this can be changed to unchecked (*N*) at any time.
Repeat	Check box used to specify whether the associated grade will be included in the repeat processing evaluation when SHRRPTS is run. The default is checked (*Y*).

Fields	Descriptions
Last Attended	Check box used to indicate whether the grade code requires the entry of the student's last attendance date for the class on SFAALST, SFASLST, or on the Final Grades page in Banner Faculty and Advisor Self-Service. The default is unchecked (*N*).
Narrative Grade Comment	Check box used to allow the institutions to choose if the Grade must have a mandatory narrative grade comment. The check box is MEP enabled. **Note:** The Narrative Grade Comment validation is applicable only for the final grades in Faculty Self-Service, and not on the SHATCKN and SFASLST pages.

California Localization

The field and description in this section applies to California only.

Fields	Descriptions
Repeat Type	Type of grade associated with this code in repeat processing, if this code is used in registration repeat process evaluation (that is, the Repeat Ind check box is checked [SHRGRDE_REPEAT_INCLUDE_IND = Y]). Values are Satisfactory, Substandard, Withdrawal, and null.
Repeat	For CALB localizations, do not check this for any grade that is not to be evaluated for repeats. For example, do not check this on a 'military withdrawal' (MW) grade code since, per the regulations, military withdrawals are not repeat limited like standard withdrawals (W) are.

Incomplete Grade Processing

Updated: August 27, 2020

This page accommodates incomplete grades and default, replacement, final grades using the **Incomplete Grade Indicator** and **Incomplete Grade Default** fields.

The **Incomplete Grade Indicator** check box is used to specify when checked (set to *Y*) that the grade code is for an incomplete grade. The **Incomplete Grade Default** field displays the default, replacement, final grade for the incomplete grade. The **Incomplete Grade Indicator** field will always be checked (set to *Y*) when a default final grade exists. When a grade record is removed or inactivated, the system checks that the grade is not in use as a default, incomplete, final grade on another active grade record.

If you set the **Incomplete Grade Indicator** check box for the grade code when the incomplete grade is entered, and a default final grade is not entered at that time, faculty members can use override capabilities to change the final grades. Prior entries for grade values on SHAGRDE will automatically have the **Incomplete Grade Indicator** unchecked (set to *N*), indicating there are no default final grades, as those entries would not have been processed as incompletes. Default, incomplete, final grades can be `Null` for grade codes where the **Incomplete Grade Indicator** is checked, and an instructor can enter a replacement final grade when the incomplete grade is assigned.

You can access the Incomplete Grade Rules (SHAINCG) page from this page.

Valid Grading Modes (California Localization)

Updated: August 27, 2020

Use the Valid Grading Modes section of the page to enter and maintain valid grading modes that are associated with specific grade codes. For each grade code a minimum of one grade mode must be associated.

Note: Valid grading mode codes must also have been previously established in STVGMOD page.

If a grade is not used for grading, you can delete the grade code rule and its associated grading modes and grade substitution records.

Fields	Descriptions
Mode	Valid grading mode code and description for the grade. Grading modes are assigned so that each grade is valid. Each grade definition must be valid for at least one grading mode.

California Localization

The field and description in this section applies to California only.

Fields	Descriptions
Repeat Type	Type of grade associated with this code in repeat processing, if this code is used in registration repeat process evaluation (that is, the Repeat Ind check box is checked [SHRGRDE_REPEAT_INCLUDE_IND = Y]). Values are Satisfactory, Substandard, Withdrawal, Military Withdrawal, and null.

Grade Substitution Maintenance (SHAGRDS) page

Updated: August 27, 2020

The Grade Substitution Maintenance (SHAGRDS) page is used to capture and maintain grade substitution entries.

These entries are checked when a grade is posted to the student's record. It ensures the grade posted on the student's record is in agreement with the grading mode selected for the course. For example, a student may have chosen the Pass or Fail option for a specific course, but the instructor posted a grade of *A*. If a substitution grade of *P* is defined on this page, the system will convert the *A* entered by the instructor to a *P*.

Note: Validation against grade mode occurs during the roll process, at which time grade substitution rules are also checked.

The Grade Code Maintenance (SHAGRDE) page and the Grading Mode Validation (STVGMOD) page must have been completed before entering grade substitution information.

This page is composed of the following sections:

- Grade Entered
- Substitute Grade and Grade Mode

Grade Entered (California Localization)

Updated: August 27, 2020

Use the Grade Entered section of the page to view all the institution-defined grade codes. You can view and select the institution-defined grade for which you want to define a substitute grade.

Note: All the fields in this section are display only.

Fields	Descriptions
Grade	Grade defined on the Grade Code Maintenance (SHAGRDE) page.
Abbreviation	Abbreviation for the entered grade.
Course Level	Course level for the entered grade.
Effective Term	Effective term for the entered grade.
Status	Status for the entered grade. Values - Active, Inactive.

California Localization

The field and description in this section applies to California only.

Fields	Descriptions
Repeat Type	Type of grade associated with this code in repeat processing, if this code is used in registration repeat process evaluation (that is, the Repeat Ind check box is checked [`SHRGRDE_REPEAT_INCLUDE_IND` = `Y`]). Values are Satisfactory, Substandard, Withdrawal, Military Withdrawal, and null.

Substitute Grade and Grade Mode (California Localization)

Updated: August 27, 2020

Use the Substitute Grade and Grade Mode section of the page to define substitute grades. The substitute grade must be associated with a grading mode. For each entered grade there may be multiple substitute grades.

For example, a student may have chosen the Pass or Fail option for a specific course, but the instructor posted a grade of *`A`*. If a substitution grade of *`P`* is defined on this page, the system will convert the *`A`* entered by instructor to a *`P`*. Similarly, a student may have chosen the Audit option for a specific course, but the instructor posted the same grade of *`A`*. If a substitution grade of *`AU`* is defined on this page, the system will convert the *`A`* entered by instructor to a *`AU`*.

Fields	Descriptions
Substitute Grade Mode	Grading mode associated with the grade code.
Substitute Grade	Substitute grade for an entered grade.

California Localization

The field and description in this section applies to California only.

Fields	Descriptions
Repeat Type	Type of grade associated with this code in repeat processing, if this code is used in registration repeat process evaluation (that is, the Repeat Ind check box is checked [`SHRGRDE_REPEAT_INCLUDE_IND` = *Y*]). Values are Satisfactory, Substandard, Withdrawal, Military Withdrawal, and null.

Grade Book Rule Definition (SHAGRUL) page

Updated: August 27, 2020

The Grade Book Rule Definition (SHAGRUL) page is used to create rules for gradebook calculations. The details entered here are stored in the SHBGRUL and SHRGRUL tables. The grade book rules process is based on the rules defined in SHAGRUL page.

Note: Banner Electronic Gradebook (EGB) is a tool which allows faculty members to enter students' grade using Faculty and Advisor Self-Service.

Each rule is associated with the parameter-based coded functions, which are listed in the SHKEGRB package. These functions, based on the parameter values entered, calculate the marks obtained by the student.

Users can define their own term-based rules and parameter values which can then be assigned to components and sub-components. These values can be set as defaults in the Gradebook Controls section on SOATERM, which are defaulted into the relevant fields in SSBSECT table when a section is created. The values are also displayed in the Grade Component Definition (SHAGCOM) page where they can also be manually updated. The values in SHAGCOM are then defaulted to all components created in that section, which again can be individually updated. At this point, all sub-components created against a component will have the values for the parent components defaulted in when a section is created, and they can then be manually updated.

This page is composed of the following sections:

- Rule Assignment
- Parameter Definition

Rule Assignment

Updated: August 27, 2020

Use the Rule Assignment section of the page to define a rule for the grade book rule process. Each rule name is associated with a parameter-based coded function which performs the rule calculation. To define a rule, the **Rule Name**, **Description**, and **Function** fields are the required.

Fields	Descriptions
Rule Name	Grade book rule name. For each rule definition record, the rule name must be unique. For an existing rule, the **Rule Name** cannot be updated and will be display only.
Description	Grade book rule description. An existing rule description can be updated and saved.
Function	Lists of functions or procedures from the SHKEGRB package. A function or procedure in a package has the logic to perform the rule calculation. Select the required function from the list. For an existing record, if a function is updated, the previous function's associated parameter name and its values will be deleted. For the new function selected, the function parameter(s) will be displayed, and the name and values must be entered.

Fields	Descriptions
	Functions can exist with out the parameter(s), but if a parameter(s) exists, a minimum of one parameter value is required to save the rule definition record. For existing records which are assigned on SOATERM or SHAGCOM, the **Rule Name** and **Function** fields cannot be updated and will be display only.
System Required	Check box used to determine which rules are system required. If the check box is checked, the rule cannot be deleted. *LATE* and *RESIT* are system-required rule names for which the **System Required** check box is checked.

Parameter Definition

Updated: August 27, 2020

Use the Parameter Definition section of the page to perform the following.

- Enter a user friendly parameter name, if a parameter exists for a function or procedure. The parameter name is required if a parameter(s) exists.
- Enter parameter values for the function associated with the rule.

  Note: The **Parameters** and **Data Type** fields are display only.

Fields	Descriptions
Parameter	Parameter(s) associated with a function or procedure, such as *CRN_IN*, *PIDM_IN*, and so on.

Fields	Descriptions
	In the Rule Assignment section, when a function is selected that has no parameter(s) defined, the parameter list will be empty.
Data Type	Data type of the parameter. For example, *NUMBER*, *VARCHAR*, and so on.
Name	Name entered for each parameter. This is required for all the parameters.
Value	Value entered for each parameter. If multiple parameters exists, a minimum of one parameter value is required to save the rule definition record.

Grade Scale Definition (SHAGSCH) page

Updated: August 27, 2020

The Grade Scale Definition (SHAGSCH) page is used in Electronic Grade Book processing with Banner Faculty and Advisor Self-Service to define a grade scale for use in the grade calculation procedure and to draw a relationship between a percentage and a letter grade.

This page is composed of the following sections:

- Grade Scale Description
- Grade Scale Percentage Definition

Grade Scale Description (California Localization)

Updated: August 27, 2020

Use the Grade Scale Description section of the page to enter and maintain the detail information for the grade scale.

In Grade Scale Percentage Definition section, if a score does not fall into the defined grade scale percentage range, then in Banner Faculty and Advisor Self-Service, the assigned grade will be the default grade selected in the **Default Grade Code** field. For example, if a student has scored 45 percent, which does not fall into the following grade scale percentage range, then the default grade code of *B* defined in **Default Grade Code** field will be assigned in Banner Faculty and Advisor Self-Service.

Low	High	
70.00	100	A (70% and above = grade A)
60.00	69.99	B (60.0

Low	High

0–69.99 = grade B)

Note: If no grade is selected in **Default Grade Code** field, then the grade will be blank for a score.

The term, CRN, subject, course, section, campus, college, department, division, and level data items are used to define the characteristics that will be examined to determine if this grade scale is valid for a particular course or CRN and to customize a grade scale to a selected grouping of courses.

Here are some examples of combinations of entered values.

Values Entered in Page	Campus	
Term, CRN	D	D
Term, Subject	E	E
Subject	E	E
Term, Subject, Course	E	D
Subject, Course	E	E
Campus *	-----	E
College *	E	E -----
Division *	E	E -----
Department *	E	E -----
D = Defaulted *E = Enterable*		

Values Entered in Page	Campus
`* = Can be entered in association with a term`	

The following fields are in this section.

Fields	Descriptions
Grade Scale	Grade scale code to be entered. Codes can be up to ten characters.
Grade Scale Description	Description of grade scale code entered. Description can be up to thirty characters.
Pass Percentage	Percentage the student must attain to receive a passing grade for the components. When a new record is inserted, the default pass percentage value is `50.00`.
Associated with Grade Component	Check box used to indicate whether the grade scale has been assigned to a CRN in SHAGCOM. When checked, you will not be permitted to change or delete this grade scale. To make a change, you must change the grade scale of all CRNs to which it has been allocated. When all associations to the CRNs have been broken, the grade scale can then be updated or deleted.
Term	Code and description of the term for the grade scale.

Fields	Descriptions
CRN	Course reference number used for the grade scale.
Subject	Code and description of the subject associated with the grade scale. This is a LOV field linked to Existing Courses list.
Course	Number and name of the course associated with the grade scale. This is a read-only LOV field.
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Section	Number of the section associated with the grade scale.
Campus	Code and description of the campus associated with the grade scale.
College	Code and description of the college associated with the grade scale.
Department	Code and description of the department associated with the grade scale.
Division	Code and description of the division associated with the grade scale.
Level	Code and description of the level associated with the grade scale. Level is filtered down based on the course, subject, and term information entered.
Default Grade Code	Default grade code for the grade scale. This field is not required. If the grade scale is assigned to a component or sub-component which is flagged as must pass (the **Must Pass** indicator is checked on SHAGCOM), the default grade should be entered. If there are no components or sub-components flagged as must pass, it is not necessary to enter a value in the field. The grade entered will default to the student's record if the student does not achieve a passing percentage. This grade will also be used if there is a percent range that has not been allocated a letter grade in the Grade Scale Percentage section.

California Localization

The fields and description in this section applies to California only.

Fields	Descriptions
Repeat Type	Type of grade associated with this code in repeat processing, if this code is used in registration repeat process evaluation (that is, the Repeat Ind check box is checked [SHRGRDE_REPEAT_INCLUDE_IND = Y]). Values are Satisfactory, Substandard, Withdrawal, Military Withdrawal, and null.

Grade Scale Percentage Definition

Updated: August 27, 2020

Use the Grade Scale Percentage Definition section of the page to view the low and high percentages, grade, and median for the grade scale.

If you are entering numeric scores on a student's component or sub-component record, you would only be required to enter the low percentage and the grade value, which can be alpha or numeric. However, if the institution's policy is to enter a letter grade, a means to translate the grade into a numeric value is required. To that end, the median represents the interpreted value of the letter grade for component, midterm, and final grade calculation.

If a median grade is defined, the Web entry page permits the faculty member to select a letter grade from a list and then assign the median (defined here) as the score. If the institution does not want this functionality to be used, median grades should not be defined.

The grade scale definition will then encompass both categorical marks (A = 90 – 100)and numeric marks (50 - 50), and can then be equated by calculation to a final grade.

In Grade Scale Percentage Definition section, if a score does not fall into the defined grade scale percentage range, then in Banner Faculty and Advisor Self-Service, the assigned grade will the default grade selected in the **Default Grade Code** field. For example, if a student has scored 45 percent, which does not fall into the following grade scale percentage range, then the default grade code of *B* defined in **Default Grade Code** field will be assigned in Banner Faculty and Advisor Self-Service.

Low	High	
70.00	100	A (70% and above = grade A)
60.00	69.99	B (60.00–6

Low	High

9
.
9
9
=
g
r
a
d
e
B
)

Note: If no grade is selected in **Default Grade Code** field, then the grade will be blank for a score.

Example 1: Grade Scale

The low percentage and grade would be entered on the page, and the high value would automatically be calculated.

Low	High	
70.00	100	A (70% and above = grade A)
60.00	69.99	B (60.00–6

Low	High	
		9.99=gradeB)
50.00	59.99	(C50.00–59.99=gra

Low	High	
		de C)
40.00	49.99	D (40.00–49.99 = grade D)
0.00	39.99	F (0.0

Low	High

0–39.99 = grade F)

The example passing mark is 40%.

When the overall percentage for the section is calculated, it is then mapped to an alpha grade. An overall mark of 65% becomes a B, which is stored in the SFRSTCR table and in academic history.

Example 2: Numerical Grade Scale

This is defined so that actual percentages or numeric values can be recorded in the SFRSTCR table and in academic history.

Low	High	
99.5	100	100
98.5	99.49	99
97.5	98.49	98
96.5	97.49	97

2.5	3.49	3
1.5	2.49	2
0.5	1.49	1
0	.49	0

The example passing mark is 40%.

When the overall percentage for a section is calculated to two decimal places, it is mapped to the appropriate rounded percentage. An overall mark of 65% becomes 65, which is stored in SFRSTCR and academic history.

Example 3: Categorical Grade Scale

This is defined so that alpha grades can be entered on the Web and then recorded as either an alpha grade or a percentage. A default score or median for each alpha grade is used to calculate composite scores. A categorical grade of A might have a median of 95%. When you enter the grade of A, the value of 95% stored as median is used to calculate the composite score for the component or sub-component.

The following fields are in this section of the page.

Fields	Descriptions
Low	The beginning of the grade percentage range (minimum) that will be translated to the corresponding letter grade. For example, if the first percent entered is 90, component percentages in the 90% to 100% range will be equated to the grade contained on the same record. If the second percent entered is 80, percentages of 80% to 89.99% will result in the letter grade defined on the same record. The last grade should define the failing letter grade with a percent defined as 0.
High	The end of the grade percentage range (maximum) that is associated with the entered letter grade. This is an information only field and is calculated (as opposed to being stored in the SHRGRSC table). Therefore, when the page is refreshed, this value is derived. For example, the high value for rows two to four would be the low percentage of the preceding row, minus .01. The high percentage of row one would always be 100.00.
Grade	Letter grade to be used on the student's component mark record (i.e., A+, A, A-, B, C, D, F). The grade calculation procedure ensures that midterm and final grades have been established in the Grade Code Maintenance (SHAGRDE) page. Therefore, you should ensure that only valid grades are entered here. If the grade scale is associated with a term and or level then all the relevant grades for that term and or level combination will be available.
Median	The interpreted (translated) value of the letter grade for component, midterm, and final grade calculation.

Incomplete Grade Rules (SHAINCG) page

Updated: August 27, 2020

The Incomplete Grade Rules (SHAINCG) page is used to set up the rules used for automated incomplete grade processing.

Unique rules can be created by effective term and level. The system required term value of *000000* is delivered to reflect that incomplete grade processing is inactive (turned off) as of any prior time period. This record with this term value should exist to indicate that incomplete grading is turned off for all levels.

You can filter on the following fields: **Effective Term**, **Level**, **Incomplete Grade Processing**, **Override Grade**, **Override Grade Date**, **Web Display,** and **System Required.** The fields can be used in combination to filter the search result.

Overrides can be set up on this page. Use the **Override Grade** check box to allow faculty members to override the default, incomplete, final grade for a student. Instructors can also override the default extension date based on the setting of the **Override Grade Date** field for the rule. Dates can be shortened, lengthened, both (any), or no date override can be allowed.

This page is composed of the Incomplete Grade Rules section.

Fields	Descriptions
Effective Term	Effective term code and description for the rule.
Level	Level code and description for the rule. If no levels are selected, all levels will be included for that effective term.
Incomplete Grade Processing	Check box used to indicate whether the term or level rule is active for incomplete grade processing. The default is checked (*Y*).
Override Grade	Check box used to indicate whether a default, incomplete, final grade can be overridden by an instructor. The default is checked (*Y*).
Override Grade Date	Indicates if faculty members have

Fields	Descriptions
	permission to override the extension date for incomplete grades in relation to the default value, and what permissions they are granted. The date can be shortened, lengthened, both (any), or no date override can be allowed. The default is `Any`. Values - `Shorten`, `Lengthen`, `Any`, `None` are saved to the database as `S`, `L`, `A`, and `N`.
Web Display	Check box used to indicate whether the incomplete, default, substitute, final grade and extension date values should be displayed in Banner Student Self-Service on the Final Grades page. If unchecked (set to `N`), only the incomplete grade code is displayed. The default is checked (`Y`).
System Required	Check box used to specify whether this value is required by the system. If this check box is checked (set to `Y`), the record cannot be deleted. When this check box is checked, it cannot be unchecked. The default is unchecked (`N`). The system required term value of `000000` is delivered to populate the table and reflect that incomplete grade processing has been inactive. This term code record should exist to indicate that incomplete grading is turned off for all levels. This provides an audit history perspective for terms before the automated processing was in use.

Student Term Course Maintenance (SHAINST) page

Updated: August 27, 2020

The Student Term Course Maintenance (SHAINST) page is used to capture and maintain the student's institutional course work on a term-by-term basis.

The student's academic progress information can be captured in the following ways:

- Information created when grades are posted to the student's record through the Class Roster Page in the Roll to History Process.
  The term header record is created or updated and pertinent information from the course is moved and stored on the history portion of the database. The process also associates the course with student's current level (undergraduate, graduate, and so on). The grades rolled on SFASLST cannot be changed, and any modification to a student's grade must be performed through SHAINST on SHATCKN.
- Information created for the purpose of modifying existing data, or for adding new information to the database.
  When the information is captured and validated, the page ensures that the GPA information for the term being processed is accurate and complete. Each time you enter or update student's record on SHATCKN, there is an effect on the GPA and it is automatically recalculated, which is reflected automatically on SHAINST.

This page calls the Course Maintenance (SHATCKN) page to edit and update individual records, which are stored in the history. This includes:

- when section records exist for the term which is being processed (section)
- when no section records exist for the term which is being processed, and at least one catalog record is found for the term which is being processed (catalog)
- when no section records and no catalog records exist (pre-Banner)

A general student record must be present to store information on SHAINST. Ensure that individual section records are not deleted after the courses have been moved to academic history. It is permissible to delete all sections for a term.

You cannot push data into academic history for a term unless a term header record already exists on SHAINST. Each time an entry is made on SHATCKN which has an effect on the GPA, the GPA will be recalculated automatically when you save your changes on SHATCKN, which will be reflected automatically on SHAINST.

You can also view Study path specific student academic standing and Term GPA by selecting a study path in the key block or the in the Term Header Information tab.

This page is composed of the following sections:

- Key block
- Term Header Information
- Stored GPA By Term Calculation
- Cohort Information

Key block

Updated: August 27, 2020

Use the Key block to enter student ID and term.

Fields	Descriptions
ID	Student ID.
Name	Student name.
Term	Term code and description.
Study Path	Student's Study Path. This field is only visible if the Study Path is enabled for the institution and 'Process GPA by Study Path' is checked in the Academic History Controls (SHACTRL) page Select a Study Path value from this drop-down list to view the study path specific Academic Standing, Progress Evaluation, Combined Academic Standing and GPA for the selected term of the student.

Term Header Information

Updated: August 27, 2020

Use this section the term header information for the student and the academic standing for study path.

Fields	Descriptions
Study Path	Displays the Study Paths for the subjects registered by the student. This field is only visible if the Study Path is enabled for the institution and ‘Process GPA by Study Path’ is checked in the Academic History Controls (SHACTRL) page. If a study path is selected in the key block, the field will be read only. If no study path is selected in the key block, then a study can be selected from the drop down.
`Term Header section`	
Use the Term Header section of the page to view the term header information for the student, which includes the Progress Evaluation, Combined Academic Standing and Academic Standing.	
Data Added by	Radio group used to specify how the student grades are rolled to create a term header record on SHAINST. Each time the student grades are rolled, a Term Header record is created. This is display only. For a given student and term, if the grades are rolled using SFASLST or SFAALST or the SHRROLL process, then the term header information is created by the system and the option selected is `System`. For a given student and term, if the Term Header information is created manually in SHAINST, then the option selected is `User`. Valid values are: • `System` – This option is selected if the grade roll is performed using SFASLST or SFAALST or the SHRROLL process. • `User` – This option is selected if the grade roll is performed manually.
Pre-Catalog Entry	Check box used to indicate whether the term header record is pre-Banner (no section records and no catalog records exist) or not.

Fields	Descriptions
	• This check box is enabled only if catalog records or section records does not exist for an effective term. • This check box is disabled if catalog records or section records exist for an effective term.
Record Status	Status of the term header record. This is display only. The **Last Updated** field displays the date on which the record was last updated. Display only.
End of Term Academic Standing	Academic standing code used to determine the student's academic standing at end of the term. The values in this field can be manually updated Academic standing codes are created on STVASTD. The **Last Updated** field displays the date on which the record was last updated. Display only.
Dean's List Status	Dean's List code used to determine the student's eligibility for the Dean's List based on the rules established on SHAACST. Dean's List codes are created on STVASTD. The **Last Updated** field displays the date on which the record was last updated. Display only.
Progress Evaluation	Code and description of the student's progress evaluation. The values in this field can be manually updated Progress Evaluation codes are created on STVPREV The **Last Updated** field displays the date on which the record was last updated. Display only.
Combined Academic	Code and description of the student's combined academic

Fields	Descriptions
Standing	standing. The combined academic standing code is a combination of an academic standing code and a progress evaluation code. The values in this field can be manually updated Combined Academic Standing codes are created on STVCAST The **Last Updated** field displays the date on which the record was last updated. Display only.
Special Exam Credit	Code and description of the student's special examination.
Withdrawal Reason	Code and description of the withdrawal reason given when the student is leaving the institution. Withdrawal codes must reflect transfer to an eligible institution or leaving for a job related to the student's field of study. Codes are defined on STVWRSN. If withdrawal reason codes are added or changed for the student on SHAINST, the record on the General Student (SGASTDN) page must also be updated. The data in this field is used for the IPEDS Graduation Rate Survey Report (SHRIGRS) and will not control any system processing. This field may be used to support other local processing needs as appropriate.
Transfer Institution	Code and description of the institution to which the student is transferring. Codes are updated and maintained on STVSBGI. If transfer institution codes are added or changed for the student on SHAINST, the record on the General Student (SGASTDN) page must also be updated. The data in this field is used for the IPEDS Graduation Rate Survey Report (SHRIGRS) and will not control any system processing. This field may be used to support other local processing needs as

Fields	Descriptions
	appropriate.
Student Centric Period	Code and description assigned to the term header record. The student centric period code can only be entered or updated using a code that is valid for the term or is `Null`. Validation takes place against the rules on SOASCPT. This field is automatically populated during grade roll processing when a term header record is created, the student has a cycle designator in effect for the term, and student centric processing is being used. The student centric period can be manually entered or changed on SHAINST. This causes the GPA to be recalculated and the student centric period GPA records to be adjusted as part of that calculation.
Duplicate Mailer Request	Check box used to produce duplicate grade mailers for the students. This can be triggered based on the student's request. The grade mailer lists the courses taken, credits, quality points, and grades received and transfer GPAs and term descriptions for each student. The **Last Requested** field displays the date on which the duplicate grade mailers are produced. Display only.
Original Grade Mailer Sent Date	Indicates the date when the original grade mail was sent to the student. Grade mailers are produced by course level using the Grade Mailer Report (SHRGRDE) for students who have had grades rolled to academic history.
Revised Grade Mailer Sent Date	Indicates the date when the revised grade mail was sent to the student. Revised grade mailers may also be produced when grade changes are made on the Course Summary (SHACRSE) page.

Fields	Descriptions
Academic Standing for Study Path section	
Academic Standing for Study Path section is displayed when a study path is selected in the key block or the drop-down. The information shown is specific the selected study path.	
End of Term Academic Standing for Study Path	Academic standing code used to determine the student's academic standing at end of the term by Study Path. The values in this field can be manually updated for the selected Study Path.
End of Term Academic Standing date	End of Term Academic Standing date displays the date on which the record was last updated. Display only.
Progress Evaluation for Study Path	Code and description of the student's progress evaluation by Study Path. The values in this field can be manually updated for the selected Study Path.
Progress Evaluation date	Progress Evaluation date displays the date on which the record was last updated. Display only.
Combined Academic Standing for Study Path	Code and description of the student's combined academic standing by Study Path. The values in this field can be manually updated for the selected Study Path.
Combined Academic Standing date	Combined Academic Standing date displays the date on which the record was last updated. Display only.

Cohort Information

Updated: August 27, 2020

Use the Cohort Information section of the page to display a student's cohort information. The section is display only.

Note: Cohort Information is created using the SGASADD page.

Fields	Descriptions
Cohort	Code and description of the student's cohort.
Inactive	Check box used to indicate whether the student's cohort is inactive.
Reason	Reason for both active and inactive cohort records.

Stored GPA By Term Calculation

Updated: August 27, 2020

Use the Stored GPA By Term Calculation section of the page to view the student's GPA information for a term. All the fields in this section are display only.

Fields	Descriptions
Valid Level	Code and description of the student's level.
The following fields are in the Hours information.	
Attempted	Total number of credit hours that the student attempted for a CRN/section at an institution.
Passed	Total number of credit hours that the student passed for a CRN/section at an institution.
Earned	Total number of credit hours that the student earned for a CRN/section at an institution.
GPA	Total number of credit hours that impact the student's GPA for a CRN/section at an institution.
The following fields are stand alone.	
Quality Points	Total number of quality points for the CRNs/sections that a student completed at an institution.
GPA	Student's GPA earned for the CRNs/ sections stored in academic history. If Study Path is not selected in the key

Fields	Descriptions
	block, the Stored GPA tab will display the level GPA for the selected term.
GPA by Study Path	Displays the student's GPA by Study Path. If a Study Path is selected in the key block, then the the Stored GPA tab will display the GPA by Study Path to indicate that the GPA displayed is by Study Path.
The following buttons below the Stored GPA By Term Calculation section.	
Recalculate GPA	Button used to recalculate student's GPA and GPA by Study Path. When terms have been recalculated, then all levels for each student are also recalculated. When recalculating the GPA from this page, the GPA for the Study Paths will also be recalculated.
Course Maintenance	Button used to navigate to the SHATCKN page.

Mass Entry Ceremony Attendance (SHAMCAT) page

Updated: August 27, 2020

This page is used to perform mass entry of ceremony attendance data. Ceremony information is inserted for students with degree records (SHADEGR) who do not have existing ceremony records (SHACATT) for the ceremony and ceremony term in the Ceremony Update Values.

Note: If a fee has been entered in the Ceremony Update Values, but the student selected for the update has already been assessed a fee, no new fee will be applied through mass entry. To apply another fee, use the Degrees and Other Formal Awards (SHADEGR) page.

Updates will take place when holds exist. You can search on specific criteria, perform updates, and then view the results. If no search criteria is entered, the Results window will not display any records. You can manually enter IDs for students with degree records and perform updates from the Results window.

Population selection can be also used to search for degree and PIDMs that meet the search criteria of the page. Degree records are selected first, then an intersect is performed, and PIDMs that exist in the population selection are selected and displayed with the results.

Main window

Updated: August 27, 2020

This window contains the Search Criteria and Population Selection information. Use the Search section to access this window from other windows in the page.

Search Criteria Information

Updated: August 27, 2020

Use this section to enter the search criteria for mass ceremony attendance processing. Use the search criteria and the population selection criteria to perform the search.

Fields	Descriptions
Graduation Term	Graduation term for the search criteria. List Term Code Validation (STVTERM)
Outcome Status	Degree status for the search criteria. List Degree Status Code Validation (STVDEGS)
Class	Class code for the search criteria, based on the primary curriculum. List Class Code Validation (STVCLAS)

Fields	Descriptions
Select Graduation Application	Check box used to indicate whether a graduation application (SHAGAPP) must exist for the student.
Attend Ceremony	Radio group used to indicate whether the student will attend the graduation ceremony. The setting is determined by the data from the graduation application on SHAGAPP. Valid values are: *Yes*, *No*, *Undecided*, *No Response*, *Any*.
Level	Level for the search criteria. List Level Code Validation (STVLEVL)
Campus	Campus for the search criteria. List Campus Validation (STVCAMP)
College	College for the search criteria. List College Validation (STVCOLL)
Degree	Degree for the search criteria. List Degree Code Validation (STVDEGC)
Program	Program for the search criteria. List Existing Programs (SMAPRLE)
Field of Study Type	Learner field of study type for the search criteria. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code for the search criteria.

Fields	Descriptions
	List All Major Codes (STVMAJR)
Department	Department for the search criteria. List Department Validation (STVDEPT)
Curricula	Curriculum for the search criteria. This field is required when any curriculum information is entered and defaults to `Any`. If no other curriculum items are entered, this field is not included in the search. Valid values are `Primary`, `Secondary`, `Any`.

Population Selection Information

Updated: August 27, 2020

Use this section to enter a population selection of students for mass entry processing.

Fields	Descriptions
Application	Application code that identifies the general area for which the selection identifier is defined. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection

Fields	Descriptions
	identifier must be defined on the Population Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This ID may or may not be the same as the Creator ID.

Update window

Updated: August 27, 2020

This window contains the Ceremony Update Values and Mail Submission information. Use the Update section to access this window.

Ceremony Update Values Information

Updated: August 27, 2020

Use this section to add update values for ceremony attendance records based on the search criteria entered in the Search window. You must enter a valid ceremony and ceremony term in the update criteria, before you can perform any updates.

Fields	Descriptions
Ceremony	Graduation ceremony for the update criteria. List Ceremony Type Validation (STVCERT) Count Hits Ceremony Query (SHACRMQ) page
Ceremony Term	Ceremony term for the update criteria.

Fields	Descriptions
	List Term Code Validation (STVTERM) Count Hits Ceremony Query (SHACRMQ) page
Fee	Radio group used to indicate whether fees are to be charged, not charged, or waived for the update criteria. Valid values are: *`None`*, *`Charge Fee`*, *`Waive Fee`*
Fee Detail Code	Fee detail code for the charged graduation fee. The **Fee** field must be set to **Charge Fee** to enter a fee code in this field. When a fee code is entered, the fee amount, date, and term code must also be entered. List Detail Code Control (TSADETC) page
Fee Amount	Graduation fee amount for the update criteria.
Fee Date	Date graduation fee was assessed. The system date is the default, but it can be changed.
Fee Term Code	Graduation fee term code for the update criteria. List Term Code Validation (STVTERM)

Mail Submission Information

Updated: August 27, 2020

Use this section to enter to letters and mailing information used to contact students involved in the mass processing.

Fields	Descriptions
Letter Code	Letter code for mailing updates. List Letter Code Validation (GTVLETR)
Initiated Date	Date letter is initiated.
Print Date	Date letter is printed.
Initials	Initials of the person who is signing the letter. List Initial Code Validation (STVINIT)
Wait Days	Number of days to wait before the letter is printed.

Results window

Updated: August 27, 2020

This window is used to view the mass entry results and then submit the results for immediate update processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP). This window contains the Results section and the Submission section.

Results section

Updated: August 27, 2020

Use this section to view and update the results of the search and add individual IDs for processing. You can select and deselect IDs for processing and search on various fields for individual records. You can also review result messages.

Note: You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click `OK` when you are done, and then press the Tab key to view the message for the Enter. Continue to click `OK` and press the Tab key to review as many messages as you want.

Use the Options Menu to access SHADEGR, SHADGMQ, TSAAREV, SOQHOLD, SHACATT, SHACRMQ, SHACATQ, SHACPRQ, and SHADIPL. You can also use Remember ID to view a specific ID.

Fields	Descriptions
Select Indicator	Radio group used to select all, deselect all, or take no action for the IDs returned by the search. • When *`Select All`* is chosen, the **Select** check box is automatically checked for all records. • When *`Deselect All`* is chosen, the **Select** check box is automatically unchecked for all records. • After either *`Select All`* or *`Deselect All`* is chosen, the radio group defaults to *`None`*. Values are: *`Select All`*, *`Deselect All`*, *`None`*.
Select	Check box used to indicate that the individual ID has been manually selected for processing. This field must be checked for updates to occur.
ID	ID of the student to be processed. Use SOAIDEN or GUIALTI to manually add an ID. List Person Search (SOAIDEN) page Duplicate Item SSN/SIN Alternate ID Search (GUIALTI) page
Name	Name of student to be processed.
Sequence Number	Sequence number of the degree record from SHADEGR to be updated. This results from the entered search criteria.
Hold	Check box used to indicate whether graduation holds exist. This field is informational only and will not prevent processing from taking place.
Deceased	Check box used to indicate whether the student is deceased. This field is informational only and will not prevent processing from taking place.
Conf (Confidential)	Check box used to indicate whether the student's information is confidential. This field is informational only and will not prevent processing from taking place.

Fields	Descriptions
Manually Added	Check box used to indicate whether the ID was added manually on the page. This field is informational only and will not prevent processing from taking place.
Update Status (untitled)	Radio group that indicates whether changes for the record were successfully saved and the parent page was updated, were not successfully saved and the parent page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates occurred for the record. Valid values are: `Yes`, `No`, `Partial`, `None`.
Message	Displays results related text for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.

Submission section

Updated: August 27, 2020

This section is used to submit the information for immediate mass entry processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Fields	Descriptions
Submit	Check box used to indicate that the updates can be submitted for immediate online processing. This is the default (as opposed to holding the updates for later processing).
Hold for Job Submission	Check box used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP).
Batch Process ID	System generated ID used for running the batch process through job submission.

Mass Entry Graduation (SHAMDEG) page

Updated: August 27, 2020

This page is used for mass entering and updating of graduation and degree information. The student must have a degree (outcome) record (SHADEGR) before graduation information can be display or updated through SHAMDEG.

Note: If a fee has been entered in the Graduation Update Values, but the student selected for the update has already been assessed a fee, no new fee will be applied through mass entry. To apply another fee, use the Degrees and Other Formal Awards (SHADEGR) page.

Updates will take place when holds exist. You can search on specific criteria, perform updates, and then view the results. If no search criteria is entered, the Results window will not display any records. You can manually enter IDs for students with degree records and perform updates from the Results window.

Population selection can be also used to search for degree records and PIDMs that meet the search criteria of the page. Degree records are selected first, then an “intersect” is performed, and PIDMs that exist in the population selection are selected and displayed with the results.

Main window

Updated: August 27, 2020

This window contains the Search Criteria and Population Selection information. Use the Search section to access this window from other windows in the page.

Search Criteria Information

Updated: August 27, 2020

Use this section to enter the search criteria for mass graduation processing. Use the search criteria and the population selection criteria to perform the search.

Fields	Descriptions
Registration Term	Registration term for the search criteria. List Term Code Validation (STVTERM)

Fields	Descriptions
Graduation Term	Graduation term for the search criteria. List Term Code Validation (STVTERM)
Graduation Date	Graduation date for the search criteria.
Graduation Year	Graduation year for the search criteria. List Academic Year Validation (STVACYR)
Graduation Application Status	Graduation application status for the search criteria. List Graduation Application Status (STVGAST)
Outcome Status	Degree status for the search criteria. List Degree Status Code Validation (STVDEGS)
Degree Completion Term	Degree completion term for the search criteria. List Term Code Validation (STVTERM)
Class	Class code for the search criteria, based on the primary curriculum. List Class Code Validation (STVCLAS) Count Hits Student Classification Rules (SGACLSR) page
Level	Level for the search criteria. List Level Code Validation (STVLEVL)
Campus	Campus for the search criteria.

Fields	Descriptions
	List Campus Validation (STVCAMP)
College	College for the search criteria. List College Validation (STVCOLL)
Degree	Degree for the search criteria. List Degree Code Validation (STVDEGC)
Program	Program for the search criteria. List Existing Programs (SMAPRLE)
Field of Study Type	Learner field of study type for the search criteria. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code for the search criteria. List All Major Codes (STVMAJR)
Department	Department for the search criteria. List Department Validation (STVDEPT)
Curricula	Curriculum for the search criteria. This field is required when any curriculum information is entered and defaults to `Any`. If no other curriculum items are entered, this field is not included in the search. Valid values are `Primary`, `Secondary`, `Any`.

Population Selection Information

Updated: August 27, 2020

Use this section to enter a population selection of students for mass entry processing.

Fields	Descriptions
Application	Application code that identifies the general area for which the selection identifier is defined. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This ID may or may not be the same as the Creator ID.

Update window

Updated: August 27, 2020

This window contains the Graduation Update Values and Mail Submission information. Use the Update section to access this window.

Graduation Update Values Information

Updated: August 27, 2020

Use this section to add update values for graduation records based on the search criteria entered in the Search window.

Fields	Descriptions
Graduation Term	Graduation term for the update criteria. List Term Code Validation (STVTERM)
Graduation Status	Graduation application status for the update criteria. List Graduation Application Status (STVGAST)
Graduation Year	Graduation year for the update criteria. List Academic Year Validation (STVACYR)
Graduation Date	Graduation date for the update criteria.
Outcome Status	Degree status for the update criteria. List Degree Status Code Validation (STVDEGS)
Fee	Radio group used to indicate whether fees are to be charged, not charged, or waived for the update criteria. Valid values are: *`None`*, *`Charge Fee`*, *`Waive Fee`*
Fee Detail Code	Fee detail code for the charged graduation fee. The **Fee** field must be set to **Charge Fee** to enter a fee code in this field. When a fee code is entered, the fee amount, date, and term code must also be entered.

Fields	Descriptions
	List Detail Code Control (TSADETC) page
Fee Amount	Graduation fee amount for the update criteria.
Fee Date	Date graduation fee was assessed. The system date is the default, but it can be changed.
Fee Term Code	Graduation fee term code for the update criteria. List - Term Code Validation (STVTERM)

Mail Submission Information

Updated: August 27, 2020

Use this section to enter letters and mailing information used to contact students involved in the mass processing.

Fields	Descriptions
Letter Code	Letter code for mailing updates. List Letter Code Validation (GTVLETR)
Initiated Date	Date letter is initiated.
Print Date	Date letter is printed.
Initials	Initials of the person who is signing the letter. List Initial Code Validation (STVINIT)
Wait Days	Number of days to wait before the letter is printed.

Results window

Updated: August 27, 2020

This window is used to view the mass entry results and then submit the results for immediate update processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP). This window contains the Results section and the Submission section.

Results section

Updated: August 27, 2020

Use this section to view and update the results of the search and add individual IDs for processing. You can select and deselect IDs for processing and search on various fields for individual records. You can also review result messages.

Note: You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click `OK` when you are done, and then press the Tab key to view the message for the Enter. Continue to click `OK` and press the Tab key to review as many messages as you want.

Use the Options Menu to access SHADEGR, SHADGMQ, TSAAREV, and SOQHOLD. You can also use Remember ID to view a specific ID.

Fields	Descriptions
Select Indicator	Radio group used to select all, deselect all, or take no action for the IDs returned by the search. • When `Select All` is chosen, the **Select** check box is automatically checked for all records. • When `Deselect All` is chosen, the **Select** check box is automatically unchecked for all records. • After either `Select All` or `Deselect All` is chosen, the radio

Fields	Descriptions
	group defaults to *None*. Values are: *Select All*, *Deselect All*, *None*.
Select	Check box used to indicate that the individual ID has been manually selected for processing. This field must be checked for updates to occur.
ID	ID of the student to be processed. Use SOAIDEN or GUIALTI to manually add an ID. List Person Search (SOAIDEN) page Dup Item SSN/SIN Alternate ID Search (GUIALTI) page
Name	Name of student to be processed.
Sequence Number	Sequence number of the degree record from SHADEGR to be updated. This results from the entered search criteria.
Hold	Check box used to indicate whether graduation holds exist. This field is informational only and will not prevent processing from taking place.
Deceased	Check box used to indicate whether the student is deceased. This field is informational only and will not prevent processing from taking place.
Conf (Confidential)	Check box used to indicate whether the student's information is confidential. This field is informational only and will not prevent processing from taking place.
Manually Added	Check box used to indicate whether the ID was added manually on the page. This field is informational only and will not prevent

Fields	Descriptions
	processing from taking place.
Update Status (untitled)	Radio group that indicates whether changes for the record were successfully saved and the parent page was updated, were not successfully saved and the parent page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates occurred for the record. Valid values are: `Yes`, `No`, `Partial`, `None`.
Message	Displays results related text for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.

Submission section

Updated: August 27, 2020

This section is used to submit the information for immediate mass entry processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Fields	Descriptions
Submit	Check box used to indicate that the updates can be submitted for immediate online processing. This is the default (as opposed to holding the updates for later processing).
Hold for Job Submission	Check box used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP).
Batch Process ID	System generated ID used for running the batch process through job submission.

Mass Entry Diploma (SHAMDIP) page

Updated: August 27, 2020

This page is used to perform mass entry of diploma information for students with degree records (SHADEGR) that do not have existing diploma records (SHADIPL) associated with the degree records.

Note: If a fee has been entered in the Diploma Update Values, but the student selected for the update has already been assessed a fee, no new fee will be applied through mass entry. To apply another fee, use the Degrees and Other Formal Awards (SHADEGR) page.

Updates will take place when holds exist. You can search on specific criteria, perform updates, and then view the results. If no search criteria is entered, the Results window will not display any records. You can manually enter IDs for students with degree records and perform updates from the Results window.

Population selection can be also used to search for degree and PIDMs that meet the search criteria of the page. Degree records are selected first, then an intersect is performed, and PIDMs that exist in the population selection are selected and displayed with the results.

Main window

Updated: August 27, 2020

This window contains the Search Criteria and Population Selection information. Use the Search section to access this window from other windows in the page.

Search Criteria Information

Updated: August 27, 2020

Use this section to enter the search criteria for mass diploma processing. Use the search criteria and the population selection criteria to perform the search.

Fields	Descriptions
Graduation Term	Graduation term for the search criteria. This is the term in which the student will potentially graduate. If this field is left blank,

Fields	Descriptions
	and search criteria are not defined, the system will display all students having diploma records in the Results window. List Term Code Validation (STVTERM)
Outcome Status	Degree status for the search criteria. List Degree Status Code Validation (STVDEGS)
Level	Level for the search criteria. List Level Code Validation (STVLEVL)
Campus	Campus for the search criteria. List Campus Validation (STVCAMP)
College	College for the search criteria. List College Validation (STVCOLL)
Degree	Degree for the search criteria. List Degree Code Validation (STVDEGC)
Program	Program for the search criteria. List Existing Programs (SMAPRLE)
Field of Study Type	Learner field of study type for the search criteria. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code for the search criteria.

Fields	Descriptions
	List All Major Codes (STVMAJR)
Department	Department for the search criteria. List Department Validation (STVDEPT)
Curricula	Curriculum for the search criteria. This field is required when any curriculum information is entered and defaults to *`Any`*. If no other curriculum items are entered, this field is not included in the search. Valid values are *`Primary`*, *`Secondary`*, *`Any`*.
Class	Class code for the search criteria, based on the primary curriculum. List Class Code Validation (STVCLAS) Count Hits Student Classification Rules (SGACLSR) page

Population Selection Information

Updated: August 27, 2020

Use this section to enter a population selection of students for mass entry processing.

Fields	Descriptions
Application	Application code that identifies the general area for which the selection identifier is defined. The Population Selection Extract Inquiry

Fields	Descriptions
	(GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This ID may or may not be the same as the Creator ID.

Update window

Updated: August 27, 2020

This window contains the Diploma Update Values and the Mail Submission information. Use the Update section to access this window.

Diploma Update Values Information

Updated: August 27, 2020

Use this section to add update values for degree records based on the search criteria entered in the Search window.

Fields	Descriptions
Create Diploma Record	Check box used to indicate whether

Fields	Descriptions
	diplomas should be created. The default is checked or *Y*. Data is not inserted when the field is unchecked (*N*).
Awarding Institution	Awarding institution to be printed on the diploma for the update criteria. List Graduation Institution Name Validation (STVINNM)
Address Type	Diploma mailing address type for the update criteria. List Address Type Validation (STVATYP)
Ceremony	Graduation ceremony for the update criteria. List Ceremony Type Validation (STVCERT) Count Hits Ceremony Query (SHACRMQ) page
Ceremony Term	Ceremony term for the update criteria. List Term Code Validation (STVTERM) Count Hits Ceremony Query (SHACRMQ) page
Diploma Order Date	Date diploma was ordered for the update criteria.
Create Ceremony Attendance	Check box used to indicate whether ceremony attendance records should be created (SHACATT) so that ceremony data can be added to the diploma record. The ceremony and ceremony term will not be updated on the diploma record unless a SHACATT record exists for the same

Fields	Descriptions
	ceremony and ceremony term.
Fee	Radio group used to indicate whether fees are to be charged, not charged, or waived for the update criteria. Valid values are: *`None`*, *`Charge Fee`*, *`Waive Fee`*
Fee Detail Code	Fee detail code for the charged diploma fee. The **Fee** field must be set to **Charge Fee** to enter a fee code in this field. When a fee code is entered, the fee amount, date, and term code must also be entered. List Detail Code Control (TSADETC) page
Fee Amount	Diploma fee amount for the update criteria.
Fee Date	Date diploma fee was assessed. The system date is the default, but it can be changed.
Fee Term Code	Diploma fee term code for the update criteria. List Term Code Validation (STVTERM)

Mail Submission Information

Updated: August 27, 2020

Use this section to enter letters and mailing information used to contact students involved in the mass processing.

Fields	Descriptions
Letter Code	Letter code for mailing updates. List Letter Code Validation (GTVLETR)

Fields	Descriptions
Initiated Date	Date letter is initiated.
Print Date	Date letter is printed.
Initials	Initials of the person who is signing the letter. List Initial Code Validation (STVINIT)
Wait Days	Number of days to wait before the letter is printed.

Results window

Updated: August 27, 2020

This window is used to view the mass entry results and then submit the results for immediate update processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP). This window contains the Results section and the Submission section.

Results section

Updated: August 27, 2020

Use this section to view and update the results of the search and add individual IDs for processing. You can select and deselect IDs for processing and search on various fields for individual records. You can also review result messages.

Note: You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click `OK` when you are done, and then press the Tab key to view the message for the Enter. Continue to click `OK` and press the Tab key to review as many messages as you want.

Use the Options Menu to access SHADEGR, SHADGMQ, TSAAREV, SOQHOLD, SHACATT, SHACPRQ, and SHADIPL. You can also use Remember ID to view a specific ID.

Fields	Descriptions
Select Indicator	Radio group used to select all, deselect all, or take no action for the IDs returned by the

Fields	Descriptions
	search. • When `Select All` is chosen, the **Select** check box is automatically checked for all records. • When `Deselect All` is chosen, the **Select** check box is automatically unchecked for all records. • After either `Select All` or `Deselect All` is chosen, the radio group defaults to `None`. Values are: `Select All`, `Deselect All`, `None`.
Select	Check box used to indicate that the individual ID has been manually selected for processing. This field must be checked for updates to occur.
ID	ID of the student to be processed. Use SOAIDEN or GUIALTI to manually add an ID. List Person Search (SOAIDEN) page Dup Item SSN/SIN Alternate ID Search (GUIALTI) page
Name	Name of student to be processed.
Sequence Number	Sequence number of the degree record from SHADEGR to be updated. This results from the entered search criteria.
Hold	Check box used to indicate whether graduation holds exist. This field is informational only and will not prevent processing from taking place.
Deceased	Check box used to indicate whether the

Fields	Descriptions
	student is deceased. This field is informational only and will not prevent processing from taking place.
Conf (Confidential)	Check box used to indicate whether the student's information is confidential. This field is informational only and will not prevent processing from taking place.
Manually Added	Check box used to indicate whether the ID was added manually on the page. This field is informational only and will not prevent processing from taking place.
Update Status (untitled)	Radio group that indicates whether changes for the record were successfully saved and the parent page was updated, were not successfully saved and the parent page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates occurred for the record. Valid values are: `Yes`, `No`, `Partial`, `None`.
Message	Displays results related text for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.

Submission section

Updated: August 27, 2020

This section is used to submit the information for immediate mass entry processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Fields	Descriptions
Submit	Check box used to indicate that the updates can be submitted for immediate

Fields	Descriptions
	online processing. This is the default (as opposed to holding the updates for later processing).
Hold for Job Submission	Check box used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP).
Batch Process ID	System generated ID used for running the batch process through job submission.

Mass Update Ceremony Attendance (SHAMUCA) page

Updated: August 27, 2020

This page is used to perform mass update of ceremony attendance records for students with existing ceremony records (SHACATT).

Updates will take place when holds exist. You can search on specific criteria, perform updates, and then view the results. If no search criteria is entered, the Results window will not display any records. You can manually enter IDs for students with ceremony records and perform updates from the Results window.

Population selection can be also used to search for ceremony records and PIDMs that meet the search criteria of the page. Ceremony records are selected first, then an intersect is performed, and PIDMs that exist in the population selection are selected and displayed with the results.

Main window

Updated: August 27, 2020

This window contains the Search Criteria and Population Selection information. Use the Search section to access this window from other windows in the page.

Search Criteria Information

Updated: August 27, 2020

Use this section to enter the search criteria for mass ceremony attendance update processing. Use the search criteria and the population selection criteria to perform the search.

Fields	Descriptions
Ceremony Term	Ceremony term for the search criteria. List Term Code Validation (STVTERM) Count Hits Ceremony Query (SHACRMQ) page
Ceremony	Graduation ceremony for the search criteria. List Ceremony Type Validation (STVCERT) Count Hits Ceremony Query (SHACRMQ) page

Population Selection Information

Updated: August 27, 2020

Use this section to enter a population selection of students for mass entry processing.

Field	Description
Application	Application code that identifies the general area for which the selection identifier is defined. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection

Field	Description
	identifier must be defined on the Population Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This ID may or may not be the same as the Creator ID.

Update window

Updated: August 27, 2020

This window contains the Ceremony Update Values and Mail Submission information. Use the Update section to access this window.

Ceremony Update Values Information

Updated: August 27, 2020

Use this section to add update values for ceremony attendance records based on the search criteria entered in the Search window.

Fields	Descriptions
Cap Type	Graduation cap type for the update criteria. List Type Validation (STVTYPE)
Cap Size	Graduation cap size for the update criteria. List Size Validation (STVSIZE)
Gown Type	Graduation gown type for the update criteria.

Fields	Descriptions
	List Type Validation (STVTYPE)
Gown Size	Graduation gown size for the update criteria. List Size Validation (STVSIZE)
Hood Type	Graduation hood type for the update criteria. List Type Validation (STVTYPE)
Number of Tickets	Number of tickets requested by the attendee.
Ticket Mail Date	Date tickets will be mailed to the attendee. This field is optional when the **Order Date** field and **Ticket** check box are used.
Order Date	Date the cap, gown, hood, and tickets are ordered by the student. Use the associated check boxes to select the ordered items. When an order date has been entered, you can then check the indicators for **Cap**, **Gown**, **Hood**, and **Ticket**.
Cap	Check box used to indicate that a cap has been ordered.
Gown	Check box used to indicate that a gown has been ordered.
Hood	Check box used to indicate that a hood has been ordered.
Ticket	Check box used to indicate that tickets have been ordered.
Pickup Date	Date the cap, gown, hood, and tickets will be picked up by the student. Use the associated checkboxes to select the items to be picked up. When a pickup date has been entered, you can check the indicators for **Cap**, **Gown**, **Hood**, and **Ticket**.
Cap	Check box used to indicate that a pickup date has been selected for the cap.
Gown	Check box used to indicate that a pickup date has been selected for the gown.
Hood	Check box used to indicate that a pickup date has been selected

Fields	Descriptions
	for the hood.
Ticket	Check box used to indicate that a pickup date has been selected for the tickets.
Return Date	Date the cap, gown, and hood will be returned by the student. Use the associated check boxes to select the items to be returned. When a return date has been entered, you can then check the indicators for **Cap**, **Gown**, and **Hood**.
Cap	Check box used to indicate that a return date has been selected for the cap.
Gown	Check box used to indicate that a return date has been selected for the gown.
Hood	Check box used to indicate that a return date has been selected for the hood.
Diploma Pickup Date	Date diploma will be picked up by the student. This data updates the SHADIPL record if it exists.

Mail Submission Information

Updated: August 27, 2020

Use this section to enter letters and mailing information used to contact students involved in the mass processing.

Fields	Descriptions
Letter Code	Letter code for mailing updates. List Letter Code Validation (GTVLETR)
Initiated Date	Date letter is initiated.
Print Date	Date letter is printed.
Initials	Initials of the person who is signing the letter. List Initial Code Validation (STVINIT)

Fields	Descriptions
Wait Days	Number of days to wait before the letter is printed.

Results window

Updated: August 27, 2020

This window is used to view the mass entry results and then submit the results for immediate update processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP). This window contains the Results section and the Submission section.

Results section

Updated: August 27, 2020

Use this section to view and update the results of the search and add individual IDs for processing. You can select and deselect IDs for processing and search on various fields for individual records. You can also review result messages.

Note: You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click `OK` when you are done, and then press the Tab key to view the message for the Enter. Continue to click `OK` and press the Tab key to review as many messages as you want.

Use the Options Menu to access SHADGMQ, TSAAREV, SOQHOLD, SHADIPL, SHACATT, SHACPRQ, SHACRMQ, SHACATQ. You can also use Remember ID to view a specific ID.

Fields	Descriptions
Select Indicator	Radio group used to select all, deselect all, or take no action for the IDs returned by the search. • When `Select All` is chosen, the **Select** check box is automatically checked for all records. • When `Deselect All` is chosen, the

Fields	Descriptions
	Select check box is automatically unchecked for all records. • After either `Select All` or `Deselect All` is chosen, the radio group defaults to `None`. Values are: `Select All`, `Deselect All`, `None`.
Select	Check box used to indicate that the individual ID has been manually selected for processing. This field must be checked for updates to occur.
ID	ID of the student to be processed. Use SOAIDEN or GUIALTI to manually add an ID. List Person Search (SOAIDEN) page Dup Item SSN/SIN Alternate ID Search (GUIALTI) page
Name	Name of student to be processed.
Ceremony Term Code	Ceremony term for the ceremony for which the student is to be processed. This is the term for the search criteria, not the update criteria term. List Term Code Validation (STVTERM)
Ceremony	Graduation ceremony from SHACATT for the student to be processed. List Ceremony Type Validation (STVCERT)
Hold	Check box used to indicate whether graduation holds exist. This field is

Fields	Descriptions
	informational only and will not prevent processing from taking place.
Deceased	Check box used to indicate whether the student is deceased. This field is informational only and will not prevent processing from taking place.
Conf (Confidential)	Check box used to indicate whether the student's information is confidential. This field is informational only and will not prevent processing from taking place.
Manually Added	Check box used to indicate whether the ID was added manually on the page. This field is informational only and will not prevent processing from taking place.
Update Status (untitled)	Radio group that indicates whether changes for the record were successfully saved and the parent page was updated, were not successfully saved and the parent page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates occurred for the record. Valid values are: `Yes`, `No`, `Partial`, `None`.
Message	Displays results related text for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.

Submission section

Updated: August 27, 2020

This section is used to submit the information for immediate mass entry processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Fields	Descriptions
Submit	Check box used to indicate that the updates can be submitted for immediate online processing. This is the default (as opposed to holding the updates for later processing).
Hold for Job Submission	Check box used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP).
Batch Process ID	System generated ID used for running the batch process through job submission.

Mass Update Diploma (SHAMUDI) page

Updated: August 27, 2020

This page is used to perform mass updating of diploma records for students with degree records (SHADEGR) and existing diploma records (SHADIPL).

Updates will take place when holds exist. You can search on specific criteria, perform updates, and then view the results. If no search criteria is entered, the Results window will not display any records. You can manually enter IDs for students with diploma records and perform updates from the Results window.

Population selection can be also used to search for diploma records and PIDMs that meet the search criteria of the page. Diploma records are selected first, then an intersect is performed, and PIDMs that exist in the population selection are selected and displayed with the results.

Main window

Updated: August 27, 2020

This window contains the Search Criteria and Population Selection information. Use the Search section to access this window from other windows in the page.

Search Criteria Information

Updated: August 27, 2020

Use this section to enter the search criteria for mass diploma update processing. Use the search criteria and the population selection criteria to perform the search.

Fields	Descriptions
Outcome Status	Degree status for the search criteria. List Degree Status Code Validation (STVDEGS)
Ceremony	Graduation ceremony for the search criteria. List Ceremony Type Validation (STVCERT) Count Hits Ceremony Query (SHACRMQ) page
Ceremony Term	Ceremony term for the search criteria. List Term Code Validation (STVTERM) Count Hits Ceremony Query (SHACRMQ) page
Awarding Institution	Awarding institution to be printed on the diploma for the search criteria. List Graduation Institution Name Validation (STVINNM)
Class	Class code for the search criteria, based on the primary curriculum. List Class Code Validation (STVCLAS) Count Hits Student Classification Rules

Fields	Descriptions
	(SGACLSR) page
Level	Level for the search criteria. List Level Code Validation (STVLEVL)
Campus	Campus for the search criteria. List Campus Validation (STVCAMP)
College	College for the search criteria. List College Validation (STVCOLL)
Degree	Degree for the search criteria. List Degree Code Validation (STVDEGC)
Program	Program for the search criteria. List Existing Programs (SMAPRLE)
Field of Study Type	Learner field of study type for the search criteria. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Field of study code for the search criteria. List All Major Codes (STVMAJR)
Department	Department for the search criteria. List Department Validation (STVDEPT)
Curricula	Curriculum for the search criteria. This field is required when any curriculum information is entered and defaults to `Any`.

Fields	Descriptions
	If no other curriculum items are entered, this field is not included in the search. Valid values are *Primary*, *Secondary*, *Any*.

Population Selection Information

Updated: August 27, 2020

Use this section to enter a population selection of students for mass entry processing.

Fields	Descriptions
Application	Application code that identifies the general area for which the selection identifier is defined. The Population Selection Extract Inquiry (GLIEXTR) page may be used to review the people who will be processed in the load from the selection identifier and application code entered. List Application Inquiry (GLIAPPL)
Selection ID	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules (GLRSLCT) page. List Population Selection Inquiry (GLISLCT) page
Creator ID	User ID of the person who created the population rules.
User ID	User ID for the population selection. This is the ID of the user who selected the

Fields	Descriptions
	population of people. This ID may or may not be the same as the Creator ID.

Update window

Updated: August 27, 2020

This window contains the Diploma Update Values, Diploma Insert Values, and the Mail Submission information. Use the Update section to access this window.

Diploma Update and Insert Values section

Updated: August 27, 2020

Use this section to add update and insert values for diploma records based on the search criteria entered in the Search window.

Fields	Descriptions
These fields are in the Diploma Update Values information.	
Awarding Institution	Awarding institution to be printed on the diploma for the update criteria. List Graduation Institution Name Validation (STVINNM)
Ceremony	Graduation ceremony for the update criteria. List Ceremony Type Validation (STVCERT) Count Hits Ceremony Query (SHACRMQ) page
Ceremony Term	Ceremony term for the update criteria. List Term Code Validation (STVTERM) Count Hits Ceremony Query (SHACRMQ)

Fields	Descriptions
	page
Diploma Order Date	Date diploma was ordered for the update criteria.
Diploma Mail Date	Date diploma will be mailed for the update criteria.
Diploma Pickup Date	Date diploma will be picked up for the update criteria.
This field is in the Diploma Insert Values information.	
Create Ceremony Attendance	Check box used to indicate whether ceremony attendance records should be created (SHACATT) so that ceremony data can be added to the diploma record. The ceremony and ceremony term will not be updated on the diploma record unless a SHACATT record exists for the same ceremony and ceremony term.

Mail Submission Information

Updated: August 27, 2020

Use this section to enter letters and mailing information used to contact students involved in the mass processing.

Fields	Descriptions
Letter Code	Letter code for mailing updates. List Letter Code Validation (GTVLETR)
Initiated Date	Date letter is initiated.
Print Date	Date letter is printed.
Initials	Initials of the person who is signing the letter.

Fields	Descriptions
	List Initial Code Validation (STVINIT)
Wait Days	Number of days to wait before the letter is printed.

Results window

Updated: August 27, 2020

This window is used to view the mass entry results and then submit the results for immediate update processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP). This window contains the Results section and the Submission section.

Results section

Updated: August 27, 2020

Use this section to view and update the results of the search and add individual IDs for processing. You can select and deselect IDs for processing and search on various fields for individual records. You can also review result messages.

Note: You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click `OK` when you are done, and then press the Tab key to view the message for the Enter. Continue to click `OK` and press the Tab key to review as many messages as you want.

Use the Options Menu to access SHADGMQ, TSAAREV, SOQHOLD, SHADIPL, SHACATT, SHACPRQ, SHACRMY, SHACATQ. You can also use Remember ID to view a specific ID.

Fields	Descriptions
Select Indicator	Radio group used to select all, deselect all, or take no action for the IDs returned by the search. • When `Select All` is chosen, the **Select** check box is automatically

Fields	Descriptions
	checked for all records. • When `Deselect All` is chosen, the **Select** check box is automatically unchecked for all records. • After either `Select All` or `Deselect All` is chosen, the radio group defaults to `None`. Values are: `Select All`, `Deselect All`, `None`.
Select	Check box used to indicate that the individual ID has been manually selected for processing. This field must be checked for updates to occur.
ID	ID of the student to be processed. Use SOAIDEN or GUIALTI to manually add an ID. List Person Search (SOAIDEN) page Dup Item SSN/SIN Alternate ID Search (GUIALTI) page
Name	Name of student to be processed.
Sequence Number	Sequence number of the degree record from SHADEGR to be updated. This results from the entered search criteria.
Hold	Check box used to indicate whether graduation holds exist. This field is informational only and will not prevent processing from taking place.
Deceased	Check box used to indicate whether the student is deceased. This field is informational only and will not prevent processing from taking place.

Fields	Descriptions
Conf (Confidential)	Check box used to indicate whether the student's information is confidential. This field is informational only and will not prevent processing from taking place.
Manually Added	Check box used to indicate whether the ID was added manually on the page. This field is informational only and will not prevent processing from taking place.
Update Status (untitled)	Radio group that indicates whether changes for the record were successfully saved and the parent page was updated, were not successfully saved and the parent page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates occurred for the record. Valid values are: `Yes`, `No`, `Partial`, `None`.
Message	Displays results related text for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.

Submission section

Updated: August 27, 2020

This section is used to submit the information for immediate mass entry processing or hold the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP).

Fields	Descriptions
Submit	Check box used to indicate that the updates can be submitted for immediate online processing. This is the default (as opposed to holding the updates for later processing).

Fields	Descriptions
Hold for Job Submission	Check box used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP).
Batch Process ID	System generated ID used for running the batch process through job submission.

Academic Non-Course (SHANCRS) page

Updated: August 27, 2020

This page is used to tie papers, committees, or events together (individually or in combination) as non-courses associated with a degree in academic history.

They may be tied to a degree in academic history without specifying a non-course requirement code in the **CAPP Non-Course Requirement** field. Non-courses can be applied to the degree audit process through the **CAPP Non-Course Requirement** field or to a degree in academic history through the Degree Applied section. Non-courses are tied to the ID of the student.

Papers, committees, and events are non-courses in academic history and may be associated with degree audit using the **CAPP Non-Course Requirement** field. This association may be a one-to-one or a one-to-many relationship. For example, a one-to-one relationship would be a thesis paper which may be associated with the non-course of a master thesis paper. This allows the paper information on SHAQPNO such as title and type to be associated with the degree requirement of the Master Thesis being completed. A one-to-many relationship example may be an oral exam in front of a thesis review committee which is a non-course requirement for the degree being awarded. The oral exam is maintained as an academic event on SHATCMT. These relationships are supported with the information on SHANCRS.

SHANCRS can be viewed from the Committee/Service (SHACOMI) page, the Qualifying Paper (SHAQPNO) page, and the Transcript Events and Comments (SHATCMT) page. From SHAQPNO and SHATCMT, perform a Duplicate Item function to view a committee, paper, or event to make it a non-course and apply it to a degree. To do the same from SHACOMI, select the Non-Course Information option from the Options Menu to navigate to SHANCRS.

The user can tie all three - a paper, committee, and event to one non-course, if the paper, committee, and event are on the same record line in the Academic Non-Courses information. Each requirement must be completed to satisfy the non-course requirement. The **Satisfied** (Indicator) displays *Y* or *N* when the non-course requirement is completed.

Each of the non-courses in the Academic Non-Courses section may be associated with a degree which the student is pursuing through the Degrees Applied information. This allows a particular non-course to be associated with one degree or many degrees.

When in the **Degree Number** field, the items tied to the degree as non-courses are noted by an * in the Academic Non-Courses information. Degrees may be disassociated with non-courses by deleting the degree from the Degrees Applied information. This function can also be achieved by using the Non-Course window of the Degrees and Other Formal Awards (SHADEGR) page and setting the **Apply Non Course Work to Learner Outcome (Indicator)** from checked to unchecked.

This information functions in the same manner as the existing degree applied information maintained on the Institutional Course and Attributes window and the Transfer Course and Attributes window of the Degrees and Other Formal Awards (SHADEGR) page.

An example of the use of this information may be a student who is pursuing a Masters in Business and a Law Degree as two separate degrees on SHADEGR. The masters thesis in the business program which may be tracked as a non-course requirement for the student can be excluded as applying to the Law degree program.

Fields	Descriptions
Paper	This field is the qualifying paper number you want to designate as the non-course (or part of the non-course). The value comes from the Qualifying Paper (SHAQPNO) page. You may access the Qualifying Papers By Person Query (SHQQPNM) page using the **Paper** field **Search** feature or a List function to determine what papers may exist for the student.
Committee	This field is the committee type with which the student is affiliated that you want to designate as the non-course (or part of the non-course) that is associated with a committee relationship and tied to a degree. The committee type is associated with the student's committee information on the Committee/Service (SHACOMI)

Fields	Descriptions
	page. You may access the Committee/Service By Person Inquiry (SHICMID) page using the **Committee** field **Search** feature or a List function from this field to determine what committee the student may be affiliated with.
Event	Academic event that you want to designate as the non-course (or part of the non-course) to be associated with an academic event relationship and tied to a degree. The event is associated with the student's academic event information on the Transcript Events and Comments (SHATCMT) page You may access the Transcript Events and Comments (SHATCMT) page using the **Event** field **Search** feature, or a List function to determine what academic events may exist for the student. An event may not be entered without a level and vice versa.
Level	Academic level that you want to designate for the non-course (or part of the non-course). Events are maintained by level on SHANCRS. You may access the Transcript Events and Comments (SHATCMT) page using the **Level** field **Search** feature, or by performing a List function to determine what academic levels may exist for the student. An event may not be entered without a level and vice versa.
Complete By	This is the date by which the student must complete the non-course. It is informational only.
CAPP Non-Course Requirement	This is the CAPP non-course requirement code that you may want to associate with the academic non-course record being created. It is validated against the Non-Course Requirement Code Validation (STVNCRQ) page. Please note that an academic non-course record may be created without a non-course requirement code.

Fields	Descriptions
	Non-course requirement codes allow a paper, committee, or academic event to be associated with a particular non-course requirement. Non-course requirement status codes allow the non-course requirement to be marked satisfied or completed.
Status	This is the status of the academic non-course and is validated against the Non-Course Requirement Status Code Validation (STVNCST) page. In addition, if a non-course requirement code (NCR) has been entered, you may satisfy the requirement for degree audit processing by entering a status which is defined with a check in the **Satisfied (Indicator)** check box on the Non-Course Requirements Status Code Validation (STVNCST) page.
Status Date	This date defaults to the date the status is entered, but it may be overridden to any date.
Satisfied	This is the setting of the **Satisfied (Indicator)** check box from the Non-Course Requirement Status Code Validation (STVNCST) page that is associated with the status entered. This value defaults when the status is entered and may not be changed. `checked` - Non-course requirement is satisfied `unchecked` - Non-course requirement is not satisfied
Advisor	This is the advisor which you may choose to associate with the academic non-course created or with the status designation of the non-course requirement (i.e., the advisor who approves the requirement and monitors the student's progress). You may access the Faculty/Advisor Query (SIAIQRY) page from the **Advisor** field using the **Search** feature or a List function.

Pre-Banner Summary Hours and GPA (SHAPCMP) page

Updated: August 27, 2020

This page captures and maintains summary GPA information in lieu of the actual converted term's coursework. This is helpful if an institution does not intend to convert transcript data, or has chosen to defer the conversion to a later date.

Note: Pre-Banner® institutional and transfer hours entered on this page are not used in the calculation of the degree GPA. These course hours must be articulated, to be applied to the degree GPA.

The Pre-Banner course work, hours and GPA information can be entered and associated to a Study Path. A **Pre-Banner GPA summary records by Study Path** enables this. The section for Study Path will only be visible when the 'Process GPA by Study Path' is checked on the SHACTRL page

The selection of a Study Path value from the Study Path drop-down is mandatory on this block. If institutions try inserting records in the block without selecting a Study Path value, the system displays an error message and prompts to enter the Study Path value.

Qualifying Paper (SHAQPNO) page

Updated: August 27, 2020

The intent of the Qualifying Papers (SHAQPNO) page is to capture information pertinent to requirements other than normal course requirements such as competency exams, projects, and so on.

The only requirement is that a person record exists to enter the paper title and comments. If the paper is to be associated with a degree, the degree record must also exist. Qualifying papers only print on the transcript if the Degree Status is awarded.

This page allows papers to be associated with a non-course and allows papers to be applied to a degree. This association may be a one to one-to-one or a one-to-many relationship. For example, a one-to-one relationship would be a thesis paper which may be associated with the non-course of a master thesis paper. A one-to-many relationship would be a paper to a review committee and a master thesis paper which is a non-course requirement for the degree being awarded. This allows the paper information on SHAQPNO such as title and type to be associated with the degree requirement of the Master Thesis being completed.

Gradebook Rule Parameter Values Definition (SHARPAR) page

Updated: August 27, 2020

The Gradebook Rule Parameter Values Definition (SHARPAR) page is used to define parameters to be associated with the rule type functions. The details entered in SHARPAR are stored in the SHRRPAR table.

This page allows you to define the parameters to be associated with rule types. It is only accessible from the menu, as it will most likely be used to create additional rule types at a later stage in the process.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Parameters section.

Key block

Updated: August 27, 2020

Enter a value in **Rule Type** field in the Key block.

Use List to display the rule type values entered on SHBRTYP for this field, and then use Exit With Value to select a code, or you can enter a code directly. The description associated with the entered ID is displayed. To navigate to the Parameters section, go to the next section.

Fields	Descriptions
Rule Type	Enter a rule type in this field. Use List to display the rule type values entered on SHBRTYP for this field, and then use Exit With Value to select a code, or you can enter a code directly. The description associated with the entered ID is displayed.

Parameters section

Updated: August 27, 2020

Use this section to enter parameters to be associated with the rule type in the key.

Note: A rule type parameter should not be deleted from this page if it has been assigned to a rule type from SHAGRUL.

If a rule type parameter is updated, then any sub-components or components which are assigned to a rule using the rule type should have their marks recalculated. The same applies to any relating parent components and sections, unless any student in the section have been rolled to academic history.

Repeat or Multiple Courses Rule (SHARPTR) page

Updated: August 27, 2020

The Repeat or Multiple Courses Rule (SHARPTR) page is used to create and maintain institution's rules to determine the following.

- in registration, when to consider a course as a repeat situation
- in academic history, when processing a student's GPA calculation, whether to include or exclude a repeated or equivalent course

Rules are defined by effective term and level and are used by the following processes:

- The registration repeat checking process determines when to consider a course as repeated.
  For repeat checking in registration to check for repeat conditions based on the rule, the SOATERM error checking must be set to `Warning` or `Fatal` for **Repeat Limit** and **Repeat Hours**.
- The Repeat/Equivalent Course Check Report (SHRRPTS) checks for the repeat or equivalent courses for a given course.
- The Calculate GPA Report (SHRCGPA) checks whether to include or exclude a repeated or equivalent course in the student's GPA calculation.

This page is composed of the following sections:

- Repeat or Equivalent Course Conditions
- Repeat or Equivalent Use and GPA Rules

Repeat or Equivalent Course Conditions (California Localization)

Updated: August 27, 2020

Use the Repeat or Equivalent Course Conditions section of the page to determine and all probable conditions that constitute the existence of a repeat and all criteria that define a first passing grade.

To decide which fields (**Match Course Levels**, **Match Course Titles**, **Match Schedule Types**, and **Evaluate Transfer Courses**) to include in checking for the repeat condition, you may consider the following questions:

- Must the course's level, schedule type, and title match?
- Can the course come from transfer history and be counted as a repeat?
- If you are using first passing rules, what is the minimum grade that qualifies as passing?

The **Match Course Levels**, **Match Course Titles**, **Match Schedule Types**, and **Evaluate Transfer Courses** fields are used to perform repeat check for both academic history and registration. The **Passing Grade** field is used only by repeat processing for academic history, as it establishes the minimum grade that defines a passing grade when “F” (First Passing) is used as a selection rule.

The following fields are in the Repeat or Equivalent Course Conditions section.

Fields	Descriptions
Match Course Levels	Check box used to indicate whether the level on courses must match to be considered a repeat. If checked, then course levels are compared and must match to be selected for the repeat checking. If unchecked, then course levels will not be compared.
Match Schedule Types	Check box used to indicate whether the schedule type on courses must match to be considered a repeat. If checked, then all courses with the same Schedule Type will be considered in repeat evaluation.

Fields	Descriptions
	A Null schedule type will not be considered in evaluation. Institutions have the option to consider courses to be evaluated to match on the schedule type of each course. If checked, then courses to be considered in registration repeat checking and repeat processing in academic history will only be those course records with matching schedule types. If you choose to use this option and have converted some academic history detail from your legacy system, you may need to re-evaluate the value of the schedule type on these records on the Course Maintenance (SHATCKN) page.
Passing Grade	Minimum grade the course must have, to be considered a repeat when the selection rule of `First Passing` is used. This field is only used in academic history repeat processing. Passing grade is not used in registration repeat error checking. If you are using the passing grade, you must enter a grade code established on the Grade Code Maintenance (SHAGRDE) page. Only one minimum passing grade can be defined for the Repeat/ Equivalent Course Check Report (SHRRPTS). Any grade code with a numeric value equal to or greater than the minimum passing grade will be used in evaluation of the repeat processing rules in academic history when using the First Passing rule. The course will be included first, then the process will choose no passing grades in ascending order, starting with the earliest rows.
Match Course Titles	Check box used to indicate whether the title on a course must match to be considered a repeat. If the course title which can appear on Course Maintenance (SHATCKN) page for the previous coursework being evaluated is `different` than the course title on the target course being

Fields	Descriptions
	evaluated, the previous coursework will not be used in repeat evaluation. This record will display on the output for Repeat/ Equivalent Course Check Report (SHRRPTS) with the following comment: `*Not Considered - Diff Title`. Review of these types of records will only occur if there are at least two records that have the same course title. If unchecked, all course work with the same subject and course number will be considered in the evaluation for repeat checking, even if the titles differ. This is used by institutions who reuse course numbers. For example, a student could have a previously completed course such as subject - MATH, course number - 101, course title - Calculus. A different course could now exist that reuses the subject and course number but contains a different course title, such as subject - MATH, course number - 101, course title - Trigonometry. In this situation, institutions would not want to consider these courses in the registration repeat checking or the academic history repeat evaluation. The title check is based upon the course title established in the Course Maintenance (SHATCKN) page. (This is the course title that is stored in the SHRTCKN table.) In registration, titles will be compared to the SSBSECT title against courses in history using the SHATCKN title, or against the SSBSECT or SCBCRSE title of a course that is in progress or graded and not rolled.
Evaluate Transfer Courses	Check box used to indicate whether transfer courses are to be evaluated in repeat processing in registration and academic history. If unchecked, repeat processing will not consider any transfer

Fields	Descriptions
	work in processing. For institutions that leave the **Transfer Course Indicator** unchecked, but need to know the entire academic history record, use the Print Transcript Work parameter on the Repeat/Equivalent Course Check Report (SHRRPTS) to print transfer work of the same subject and course number. Valid values for the Print Transfer Work parameter are *Y* or *N*. If this parameter is set to *Y*, transfer work will display at the end of the institutional course work for the student for the same subject and course number. Each transfer record printed will have the comment: **TRANSFER – Not Evaluated*. This transfer work data is strictly informational and is not used in processing or evaluation. If the parameter is set to *N*, transfer work will not print on the output of SHRRPTS. The output for SHRRPTS prints the results in one sort order, alphabetically by last name. The sort of the records associated with each student is performed by if the course work is considered, (that is, the course is included or excluded from repeat processing). Unless the course fails the minimum grade value, this information will appear first in term order. Institutional courses with Repeat Messages such as **Not Considered – Diff Schd Type or * Not Considered –Diff Title* will appear next, and then transfer work is displayed.

California Localization

The field and description in this section applies to California only.

Fields	Descriptions
Repeat Type	Type of grade associated with this code in repeat processing, if this code is used in registration repeat process evaluation (that is, the **Repeat Ind** check box is checked [`SHRGRDE_REPEAT_INCLUDE_IND` = `Y`]). Values are

Fields	Descriptions
	`Satisfactory`, `Substandard`, `Withdrawal`, `Military Withdrawal`, and `null`.

Repeat or Equivalent Use and GPA Rules (California Localization)

Updated: August 27, 2020

Use the Repeat or Equivalent Use and GPA Rules section of the page to define repeat limit and repeat hours rules for the level and effective term.

Fields	Descriptions
Effective Term	Effective term code and description of the term for the rule.
Level	Level code and description of the level for the rule.
`The following fields are in the Repeat Limit information.`	
Selection Rule	Rule used when the number of times a student may take a course is limited. Repetition of the course will enable the repeat rules specified here, which is specified by the value in the **(Repeat) Limit** field on the Basic Course Information (SCACRSE) page. Valid values are: • *`Greatest or Latest`* • *`Latest`* • *`Highest`* • *`First Pass`* Each rule has an associated evaluation grade that determines the minimum grade a course must have to be considered for repeat processing evaluation. Registration repeat checking uses the evaluation grade to determine if a course should be considered in repeat checking, based upon whether repeat hours or repeat limit rules are to be used.
Evaluation Grade	Minimum grade that will be used for repeat checking when the selection rule that applies to the repeat condition (repeat limits) is used. Establish an evaluation grade to use as the minimum grade

Fields	Descriptions
	a course must have (in rolled or unrolled history) to be considered in repeat checking for each selection rule at the institution, by level and effective term. The list of grades is defined in the Grade Code Maintenance (SHAGRDE) page.
GPA Calculation	Setting for the GPA calculation for the rule. Valid values are: • `All` - Specifies that all courses will be included. Saved to the database as `A`. • `Selected` - Specifies that only courses selected based upon the selection rule will be included. Saved to the database as `S`.
The following fields are in the Repeat Hours information.	
Selection Rule	Rule used when there is a maximum number of hours that can be earned before the repeat rule is used. Valid values are: • `Greatest or Latest` • `Latest` • `Highest` • `First Pass` This rule has an associated evaluation grade that determines the minimum grade a course must have to be considered for repeat processing evaluation. Registration repeat checking uses the evaluation grade to determine if a course should be considered in repeat checking, based upon whether repeat hours or repeat limit rules are to be used.
Evaluation Grade	Minimum grade that will be used for repeat checking when the selection rule that applies to the repeat condition (repeat hours) is used. Establish an evaluation grade to use as the minimum grade

Fields	Descriptions
	a course must have (in rolled or unrolled history). This evaluation grade will be considered in repeat checking for each selection rule at the institution, by level and term.
GPA Calculation	Setting for the GPA calculation for the rule. Valid values are: • `All` - Specifies that all courses will be included. Saved to the database as `A`. • `Selected` - Specifies that only courses selected based upon the selection rule will be included. Saved to the database as `S`.

California Localization

The field and description in this section applies to California only.

Fields	Descriptions
Repeat Type	Type of grade associated with this code in repeat processing, if this code is used in registration repeat process evaluation (that is, the Repeat Ind check box is checked [SHRGRDE_REPEAT_INCLUDE_IND = Y]). Values are Satisfactory, Substandard, Withdrawal, Military Withdrawal, and null.

Transcript Request (SHARQTC) page

Updated: August 27, 2020

The Transcript Request (SHARQTC) page allows the user to request that the system produce official transcripts.

Transcripts may be produced immediately or on a delayed basis using sleep/wake processing. This page is used to request a printed academic transcript or an electronic (EDI or XML) transcript. Mailing or routing information is captured, in addition to optional billing information.

Electronic transcripts require the entry of a valid outside institution code for an institution that is capable of receiving electronic transcripts. Institutions are noted as being EDI or

XML capable using the setting of the **Electronic** field on STVSBGI. This field determines the mode in which the transcript is to be sent. When the institution code is entered in the Transcript Destination section of the Issue Information window, the system will check to see if that institution is EDI or capable and then default in the appropriate **Output Type** value (`E`, `P`, `D`, `Null`).

The **Output Type** field will always be blank unless an external institution code has been entered and that institution is capable of receiving transcripts electronically using the EDI or XML file formats. When this field is `Null`, the transcript will be printed on paper.

- If the institution is EDI capable, the system will set the **Output Type** to `E` in the Transcript Destination section of the Issue Information window.
- If the institution is PESC/XML capable, the system will set the **Output Type** to `P` in the Transcript Destination section of the Issue Information window.
- If the institution is PDF capable for eTranscripts, the system will set the **Output Type** to `D` in the Transcript Destination section of the Issue Information window.

The **Output Type** value can then be overridden by the user in the following situations:

- If the **Electronic** field on STVSBGI is not null for the corresponding **External Institution Code** value, then the user can change the **Output Type** value to `NULL`. The override is only valid for that transcript request.
    - The value of `E` can only be entered for those institution codes that are marked as EDI capable on STVSBGI.
    - The value of `P` can only be entered for those institution codes that are marked as XML capable on STVSBGI.
- If the **Electronic** field on STVSBGI is null for the corresponding **External Institution Code** value, then the **Output Type** value cannot be overridden.

The student must have entries in one or more of the tables associated with the Academic History module to generate a transcript. In addition, the transcript will not be produced if the student has holds against their record which prevent the creation of transcripts. A transcript may be produced for a student with no institutional history information in academic history, who has only either registration or transfer information.

The SHARQTC page includes the **Level** section in the **Transcript Request** section for users to enter up to 10 level codes for a multiple level transcript request.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Transcript Request section.

Key block

Updated: August 27, 2020

Use this section to enter ID of the student for the transcript request.

Transcript Request section

Updated: December 12, 2024

Use this section to enter information for the transcript request, including hold, electronic, and self-service options. Use the Transcript Request section to access this window from one of the secondary windows.

The following fields in the Transcript Request section are used with transcript request processing.

Fields	Descriptions
Level Option	The Level Option option group allows users to indicate whether the request is a Single Level or Multiple Levels or All Levels request. • Single Level - When the user selects the **Single Level** option button, the user can enter or select a single level for the transcript request and the entered/selected level will only be valid if it matches at least one of the student's courses. • Multiple Levels - When the user selects the **Multiple Levels** option button, the value of `00` defaults into the Level field and the user cannot change it. The `00` value is by default to populate the

Fields	Descriptions
	required **Level Code** field. The logic of the transcript reports (SHRTRTC, SHRPESE and SHREDIY) have been enhanced to only use the level codes in the Level Code section (SHRTRML table) when selecting the courses to include in the transcript. • All Levels - When the user selects **All Levels** option button, the value of `AL` defaults into the **Level** field and cannot be changed. The Level Code section can only be used for Multiple Levels transcript requests and each level code that is entered/selected in the Level Code section will only be valid if it matches at least one of the student's courses. For multiple level transcript requests, even when a student has in-progress courses, the **In-Progress Cutoff Term** field will present a `No records exist to query LOV` warning as the field LOV needs at least one record saved in the Level Code section to be able to display a list of valid values for the student. For example, if the student has some in-progress courses for level GR and some for level PR, then if both GR and PR are included in the list of levels in the Level Code section and this has been saved, then the LOV for In-Progress Cutoff Term displays the latest in-progress term(s) for GR and PR.

Fields	Descriptions
	The users can change the Level Option until the time when the transcript is actually printed or sent. Changing from Multiple Levels, either Single Level or All Levels displays a message that this will delete all records from the Level Code section.
Level	Enter the level for a 'Single Level' transcript request. Use List to select a valid level code. `AL` will default for an 'All Levels' transcript request to request that transcripts for all levels be produced, or 00 will default for a 'Multiple Levels' transcript request.
Request Date	Date the transcript was requested. The current date will default when a request is entered, but the date may be changed. When a future date is entered, the transcript will not be produced until the specified date has been reached.
Transcript Type	Valid transcript type for which rules have been defined on the Transcript Type Rules (SHATPRT) page. The sections of data which will print on the transcript are controlled through the rules defined for the Transcript Type. For example, when the **Campus** box is checked on SHATPRT, the course campus will print on the transcript. A List function displays the Transcript Type Rules (SHATPRT) page. You must enter a type to save a new record. When an EDI or XML capable institution

Fields	Descriptions
	code is entered, the value for the **Transcript Type** field will default from the Academic History Control (SHACTRL) page. List Transcript Type Rules (SHATPRT) page
Number of Copies	Number of transcript copies requested. This field defaults to `1` when a request is entered and may be overridden. If changed to another value, the specified number of transcripts will be produced for the requested level(s). If the transcript is to be sent electronically, the number of copies will be set to `1`.
Official	Official transcript indicator. When the Academic Transcript (SHRTRTC) print process is run, one of the parameter options is the choice to print official or unofficial transcripts. When this check box is checked (`Y`), only transcripts flagged as official in the request will be printed. Only official transcripts are processed electronically.
Billing Term	Term in which transcript fee is billed. A value should only be entered if a charge is to be posted in the Accounts Receivable module for the transcripts. If values are entered, a transcript fee term, detail code, and transcript fee amount are all required. Use List to select a valid billing term.
Detail	Detail code for transcript fee. A value should only be entered if a charge is to be posted in the Accounts Receivable Module for the transcripts. If values are entered, a transcript fee term, detail code, and transcript fee amount are all required.

Fields	Descriptions
	List Student Detail Code Control (TSADETC) page
Amount	Transcript fee amount. A value should only be entered if a charge is to be posted in the Accounts Receivable Module for the transcripts. If values are entered, a transcript fee term, detail code, and transcript fee amount are all required. In addition, the detail code *must* exist with a category of *TRN*. Please note that only the fee entered in the **Amount** field will be posted to the student's account on the Student Account Detail (TSADETL) page, regardless of the number of transcripts requested. Please adjust this fee accordingly.
Student Information Term	Term used by the Academic Transcript (SHRTRTC) to select the student record information (for example: majors, minors, and concentrations) which will print in the transcript heading section. A term will default to this field based upon the following logic: • The effective term of the maximum student record for the level selected for the transcript will default, if available. • If no effective term can be defaulted based upon the first criteria, the effective term of the maximum student record which is less than or equal to the term of the maximum academic history term header record will default.

Fields	Descriptions
	In some cases, for example, when future term major changes have been entered in the student record, the transcript will print the future term major(s), because of the default logic described above. Using the **Student Information Term** field allows the requester of the transcript to change the Student Information Term to the current term, if desired, to prevent future term majors from printing.
Receipt Number	This field is automatically populated with the receipt number value generated by the Web credit card procedure when the credit card payment is approved. This field maps to `SHTTRAN_WPYO_RECEIPT_NUMBER`. It is an optional field and is not validated.
In-Progress Cutoff Term	Transcript in-progress term. Only terms with in-progress courses are displayed, based on the course level from the SFRSTCR term. This value will default to the highest term for which the student has courses in registration. Courses which have not yet been rolled to academic history up to and including the specified term will be printed as in-progress courses. For example, pre-registration may have already occurred for the Fall, but a transcript is requested at the end of the Spring semester. By using Spring as the in-progress cutoff term, unrolled courses for terms before and including Spring will be printed, but courses for the Summer and Fall would not print as in-progress courses. In-progress courses must have a grade, or

Fields	Descriptions
	the Course Status must have the **Count in Enrollment (Indicator)** checked, the **Gradable Indicator** checked, or have a value in the **Auto Grade** flag in the Course Registration Status Code Validation (STVRSTS) page.
Transcript Sent Date	This field displays the actual date that the requested transcript was sent. This field maps to `SHTTRAN_SENT_DATE`. It is an optional field.
The following fields are in the Hold Processing section of the Transcript Request section.	
Hold for Grades	This check box is used to specify that the requested transcript should not be printed until after the end of term grades have been processed. This field maps to `SHTTRAN_HOLD_GRDE_IND`. It is a required field. Valid values are checked (*Y*) and unchecked (*N*). The default value is unchecked (*N*). When this field is set to *Y*, a transcript request will not be printed unless the Process rqsts awaiting grades? parameter on SHRTRTC is set to *Y*.
Hold for Degrees	This check box is used to specify that the requested transcript should not be printed until after learner's degree has been posted. This field maps to `SHTTRAN_HOLD_DEGR_IND`. It is a required field. Valid values are checked (*Y*) and unchecked (*N*). The default value is unchecked (*N*).

Fields	Descriptions
	When this field is set to *Y*, a transcript request will not be printed unless the Process rqsts awaiting degrees? parameter on SHRTRTC is set to *Y*.
The following fields are in the Self-Service Request Details section of the Transcript Request section.	
Self-Service Option	Web Self-Service Option Code. This field is used by learners to specify a Web self-service option on a transcript request. This field maps to `SHTTRAN_WSSO_CODE`. It is an optional field. List Web Self Service Options Validation (STVWSSO)
Payment Option	Web Payment Option Code. This field is used by learners to specify a Web payment option on a transcript request. This field maps to `SHTTRAN_WPYO_CODE`. It is an optional field. List Web Payment Options Validation (STVWPYO)
Academic Transcript	In the Academic Transcript, the user can select Multiple Levels in the **Transcript Level** menu.
Request Printed Transcript	In the Request Printed Transcript, the user can select Multiple Levels in the **Course Levels** menu.
View Status of Transcript Requests	The Transcript Order Status page displays the multiple levels in the Course Levels field, if the user has selected multiple levels while ordering the transcript.

Issued Information window

Updated: August 27, 2020

Use this window to enter information for the transcript destination and name hierarchy. Use the Issued Information section to access this window.

Transcript Destination section

Updated: August 27, 2020

Use this section to enter destination and address information for the transcript.

Fields	Descriptions
External Institution Code	When a valid institution code from the Source/Background Institution Code Validation (STVSBGI) page is entered, the institution's name defaults into the **Issued** field, and the institution's address is retrieved from the Source or Background Institution Base (SOASBGI) page. Electronic transcripts require the entry of a valid outside institution code for an institution that is capable of receiving electronic transcripts. Institutions are noted as being EDI or XML capable using the setting of the **Electronic** field on STVSBGI. This field determines the mode in which the transcript is to be sent. When the institution code is entered, the system will check to see if that institution is EDI or XML capable and then default in the appropriate **Output Type** value (`E`, `P`, `NULL`). A message will be displayed that the transcript will be sent electronically. The cursor will be positioned at the **Output Type** field. You then have the option of overriding **Output Type** by blanking it out, and thereby printing the transcript on paper.

Fields	Descriptions
	Otherwise, the cursor is positioned in the first line of the address. List Source or Background Institution Query-Only (SOISBGI) page
Output Type	Transcript send type. This field is used to determine whether the transcript will be printed on paper, sent by EDI, sent by XML, or sent by PDF. This field will always be blank unless an external institution code has been entered and that institution is capable of receiving transcripts electronically using the EDI, XML, or PDF file formats. • When this field is *Null*, the transcript will be printed on paper. • If the institution is EDI capable, the system will set the value to *E*. • If the institution is XML capable, the system will set the value to *P*. • If the institution is PDF capable, the system will set the value to *D*.
Output Type (cont.)	The **Output Type** value can then be overridden by the user in the following situations: • If the **Electronic** field on STVSBGI is not null for the corresponding **External Institution Code** value, then the user can change the **Output Type** value to *Null*. The override is only valid for that

Fields	Descriptions
	transcript request. The value of `E` can only be entered for those institution codes that are marked as EDI capable on STVSBGI. The value of `P` can only be entered for those institution codes that are marked as XML capable on STVSBGI. • If the **Electronic** field on STVSBGI is null for the corresponding **External Institution Code** value, then the **Output Type** value cannot be overridden.
Forward to Internal College	College code. When a value valid on the College Code Validation (STVCOLL) page is entered, the college's description is retrieved and defaults into the **Issued** field, and the cursor is positioned in the first line of the address. Use List to select a college code from STVCOLL.
Issued To	Name of person or entity to which the transcript is issued. This value will default in as described above.
Student Address Type	When a valid address type for the person is entered, the student's name and address are retrieved, and the cursor is positioned in the first line of the address. Use List to select a valid address type or Count Query Hits to select a valid address for the ID from SOADDRQ.
Phone	Use this field to enter a phone number with country code, area code, and extension for the intended recipient of the transcript. This field maps to `SHTTRAN_CTRY_CODE_PHONE`,

Fields	Descriptions
	SHTTRAN_PHONE_AREA, SHTTRAN_PHONE_NUMBER, and SHTTRAN_PHONE_EXT. It is an optional field and is not validated. The default value is null. This information may be required for express delivery services.
International Access	This field is used to enter an international phone number with country and city codes for the intended recipient of the transcript. This field maps to SHTTRAN_INTL_ACCESS. It is an optional field and is not validated. The default value is null.

Note: When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation (GTVZIPC) page 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/Postal Code is entered manually.

Name Hierarchy section

Updated: August 27, 2020

Use this section to determine how the student's name appears on the transcript based on sequence number and source, such as the diploma name, the general person record identification name, or the general person record legal name.

The following fields are in the Name Hierarchy section.

Fields	Descriptions
Sequence Number	Sequence number that defines the name hierarchy.
Source	Source and description of the name to be printed on the transcript. List Transcript Name Source Code

Fields	Descriptions
	Validation (STVTRNS)
Name Type	Name type and description to be printed on the transcript, such as legal name, preferred name, nickname, or maiden name, etc. List Name Type Validation (GTVNTYP)
Degree Sequence Number	The degree sequence number is required if a diploma is entered for the person and transcript request. If no degree sequence is selected for the diploma name source, the diploma name for awarded degrees with the newest graduation date will be printed on the transcript. If the graduation date is not available, the graduation term will be used. List Degree Summary (SHADGMQ) page
Activity Date	This field is automatically updated whenever any fields in the Name Hierarchy section are entered or updated.
User ID	This field is automatically updated whenever any of the fields in the Name Hierarchy section are entered or updated.

Current Student Status window

Updated: August 27, 2020

Use this window to view a student's level, term range, academic standing, hours, and GPA information. Use the Current Student Status section to access this window.

The **Study Path** drop-down list allows institutions to view the Study Path associated with the level of the student. The student's current status GPA earned for the selected level will be displayed.

If the Study Path is not selected, the Institution Hours and Points information block displays the student's current status GPA. If the Study Path is selected, the Institution Hours and Points information block displays the student's current status GPA for the selected Study Path.

Note: In the SHARQTC page, before viewing the Current Student Status tab, at least one request for a transcript for the student must be available in the Transcript Request tab.

Transcript Request Status (SHARQTS) page

Updated: August 27, 2020

This page is used to track the status of transcript requests. Use the choices in the Options Menu to select all rows, deselect all rows, set the sent date to the current date for all selected rows, and to view all detail associated with a certain request.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Transcript Request section.

Key block

Updated: August 27, 2020

The following fields are in the Key block. All are optional fields.

Fields	Descriptions
ID	Enter the ID of the student for whom you want to check the transcript request status. List Person Search (SOAIDEN) page Count Hits Transcript Request Query
(Name) Untitled	Enter the name of the student for whom you want to check the transcript request status.

Fields	Descriptions
Request Date	Enter the transcript request date for the search in DD-MON-YYYY format.
Print Date	Enter the transcript print date for the search in DD-MON-YYYY format.
Sent Date	Enter the transcript sent date for the search in DD-MON-YYYY format.

Transcript Request section

Updated: August 27, 2020

The following fields are in the Transcript Request section.

Fields	Descriptions
Select	Check this box to indicate that the marked request should be modified based upon a desired option such as *`Set sent date to today`*.
ID	This is not a queriable field. It displays the ID number for the student returned by a search. The data for this field comes from `SPRIDEN_ID` values that have a corresponding value in `SHTTRAN_PIDM`.
(Name) Untitled	This is not a queriable field. It displays the name information for a student returned by a search. The data for this field comes from the SPRIDEN name field values that have a corresponding value in `SHTTRAN_PIDM`.
Hold Exists	This field is display only. When this box is checked, transcript holds exist for the student.
Request Number	Request Number. This is a queriable field that displays the request (sequence) number for each person's transcript request(s). The data for this field comes from `SHTTRAN_SEQ_NO`.

Fields	Descriptions
Request Date	This is a searchable field that allows you to search for transcript requests created on a certain date. The data for this field comes from `SHTTRAN_REQUEST_DATE`. Search criteria must be entered in DD-MON-YYYY format in the Key block.
Print Date	This is a searchable field that allows you to search for transcript requests that were printed on a certain date. The data for this field will come from `SHTTRAN_PRINT_DATE`. Search criteria must be entered in DD-MON-YYYY format in the Key block.
Sent Date	This is a searchable field that allows you to search for transcript requests that were sent on a certain date. This field may be updated manually or using the Set Sent Date to Today item in the Options Menu. The data for this field comes from `SHTTRAN_SENT_DATE`. Search criteria must be entered in DD-MON-YYYY format in the Key block.
TPRT Code	Transcript Type Code. This is a queriable field that allows you to search for transcript requests by transcript type. The data for this field comes from `SHTTRAN_TPRT_CODE`. List Transcript Verification Request Type (STVTPRT)
Number Copies	This is a queriable field that allows you to search for transcript requests by the number of copies requested by the learner for that specific transcript request (sequence) number. The data for this field comes from `SHTTRAN_NO_COPIES`.

Fields	Descriptions
Grade	Hold for Grades. This is a queriable field that when checked allows you to search for transcript requests that the learner wishes to have held for end of term grades. The data for this field comes from `SHTTRAN_HOLD_GRDE_IND`.
Degree	Hold for Degree. This is a queriable field that when checked allows you to search for transcript requests that the learner wishes to have held for a pending degree to be awarded. The data for this field comes from `SHTTRAN_HOLD_DEGR_IND`.
Self-Service	This field is a searchable field that when entered allows you to search for a specific Web self-service option. The data for this field comes from `SHTTRAN_WSSO_CODE`. List Web Self Service Option Validation (STVWSSO)
Detail Code	This field is a queriable field that when entered, allows you to search for a specific detail code. The data for this field comes from `SHTTRAN_DETC_DETAIL_CODE`. List Detail Code Control (TSADETC) page
Amount	This field is a queriable field that when entered allows you to search for transcript requests with a specific amount charged. The data for this field comes from `SHTTRAN_DETC_AMOUNT`.
Payment Option	This field is a queriable field that when entered allows you to search for transcript requests with a specific Web payment option. The data for this field comes from `SHTTRAN_WPYO_CODE`.

Fields	Descriptions
	List Web Payment Option Validation (STVWPYO)
Receipt Number	This field is a queriable field that when entered allows you to search for transcript requests with a specific receipt number. The data for this field comes from `SHTTRAN_WPYO_RECEIPT_NUMBER`.
Issued To	This is a queriable field that displays the information that was printed on the transcript in the Issued To field. The data for this field comes from `SHTTRAN_ADDR_NAME`.
Area Code	This field is a queriable field that when entered allows you to search for transcript requests with a specific area code for a phone number. The data for this field comes from `SHTTRAN_PHONE_AREA`.
Number	Phone Number. This field is a queriable field that when entered allows you to search for transcript requests with a specific phone number. The data for this field comes from `SHTTRAN_PHONE_NUMBER`.
Extension	Phone Extension. This field is a searchable field that when entered allows you to search for transcript requests with a specific phone extension. The data for this field comes from `SHTTRAN_PHONE_EXT`.
International Access	This field is a queriable field that when entered allows you to search for transcript requests with a specific international phone number with country and city codes. The data for this field comes from `SHTTRAN_INTL_ACCESS`.
User	User ID. This is the User ID of the person

Fields	Descriptions
	who created the transcript request. This field is a display-only field. The data for this field comes from `SHTTRAN_USER`.
Activity Date	This is the activity date of the transcript status. This field is automatically updated anytime the **Sent Date** field is entered or updated. This is a display-only field.

Rule Type Definition (SHARTYP) page

Updated: August 27, 2020

The Rule Type Definition (SHARTYP) page is used to define rule types to be associated with grade book rules. The details entered in SHARTYP are stored in the SHBRTYP table.

This page contains the rule types and descriptions used as the basis for rule creation in SHAGRUL and the associated parameterized coded function used to perform the rule calculation. The two rule types *`LATE`* (Late Mark Degradation) and *`RESIT`* (Resit Mark Calculation) and their appropriate functions are system-required values.

Note: A rule type should not be deleted from this page if it has been assigned from SHAGRUL.

If a rule type is updated, then any sub-components or components which are assigned to a rule using the rule type should have their marks recalculated. The same applies to any relating parent components and sections, unless any student in the section has been rolled to academic history.

Fields	Descriptions
System Required	The **System Required** check box is used to determine which rule types are system required. If the **System Required** check box is checked, the rule type record cannot be deleted.

eTranscript SFTP Transmission Resend (SHASFTP) page

Updated: August 27, 2020

This page is used to display SFTP transmission errors and allow manual resending of the transcript order. You can resend individual files or resend all files. This page contains the Resend section.

Resend section

Updated: August 27, 2020

Use the Resend section to review records and resend specific records or groups of records.

Fields	Descriptions
Resend All	Check box used to indicate that all records can be resent.
Resend	Check box used to indicate that a specific record can be resent.
Order ID	Unique ID associated with the eTranscript order. This number is assigned by the vendor and consists of an order number and a suborder number.
ID	Student's Banner ID number.
Student Name	Student's name.
Recipient Name	Transcript recipient's name.

Attendee Size Classification Rules (SHASIZE) page

Updated: August 27, 2020

This control page creates a table of sizes and ranges which is used by the Ceremony Attendance (SHACATT) page to determine ceremony attendee cap or gown size, based on their height, weight, and head size.

When these rules are set up, they default the appropriate cap or gown size into the Attendee Information on SHACATT when cap and gown type is present. If an asterisk (*) is displayed in one of the Measurement fields for height, weight, or cap size on SHACATT, it indicates that the measurement entered does not fall within a predetermined range on SHASIZE. This page is optional.

Structured Progression and Awards Rules (SHASPAR) page

Updated: March 23, 2023

Use the Structured Progression and Awards Rules (SHASPAR) page to define rules for the Progression Outcome at a stage, Overall GPA calculation and Award Classification evaluation for a student. These rules are considered on the Structured Progression Process (SHPPGAW).

Related reference

- Student Profile
- Award Classification Assessment
- Overall GPA calculation
- Progression Outcome Assessment

Key block

Updated: March 23, 2023

Use the key block to enter the effective term and level for a student.

Field	Description
Term	Enter the Effective Term. Links to the Term Code Validation (STVTERM) page.
Level	Enter the level. Links to the Level Code Validation (STVLEVL) page.

Rules Criteria

Updated: March 23, 2023

Use the Rules Criteria section to define the classification rules at various levels of detail in a set of data.

Each rule that is generated has its own Rule Number, which you can use to associate the Progression Rules, the Overall GPA Rules, and the Award classification Rules. You can link the same Rule Number to all the three windows. You can also create different rules for each of the three tabs, that is, Progression Rules, Overall GPA Rules, and Award Classification Rules.

Field	Description
Term	Use the **Term** field to specify the term for which the rule becomes effective. This is a mandatory field. List Term Code Validation (STVTERM)
Degree	In the **Degree** field, enter the code for the degree that you want this selection rule to be based on. This is an optional field. List Degree Code Validation (STVDEGC)
Program	Specify the program for which the rule is applicable. This field is optional. If the field is NULL, then the rule applies to all programs. Values are validated against programs defined on the SMAPRLE page, and they must be consistent with the level code entered in the key block. List Program Codes (SMARPLE)
Department	Use the Department field to enter the code of the department on which this selection rule may be based. This is an optional field. List Department Validation (STVDEPT)
College	Code of the college associated with the base curriculum rule. This is an optional field.

Field	Description
	List College Validation (STVCOLL)
Campus	Code of the campus associated with the base curriculum rule. This is an optional field. List Campus Validation (STVCAMP)
Curricula Student Type	Code of the curricula student type associated with the base curriculum rule. List Student Type Code Validation (STVSTYP)
Major	Use the **Major** field to enter the code of the major on which this selection rule may be based. This is an optional field. List All Major, Minor, Concentration Validation Table (STVMAJR) where **Major** indicator is selected.
Minor	Use the **Minor** field to enter the code of the minor on which this selection rule may be based. This is an optional field. List All Major, Minor, Concentration Validation Table (STVMAJR) where **Minor** indicator is selected.
Concentration	Concentration associated with this rule. List All Major, Minor, Concentration Validation Table (STVMAJR) where **Concentration** indicator is selected.
Rule Number	A unique number that auto generates when you insert or copy a new record.

Progression Rules

Updated: March 23, 2023

The Progression Rules tab creates rules for the progress outcome code to assign to the student stage. You can create the Progression Outcome and Stage Rules for a Rule

Number, which is defined on Rules Criteria based on the fields such as Program, Effective Term, Campus, and so on.

Progression Outcome Details

Field	Description
Priority Order	Enter only numbers to determine the priority for each progression outcome.
Progression Outcome	Links to the Academic Standing Code Validation (STVASTD) page.
Progression Description	The value in the field is auto-populated based on the selected progression outcome.
Rule Number	The value in the field is auto-populated based on the record selected in the Rules Criteria.

Stage Details

Field	Description
Stage Number	The drop down list contains values from the EDI Cross-Reference Rules (SOAXREF) page for the STVATTSS label.
Total Attempted Low	Minimum number of attempted credits required to attain a progression outcome. Enter a numerical value in the text box. This field is mandatory. Define both the Total Attempted Low and Total Attempted High values.
Total Attempted High	Maximum number of attempted credits required to attain a progression outcome for a stage number. Enter a numerical value in the text box. This field is mandatory. Define both the Total Attempted Low and Total Attempted High values.
Total Earned Low	Minimum number of earned credits required to attain a

Field	Description
	progression outcome for a stage number. Enter a numerical value in the text box. This field is mandatory. Define both the Total Earned Low and Total Earned High values.
Total Earned HIgh	Maximum number of earned credits required to attain a progression outcome for a stage number. Enter a numerical value in the text box. This field is mandatory. Define the Totals Earned Low and Totals Earned High values.
Allowed Compensated Low	Minimum number of allowed compensated credits required to attain a progression outcome for a stage number. Enter a numerical value in the text box. This field is mandatory. If entered, define the Allowed Compensated Low and Allowed Compensated High values.
Allowed Compensated High	Maximum number of allowed compensated credits required to attain a progression outcome for a stage number. Enter a numerical value in the text box. This field is mandatory. If entered, define both the Allowed Compensated Low and Allowed Compensated High values.
Allowed Condoned Low	Minimum number of allowed condoned credits required to attain a progression outcome for a stage number. Enter a numerical value in the text box. This field is mandatory. If entered, define the Allowed Condoned Low and Allowed Condoned High values.
Allowed Condoned High	Maximum number of allowed condoned credits required to attain a progression outcome for a stage number. Enter a numerical value in the text box. This field is optional. If entered, define both the Allowed Condoned Low and Allowed

Field	Description
	Condoned High values.
Allowed Deferred Low	Minimum number of allowed deferred credits required to attain a progression outcome for a stage number. Enter a numerical value in the text box. This field is optional. If entered, define the Allowed Deferred Low and Allowed Deferred High values.
Allowed Deferred High	Maximum number of allowed deferred credits required to attain a progression outcome for a stage number. Enter a numerical value in the text box. This field is optional. If entered, define the Allowed Deferred Low and Allowed Deferred High values.
Total Allowed Compensated and Condoned	The total compensated and condoned credits required to attain an allowed progression outcome for a stage. This field is optional.
Minimum Stage GPA	Minimum Stage GPA required to attain an allowed progression outcome for a stage. This field is optional.
Minimum Passed At First Attempt Credits	Minimum passed at first attempt credits required to attain a progression outcome for a stage. This field is optional.
Mandatory Courses Met	Verify if the student meets all the mandatory courses for stage to attain a progression outcome. All the courses attached without a Rule, and the Rule value defined under **Area Course/Attribute Attachment** section on the Area Requirements (SMAAREA) page for an area. The area links to the stage matches with the **Mandatory Rule Key** value on the Term Control (SOATERM) page value is considered as mandatory courses when evaluating student progression outcome for a stage on Structured Progression Process (SHPPGAW).

Overall GPA Rules

Updated: March 23, 2023

The Overall GPA Rules tab is used to define rules, such as number of credits and weight percentage from each level number, that are to be included in the Overall GPA evaluation for a student.

The rules defined on this section are used by the Structured Progression Process (SHPPGAW). You can define multiple Qualification Level Number(s) to the same Credit/ Weight priority order values.

Credit/Weight Rules

Field	Description
Priority Order	Select the priority order from the list. From 1 to 10, you can set your priorities. This field is mandatory.
Credits to Consider	Enter the number of credits you want to take into account. You can enter numbers up to 3 decimals. This field is mandatory.
Weight (%)	Enter the weight percentage. You can enter up to two decimal numbers. This field is mandatory. For a rule number, the total weight percentage should not be greater than 100%.
Rule Number	A unique number that auto-generates when you insert or copy a new record. The value in the field is auto-populated based on the record selected in the Rules Criteria.

Course Qualification Level

Field	Description
Priority Order	The field auto-populates the values based on the record selected in the **Priority Order** field in the Credit/Weight Rules section. This

Field	Description
	field is mandatory.
Qualification Level Number	The field populates the values from the mappings on the EDI Cross-Reference Rules (SOAXREF) page for the Label: STVATTRL. This field is mandatory.
Description	The description of the Qualification Level Number from the EDI Cross-Reference Rules (SOAXREF) page.

Awards Classification Rules

Updated: March 23, 2023

The student award classifications are defined in the Awards Classification Rules tab, and are set by the administrators.

Field	Description
Progression Outcome	The Progression Outcome linked to an Honors Code record. Academic Standing Code Validation (STVASTD)
Honors Code	The Honors Code assigned to a student based on the student's Overall GPA. Institutional Honors Code Validation (STVHONR)
Honors Description	This is a display only field and auto-populates based on the honors code selected.
Priority Order	This is a display only field and auto-populates with incremental values for a rule number when a new record is inserted or copied.
Overall GPA From	Used to define the minimum Overall GPA required for the honors code. Enter a numerical value in the text box. This field is mandatory.
Overall GPA To	Used to define the maximum Overall GPA required for the honors code. Enter a numerical value in the text box. This field

Field	Description
	is mandatory.
Borderline GPA Form	Used to define the minimum Borderline GPA required for the honors code. Enter a numerical value in the text box. This field is mandatory.
Borderline GPA To	Used to define the maximum Borderline GPA required for the honors code. Enter a numerical value in the text box. This field is mandatory.
Percentage (%) Credits for Overall GPA Honors	Used to define the percentage of credits required to attain the honors code based on the Overall GPA.
Percentage (%) Credits for Borderline Honors	Used to define the percentage of credits required to attain the honors code based on the borderline condition.
Rule Number	The rule number populates based on the record you select in the Rules Criteria.

Structured Progression and Awards Mapping (SHASPAW) page

Updated: March 23, 2023

Use the Structured Progression and Awards Mapping (SHASPAW) page to map the compensated grades, define the condoned grades, defer grades, and establish the rules for Course Eligibility Mapping and Compensated Rules Mapping.

Related concepts

- Structured Progression Rules
- Structured Progression Rules and Calculators

Related reference

- Student Profile

Key block

Updated: March 23, 2023

Use the key block to enter the effective term and level for a student.

Field	Description
Term	Enter the Effective Term. This field is optional. If you enter the term, the records are filtered for specific term in the main sections. Links to the Term Code Validation (STVTERM) page. The **Configured in SHAGRDE** field in the term LOV window helps to identify the terms that have grades configured. If the field is Y, then the grade exists for the term on SHAGRDE page.
Level	Enter the student level. Links to the Level Code Validation (STVLEVL) page.

Grade Mapping tab

Updated: March 23, 2023

Use the Grade Mapping tab to compensate, condone, and defer the grade rules.

Compensated Grade Rules

The Compensated Grade Rules section defines the grades that are eligible to be compensated. Allows to map the grade code to its equivalent compensated grade code, and the compensated change reason.

Field	Description
Term	Displays the term for the grades defined in the Grade Code Maintenance (SHAGRDE) page. On selecting the term the respective grade populates in the Grade Code field. This field is mandatory. Links to Grade Code Maintenance (SHAGRDE)
Grade Code	Displays the list of grades defined in the SHAGRDE page for the value in the term field. This field is mandatory. Links to Grade Code Maintenance (SHAGRDE)

Field	Description
Compensated Grade	Displays the list of grades defined in the SHAGRDE page for the value in the term field. This field is mandatory. Links to Grade Code Maintenance (SHAGRDE)
Compensated Change Reason Code	This field is mandatory. Links to Grade Change Code Validation Page (STVGCHG)

Condoned Grade Rules

The Condoned Grade Rules section defines the grades which are eligible for the condoned grade rules. The condoned grades are compared against the student's grades for the courses to determine which grades qualify for the earned condoned credits.

Field	Description
Term	Displays the term for grades defined in Grade Code Maintenance (SHAGRDE) page. On selecting the term the respective grade populates in the Grade Code field. This is a mandatory field. Links to Grade Code Maintenance (SHAGRDE)
Grade Code	Displays the list of grades defined in SHAGRDE page for the value in the term field. This is a mandatory field. Links to Grade Code Maintenance (SHAGRDE)

Deferred Grade Rules

The Deferred Grade Rules section defines the grades which are eligible for deferred grade rules. The deferred grades are compared against the student grades for the courses to define the earned deferred credits.

Field	Description
Term	Displays the term for grades defined in Grade Code Maintenance (SHAGRDE) page. On selecting the term the respective grade

Field	Description
	populates in the Grade Code field. This is a mandatory field. Links to Grade Code Maintenance (SHAGRDE)
Grade Code	Displays the list of grades defined in SHAGRDE page for the value in the term field. This is a mandatory field. Links to Grade Code Maintenance (SHAGRDE)

Course Eligibility Mapping tab

Updated: March 20, 2025

Use the Course Eligibility Mapping tab to define the courses that are not eligible for compensated or condoned. You can also tag courses as required courses, giving them priority when calculating a student's Overall GPA.

Field	Description
Term	The effective term. This field is mandatory. List Term Code Validation (STVTERM)
Program	This field is optional. Links to List Program Codes (SMARPLE)
Area	Code for the Area. The Area has three options: • Access Area Library Links to List Area Library (SMAALIB) page • View Existing Areas Links to Count Hits Existing Area Inquiry (SMIAREA) page • Access Areas Attached to Program Lists the areas linked to a program and term on Program Requirements (SMAPROG) page. This option is available only if Program is entered.

Field	Description
Subject	This field is mandatory. Links to Subject Code Validation (STVSUBJ) page
Course Number	Number of the Course You must enter a value in the Subject field for the Existing Courses List to be displayed from this field. This field is mandatory.
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Course Compensated	A check box to define if the subject and course is eligible to be compensated. The default value is `Y` on inserting a record.
Course Condoned	A check box to define if the subject and course is eligible to be condoned. The default value is `Y` on inserting a record.
Required for Overall GPA	A check box to signify if the subject and course number for the area and program is required when considering the credits for the Overall GPA calculation. The default value is `N` on inserting a record.

Compensated Rules Mapping tab

Updated: March 23, 2023

Use the Compensated Rules Mapping tab to define the rules for compensated grade. This includes the rules for the Compensated Credits, Minimum Stage GPA and the Minimum Earned Hours at a Stage. You can use the rules in the Structured Progression process (SHPPGAW) to assign compensated grades for a student.

Field	Description
Term	The **Term** field is used to specify the term for which the compensated rule becomes effective. This is a mandatory field. List Term Code Validation (STVTERM)
Degree	The **Degree** field is used to enter the code of the degree on which this selection rule may be based. This field is optional.

Field	Description
	List Degree Code Validation (STVDEGC)
Program	Specify the program for which the compensated credits rule is applicable. If the field is null, then that rule applies to all the programs. Values are validated against programs defined on the SMAPRLE page, and must be consistent with the level code entered in the Key block. This field is optional. List Program Codes (SMARPLE)
Department	The **Department** field is used to enter the code of the department on which this selection rule may be based. This field is optional. List Department Validation (STVDEPT)
College	Code of the college associated with the curriculum. This field is optional. List College Validation (STVCOLL)
Campus	Code of the campus associated with the curriculum. This field is optional. List Campus Validation (STVCAMP)
Curricula Student Type	Student type code on the curriculum record. List Student Type Code Validation (STVSTYP)
Major	The **Major** field is used to enter the code of the major on which this selection rule may be based. This field is optional. List All Major, Minor, Concentration Validation Table (STVMAJR) where **Major** indicator is selected.
Minor	The **Minor** field is used to enter the code of the minor on which this selection rule may be based. This field is optional.

Field	Description
	List All Major, Minor, Concentration Validation Table (STVMAJR) where **Minor** indicator is selected.
Concentration	Concentration associated with the compensated rule. This is an optional field. List All Major, Minor, Concentration Validation Table (STVMAJR) where **Concentration** indicator is selected.
Stage Number	A menu with electronic values for the Label: STVATTS from the SOAXREF page. • If no values are defined for the STVATTS label in SOAXREF, the field is blank. • If there are multiple values defined for the STVATTS label in SOAXREF, then the menu displays only single value.
Allowed Compensated Credits	A mandatory text box to define the maximum credit hours allowed to compensate credits within a stage.
Minimum Stage GPA	An optional text box to define the minimum Stage GPA required to gain a compensated grade within a stage.
Minimum Earned Hours	An optional text box to define the minimum earned credit hours required to gain a compensated grade within a stage

Academic Standing Query (SHASTAT) page

Updated: August 27, 2020

The Academic Standing Query Page provides a method of viewing the end of term academic standing and Dean's List status for any term which is part of Academic History. This is a query-only page that may be accessed directly from the menu.

The information must have been rolled to Academic History to display on this page.

Main window

Updated: August 27, 2020

This window contains the Key block, the Academic Standing section, the Dean's List section, the Curricula Summary section, and the Field of Study Summary section.

Key block

Updated: August 27, 2020

Use this section to enter the criteria for the search. You can search on term, level, campus, college, degree, program, field of study type, and field of study code.

Check the **Include Academic Standing for Study Path** check box to view Academic Standing by Study path. This check box will appear in the key block only if **Process GPA by Study Path** field is enabled in SHACTRL.

Academic Standing section

Updated: August 27, 2020

This section is used to display the academic standing status for students in the selected term.

If the **Include Academic Standing for Study Path** indicator is checked then the Academic Standing specific for each study path of the student will also be listed and the Study Path column will display the study path of the student.

Dean's List section

Updated: August 27, 2020

This section is used to display the Dean's List status for the selected term. Use the Dean's List section to access this section.

Curricula Summary section

Updated: August 27, 2020

This section is display only for the ID in either the Academic Standing section or the Dean's List section and displays a summary of curricula data.

This section displays the most recent curriculum data for each priority if the curriculum row is *ACTIVE*. The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing.

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 section title to identify these two rows. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

The following fields are in this section.

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.
Student Type	Student type code entered specifically for the curriculum record.
Rate	Rate code entered specifically for the 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.
End	This is the term code for the end of the curriculum.
Outcome Key	For the learner record, this is the sequence number of the outcome (degree) the curriculum was rolled to. For the outcome record, this is the key sequence number the curriculum belongs to.
Admission Type	Admission type code entered specifically for the curriculum record.
Admission	Admission term code entered specifically for the curriculum record.
Matriculation	Matriculation term code entered specifically for the curriculum record.

Field of Study Summary section

Updated: August 27, 2020

This section is display only for the ID in the Key block and displays a summary of field of study data. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

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 section.

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 section.
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 `CONCENTRATION`.

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

Student Subject Sequence History (SHASUBJ) page

Updated: August 27, 2020

The Student Subject Sequence History (SHASUBJ) page is used to view the student's academic progress in specific subject areas.

This page is display only. You can perform the following tasks:

- View a student's academic current standing information at an institution and GPA information on a subject-by-subject basis.
- View a student’s subject GPA by Study Path
- View a student’s Academic Standing by Study Path.
- View a student's summary information for each subject area with hour and GPA totals by subject. Both institutional and transfer work are displayed.
- View institution entries and all transfer entries which have been flagged to be included in the transfer GPA.
- View section information for each subject in the Institution Courses section and the Transfer Courses section.

  Note: Valid person and student-related information must be present for the ID entered.

This page is composed of the following sections:

- Key block
- Current Standing
- Current Standing GPA
- Subject History

Key block

Updated: August 27, 2020

Use the Key block to enter the student ID, name, and level.

Fields	Descriptions
ID	Student ID.
Name	Student name.
Level	Course level code and description.
Study Path	Student's Study Path to view the subject GPA. This is an optional field where you can select the Study Path value from this drop-down menu. If you try selecting the Study Path value without selecting the Student ID and student's course level, a warning message is displayed.
Start with Subject	Student's subject name.

Current Standing

Updated: August 27, 2020

The Current Standing section of the page displays the student's current academic standing, progress evaluation, and combined academic standing. You can also view the current academic status and GPA information specific to a study path if study paths are enabled.

It also displays information for the level, the student's total attempted hours, total passed hours, total earned hours, total GPA hours, total quality points, and total GPA for an institution, from a transfer institution, and for overall. Use the Current Standing section to access this section of the page.

If a study path is selected in the key block, then the information specified in this section will be specific to the selected study path and if the selected study path is not valid for the latest term, then, the Academic Standing, Progress Evaluation and Combined Academic Standing displayed are for the latest term.

Note: If a student is a transfer student, then all the details such as credit hours (attempted, passed, earned, GPA hours) and GPA will be transferred to the current institution.

Based on the total institution hours and total transferred hours, the overall hours and overall GPA are calculated and displayed in this section. Overall is the summation of inst and transferred credit hours, GPA, and quality points for a student across all terms for the selected level. All students may not have transfer information.

Fields	Descriptions
Study Path	Displays the Study Paths in the latest term. This drop down will only display if Study Paths is turned on for an Institution (SHACTRL). If a study path is selected in the key block, then the field will be a display only. When no study path is selected in the key block, the field is editable and the drop down lists the Study Paths the student is associated to.
First Term Attended	Term code and description for the first term that the student attended.
Last Term Attended	Term code and description for the last term that the student attended.
Academic Standing	Academic status code and description the student's earned academic standing. The academic standing can be defined on the General Student (SGASTDN) page. If the student is new or if no standing exists, the system assumes a standing of 00. For continuing students, the system retrieves the previous term's academic standing from the **End of Term Academic Standing** field of the Term Header information of the Term Course Maintenance (SHAINST) page. When a study path is selected (in the key block or the drop down in the section) then the field will display the student's academic standing code for the selected study path and the value in this field will be from `SHRAPSP_ASTD_CODE_END_OF_TERM` The label will change to reflect: Academic Standing for Study Path. Field is display only.
Academic Standing Override	Displays the user-entered academic standing override code.

Fields	Descriptions
	For a term, the General Student (SGASTDN) page is used to override the academic standing status.
Progress Evaluation	Progress evaluation code and description for the student. When a study path is selected (in the key block or the drop down in the section) then the field will display the student's progress evaluation for the selected study path and the value in this field will be from `SHRTTRM_PREV_CODE`. The label will change to reflect: Progress Evaluation for Study Path. Field is display only.
Progress Evaluation Override	Displays the user-entered progress evaluation override code and description. For a term, the General Student (SGASTDN) page is used to override the Progress Evaluation. The value displayed in this field comes from the `SGBSTDN_PREV_CODE`.
Combined Academic Standing	Combined academic standing code and description. The combined academic standing code is a single value that reflects a student's academic standing and progress evaluation. This is defined by a combination of an academic standing code and a progress evaluation code. When a study path is selected (in the key block or the drop down in the section) then the field will display the student's combined academic standing for the selected study path and the value in this field will be from `SHRAPSP_CAST_CODE`. The label will change to reflect: Combined Academic Standing for Study Path. Field is display only.
Combined Academic	Displays the user-entered combined academic standing override

Fields	Descriptions
Standing Override	code and description. For a term, the General Student (SGASTDN) page is used to override the academic standing status. The value displayed in this field comes from the `SGBSTDN_CAST_CODE`.

Current Standing GPA

Updated: August 27, 2020

The Current Standing GPA section of the page is display only. The hours and GPA information shown here are for institution, transfer institution, and overall data.

Fields	Descriptions
The following fields are in the Institution Hours and Points information.	
Institution Attempted Hours	Total number of credits hours that the student attempted for a CRN/section.
Institution Passed Hours	Total number of credits hours that the student passed for a CRN/section.
Institution Earned Hours	Total number of credits hours that the student earned for a CRN/section.
Institution GPA Hours	Total number of credits hours that impact the student's GPA for a CRN/section.
Institution Quality Points	Total number of quality points for the CRNs/sections that a student completed at an institution.
Institution GPA	Student's GPA earned for the CRNs/ sections stored in academic history.
Institution GPA by Study Path	Student's GPA by Study Path earned for the CRNs/sections stored in academic history.
The following fields are in the Transfer Hours and Points information.	

Fields	Descriptions
Transfer Attempted Hours	Total number of credit hours attempted by the student, which is transferred from one institution to another institution.
Transfer Passed Hours	Total number of credit hours passed by the student, which is transferred from one institution to another institution.
Transfer Earned Hours	Total number of credit hours earned by the student, which is transferred from one institution to another institution.
Transfer GPA Hours	Total number of credit hours that impact the student's GPA, which is transferred from one institution to another institution.
Transfer Quality Points	Total number of quality points for the CRNs/sections that a student completed at an institution and is transferred to another institution.
Transfer GPA	Student's GPA earned for the CRNs/ sections at an institution, which is transferred to another institution.
The following fields are in the Overall Hours and Points information.	
Overall Attempted Hours	Total of student's attempted hours and transfer number of credit hours that the student attempted overall.
Overall Passed Hours	Total number of credit hours that the student passed overall.
Overall Earned Hours	Total number of credit hours that the student earned overall.
Overall GPA Hours	Total number of credit hours that impact the student's overall GPA.
Overall Quality Points	Total number of quality points for the CRNs/sections that the student completed overall.
Overall GPA	Student's overall GPA.

Fields	Descriptions
Overall GPA by Study Path	Studen's overall GPA by Study Path.

Subject History

Updated: August 27, 2020

This Subject History section of the page displays the GPA by subject and course details (such as title, grade, grade mode, repeat details and so on), including institutional and the transfer courses.

Overall is the sum of institution and transferred credit hours, GPA, and quality points for a student across all terms for the selected level. Not all students may not have transfer information.

Use the Subject GPA and Course Detail Information section to access this section of the page. Use the additional tabs to access the child records for subject GPA, institutional courses, and transfer courses for the subject history.

Fields	Descriptions
Subject Code	Subject code.
Subject Description	Subject description.

Subject GPA

Updated: August 27, 2020

Use the Subject GPA section to access this section of the page and view subject GPA and GPA by Study Path information for institution, transfer, and overall course data.

Fields	Descriptions
The following fields are in the Institution Hours and Points information.	
Institution Attempted Hours	Total number of credits hours that the student attempted for a CRN/section.
Institution Passed Hours	Total number of credits hours that the student passed for a CRN/section.
Institution Earned Hours	Total number of credits hours that the

Fields	Descriptions
	student earned for a CRN/Section.
Institution GPA Hours	Total number of credits hours that impact the student's GPA for a CRN/section.
Institution Quality Points	Total number of quality points for the CRNs/sections that a student completed at an institution.
Institution GPA	Student's GPA earned for the CRNs/ sections stored in academic history. If you select the None option from the Study Path drop-down list, the Institution Hours and Points information block displays only the student's subject GPA. If you select the Courses with No Study Path option from the Study Path drop-down list, the Institution Hours and Points information block displays only the student's subject GPA that is not associated to any Study Path.
Institution GPA by Study Path	Displays the student's GPA by Study Path earned for the CRNs/sections stored in academic history. If you select a Study Path value, then the student's GPA for the selected Study Path is displayed in the Institution Hours and Points information block.
The following fields are in the Transfer Hours and Points information.	
Transfer Attempted Hours	Total number of credit hours attempted by the student, which is transferred from one institution to another institution.
Transfer Passed Hours	Total number of credit hours passed by the student, which is transferred from one

Fields	Descriptions
	institution to another institution.
Transfer Earned Hours	Total number of credit hours earned by the student, which is transferred from one institution to another institution.
Transfer GPA Hours	Total number of credit hours that impact the student's GPA, which is transferred from one institution to another institution.
Transfer Quality Points	Total number of quality points for the CRNs/sections that a student completed at an institution, which is transferred to another institution.
Transfer GPA	Student's GPA earned for the CRNs/ sections at an institution, which is transferred to another institution.
The following fields are in the Overall Hours and Points information.	
Overall Attempted Hours	Total number of credit hours that the student attempted overall.
Overall Passed Hours	Total number of credit hours that the student passed overall.
Overall Earned Hours	Total number of credit hours that the student earned overall.
Overall GPA Hours	Total number of credit hours that impact the student's GPA overall.
Overall Quality Points	Total number of quality points for the CRNs/sections that the student completed overall.
Overall GPA	Student's overall GPA.
Overall GPA by Study Path	Student’s overall GPA by Study Path.

Institutional Courses

Updated: March 20, 2025

Use the Institutional Courses section to access this section of the page and view institutional course information.

Fields	Descriptions
Term	Term code and description of the term in which a student has been graded for the CRN/section.
Subject	Subject code and description of the CRN/section.
Course	Course number of the CRN/section.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Title	Course title of the institutional course.
Grade	Grade earned by the student for the CRN/section.
Mode	Grade mode code and description of the grade assigned to a student for the course.
Hours	Credit hours earned by a student for the course.
Repeat	Displays whether the course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Valid values are: • *`Include`* - Include in GPA, saved to the database as *`I`*. • *`Exclude`* - Exclude from GPA, but include only in attempted hours, saved to the database as *`E`*. • *`Include GPA`* - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as *`A`*.

Fields	Descriptions
Campus	Course campus and description.

Transfer Courses

Updated: March 20, 2025

Use the Transfer Courses section to access this section of the page and view transfer course information.

Fields	Descriptions
Term	Effective term code and description of the term for student's transfer course.
Subject	Subject code and description for the transferred course.
Course	Course number for the transferred course.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Title	Course title for the transferred course.
Grade	Grade for the transferred CRN/section.
Mode	Grade mode code and description of the grade for the transferred CRN/section.
Hours	Credit hours for the transferred CRN/ section.
Count in GPA	Check box used to indicate whether the credit hours and quality points should be included in the student's overall GPA calculation.
Repeat	Displays whether the transferred course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Valid values are:

Fields	Descriptions
	• *Include* - Include in GPA, saved to the database as *I*. • *Exclude* - Exclude from GPA, but include only in attempted hours, saved to the database as *E*. • *Include GPA* - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as *A*.

Transfer Articulation Evaluation (SHATAEQ) page

Updated: August 27, 2020

The Transfer Articulation Evaluation (SHATAEQ) page allows for the creation and maintenance of the student's transfer articulation information for a transfer institution.

The articulation can also be done for a specific degree program code which has been created on the Program Definitions Rule (SMAPRLE) page. If a degree program code is entered, then the transfer courses will be articulated based on the degree program entered. The degree program attributes which exist for a course on the Course Detail Information (SCADETL) page will default when transfer articulation occurs.

If the student has transfer courses in academic history on the Transfer Course (SHATRNS) page then these courses must be deleted from history and rolled into transfer articulation. This is done automatically in the Equivalent Course History Roll information. When these courses have been brought back then additional transfer courses can be entered and articulated on this page.

An attendance period must be specified when entering transfer course work, but multiple attendance periods can be entered at one time.

Transfer courses do not have to exist on the Transfer Course Articulation (SHATATR) page to be entered on this page. If the course does not exist on SHATATR, then the user must either create the course through a Count Query Hits function or manually articulate the course.

A grade code is required on all transfer courses. These must be valid grades on the Transfer Grade Code Maintenance (SHATGRD) page. These grades are used to calculate the transfer hours and GPA in the Equivalent Course GPA information.

Terms are associated with EDI and XML transcript transfer work on SHATAEQ. The term association defaults are selected from the rules built on the Transfer Effective Term Code Maintenance (SHADRTM) page, if rules exist. Otherwise, term association defaults are selected from the Term Code Validation (STVTERM) page.

Use the **Repeat** and **Repeat System** fields in the Equivalent Course box to view and update the repeat status of a course. The following shows the mapping between the ANSI and Banner® defined values for the **Repeat (Indicator)**:

Mapping based upon ANSI and Banner definitions	
ANSI	Banner
N	E
R	I
X	E

GTVSDAX Rule and Transfer Course Entry

Updated: August 27, 2020

You have the option allowing data entry of transfer courses into SHATAEQ without first having to create institution and attendance period records in SHATRNS for individual students.

About this task

To use this option, you must make one change in GTVSDAX for the *INSATTENDP* (Insert SBGI Attendance Period) rule. Do the following on GTVSDAX.

Procedure

1. Enter *HISTORY* in the **Internal Group (Code)** field.
2. Change the value in the **External Code** field from *N* to *Y*.

3. Save the change.

Results

After making this change in GTVSDAX, you can access SHATAEQ, enter a student's ID, enter an institution code, go to the next section, and enter transfer course data from a transfer student's transcript. You can also enter different values in the **Attendance Period** field if institutional policy dictates that courses must be recorded in the actual term taken as opposed to a single effective term code. When the transfer courses are saved, institution and attendance period records will be created in SHATRNS.

Note: This processing enters only the minimum fields needed to create a record in the institution and attendance period tables. There may be null values in fields that you normally populate when creating these records manually (e.g., the **Official (Indicator)** check box in the Transfer Institution section and the **Attendance Begin Date Attendance** and **End Date** fields in the Transfer Attendance Period section). However, you can still enter this additional data in SHATRNS after articulated courses have been rolled there.

If you choose not to change the value in the GTVSDAX rule from *N* to *Y*, SHATAEQ will continue to validate that individual students have the appropriate institution and attendance period records created in SHATRNS before allowing entry of transfer course data.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Transfer Articulation Data section.

Key block

Updated: August 27, 2020

Use the Key block to enter the ID, institution, and program for which articulation will be performed.

Transfer Articulation Data section

Updated: August 27, 2020

Use this section to review transfer and equivalent information for the articulation. Use the scroll boxes to expand the viewable information.

Transfer Courses Scroll Box

Updated: August 27, 2020

Use the Resize Transfer window item in the Options Menu or a Help function from the **Attendance Period** field to expand and collapse the Transfer scroll box and view additional fields.

Use this scroll box to maintain information about each transfer course and its related institutional equivalent course information. Transfer courses cannot exist in both transfer articulation and academic history for an institution, hence, if courses exist in history for the institution, they must be rolled back to transfer articulation before additional courses being entered. A transfer course does not need to exist on the Transfer Course Articulation (SHATATR) page to be entered here, but SHATATR can be accessed using a Count Query Hits function to add the transfer course. Transfer courses which do not exist on SHATATR must be articulated manually by selecting *Override Edit* in the **Articulate Ind(icator)**.

The **Articulate Ind(icator)** functions as follows. Values in the pulldown list can be set by the system or can be set manually by the user.

These values are set by the system:

- *(None)* indicates that the course is not articulated. Saved to the database as *Null*.
- *No Equivalent* indicates that the course has no institutional equivalent. Saved to the database as *N*.
- *Successful* indicates that the course has been articulated. Saved to the database as *Y*.

These values can be set by the user:

- *Articulate* indicates you want to articulate the course. Saved to the database as *A*.
- *Unarticulate* indicates you want to unarticulate the course. Saved to the database as *U*.
- *Override Edit* indicates you want to override the standard articulation value and replace it with the user-defined articulation for equivalent courses. Saved to the database as *O*.

- *Manual* indicates you want to perform a manual articulation for equivalent courses. Saved to the database as `M`.

Duplicate courses (same subject and course number in the same transcript) must have duplicate indicators assigned to each iteration of the course. The system records and displays the duplicate indicators on all equivalent courses upon articulation when a many to many or a one to many scenario exists.

The first occurrence of the course will not be flagged, however, any additional occurrences of the same subject and course number will display a `D` for duplicate. Please note that if the transcript is uploaded to SHATAEQ, the processing of duplicate courses will be handled as required by SHATAEQ. That is, a numeric value (0 - 99) will be inserted into the **Duplicate** field in the page for all duplicates.

All transfer courses in a group must be entered, or none of the courses in the group will articulate. A course which does not satisfy the minimum grade requirement specified on SHATATR will not articulate.

Transfer courses cannot exist on the Transfer Course (SHATRNS) page if the user wants to enter or articulate additional courses.

Fields	Descriptions
Articulate Ind (Articulate Indicator)	The **Articulate Ind(icator)** functions as follows. Values in the pulldown list can be set by the system or can be set manually by the user. These values are set by the system: • `(None)` indicates that the course is not articulated. Saved to the database as `Null`. • `No Equivalent` indicates that the course has no institutional equivalent. Saved to the database as `N`. • `Successful` indicates that the course has been articulated. Saved to the database as `Y`. These values can be set by the user: • `Articulate` indicates you want to articulate the course. Saved to the database as `A`.

Fields	Descriptions
	• *Unarticulate* indicates you want to unarticulate the course. Saved to the database as *U*. • *Override Edit* indicates you want to override the standard articulation value and replace it with the user-defined articulation for equivalent courses. Saved to the database as *O*. • *Manual* indicates you want to perform a manual articulation for equivalent courses. Saved to the database as *M*.

Equivalent Courses Scroll Box

Updated: June 11, 2025

Use the Resize Equivalent window item in the Options Menu or an Edit function from the **Attendance Period** field to expand and collapse the Equivalent scroll box and view additional fields. This box will only expand if the **Articulate Ind(icator)** is set to *Override Edit* for the selected record.

Fields	Descriptions
Equivalent Course	The Equivalent Course is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page. This is a LOV field.
Equivalent Course Alias	The values in the Equivalent Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Equivalent Subject, Equivalent Course and Term combination.
Equivalent 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: • *Include* - Include in GPA, saved to the database as *I*. • *Exclude* - Exclude from GPA, but include only in attempted

Fields	Descriptions
	hours, saved to the database as *E*. • *Include GPA* - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as *A*. • *(None)* - Not processed, saved to the database as *Null*.
Equivalent Repeat System	This field indicates how the **Repeat (Indicator)** setting was created in the student record. Valid values are: • *Manual* - Manually set, saved to the database as *M*. • *System* - Set by the system, saved to the database as *S*. • *(None)* - Not updated, saved to the database as *Null*.
Equivalent Count in GPA	The **Count in GPA** field denotes (*Y* or *N*) whether the credits should be counted in the student's GPA and whether the transfer equivalent course entered here should have the hours associated with the grade of the course counted in a transfer hour and GPA total. For the transfer courses to be used to calculate a student classification of freshman, sophomore, and so on, the **Count in GPA** field must be *Y*. If the field is set to *N*, the course will not print on a transcript.

Equivalent Course GPA/Roll to History window

Updated: August 27, 2020

The Equivalent Course GPA information lists the transfer and institution hours and GPA information based on the level of the transfer work entered and then applied to the level on SHATRNS.

The GPAs are calculated automatically as each transfer course is entered and articulated. Hours and calculations are based on the transfer grade and the converted grade codes.

When all the courses have been articulated, they can be rolled to history through the Equivalent Roll section of this window.

Note: Transfer courses must be entered before any GPAs and hours exist.

You may articulate a single course by setting the **Articulate Ind(icator)** in the main window to *Articulate*, or you may articulate all courses one at a time through a Duplicate Item function. After the articulation has occurred the user can modify the **Count in GPA** field to modify the way the courses are accepted. If the student should decide to change the program code, or if additional data is given, then an unarticulation can be performed on all courses by use of the Primary Key function. Individual courses may also be unarticulated by setting the **Articulate Ind(icator) t**o *Unarticulate*. A Save function must then be performed to articulate courses.

Note: The students must have their transfer institution information built on the Transfer Course (SHATRNS) page. Courses rolled to history will appear on SHATRNS. Courses rolled to history will no longer appear on this page.

The Equivalent Roll section of this window allows for the automatic roll to history of the transfer articulation data. When rolled to history, no additional transfer articulation can occur for that institution until the courses are deleted from history. Select *Roll to History* in the **History Indicator** field to roll the data to history. Select *Delete from History* to delete the data and not roll it to history.

Transfer courses cannot be entered on the Transfer Course Page if transfer articulation information exists for the institution.

Fields	Descriptions
History Indicator	Use this field to roll data to history or delete data and not roll it to history. Valid values are: • *Roll to History* - Roll data to history, saved to the database as *Y*. • *Delete from History* - Delete data and do not roll it to history, saved to the database as *D*. • *None* - Not updated, saved to the database as *Null*.

Electronic Transcript Load Decision window

Updated: August 27, 2020

SHATAEQ will recognize if an electronic transcript (EDI or XML) exists for the ID and transfer institution entered in the Key block.

If a next section is performed from the Key block, and transfer work already exists in academic history for that transfer institution, a message will be displayed. After unrolling the transfer work from history, when the user goes to the next section after entering Key block data, a message will be displayed when a transcript is ready to be loaded.

If you try to access the Electronic Transcript Load Decision window when no transcripts are waiting to be loaded for the ID in the Key block, the message `Student has no Electronic Transcript waiting to be loaded` is displayed.

When the Student has an Electronic Transcript waiting to be loaded. Proceed to Load Decision window? is displayed, you may choose to either ignore the electronic transcript by selecting **No** or to upload the transcript by selecting **Yes**. When **Yes** is selected, the user is taken directly to the Electronic Transcript Load Decision window. When **No** is selected, the data section in the main window is populated with the records for the ID, institution, and program in the Key block. The user can review the records and then access the Electronic Transcript Load Decision window from the Options Menu using the Load EDI/XML Transcript option. If you choose to access the Electronic Transcript Load Decision window, and you do not want to load the transcript at this time, the **Use Electronic Version** indicator should not be checked, and go to the next section should be performed, or the **Return** button may be selected to return to the main window.

If the transfer work should be loaded from the existing electronic transcript, existing work that has been unrolled from history can be retained by selecting the status to be retained though the use of status check boxes. The **Override Edit**, **Successful**, **No Equivalent**, and **Manual** check boxes are used to retain articulation statuses (whether set manually or by the system) when transcripts are loaded, for records where the **Articulate Indicator** is set to *`Override Edit`*, *`Successful`*, *`No Equivalent`*, and *Manual*. These check boxes can be set in any combination. One or all can be used.

When a status indicator is checked, articulation records for a course with an articulation status equal to the indicator are not overridden by incoming equivalent coursework when the transcript is loaded. When an indicator is not checked, incoming equivalent coursework that matches existing coursework takes precedence and overwrites the existing manually entered coursework.

Note: When transfer courses are loaded, and a new incoming transfer course matches an existing course, but the credit hours, grade, and course title are different, the existing record is updated for those data items.

If no statuses are selected, the existing work will be completely replaced by the upload of the electronic transcript data. To assist in determining if this replacement is appropriate, the electronic transcript can be viewed before being loaded by selecting the View Transcript Detail item in the Options Menu or performing an Edit function.

Before uploading transcript data, you must specify if the work should be loaded to one attendance period, or to multiple distinct attendance periods. If the work should be loaded to only one attendance period, you must manually build the transfer header record for the institution, specifying attendance period one (1). An attendance period of one (1) is required to upload the transfer work to a single term. If attendance period one (1) does not exist for the institution in the Key block, the message `*ERROR* Must create attendance per 1 for this institution, press HELP to define` will display.

Performing a Help function or selecting Transfer Course Detail from the Options Menu will call the Transfer Course (SHATRNS) page, where the institution and attendance period can be defined. If the transfer institution and attendance period one (1) have been defined, selecting Load Transcript Detail from the Options Menu or using go to the next section from the window will initiate the upload of the transcript data to that single attendance period. Initially the message `Loading Data into Single Attendance Period` will display, which will require an acknowledgment from you. When the upload is complete, the message `Done Loading Data into Single Attendance Period` will display.

If the transfer work should be loaded to multiple attendance periods, check the **Create Multiple Attendance Periods** box, and select Load Transcript Detail from the Options Menu or go to the next section. The process will automatically build the required data on SHATRNS as part of uploading the work to multiple attendance periods. Initially the message `Loading Data into Multiple Attendance Periods` will display, which will require an acknowledgment from you. When the upload is complete, the message `Done Loading Data into Multiple Attendance Periods` will display. Use the Transfer Effective Term Code Maintenance (SHADRTM) page to determine the appropriate Banner effective terms to associate the transfer work with. If effective terms are not built on SHADRTM for that institution, STVTERM will be used to determine the appropriate Banner page.

Fields	Descriptions
Use Electronic Version	Use this check box to upload the electronic transcript or to ignore the electronic transcript. If you do not want to load the electronic transcript, the **Use Electronic Version** box should be unchecked.
Create Multiple Attendance Periods	If the transfer work should be loaded to multiple attendance periods, check the **Create Multiple Attendance Periods** box, and select Load Transcript Detail from the Options Menu or go to the next section. The process will automatically build the required data on SHATRNS as part of uploading the work to multiple attendance periods.
Respect existing articulations for: Override Edit	Check box used to indicate whether articulated records with a status of *`Override Edit`* should be preserved or overwritten when new electronic transcript data is loaded.
Respect existing articulations for: Successful	Check box used to indicate whether articulated records with a status of *`Successful`* should be preserved or overwritten when new electronic transcript data is loaded.
Respect existing articulations for: No Equivalent	Check box used to indicate whether articulated records with a status of *`No Equivalent`* should be preserved or overwritten when new electronic transcript data is loaded.
Respect existing articulations for: Manual	Check box used to indicate whether articulated records with a status of *Manual* should be preserved or overwritten when new electronic transcript data is loaded.

The following buttons are in this window.

Mouse	Keyboard	
View Transcript (Data/No Data)	Edit	S t u d e n

Mouse	Keyboard	
		tTranscriptdisplay
Load Transcript (Maintenance)	next section	Initiateuploado

Mouse	Keyboard

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Transfer Institution Catalog Entry (SHATATC) page

Updated: December 12, 2024

The purpose of the Transfer Institution Catalog Entry Page is to allow for the creation and maintenance of the sending institution's catalog information.

The key to the page is the transfer institution code which is required and an optional key of degree program code. Degree program codes must be established on the Program Definition Rules (SMAPRLE) page before being used in the Transfer Articulation module. The use of a degree program allows an institution to build transfer course equivalencies based on the degree program which the student has specified.

For example, if PSYC 400 is equivalent to PSYC 401 under a Nursing Program then the appropriate program codes would be used to build these course equivalencies. If ENGL 101 is equivalent to ENGL 50 under all programs, then no program code would be used to build its course equivalency.

This page uses course description, course attribute, and default institution information. You can also copy course records from the default institution that have been defined for a specific program.

All courses are built with an effective term so they can be adjusted over time as the sending institution's catalog changes. Conversion of credit hours can also be performed based on the calendar type of the sending institution. A minimum acceptable grade can also be specified for each transfer course.

The institution must exist on both the Source Background Institution Validation (STVSBGI) page and the Transfer Articulation Institution (SOABGTA) page.

Main window

Updated: December 12, 2024

The main window contains the Key block, the Transferring Course section, the Course Details information, the Course Description information, the Course Attributes section, and the Course Comments section.

Key block

Updated: August 27, 2020

Use this section to enter the institution, program, and default institution.

When in the **Program** field, you can use List to access program codes from SMAPRLE, Count Query hits to search programs on SMIPROG, or Edit to display a list of unique program codes for which transfer courses have been defined for the institution code entered in the Key block. (The Programs Defined for Institution item in the Option List can also be used.)

When a value is entered in the **Default Institution** field and a next section is performed, the page copies all existing transfer course records associated with the **Default Institution** value into the tables for the STVSBGI code entered in the **Institution** field, subject to certain limitations. The limitations are that in order for a transfer course record to be copied, its level code must be valid according to the records in the Transfer Levels section of the Transfer Articulation Institution (SOABGTA) page.

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

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

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

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

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

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

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

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

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

Fields	Descriptions
Institution	Enter the institution for which transfer courses can be processed. Use the **Search** feature to access the Source/Background Institution Query Only (SOISBGI) page in Enter Query mode. Enter and execute a search, select a value, and exit back to SHATATC. List Source or Background Institution Query Only (SOISBGI) page
Default Institution	Use this field to copy all existing transfer course records associated with the **Default Institution** value into the tables for the STVSBGI code entered in the **Institution** field. For a transfer course record to be copied, its level code must be valid according to the records in the Transfer Levels section of the Transfer Articulation Institution (SOABGTA) page.

Transferring Course section

Updated: December 12, 2024

This section contains transfer course, course details, and course description sections.

Use the Course Details and Course Description tabs to toggle between the detail and description information. Use the Course Details information to view additional information for the course. Use the Course Description section to add text for the course by clicking on the **Edit** button and entering the text in the Editor window. Course description data can be loaded into this field using the Transfer Course Import Process (SHRTCIM) or can be entered manually.

The **Group**, **Term**, and **Level** fields are not updateable on existing transfer course records. This maintains the linkage between transfer course records and any dependent records that may exist in the Course Attributes and Course Comments sections. To update the value in any of these fields on an existing record, you may use the Insert Record and Duplicate Record functions to create a copy of the existing record and then modify it as needed. The original record can then be removed.

Fields	Descriptions
Primary	The **Primary (Group Indicator)** field may display a *Y* for primary groups or remain blank for non-primary groups.
Equivalent Exists	The **Equivalent Exists** field displays *Y* when equivalencies exist. Use a Count Query Hits function to add/view equivalencies on the Transfer Course Articulation (SHATATR) page.
Protect from Import	Check box used to protect selected records from being updated by the Transfer Catalog Data Import Process (SHRTCIM). After SHRTCIM has been run in Audit Mode, if users decide that there are certain transfer course records they do not want the process to update when it is run again in Update Mode, they can select the **Protect from Import** check box to protect those

Fields	Descriptions
	selected records from being updated. Selecting this check box does not, however, protect the record from being updated by another person using the page.

Course Details Information

Updated: August 27, 2020

Use the Course Details and Course Description tabs to toggle between the detail and description information. Use the Course Details information to view additional information for the course.

Course Description Information

Updated: March 20, 2025

Use the Course Details and Course Description tabs to toggle between the detail and description information.

Use the Course Description section to add text for the course by clicking on the **Edit** button and entering the text in the Editor window. Course description data can be loaded into this field using the Transfer Course Import Process (SHRTCIM) or can be entered manually.

Course Attributes section

Updated: August 27, 2020

Use this section to enter or view course attribute information by code and description.

This data can be collected to help in the determination of which courses are institutional equivalents. Because transfer course attribute codes and descriptions exist in another institution's system, they are not validated. Both the course attribute code and a description must be entered.

Fields	Descriptions
Code	Course attribute code for the transfer course.
Description	Description of the course attribute code for the transfer course.

Course Comments section

Updated: August 27, 2020

Use this section to enter course comments for transfer courses.

Transfer Course Articulation (SHATATR) page

Updated: August 27, 2020

The purpose of the Transfer Course Articulation page is to allow for the creation and maintenance of both the transfer course information and the equivalent course data.

Transfer course information may also be entered and maintained on the Transfer Institution Catalog Entry (SHATATC) page. This is the only page which allows for the entry and maintenance of the equivalent course data. Institution course comments and attributes may also be entered here.

The key to the page is the transfer institution code, which is required, and an optional key of degree program code. Use of the degree program code allows an institution to build course equivalencies based on a degree program which students may specify. All courses are built with an effective term so they can be adjusted over time as course equivalencies change.

This page uses course description, course attribute, and default institution information. You can also to copy course records from the default institution that have been defined for a specific program.

Multiple course equivalencies may be entered on a transfer course. The user may specify how equivalencies are to be articulated by using the And/Or Connectors and the parentheses. Editing is performed to insure the correct relationship between courses.

The user may also specify the credits which will be used for the equivalent course. Courses having a specific value entered in the **Credits Used** field do not go through the multiplier calculation for articulation. This field is used as a default for the Transfer Articulation Evaluation (SHATAEQ) page. Equivalent courses do not have to exist in the Catalog Module.

The institution must exist on both the Source/Background Institution Code Validation (STVSBGI) page and the Transfer Articulation Institution (SOABGTA) page. Data entered on this page is used on the Transfer Articulation Evaluation (SHATAEQ) page.

Main window

Updated: August 27, 2020

The main window contains the key block, the Transferring Course block, the Details information, the Description information, the Attributes information, the Equivalent Course block, the Equivalent Course Attributes block, and the Equivalent Course Comments block.

Key block

Updated: August 27, 2020

Use this block to enter the institution, program, and default institution.

When in the **Program** field, you can use List to access program codes from SMAPRLE, Count Query hits to query programs on SMIPROG, or Edit to display a list of unique program codes for which transfer courses have been defined for the institution code entered in the key block. (The Programs Defined for Institution item in the Option List can also be used.)

When a value is entered in the **Default Institution** field and a Next Block is performed, the page copies all existing transfer course records associated with the **Default Institution** value into the tables for the STVSBGI code entered in the **Institution** field, subject to certain limitations. The limitations are that in order for a transfer course record to be copied, its level code must be valid according to the records in the Transfer Levels block of the Transfer Articulation Institution (SOABGTA) page.

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

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

Transfer Level Codes	Effective Term Codes Institution A	
CE	199010	N/A
GR	199510	19

Transfer Level Codes	Effective Term Codes Institution A	
		9310
UG	200010	200

Transfer Level Codes	Effective Term Codes Institution A	
		5 1 0

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

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

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

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

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

If records exist in the Attributes section of the Transferring Course block, the Equivalent Course block, the Equivalent Course Attribute block, or the Equivalent Course Comments block for the transfer courses being defaulted from one institution to another, you are prompted one time to decide if the system should copy those records as well.

Fields	Descriptions
Institution	Enter the institution for which transfer courses can be processed. When you use the **Search** feature, an Option List with two choices is displayed. The choices are:

Fields	Descriptions
	• Source/Background Institution Code Validation (STVSBGI) page • Source/Background Institution Query Only (SOISBGI) page Select either option to access the page in Enter Query mode. Enter and execute a query, select a value, and exit back to SHATATR. List Source or Background Institution Query Only (SOISBGI) page Count Hits Source/Background Institution Code Validation (STVSBGI) page
Default Institution	Use this field to copy all existing transfer course records associated with the **Default Institution** value into the tables for the STVSBGI code entered in the **Institution** field. For a transfer course record to be copied, its level code must be valid according to the records in the Transfer Levels block of the Transfer Articulation Institution (SOABGTA) page.

Transferring Course block

Updated: August 27, 2020

This block contains transfer course, course details, course description, and course attributes sections.

Use the Details, Description, and Attributes tabs to toggle between these sets of information. Use the Details information to view additional course information. Use the Description and Attributes sections to add text for the course by clicking on the **Edit** button and entering the text in the Editor window. This data can be loaded using the Transfer Course Import Process (SHRTCIM) or can be entered manually. This data can be collected to help determine which courses are institutional equivalents.

The Attributes section allows attribute codes and descriptions associated with transfer courses to be stored in the system, so they can be used during the determination of institutional equivalents. Because transfer course attribute codes and their descriptions exist in another institution's system, they are not validated. Both the course attribute code and a description must be entered.

The **Group**, **Term**, and **Level** fields are not updateable on existing transfer course records. This maintains the linkage between transfer course records and any dependent records that may exist in the Equivalent Course Attributes or Equivalent Course Comments blocks. To update the value in any of these fields on an existing record, you may use the Insert Record and Duplicate Record functions to create a copy of the existing record and then modify it as needed. The original record can then be removed.

Fields	Descriptions
Primary	The **Primary (Group Indicator)** field may display a `Y` for primary groups or remain blank for non-primary groups.
Equivalent Exists	The **Equivalent Exists** field can be set to `Yes` (the course has equivalents), `No` (the course does not have equivalents), or `Not Reviewed` (the course has not yet been reviewed), for the transfer course. When you save a record as `Yes`, you cannot change it to `No` without entering an equivalent, saving the change, and then deleting the equivalent.
Protect from Import	Check box used to protect selected records from being updated by the Transfer Catalog Data Import Process (SHRTCIM). After SHRTCIM has been run in Audit Mode, if users decide that there are certain transfer course records they do not want the process to update when it is run again in Update Mode, they can select the **Protect from Import** check box to protect those selected records from being updated. Selecting this check box does not, however, protect the record from being updated by another person using the page.

Fields	Descriptions
Course	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.

Details Information

Updated: August 27, 2020

Use the Details, Description, and Attributes tabs to toggle between these sets of information. Use the Details information to view additional course information.

Description Information

Updated: August 27, 2020

Use the Details, Description, and Attributes tabs to toggle between these sets of information.

Use the Description and Attributes sections to add text for the course by clicking on the **Edit** button and entering the text in the Editor window. This data can be loaded using the Transfer Course Import Process (SHRTCIM) or can be entered manually. This data can be collected to help determine which courses are institutional equivalents.

Attributes Information

Updated: August 27, 2020

Use the Details, Description, and Attributes tabs to toggle between these sets of information.

Use the Description and Attributes sections to add text for the course by clicking on the **Edit** button and entering the text in the Editor window. This data can be loaded using the Transfer Course Import Process (SHRTCIM) or can be entered manually. This data can be collected to help determine which courses are institutional equivalents.

The Attributes section allows attribute codes and descriptions associated with transfer courses to be stored in the system, so they can be used during the determination of institutional equivalents. Because transfer course attribute codes and their descriptions exist in another institution's system, they are not validated. Both the course attribute code and a description must be entered.

Equivalent Course block

Updated: August 27, 2020

Use this block to set up equivalent courses for the transfer courses.

Fields	Descriptions
Credits Used	Courses having a specific value entered in the **Credits Used** field do not go through the multiplier calculation for articulation. This field is used as a default for the Transfer Articulation Evaluation (SHATAEQ) page.
Course	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page. This is a LOV field linked to Existing Courses list.

Equivalent Course Attributes block

Updated: August 27, 2020

Use this block to enter or view equivalent course attribute information by code and description.

This data can be collected to help in the determination of which courses are institutional equivalents. Because transfer course attribute codes and descriptions exist in another institution's system, they are not validated. Both the equivalent course attribute code and a description must be entered.

Fields	Descriptions
Code	Equivalent course attribute code for the transfer course.
Description	Description of the equivalent course attribute code for the transfer course.

Equivalent Course Comments block

Updated: August 27, 2020

Use this block to enter equivalent course comments for transfer courses.

Course Maintenance (SHATCKN) page

Updated: August 27, 2020

The Course Maintenance (SHATCKN) page is used to view and maintain student's course work.

It allows you to do the following:

- maintain pre-catalog, catalog, and section-dependent course information in academic history
- update incomplete grades
- update grades
- update instructor information
- update person course attributes
- recalculate the GPA by Study Path to view a student's GPA which applies toward a Study Path or outcome.

SHATCKN references the Institutional Course Term Maintenance Repeating Table (SHRTCKN). You can access SHATCKN from SHAINST and SHACRSE using course data for a term, where you can change the course details, based on how the course is validated.

Note: The person must have a student record and term header record for the term being processed. All required records for course detail, grades, and levels are displayed in the main section of the page.

Data for new entries is pushed into academic history, bypassing the need to register for and roll courses. You cannot push data into history for a term unless a term header record already exists on SHAINST. Each time an entry is made on this page that has an effect on the GPA, the GPA will be recalculated automatically when you save your changes.

Validation Checking

Updated: August 27, 2020

Use the **Validation Check** field in the key block to indicate the level of validation to be performed using choices for: Schedule, Catalog, and Pre-Banner.

When SHATCKN is called from SHAINST or SHACRSE, the validation processing is set as follows:

- If the course is based on a section created on SSASECT, the **Validation Check** field is set to Schedule.
- If the course was entered with Catalog only, and no section exists for that record, the **Validation Check** field is set to Catalog.
- If the course was a pre-catalog entry and does not reference either section or catalog information, the **Validation Check** field is set to Pre-Banner.

Pre-Banner Coursework

Updated: August 27, 2020

Pre-Banner data means that the coursework was taken before the first term of a Banner catalog entry. You can use this page to capture and maintain student's coursework on a term-by-term basis.

The term header record must be created and pertinent information from the course entered on this page. The term header is created when the **Pre-Catalog Entry** check box is selected on SHAINST when a user attempts to insert data for the first time for a given term.

Coursework entered on this page will not be validated against the Banner catalog. Only certain values (subject, level, grading mode, and so on) will be validated against validation tables. After the information is captured and validated, the page ensures that the GPA information for the term being processed is accurate and complete.

Catalog Coursework

Updated: August 27, 2020

For catalog data, the page is called from the Term Course Maintenance (SHAINST) page when you are accessing a term for which a schedule of classes was either never created or no longer exists online (has been purged).

Any coursework viewed or entered on this page will be validated against the Banner Catalog module. After the information is captured and validated, the page ensures that the GPA information for the term being processed is accurate and complete.

Section Coursework

Updated: August 27, 2020

For section data, the page is used to capture and maintain the institutional coursework on a term-by-term basis.

This page is automatically called from within the Term Course Maintenance (SHAINST) page when accessing a term record for which a current schedule of classes exists online. Any coursework viewed or entered on this page is validated against the appropriate schedule of classes. You cannot enter or update the subject, course number, section, campus, schedule type, part of term, extensions, or start and end date information, because all data is checked against the information created for a valid section (identified by a valid CRN).

Using SHATCKN

Updated: August 27, 2020

The information on SHATCKN can be created in two ways.

- Information is created when grades are posted to the student's record using the Class Roster (SFASLST) page and Class Attendance Roster (SFAALST) page. The term header record is created or updated, and pertinent information from the course is moved and stored in the history portion of the database. The process also associates the course with the level entered for the course for that student in SFAREGS (undergraduate, graduate, and so on).
- The second method of entering information is through direct data entry for a valid term. The information is entered by the user for the purpose of modifying existing data or for adding new information to the database. After the information is captured and validated, the page ensures that the GPA information for the term being processed is accurate and complete.
- Recalculation of the GPA by Study Path is processed under the following scenarios:
    - When a course or a CRN record is added or deleted along with the grade and level information

- When a new grade entry is added for any existing course
- When a level record for any existing course is added, updated, or deleted

This page processes open learning registration records, which do not use part of term information, in addition to traditional registration records with section part of term information. Open learning registration information that has been rolled to academic history using the Grade Roll to Academic History (SHRROLL) is displayed in the **Start/End Dates** and **Extension** fields. This provides information to administrators for making decisions in situations where a student has taken additional time to complete a course.

Note: If the section is an open learning section, you can edit the end date.

When adding an instructor record to a course or deleting an instructor record from a course for a student in a given term, the system provides the following warning messages:

Action	Message
Deletion	Instructor will be deleted from ALL other students who have this CRN.
Update/Addition	Instructor information will be changed for ALL students who have this CRN.

You can either process the deletion or change, or you can cancel. No warning message is displayed if no other student has the same course (CRN) in academic history for that term.

Use the **Co-op Education** button to access SGACOOP and view the co-op associated with the CRN in academic history for the student. If the schedule type associated with the course does not allow the co-op assignment (defined on STVSCHD), then the **Co-op Education** button is disabled.

Incomplete Grades

Updated: August 27, 2020

The **Incomplete Final Grade** field in the Grades section of the page is used to replace a final grade after the extension date by which the coursework should have been completed has expired.

The **Extension Date** field displays the date when the incomplete final grade is eligible to replace the final grade. SHATCKN is an administrative override page, expected to have limited user access, and consequently it is not limited by the override restrictions set on the incomplete grade rule (SHAINCG).

The **Incomplete Final Grade** field is activated when an incomplete grade code is entered in the **Grade** field and incomplete grade processing is active. The **Extension Date** field is updatable for a new entry or for the most current existing entry. When a new grade sequence record is entered, the **Incomplete Final Grade** field is populated with the system default value for the incomplete grade. All incomplete, default, final grades must have associated extension dates. When the value in the **Grade** field is not an incomplete grade, the **Incomplete Final Grade** field is not active.

Incomplete final grades and extension dates can be changed on SHATCKN, regardless of the override setting on SHAINCG. However, after grade changes have been made, the **Extension Date** and **Incomplete Final Grade** fields are protected for all entries except the most current entry (the entry with the highest sequence number), because these entries reflect the student's prior history. If you do not use automated incomplete grade processing, you can continue to use the **Extension Date** field.

When a final grade is entered, the system checks to see whether the grade is an incomplete grade and whether incomplete grade processing is active. The following occurs:

- When an incomplete grade is entered in the **Grade** field, the **Incomplete Final Grade** and **Extension Date** fields are automatically populated if data exists. These fields can be edited.
- When the grade is not an incomplete grade, the **Incomplete Final Grade** field remains display only.

The **Grade Comment** field (STVGCMT) can be used to add comments that pertain to incomplete grades.

This page is composed of the following sections:

- Key block
- Course Detail
- Grades
- Levels

- Instructors
- Person Course Attributes

The following sections of the page have not yet been converted to Banner 9.0:

- Component Information
- Component Grades Information
- Component Grade History Information
- Sub Component Grades Information
- Sub Component Grade History Information

Key block

Updated: August 27, 2020

Use the key block to enter the ID and term and to select the type of validation checking.

Field	Description
ID	Student ID.
Name	Student name.
Term	Term code and description.
Validation Check	The level of validation to be performed. When SHATCKN is called from SHAINST or SHACRSE, the validation processing is set as follows: • If the course is based on a section built in SSASECT, the field is set to Schedule. • If the course was entered with Catalog only, and no section exists for that record, the field is set to Catalog. • If the course was a pre-catalog entry and does not reference either section or catalog information, the field is set to Pre-Banner.

Course Detail

Updated: March 21, 2024

Use the Course Detail section to view, add, and update course information for the student.

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td>Cooperative Education</td><td>Button used to access SGACOOP.</td></tr>
<tr><td>Components</td><td>Button used to access the course component detail information on SHATCKN.</td></tr>
<tr><td>CRN</td><td>Course reference number.</td></tr>
<tr><td>Subject</td><td>Subject code and description of the course.</td></tr>
<tr><td>Course</td><td>The Course is updated only if the Course ID is updated on the SCACARL page.</td></tr>
<tr><td>Course Title</td><td>Title of the course.</td></tr>
<tr><td>Section</td><td>Section number of the course.</td></tr>
<tr><td>Campus</td><td>Campus code and description of the campus for the course.</td></tr>
<tr><td>Repeat</td><td>Indicates whether the course has been included, excluded, or not processed as a result of repeat processing updates. Choices are:
Include - Include in GPA. Include in GPA saved to the database as I.
Exclude - Exclude from GPA. Exclude from GPA, but include only in attempted hours, saved to the database as E.
Include GPA - Include in attempted hours and GPA. Include in attempted hours and GPA, but exclude from earned hours, saved to the database as A.
(None) - Not processed. Not processed, saved to the database as Null.</td></tr>
<tr><td>System</td><td>Indicates whether the student's course details are rolled to Academic History manually or by the system using the SHRROLL process, the Class Roster (SFASLST) page, or the Class Attendance Roster (SFAALST) page.</td></tr>
</table>

Fields	Descriptions
	Valid Values are: • System - System Generated, saved to the database as S. • Manual - Manual, saved to the database as M.
Hide in Transcripts	The **Hide in Transcript** check box allows you to hide the courses listed in academic history from the transcripts. • If the **Hide in Transcript** check box is selected, the respective course will be hidden from transcript on running the transcript job processes. • If the **Hide in Transcript** check box is cleared, the respective course will not be hidden from the transcript on running the transcript job processes. By default the check box is cleared. **Note:** The check box is independent of the **Repeat** or **System** fields on SHATCKN.
Schedule Type	Schedule type code and description associated with the CRN.
Part of Term	Part of term code and description for a traditional course.
Comment	Comments about the student's course details.
Start Date	Either the start date of the section selected by the user or the start date assigned by the institution for the open learning registration record (the original start date). This date comes from the first additional registration record (SFRAREG) through the Grade Roll to Academic History (SHRROLL). This date could be different than the actual registration date.
End Date	The last expected completion date assigned to the open learning registration record and includes any extension processing that has taken place. This date comes from the most recent registration record (SFRAREG) through the Grade Roll to Academic History (SHRROLL). This date could be different than the registration grade assignment date.
Extension	Maximum number of extensions permitted for an open learning

Fields	Descriptions
	section for a learner who is actively registered. Enter a value from `0` to `999`. When a new section is created, this field will be populated with `0` (zero). The value in this field cannot be changed after registration records have been processed for the section.
Long Course Title	The title of the course. A maximum of 100 characters can be used to define the course title. If required, you can define a larger title in the Course Syllabus (SCASYLB) page. Most reports provide an option to print the longer course title.
Continuing Education Units	Check box that indicates whether a course is a continuing education course.
Study Path	Study path sequence number used for the student for registration. The field can be Null. This field is display only if it is not enabled on SOACTRL.
College	College code and description associated with the course.
Division	Division code and description associated with the course.
Department	Department code and description associated with the course.
Session	Session identifier of the class session meeting.
Contact Hours	Exact number of contact hours for which the section can be offered. This is used if the course was set up with a variable contact hour range, but you want to limit this particular section to only one choice. The value specified must fall between the variable credit range specified in the **Contact Hours Low** and **Contact Hours High** fields.
Part of Term Start Date	Start date for the part of term that is used when students register for the section. This defaults from the **Start Date** field in the Base Part of Term

Fields	Descriptions
	section of SOATERM, based on the term in the key block and the value in the **Part of Term** field.
Part of Term End Date	End date for the part of term that is used when students register for the section. This defaults from the **End Date** field in the Base Part of Term section of SOATERM, based on the term in the key block and the value in the **Part of Term** field.

Grades

Updated: March 16, 2023

Use the Grades section of the page to view, add, and update grade information for the student's course. These records are child records of the course detail records.

Fields	Descriptions
Sequence Number	Sequence number of the grade. Banner assigns this value, and it cannot be changed.
Grade	Grade earned by the student for a CRN.
Grade Mode	Grading mode code and description of the grade associated with the course.
Credit Hours	Credit hours of the course.
Attempted Hours	The institutional course attempted hours associated with the grade of the course. The field displays the `SHRTCKG_HOURS_ATTEMPTED` value. When a grade change is recorded, the **Attempted Hours** value defaults to either the **Credit Hours** value or 0 when a new grade, grade mode, or credit hours value is inserted, based on the value of the `SHRGRDE_ATTEMPTED_IND` field. You can then save the defaulted value or update the **Attempted Hours** value to 0.000. When the **Attempted Hours** value is changed from the defaulted

Fields	Descriptions
	credit hours value to 0 (zero), if the grade entered has the **Count in Attempted (Indicator)** selected on SHAGRDE, a warning message is displayed: `Attempted Hours entered does not match the Grade/Credit Hour combination used.` `Click OK to accept the changes, or Cancel to restore the defaulted attempted hours`. This alerts the user to the fact that the credit hour value will not be used in attempted hours, although the grade for that course is set to count in the attempted hours for the course in the stored GPA data. Attempted hours do not default from the credit hours entered when a new course is added through SHATCKN. No level exists for the course to validate whether the grade entered will count in attempted hours based on the rules on SHAGRDE until you access the Levels section and enter the course level.
Change Reason	Change reason code and description of the reason for the grade change.
Extension Date	Extension date when incomplete final grades become eligible to replace final grades during automated incomplete grade processing. This date serves as a default date when incomplete grades are assigned to a student. The date can vary by part of term, is optional, and can remain Null. The date will be Null for old term records and can be left Null for all terms when automated incomplete grade processing is not in use. When the rules on SHAINCG indicate that automated incomplete grade processing is active for a term, with default grades on SHAGRDE that can be entered or overridden by faculty members, the extension date also default to the term or part of term that matches the CRN.
Incomplete Final Grade	Incomplete final grade used to replace a final grade after the extension date for the coursework has expired.

Fields	Descriptions
	This list displays all complete grade codes that are active for the same level as the incomplete grade.
Grade Date	The date on which the final grade is assigned to the student for the CRN.
Grade Comment	Comment to describe the reason for the grade change.
Narrative Grade Comment	Text box to provide more information on the Narrative Grade Comment. You can enter up to a maximum of 200 characters. The field is MEP enabled.

Levels

Updated: August 27, 2020

Use the Levels section of the page to view, add, and update level information for the student's course. These records are child records of the course detail records.

Fields	Descriptions
Level	Code and description of the level associated with the student's course.
Primary Level	Check box used to indicate that this is the primary level for the student's course if multiple levels exist.

Instructors

Updated: August 27, 2020

Use the Instructors section of the page to view, add, and update instructor information for the student's course. These records are child records of the course detail records.

Fields	Descriptions
Instructor	ID and name of the instructor associated with the CRN.
Primary Instructor	Check box that indicates whether this is the primary instructor for the student's CRN if multiple instructors exist.

Person Course Attributes

Updated: August 27, 2020

Use the Person Course Attributes section of the page to copy the course section attributes and update the details.

These records are child records of the course detail records. The course section attributes information is populated by the Grade Roll Report (SHRROLL) or whenever courses are rolled to Academic History using the Class Roster (SFASLST) page or the Class Attendance Roster (SFAALST) page. This information is displayed as a lookup from the **Person Course Attributes** field.

The Person Course Attributes information displays all attributes previously maintained for the student in the section. This section is used to modify the section attributes for the individual student. If different attributes should be assigned to the student than those associated with the section, you can copy the section's attributes (using the **Copy Course Section Attributes** button) and then add and delete from the copied attributes, or you can enter the attributes that are appropriate to the student. When the CAPP compliance process evaluates attributes, student-specific attributes are used (if any exist) for a student/section combination. If no attributes exist for the student, then the section's attributes are used.

Fields	Descriptions
Copy Course Section Attributes	Button used to copy the course section attributes.
Attribute	Code and description of the course attribute.

How Degree Attributes Move from Catalog to Academic History

Updated: August 27, 2020

You can move degree attributes from catalog to academic history.

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

   Note: This is the reason that degree attributes exist on the catalog record, so they can be defaulted into the schedule record.

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

The information that follows refers to portions of the page that have not yet been converted to Banner 9.0.

Component Information

Updated: August 27, 2020

Use the Component Information to view composite grades, component grades, component grades history, sub-component grades, and sub-component grades history.

If components exist for the CRN, the **Components** button in the Course Detail section is enabled. If the components do not exist for the CRN, the **Components** button will be display only.

Course Detail

Updated: August 27, 2020

The Course Detail section displays the selected course information for the student. All the fields in this section are display only.

Fields	Descriptions
Components	Button used to access the course component detail information on SHATCKN.
ID	Student ID.

Fields	Descriptions
Term	Term code and description.
CRN	Course reference number.
Subject	Subject code and description of the course.
Course	Course number
Course Title	Title of the course.

Component Grades

Updated: August 27, 2020

Use this section to view and update the component grades for a student.

Fields	Descriptions
Component Grade History	Button used to display the history of component grades for a student.
Name	Name of the component.
Description	Description of the component.
Score	Student's score for the component. This field is updateable. When you enter a score of a student's sub-component or component with a decimal value that is lesser or greater than six decimals, the system converts the score to a six-digit decimal. For example, if you enter the student's score as xx.yy, the system converts the decimal value to a six-digit value that will display as xx.yy0000. If you enter the student's score with more than six-digit decimal and cursor out of the Score field, the system automatically converts and shrinks the value to appear as six-digit decimal value. (For example, if xx.yyyyyyyyyyyyy value is entered, then the system displayed score value will be xx.yyyyyy). When you enter the score for the sub-components with a six-digit decimal value, the component score and percentage gets calculated as per the six-digit decimal score entered. Both the score and percentage values are displayed in six-digit decimal

Fields	Descriptions
	value. Similarly, the composite grade and percentage also gets calculated automatically as per the component score and the composite percentage is displayed with six-digit decimal value. **Note:** This rounding feature is applicable only to the Academic History module and is not applicable to Banner Student module.
Out of	Total score available for the component.
Percent	Calculated percentage of **Score**/**Out of**.
Letter Grade	Calculated grade based on the specified grade scale. This field is updateable. If you enter a value in both the **Score** field and this field, when you save the record, the system updates this field with the letter grade associated with the value entered in the **Score** field. The value in the **Score** field takes precedence over the value entered in the **Letter Grade** field if the values are incompatible.
Weight	Weight that the score for this component has in the calculation of midterm or final grades. This can be greater than 100 for components and sub-components
Change Reason	Grade change reason code. This field is updateable. A grade change code is included in the list of values only if it is not reserved for automatic processing (the **Calculated** check box on the Grade Change Code Validation Page [STVGCHG] is cleared), and it is a code for Academic History (the **Academic History** check box on STVGCHG is selected). The grade change codes that are available in Banner Student Faculty Grade Entry (where the **Self Service** check box on STVGCHG is selected) are also available on the list of values for this field to allow for corrective actions.
Must Pass	Check box that indicates whether the student must earn a passing

Fields	Descriptions
	grade for the component to pass the class.
Comments	Comment associated with the component. The value in this field is derived from the GTVSDAX list of component comment values. This field is updateable.
Calculated Summary	Summary of how the grade or mark was calculated. If score or letter grade is changed, the previous summary on the **Calculated Summary** field is deleted and the current or latest summary is added. If the change reason or comment is changed, the latest summary is appended to the previous summary.

Component Grade History

Updated: August 27, 2020

Use this pop-up window to view the history of component grades for a student.

Fields	Descriptions
Sequence Number	Number that indicates the order in which the grades for the components are entered for the student.
Change Reason	Code and description that indicates the reason for a grade change for the component.
Score	Student's score for the component.
Out of	Total score available for the component.
Percent	Calculated percentage of **Score**/**Out of**.
Letter Grade	Calculated grade based on the specified grade scale.
Extension Date	Date on which the work is due if the instructor has extended the due date for

Fields	Descriptions
	the student.
Marker	Name of the Faculty member who enters or updates the grade for the component.

Sub-Component Grades

Updated: August 27, 2020

Use this section to view and update the sub-component grades for a student.

Fields	Descriptions
Sub Component Grade History	Button used to display the history of sub-component grades for a student.
Name	Name of the sub-component.
Description	Description of the sub-component.
Score	Student's score for the sub-component. This field is updateable.
Out of	Total score available for the component.
Percent	Calculated percentage of **Score**/**Out of**.
Letter Grade	Calculated grade based on the specified grade scale. This field is updateable. If you enter a value in both the **Score** field and this field, when you save the record, the system updates this field with the letter grade associated with the value entered in the **Score** field. The value in the **Score** field takes precedence over the value entered in the **Letter Grade** field if the values are incompatible.
Weight	Weight that the score for this component has in the calculation of midterm or final grades. This can be greater than 100 for components and sub-components.

Fields	Descriptions
Change Reason	Code and description that indicates the reason for grade change for the sub-component. This field is updateable.
Must Pass	Check box that indicates whether the student must earn a passing grade for the sub-component to pass the class.
Comments	Comment associated with the sub-component. The value in this field is derived from the GTVSDAX list of sub-component comment values. This field is updateable.
Calculated Summary	Summary of how the grade or mark was calculated. If the score or letter grade is changed, the previous summary on the **Calculated Summary** field is deleted and the current or latest comment will be added. If the change reason or summary is changed, the latest summary is appended to the previous summary.

Sub Component Grade History

Updated: August 27, 2020

Use this pop-up window to view the history of sub-component grades for a student.

Fields	Descriptions
Sequence Number	Number that indicates the order in which the grades for the sub-components are entered for a student.
Change Reason	Code and description that indicates the reason for a grade change for the sub-component.
Score	Student's score for the sub-component.
Out of	Total score available for the component.

Fields	Descriptions
Percent	Calculated percentage of **Score**/**Out of**.
Letter Grade	Calculated grade based on the specified grade scale.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student.
Marker	Name of the faculty member who enters or updates the grade for the sub-component.

Composite Marks

Updated: August 27, 2020

Use this section to view and update the composite marks for a student. When any of the percent or grade fields in this section is changed and the record is saved, no calculation takes place and the updated data is stored as entered.

Fields	Descriptions
Midterm/Final	Displays whether the grade information is for midterm or final term.
Percent	Composite calculation of the student's midterm or final percentage.
Grade	Midterm or final composite grade.
Change Reason	Change Reason code that represents the reason for a grade change.
Comment	Comment associated with the component. Component comments are created on STVGCMT.
Calculated Summary	Summary of how the grade or mark was calculated. If score or letter grade is changed, the previous summary on the **Calculated Summary** field is deleted and the current or latest summary is added. If the change reason or comment is changed, the latest summary is appended to the previous summary.

Transcript Events and Comments (SHATCMT) page

Updated: August 19, 2021

The purpose of this page is to capture significant events and comments pertaining to a student's tenure at the institution.

Optionally, these entries may be printed on the student's official transcript. The events captured are coded values, the comments are free-form text. Events and level-specific comments are associated with a specific student level and are printed at the top of the transcript. Term-specific comments (which are also associated with a specific level) are printed along with the specific term's summary and detail information. Comments may be entered with an effective date in the future to avoid inclusion on the transcript before the time deemed appropriate by the requester. All event and comment information is identified with a specific originator and is informational only. The page will display all transcript events and comments no matter who the originator was. The student must have been added to the system through the General Person Identification (SPAIDEN) page.

This page also allows events to be associated with a non-course or allows events to be applied to a degree. This association may be a one-to-one or a one-to-many relationship. A one-to-many relationship example may be an oral exam in front of a thesis review committee which is a non-course requirement for the degree being awarded. The oral exam is maintained as an academic event on SHATCMT.

An event decision (such as passed or completed) or an event grade (alpha or numeric) may be entered for an event. Events, event decisions, and event grades may be printed on a student's academic transcript.

You can mass load SHATCMT comments by term into Banner by inserting sql script in the SHRTCMT page and the data populates in the SHRTMCM table.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Academic Events section. Use the Academic Events section to return to the main window from the secondary windows.

Key block

Updated: August 27, 2020

Use this section to enter the ID, originator, level, and term for the transcript events and comments.

Fields	Descriptions
Originator	When the **Originator** field in the key block is filled in, only information for events pertaining to that originator will display. When the **Originator** field is left blank, all events for the ID and level in the key block will be displayed.

Academic Events section

Updated: August 27, 2020

Use the Academic Events section on the Transcript Events and Comments (SHATCMT) page to view and edit the academic events associated with the information in the key block.

You can insert, copy, or delete a row in the Academic Events section.

Tip: After you save changes to the Academic Events section, the Activity User ID and Activity Date appears at the bottom of SHATCMT.

Field	Description
Event	Code that represents a significant academic event for the student.
Description	Description of the event.
Originator	Code that identifies the person or entity that entered the event. The originator code is pulled from STVORG.
Decision	Code that represents a decision about the event. Before you can assign decision codes, you must first set up your decision type codes on the Decision Type Codes Validation (SVVSDTY) page.

Field	Description
Grade	Grade that is assigned to the student for the event.
Effective Date	First date of the event.
Print on Transcript	Specifies whether the event is printed on the transcript.

Transcript Comments By Level window

Updated: August 27, 2020

This window is used to display the transcript comments by level. Use the Transcript Comments By Level section to access this window.

Transcript Comments By Term window

Updated: August 27, 2020

This window is used to display the transcript comments by term. Use the Transcript Comments By Term section to access this window.

Term Sequence Course History (SHATERM) page

Updated: August 27, 2020

The purpose of the Term Sequence Course History (SHATERM) page is to provide a tool to be used by advisors to determine the student's progress on a term-by- term basis.

This page is query-only, and displays the student's current status and GPA information. You can also view the current status and GPA information specific to a study path if study paths are enabled. Scrolling institutional, transfer, and overall GPA totals are displayed on this page each time the term changes. Institutional and transfer work are displayed separately. The page 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 through the General Person

Identification (SPAIDEN) page. In addition, general student information must be present for the ID entered.

Main window

Updated: August 27, 2020

The main window contains the key block and the Current Standing section.

Key block

Updated: August 27, 2020

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

Fields	Descriptions
ID	ID of the student. List Person Search (SOAIDEN) page
Course Level Codes by Person	Course level code for the student. List Level Codes by Person
Study Path	Student's Study Path to view the current standing and GPA for the term The drop down will list all the study paths that a student is associated to.
Start Term	Start term for which you want to see coursework information for the student. List Term Code Validation (STVTERM)

Current Standing section

Updated: August 27, 2020

This section 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 section. Override codes and descriptions for the progress evaluation and combined academic standing codes are display only fields.

If a study path is selected in the key block, then the information specified in this section will be specific to the selected study path and if the selected study path is not valid for the latest term, then, the Academic Standing, Progress Evaluation and Combined Academic Standing displayed are for the latest term.

Fields	Descriptions
This section of the page contains the current standing information.	
Study Path	Displays the Study Paths in the latest term. This drop down will only display if Study Paths is turned on for an Institution (SHACTRL). If a study path is selected in the key block, then the field will be a display only. When no study path is selected in the key block, the field is editable and the drop down lists the Study Paths the student is associated to.
First Term Attended	First term attended for current standing evaluation. Display only.
Last Term Attended	Last term attended for current standing evaluation. Display only.
Academic Standing	Student's academic standing code. The value in this field comes from `SHRTTRM_ASTD_CODE_END OF TERM.` When a study path is selected (in the key block or the drop down in the section) then the field will display the Student's academic standing code for the selected study path and the value in this field will be from `SHRAPSP_ASTD_CODE_END_OF_TERM`. The label will change to reflect: Academic Standing for Study Path. Field is display only.
Academic Standing Description (untitled)	Description for the academic standing code.
Academic Standing Override	Academic standing override code. Display only.

Fields	Descriptions
Academic Standing Override Code Description (untitled)	Description for the academic standing override code.
Progress Evaluation	Progress evaluation code. The value in this field comes from `SHRTTRM_PREV_CODE`. When a study path is selected (in the key block or the drop down in the section) then the field will display the Student's progress evaluation code for the selected study path and the value in this field will be from `SHRAPSP_PREV_CODE`. The label will change to reflect: Progress Evaluation for Study Path. Field is display only.
Progress Evaluation Description (untitled)	Description for the progress evaluation code.
Progress Evaluation Override	Progress evaluation override code. The value comes from `SGBSTDN_PREV_CODE`. Display only.
Progress Evaluation Override Code Description (untitled)	Description for the progress evaluation override code.
Combined Academic Standing	Combined academic standing code of the student. The value displayed in this field comes from `SHRTTRM_CAST_CODE`. When a study path is selected (in the key block or the drop down in the section) then the field will display the Student's combined academic standing for the selected study path and the value in this field will be from `SHRAPSP_CAST_CODE`. The label will change to reflect: Combined Academic Standing for Study Path. Field is display only.
Combined Academic Standing Description (untitled)	Description for the combined academic standing code.
Combined Academic Standing Override	Combined academic standing override code. The value comes from `SGBSTDN_CAST_CODE`. Display only.

Fields	Descriptions
Academic Standing Override Code Description (untitled)	Description for the combined academic standing override code.
This section of the page contains the hours and GPA information.	
Institution Attempted Hours	Institutional attempted hours. Display only.
Institution Passed Hours	Institutional passed hours. Display only.
Institution Earned Hours	Institutional earned hours. Display only.
Institution GPA Hours	Institutional GPA hours. Display only.
Institution Quality Points	Institutional quality points. Display only.
Institution GPA	Institutional GPA. Display only.
Institution GPA by Study Path	Institutional GPA by Study Path. Display only.
Transfer Attempted Hours	Transfer attempted hours. Display only.
Transfer Passed Hours	Transfer passed hours. Display only.
Transfer Earned Hours	Transfer earned hours. Display only.
Transfer GPA Hours	Transfer GPA hours. Display only.
Transfer Quality Points	Transfer quality points. Display only.
Transfer GPA	Transfer GPA. Display only.
Overall Attempted Hours	Overall attempted hours. Display only.
Overall Passed Hours	Overall passed hours. Display only.
Overall Earned Hours	Overall earned hours. Display only.

Fields	Descriptions
Overall GPA Hours	Overall GPA hours. Display only.
Overall Quality Points	Overall quality points. Display only.
Overall GPA	Overall GPA. Display only.
Overall GPA by Study Path	Overall GPA by Study Path. Display only.

Term GPA and Course Detail Information window

Updated: August 27, 2020

This window is used to display term hours and GPA information, in addition to institutional and transfer course detail.

When you scroll through the term records in the Term GPA section, the data in the bottom section of the window switches between the Transfer Courses information and the Institutional Courses information. Use the Term GPA and Course Detail Information item in the Options Menu or the Term GPA and Course Detail Information section to access this window.

Term GPA section

Updated: August 27, 2020

Use this section to view term hours and GPA information for institutional and transfer courses.

Fields	Descriptions
Term	Term for the course. Display only.
Study Path	Displays the Study Paths for the subjects registered by the student.
Transfer Number	Transfer number of the course.
Attendance Period	Attendance period for the course.
Term Attempted Hours	Attempted hours for the course for the term. Display only.
Term Passed Hours	Passed hours for the course for the term. Display only.
Term Earned Hours	Earned hours for the course for the term. Display only.

Fields	Descriptions
Term GPA Hours	GPA hours for the course for the term. Display only.
Term Quality Points	Quality points for the course for the term. Display only.
Term GPA	GPA for the course for the term. Display only.
Term GPA by Study Path	GPA by Study Path for the course for the term. Display only.
Cumulative Attempted Hours	Cumulative attempted hours. Display only.
Cumulative Passed Hours	Cumulative passed hours. Display only.
Cumulative Earned Hours	Cumulative earned hours. Display only.
Cumulative GPA Hours	Cumulative earned hours. Display only.
Cumulative Quality Points	Cumulative quality points. Display only.
Cumulative GPA	Cumulative GPA. Display only.
Cumulative GPA by Study Path	Cumulative GPA by Study Path. Display only.

Institutional Courses section

Updated: March 20, 2025

Use this section to view institutional course information for the course in the Term GPA section.

Fields	Descriptions
Subject	Subject of the institutional course. Display only.
Course	Institutional course number. Display only.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Title	Institutional course title. Display only.
Grade	Institutional course grade. Display only.

Fields	Descriptions
Mode	Institutional grading mode. Display only.
Hours	Institutional course hours. Display only.
Repeat	This field displays whether the institutional course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Display only. Valid values are: • Include - Include in GPA, saved to the database as I. • Exclude - Exclude from GPA, but include only in attempted hours, saved to the database as E. • Include GPA - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as A. • (None) - Not processed, saved to the database as Null.
Repeat System	This field indicates how the **Repeat (Indicator)** setting was created in the student record. Display only. Valid values are: • Manual - Manually set, saved to the database as M. • System - Set by the system, saved to the database as S. • (None) - Not updated, saved to the database as Null.
Campus	Campus where the institutional course was taken. Display only.
Study Path	Displays the Study Path associated to the subject and course.

Transfer Courses section

Updated: March 20, 2025

Use this section to view transfer course information for the course in the Term GPA section.

Fields	Descriptions
Subject	Subject of the transfer course. Display only.

Fields	Descriptions
Course	Transfer course number. Display only.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Title	Transfer course title. Display only.
Grade	Transfer course grade. Display only.
Mode	Transfer grading mode. Display only.
Hours	Transfer course hours. Display only.
Count in GPA	Check box used to indicate whether the transfer course is counted in the GPA. Display only.
Repeat	This field displays whether the transfer course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Display only. Valid values are: • Include - Include in GPA, saved to the database as I. • Exclude - Exclude from GPA, but include only in attempted hours, saved to the database as E. • Include GPA - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as A. • (None) - Not processed, saved to the database as Null.
Repeat System	This field indicates how the **Repeat (Indicator)** setting was created in the student record. Display only. Valid values are: • Manual - Manually set, saved to the database as M. • System - Set by the system, saved to the database as S. • (None) - Not updated, saved to the database as Null.

Student Centric Term GPA and Course Detail Information window

Updated: August 27, 2020

This window is used to display student centric period hours and GPA totals, in addition to institutional and transfer course detail for courses associated with a student centric period.

The window can be accessed when student centric periods are in use (the PROCESSSCP rule on GTVSDAX is set to Y), and the student has academic history data associated with student centric periods.

Academic history information for the student is displayed for the term in the Key block and other terms in ascending order. If no term is entered, all academic history records with associated student centric periods are displayed for the student.

When you scroll through the student centric period records in the Student Centric Period GPA block, the data in the bottom block of the window switches between the Transfer Courses information and the Institutional Courses information.

This window can be accessed when the term header record (SHRTTRM) for the student has a student centric period or cycle designator for the term in the Key block. Use the SCP GPA and Crse Detail Information item in the Options Menu or the Student Centric GPA and Course Detail Information section to access this window.

Student Centric Period GPA section

Updated: August 27, 2020

Use this section to view student centric period hours and GPA information for institutional and transfer courses for the total terms included in the student centric period.

- The **Total by GPA Type** row shows the GPA and totals for the student centric period by GPA type (institutional or transfer).
- The **Overall for Period** row shows the overall GPA and totals for the student centric period (institutional and transfer combined).

Field	Description
Student Centric Period	Student centric period for the course. Display only.
GPA Type	Radio group used to indicate whether course information is

Field	Description
	institutional or transfer. Valid values are Institution or Transfer. Values saved to the database are I or T. Display only.
Total GPA by Type Attempted Hours	Total tempted hours for the course for the student centric period. Display only.
Total GPA by Type Passed Hours	Total passed hours for the course for the student centric period. Display only.
Total GPA by Type Earned Hours	Total earned hours for the course for the student centric period. Display only.
Total GPA by Type GPA Hours	Total GPA hours for the course for the student centric period. Display only.
Total GPA by Type Quality Points	Total quality points for the course for the student centric period. Display only.
Total GPA by Type GPA	Total GPA for the course for the student centric period. Display only.
Overall for Period Attempted Hours	Cumulative attempted hours. Display only.
Overall for Period Passed Hours	Cumulative passed hours. Display only.
Overall for Period Earned Hours	Cumulative earned hours. Display only.
Overall for Period GPA Hours	Cumulative earned hours. Display only.
Overall for Period Quality Points	Cumulative quality points. Display only.
Overall for Period GPA	Cumulative GPA. Display only.

Institutional Courses section

Updated: March 20, 2025

Use this section to view institutional course information for the course in the Student Centric Period GPA section.

Field	Description
Term	Term of the institutional course. Display only.
Subject	Subject of the institutional course. Display only.
Course	Institutional course number. Display only.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Title	Institutional course title. Display only.
Grade	Institutional course grade. Display only.
Mode	Institutional grading mode. Display only.
Hours	Institutional course hours. Display only.
Repeat	This field displays whether the institutional course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Display only. Valid values are: • Include - Include in GPA, saved to the database as I. • Exclude - Exclude from GPA, but include only in attempted hours, saved to the database as E. • Include GPA - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as A. • (None) - Not processed, saved to the database as Null.
Repeat System	This field indicates how the **Repeat (Indicator)** setting was created in the student record. Display only. Valid values are: • Manual - Manually set, saved to the database as M. • System - Set by the system, saved to the database as S. • (None) - Not updated, saved to the database as Null.
Campus	Campus where the institutional course was taken. Display only.

Transfer Courses section

Updated: August 27, 2020

Use this section to view transfer course information for the course in the Student Centric Period GPA section.

Field	Description
Number	Transfer institution sequence number of the transfer course. Display only.
Period	Transfer attendance period sequence number of the transfer course. Display only.
Term	Term of the equivalent transfer course. Display only.
Subject	Subject of the equivalent transfer course. Display only.
Course	Equivalent transfer course number. Display only.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Title	Equivalent transfer course title. Display only.
Grade	Equivalent transfer course grade. Display only.
Mode	Equivalent transfer grading mode. Display only.
Hours	Equivalent transfer course hours. Display only.
Count in GPA	Check box used to indicate whether the transfer course is counted in the GPA. Display only.
Repeat	This field displays whether the transfer course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Display only. Valid values are: • Include - Include in GPA, saved to the database as I. • Exclude - Exclude from GPA, but include only in attempted hours, saved to the database as E. • Include GPA - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as A. • (None) - Not processed, saved to the database as Null.

Transfer Grade Code Maintenance (SHATGRD) page

Updated: August 27, 2020

The Transfer Grade Code Maintenance Page is designed to capture and maintain all the transfer institution's grading symbols and associated quality points.

In addition, this page permits the end user to provide the rules governing which hours (earned, GPA, etc.) are affected by the specific grade symbol. The grade codes are stored by level within the institution.

Additionally, an effective term is associated with each level/grade combination to enable the user to exclude a specific grade code as of a specific term, and optionally, to identify a new set of rules for the level/grade combination.

Changes to existing entries are not permitted, nor is deleting an entry if it has been posted to a student's record.

The table also maintains an Institution Grade and Grading Mode which is used to convert the transferring grade into an acceptable grade at the receiving institution. Each institution must have its own set of valid transfer grades. This must be established before entering transfer articulation information about the student. Transfer grading codes can be copied from one institution to another through use of the **Default Institution** field in the Key block.

The **Default Institution** field is enterable when no grades exist for the transfer institution. Use Enter, Tab or Mouse to move to the **Default Institution** field (as long as both general information and authorized levels have already been entered for the institution on the Transfer Articulation Institution (SOABGTA) page) and an institution which has grades defined can be entered. When a default institution is entered, and the user navigates into the Detail area of the page, the grade definitions from the default institution will be copied to the new institution.

All validation tables referenced by this page must have existing codes. The valid transfer institution level codes must be established on the Transfer Articulation Institution (SOABGTA) page before building the grade codes.

Fields	Descriptions
Default Institution	The **Default Institution** field is enterable when no grades exist for the transfer institution. Transfer grading codes can be copied from

Fields	Descriptions
	one institution to another through use of this field. When a default institution is entered, and the user navigates into the Detail area of the page, the grade definitions from the default institution will be copied to the new institution.

Transcript Type Rules (SHATPRT) page

Updated: August 27, 2020

This page is used to create the rules associated with the type of transcript being requested. Examples of transcript type include External Official Transcript or Advisor Transcript.

The option of printing information on a transcript is indicated by checking the appropriate box. For example, checking the **Dean's List** box indicates that this information is to be printed on the transcript.

The Transcript Type Validation (STVTPRT) page must be created before creating the rules. This page must be created before requesting the transcript through the Transcript Request (SHARQTC) page.

Main window

Updated: August 27, 2020

The main window contains the key block and the Print Options block. Use the key block to select the transcript type and the Print Options block to select the data to be displayed on the transcript.

Key block

Updated: August 27, 2020

Use this section to select the type of transcript to be produced.

The following field is in the Key block.

Fields	Descriptions
Type	`SHRTPRT_TPRT_CODE` – Transcript Type Request Code

Fields	Descriptions
	The Transcript Type Request Code is the code associated with the rule(s) which are used to identify what data elements can be displayed on the transcript for this type of transcript. Codes must be created on the Transcript Type Code Validation (STVTPRT) page before creating the rules. The rules on SHATPRT must be created before requesting a transcript through the Transcript Request (SHARQTC) page. To update multiple transcript types, mouse through the codes (and their related rules) and then update the rules associated with the type displayed in the Key block. Or you may use an Enter Filter function followed by a List function from the **Type** field, and select the code you want to update from the list that is displayed. The default value on all rules is checked or set to Y, which means that all items will be printed on the transcript if data exists, unless they are unchecked or set to N.

Print Options section

Updated: September 28, 2023

Use this section to select the non-curriculum-related data to be included in the transcript. Use the Print Options section to access this area.

The following fields are in the Print Options section.

Fields	Descriptions
The following fields are in the Print Options.	
Transcript Type Description	`SHRTPRT_TPRT_DESC_PRINT` – Option to Print Transcript Type Code Description This is an option to print the Transcript Type Code Description. This is the description of the transcript type code that is associated with the rule that is used to identify what data elements can be displayed on the transcript, for this type of

Fields	Descriptions
	transcript. These codes are defined on the Transcript Type Code Validation (STVTPRT) page. The transcript type is displayed on the Web transcript as concatenated information with the SPACER information text Transcript Type: XXX is NOT _Official. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Transcript Type	`SHRTPRT_TPRT_PRINT` – Option to Print Transcript Type Code This is an option to print the Transcript Type Code. This is the code that is associated with the rule that is used to identify what data elements can be displayed on the transcript, for this type of transcript. These codes are defined on the Transcript Type Code Validation (STVTPRT) page. If both **Transcript Type** and **Transcript Type Description** are selected, the paper and self-service transcripts will display both the code and the description values. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Student Address	`SHRTPRT_STUDENT_ADDR_PRINT` – Option to Print Student Address This is an option to print the student address as defined on the General Person Identification (SPAIDEN) page. When processing the Academic Transcript (SHRTRTC), there are parameters used to select the address priority and type(s), along with the effective address date that you choose to print on the transcript.

Fields	Descriptions
	The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, XML, and PDF transcripts.
Issued Address	`SHRTPRT_ISSUE_ADDR_PRINT` – Option to Print Issued to Address This is an option to print the issued to address as defined on the Transcript Request (SHARQTC) page in the **Issued** field. The default value is selected or Y when creating a transcript type rule. Appears on paper and PDF transcripts.
High School	`SHRTPRT_HS_INFO_PRINT` – Option to Print High School Information This is an option to print the high school description as defined for the student on the High School Information (SOAHSCH) page. This will print for each course level if multiple course levels exist. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, XML, and PDF transcripts.
Current Student Type	`SHRTPRT_CURR_STUDENT_TYPE` – Option to Print Current Student Type This is an option to print the current student type description from the most recent general student record on the General Student (SGASTDN) page. If multiple levels of coursework exist in Academic History, this information will print under the heading STUDENT LEVEL on all levels of coursework on the transcript. The current student type is displayed on the self-service transcript

Fields	Descriptions
	when the **Student Type by Term** field is selected. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Term Admitted	`SHRTPRT_TERM_ADMIT_PRINT` – Option to Print Admit Term This is an option to print the admit term description for a student as defined for the current, active, primary learner curriculum record. If the student has multiple institutional course level records in Academic History, this admit term data will print with the course level that matches the student level for the current, active, primary learner curriculum record. This admit term will print under the heading ONLY ADMIT on the transcript. The default value is selected or Y when creating a transcript type rule. Appears on paper and PDF transcripts.
Term Matriculated	`SHRTPRT_TERM_MATRIC_PRINT` – Option to Print Matriculated Term This is an option to print the matriculated term description for a student as defined for the current, active, primary learner curriculum record. If the student has multiple institutional course level records in Academic History, this matriculated term data will print with the course level that matches the student level for the current, active, primary learner curriculum record. This matriculated term will print under the heading MATRICULATED on the transcript. The default value is selected or Y when creating a transcript type rule. Appears on paper and PDF transcripts.

Fields	Descriptions
Committees	SHARTPRT_COMMITTEE_PRINT – Option to Print Committees This is an option to print committee information associated with a student as defined on the Committee/Service (SHACOMI) page. The **(Committee Code)** as defined on the Committee/Service Type Validation (STVCOMT) page must have the **Transcript Print Switch** selected or set to Y in order for the committee description to print on the transcript. The committee status code and description will also print on the transcript from SHACOMI. This committee information prints for all course levels of the transcripts requested. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Academic Events	SHRTPRT_ACAD_EVENT_PRINT – Option to Print Academic Events This is an option to print the academic event description as defined on the Transcript Events and Comments (SHATCMT) page in the Academic Events section. In order for the academic event description to print on the transcript, the **Transcript Print (Indicator)** must be selected or set to Y for the event code on the Academic History Event Code Validation (STVEVEN) page. The default value is selected or Y creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Academic Event Decision	SHRTPRT_DECISION_PRINT – Option to Print Academic Event Decision This is an option to print the decision description that is associated with the academic event as defined on the Transcript Events and Comments (SHATCMT) page in the Academic Events section. In order for the academic event decision to print on the

Fields	Descriptions
	transcript with the associated academic event description, the **Transcript Print (Indicator)** must be selected or set to Y for the event code on the Academic History Event Code Validation (STVEVEN) page. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Academic Event Grade	`SHRTPRT_GRADE_PRINT` – Option to Print Academic Event Grade This is an option to print the grade that is associated with the academic event as defined on the Transcript Events and Comments (SHATCMT) page in the Academic Events section. In order for the academic event grade to print on the transcript with the associated academic event description, the **Transcript Print (Indicator)** must be selected or set to Y for the event code on the Academic History Event Code Validation (STVEVEN) page. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Degree GPA	`SHRTPRT_DGPA_PRINT` – Option to Print Degree GPA This is an option to print the degree GPA information as calculated on the Degrees and Other Formal Awards (SHADEGR) page. This GPA will only print on the paper transcript for degrees having a degree status value of awarded. This information will print with the coursework that matches the level of the degree record on SHADEGR. It will print on the top portion of the transcript after the heading Degree Awarded. It will print the Earned hours, GPA Hours, Quality Points, and Degree GPA Summary information. On the self-service transcript, degree GPA data is printed for all

Fields	Descriptions
	degree status codes, and the attempted hours are displayed with the GPA data for the degree. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Qualifying Papers	`SHRTPRT_QUAL_PAPERS_PRINT` – Option to Print Qualifying Papers This is an option to print the qualifying paper type code description as defined on the Qualifying Paper (SHAQPNO) page. (The qualifying paper type code is not printed.) When the degree associated with this qualifying paper has a status of awarded on the Degrees and Other Formal Awards (SHADEGR) page, it will be displayed on the paper and EDI transcripts. The qualifying paper type code as defined on the Qualifying Paper Type Code Validation (STVQPTP) page must have the **Transcript Print (Indicator)** selected or set to Y in order for the paper type to print on the transcript. The qualifying paper type code is displayed on the self-service transcript when it has been applied to a degree with any status on SHANCRS. The qualifying paper description is displayed as a label. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Qualifying Papers Text	`SHRTPRT_QUAL_PAPERS_TEXT_PRINT` – Option to Print Qualifying Papers Text This is an option to print the qualifying paper text associated with the qualifying paper type code description as defined on the Qualifying Paper (SHAQPNO) page. The text for **Title Line 1**, **Title**

Fields	Descriptions
	Line 2, **Title Line 3**, and **Title Line 4** associated with this paper type code will print on the transcript. The qualifying papers text is displayed on the self-service transcript when it has been applied to a degree on SHANCRS. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Level Comments	`SHRTPRT_LEVEL_COMMENT_PRINT` – Option to Print Level Comments This is an option to print level comments as defined on The Transcript Events and Comments (SHATCMT) page in the Transcript Comments by Level window. Comments will print with each associated course level on the transcript. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Term Comments	`SHRTPRT_TERM_COMMENTS_PRINT` – Option to Print Term Comments This is an option to print term comments as defined on the Transcript Events and Comments (SHATCMT) page in the Transcript Comments by Term window. Comments will print with each associated term on the transcript. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Course Comments	`SHRTPRT_COURSE_COMMENT_PRINT` – Option to Print Course

Fields	Descriptions
	Comments This is an option to print any course comments that may exist on the Course Maintenance (SHATCKN) page in Academic History. This data is stored in the **(Course) Comment** field in the Course Detail section (`SHRTCKN_COURSE_COMM`). The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
College by Term	`SHRTPRT_STD_COLL_BY_TERM_PRINT` – Option to Print Student College by Term This is an option to print the student's college description from the primary curriculum with each term of course detail institutional work. This college description is based upon the current, active, primary learner curriculum record for the term being selected to print. If the level for the current, active, primary curriculum does not match the course level being printed, the college by term will not print. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Major by Term	`SHRTPRT_STD_MAJR_BY_TERM_PRINT` – Option to Print Student Major by Term This is an option to print the student's major description (if multiple majors exist, only the priority 1 major code is selected) from the current, active, primary learner curriculum record with each term of course detail institutional work. If the level for the current, active, primary curriculum does not match the course level being printed, the major by term will not print.

Fields	Descriptions
	The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Student Type by Term	`SHRTPRT_STD_TYPE_BY_TERM_PRINT` – Option to Print Student Type by Term This is an option to print the student type description for each term. This description is based upon the most recent effective general student record on the General Student (SGASTDN) page for the term being selected to print. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Course Campus	`SHRTPRT_CAMP_PRINT` – Option to Print Campus Code This is an option to print the campus associated with each institutional course detail record as defined on the General Student (SGASTDN) page. It prints after the course number, but before the course title. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Long Course Title	`SHRTPRT_DISPLAY_LONGTITLE_IND` – Option to Print Long Course Title This is an option to print the open learning registration long course title from the syllabus. • For an in-progress course, the title in the SSRSYLN table

Fields	Descriptions
	(SSRSYLN_LONG_COURSE_TITLE) is used in place of the current section title information (SSBSECT_CRSE_TITLE). If there is no long course title in SSRSYLN for the section of the course for the effective term being reported, the current section title information will be used (SSBSECT_CRSE_TITLE). • For a course in Academic History, the title in the SHRTCKN table (SHRTCKN_LONG_COURSE_TITLE) is used in place of the current Academic History title information (SHRTCKN_CRSE_TITLE). If there is no long course title in SHRTCKN for the section of the course, the current Academic History title information will be used (SHRTCKN_CRSE_TITLE). The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Transfer Detail	SHRTPRT_DETAIL_PRINT – Option to Print Transfer Course Detail This is an option to print the transfer coursework detail associated with the transfer institution for the student. This detail information is stored on the Transfer Course (SHATRNS) page. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Registration Start/ End Dates	SHRTPRT_DISPLAY_REGDATES_IND – Option to Print Open Learning Registration Start and End Dates This is an option to print the open learning registration start and end dates for the course as recorded in the Registration module.

Fields	Descriptions
	• For an in-progress course, the student's registration start/end dates, the original registration start date (SFRAREG_START_DATE) and most current expected completion date (SFRAREG_COMPLETION_DATE), are used. • For a course in Academic History, the student's registration start/end dates, the original registration start date (SHRTCKN_START_DATE) and most current expected completion date (SHRTCKN_COMPLETION_DATE), are used. The printing of start and end dates is also an option for continuing education courses. If you use both CEU dates and registration start and end dates at your institution (i.e., both types are selected on SHATPRT), only one set of dates will be printed, even if the course is for both CEU registration and open learning registration. • For an in-progress course, the data comes from the SFRAREG_START_DATE field and the SFRAREG_COMPLETION_DATE field. • For a course in Academic History, the data comes from the SHRTCKN_START_DATE field and the SHRTCKN_COMPLETION_DATE field. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
CEU Units	SHRTPRT_CEU_HRS – Option to Print CEU Hours This is an option to print course hours which have been defined as CEU course hours. This definition is completed on the Basic Course Information (SCACRSE) page. The default value is selected or Y when creating a transcript type rule.

Fields	Descriptions
	Appears on paper, EDI, self-service, and PDF transcripts.
CEU Dates	`SHRTPRT_CEU_DATES` – Option to Print CEU Start and End Dates If you choose the option to print CEU Hours, then you also have the option to print the CEU dates. These are the start and end dates associated with the CRN as defined for the start and end dates on the course detail record on the Course Maintenance (SHATCKN) page in Academic History. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
CEU Contact Hours	`SHRTPRT_CEU_CONT_HOURS` – Option to Print CEU Contact Hours If you choose the option to print CEU Units (Hours), you also have the option to print CEU contact hours. These are the contact hours defined for the CRN dates on the course detail record on the Course Maintenance (SHATCKN) page in Academic History. CEU contact hours are printed if the course is a CEU course (the **CEU (Indicator)** is selected on SCACRSE) and the level for the course allows CEU hours. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
GPA Statistics	`SHRTPRT_GPA_STATISTICS_PRINT` – Option to Print GPA Statistics This is an option to print the GPA calculation associated with the transcript totals. This information would appear on the end of the

Fields	Descriptions
	TRANSCRIPT TOTALS for each level of coursework completed. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Dean's List	`SHRTPRT_DEANS_LIST` – Option to Print Dean's List This is an option to print the dean's list honors for each term that is stored in the term header record on the Term Course Maintenance (SHAINST) page in Academic History. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Academic Standing by Term	`SHRTPRT_ACAD_STANDING` – Option to Print Academic Standing This is an option to print the academic standing for each term that is stored in the term header record on the Term Course Maintenance (SHAINST) page in Academic History. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Last Academic Standing	`SHRTPRT_LAST_ACAD_STD_PRINT` – Option to Print Academic Standing This is an option to print only the last academic standing for the term that is stored in the term header record on the Term Course Maintenance (SHAINST) page in Academic History. If **Last Academic Standing** is selected, and **Academic Standing by Term** is cleared, the only academic standing that will be printed

Fields	Descriptions
	is the standing populated for the latest term record in SHAINST. When both the **Academic Standing by Term** and **Last Academic Standing** check boxes are selected, the individual standings for every term, in addition to the standing for the final term, are printed. In this case, the academic standing by term will be printed for the latest term. After which, a new line prints the academic standing again with the label "Last Academic Standing:" followed by the standing description. The default value is selected or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Institution Totals	`SHRTPRT_INST_TOTALS_PRINT` – Option to Print Institutional Totals This is an option to print the institutional coursework overall GPA detail. This information would appear on the end of the TRANSCRIPT TOTALS for each level of coursework completed. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Transfer Totals	`SHRTPRT_TRNS_TOTALS_PRINT` – Option to Print Transfer Course Totals This is an option to print the transfer coursework overall GPA detail. This information would appear on the end of the TRANSCRIPT TOTALS for each level of coursework completed. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.

Fields	Descriptions
Overall Totals	SHRTPRT_OVERALL_TOTALS_PRINT – Option to Print Overall Totals This is an option to print the overall coursework GPA detail. This information would appear on the end of the TRANSCRIPT TOTALS for each level of coursework completed. It will include the summary of institutional coursework, in addition to coursework for that course level. The default value is selected or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Test Scores	SHRTPRT_XML_SCORE_PRINT – Option to Print Test Scores This is an option to print the student's test scores. If this field is selected, the XML transcript export process will capture the test scores on SOATEST for those test codes defined on SOAXREF with the label of STVTESC. These scores will only be captured if this print option is selected. The default value is unselected or N when creating a transcript type rule. Appears on XML transcripts only.
Immunization Data	SHRTPRT_XML_IMN_PRINT – Option to Print Immunization Data This is an option to print the immunization data as defined in the Immunization Information (GOAIMMU) page for a person. If this field is selected, the XML transcript export process will capture the immunization data on GOAIMMU for those immunization codes defined on SOAXREF with the label of IMMZSTAT or IMMZTYPE. This data will only be captured if this print option is selected. The default value is cleared or N when creating a transcript type rule.

Fields	Descriptions
	Appears on XML transcripts only.
Student Centric Period Statistics	`SHRTPRT_PRT_SCP_GPA_STATS` – Option to Print Student Centric Period Statistics This is an option to print the student centric period GPA totals for the last term in the student centric period when student centric period processing is in use. These totals are defined on the Term Sequence Course History (SHATERM) page and the Academic Standing Rules (SHAACST) page. The default value is selected or Y when creating a transcript type rule. Appears on paper and self-service transcripts.
Continuous Pagination	`SHRTPRT_CONTIN_PAGINATION_PRINT` – Option to Print using Continuous Pagination or by Course Level This is an option to print the transcript with regular continuous pagination (set to Y) or print the transcript by course level with each level reset as a new Page 1 (set to N). The default value is selected or Y when creating a transcript type rule. Used for paper and PDF transcripts.
Grade Abbreviation instead of Grade Code	`SHRTPRT_GRDE_ABBREV_PRINT` – Option to print Grade Abbreviation or Grade Code. Selecting the **Grade Abbreviation instead of Grade** check box on the SHATPRT page prints the 6 characters Grade Abbreviation (SHRGRDE_ABBREV) on all the transcripts that are generated using the job processes for a specific transcript type selected while running the process.

Fields	Descriptions
	Clearing the **Grade Abbreviation instead of Grade** on the SHATPRT page prints the Grade Code (SHRGRDE_CODE) on all the transcripts generated using the job processes for a specific transcript type selected while running the process. Appears on html, .xml, .dat, and .lis files.
Display 'Unofficial' Watermark	`SHRTPRT.SHRTPRT_WATERMARK_PRINT` – Option to print unofficial watermark in the student's unofficial transcripts. Selecting the check box prints the "Unofficial" watermark in the Academic Transcript PDF. By default the check box is clear.
The following fields are in the User-Defined Extensions.	
College Transcript	`SHRTPRT_XML_CLG_TRANS_UDE` - Option to Print College UDE This is an option to print college user-defined extension data. The default value is cleared or N when creating a transcript type rule. Appears on XML and PDF transcripts.
Student	`SHRTPRT_STUDENT_UDE` - Option to Student UDE This is an option to print student user-defined extension data. The default value is cleared or N when creating a transcript type rule. Appears on XML and PDF transcripts.
Academic Record	`SHRTPRT_ACAD_REC_UDE` - Option to Print Academic Record UDE This is an option to print academic record user-defined extension data.

Fields	Descriptions
	The default value is cleared or N when creating a transcript type rule. Appears on XML and PDF transcripts.
Course	SHRTPRT_XML_COURSE_UDE - Option to Print Course UDE This is an option to print course user-defined extension data. The default value is cleared or N when creating a transcript type rule. Appears on XML and PDF transcripts.
The following fields also appear in this window.	
Activity Date	Date the transcript type was last updated. This field maps to SHRTPRT_ACTIVITY_DATE.
User ID	User ID of the person who last updated the transcript type. This field maps to SHRTPRT_USER_ID.

Curriculum Print Options window

Updated: August 27, 2020

This window is used to select the curriculum data to be included in the transcript. This window is divided into four sections: Primary Learner Curriculum, Secondary Learner Curriculum, Primary Outcome Curriculum, and Secondary Outcome Curriculum. Use the Curriculum Print Options section to access this window.

Note: If the data for a field does not exist in the record, the field name will not be printed on the paper and self-service transcripts. For example, if the campus data is blank for a student's curriculum record, CAMPUS:, with no data following it, will not be displayed on the transcript.

The following fields are in this window.

Fields	Descriptions
These fields are in the Primary Learner Curriculum.	
Primary Learner Curriculum	`SHRTPRT_CURR_LABEL` – Learner Primary Curriculum Label This is the title of the primary curriculum record for the learner. If this field is blank, no title is printed on the transcript for the primary curriculum information. The default value for the label is "Current Program". Appears on paper, self-service, and PDF transcripts.
Program	`SHRTPRT_PROGRAM` – Option to Print Program Description for Learner Primary Curriculum This is an option to print the program description for the current, active, learner primary curriculum record for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Degree	`SHRTPRT_DEGREE_PRINT` – Option to Print Degree for Learner Primary Curriculum This is an option to print the degree description for the active, current, primary learner curriculum record for the level(s) of the student records that are displayed. This information will print underneath the label created for the primary learner curriculum. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner curriculum level matches the level of the courses for the transcript being printed.

Fields	Descriptions
	The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
College	SHRTPRT_CURR_COLLEGE_PRINT – Option to Print College for Learner Primary Curriculum This is an option to print the college description from the current, active, primary learner curriculum record for the level of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Campus	SHRTPRT_CURR_CAMPUS_PRINT_IND – Option to Print Campus for Learner Primary Curriculum This is an option to print the campus description for the curriculum from the current, active, primary learner curriculum record for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Major	SHRTPRT_CURR_MAJOR_PRINT_IND – Option to Print Current Majors for Learner Primary Curriculum

Fields	Descriptions
	This is an option to print the major description(s) for the curriculum from the current, active, primary learner curriculum record for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, EDI, self-service, and PDF transcripts.
Major Concentration	`SHRTPRT_MAJCONC_PRINT_IND` – Option to Print Concentrations Attached to Majors in the Primary Curriculum This is an option to print the concentration description(s) for concentrations that are attached to majors for the current, active, primary learner curriculum record for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner curriculum level matches the level of the courses for the transcript being printed. Major concentrations are printed immediately below the major to which they are attached in the curriculum record. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Minor	`SHRTPRT_MINOR_PRINT` – Option to Print Current Minors for the Primary Curriculum This is an option to print the minor description(s) for the current, active, primary learner curriculum record for the level(s) of the student records that are displayed. If multiple levels of coursework

Fields	Descriptions
	exist, this information will print on the paper transcript on the page where the current, active, learner curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Concentration	`SHRTPRT_CONC_PRINT_IND` – Option to Print Current Concentrations for the Primary Curriculum This is an option to print the base concentration description(s) from the curriculum for the current, active, primary learner curriculum record for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner curriculum level matches the level of the courses for the transcript being printed. Base concentrations are printed after minors. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Other Fields of Study	`SHRTPRT_LSFT_PRINT_IND` – Option to Print Other Fields of Study for the Primary Learner Curriculum This is an option to print the other fields of study description(s) from the curriculum for the current, active, primary learner curriculum record for the level(s) of the student records that are displayed. (The label for the field of study is determined by values in the GTVLFST table.) If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner curriculum level matches the level of the courses for the transcript being printed.

Fields	Descriptions
	The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
These fields are in the Secondary Learner Curriculum.	
Secondary Learner Curriculum	`SHRTPRT_SEC_CURR_LABEL` – Learner Secondary Curriculum Label This is a user-defined title for all secondary curriculum records for the learner. The label and curriculum fields that follow will print only when current, active secondary curriculum information exists for the student. The default value for the label is "Secondary". Appears on paper, self-service, and PDF transcripts.
Program	`SHRTPRT_SEC_PROGRAM_IND` – Option to Print Program Description for Learner Secondary Curriculum This is an option to print the program description for all the current, active, learner secondary curriculum records for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Degree	`SHRTPRT_SEC_DEGREE_PRINT_IND` – Option to Print Degree for Learner Secondary Curriculum

Fields	Descriptions
	This is an option to print the degree description for all the current, active, learner secondary curriculum records for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
College	`SHRTPRT_SEC_COLLEGE_PRINT` – Option to Print College for Learner Secondary Curriculum This is an option to print the college description for all the current, active, learner secondary curriculum records for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Campus	`SHRTPRT_SEC_CAMPUS_PRINT_IND` – Option to Print Campus for Learner Secondary Curriculum This is an option to print the campus description for all the current, active, learner secondary curriculum records for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner secondary curriculum level matches the level of the courses for the transcript being printed.

Fields	Descriptions
	The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Major	`SHRTPRT_SEC_MAJOR_PRINT_IND` – Option to Print Current Majors for Learner Secondary Curriculum This is an option to print the major description(s) for all the current, active, learner secondary curriculum records for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Major Concentration	`SHRTPRT_SEC_MAJCONC_PRINT_IND` – Option to Print Concentrations Attached to Majors in the Secondary Curriculum This is an option to print the concentration description(s) for concentrations that are attached to majors for all the current, active, secondary learner curriculum records for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner secondary curriculum level matches the level of the courses for the transcript being printed. Major concentrations are printed immediately below the major to which they are attached in the curriculum record. The default value is checked or Y when creating a transcript type rule.

Fields	Descriptions
	Appears on paper, self-service, and PDF transcripts.
Minor	SHRTPRT_SEC_MINOR_PRINT – Option to Print Minors for the Secondary Curriculum This is an option to print the minor description for all the current, active, learner secondary curriculum records for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Concentration	SHRTPRT_SEC_CONC_PRINT_IND – Option to Print Current Concentrations for the Secondary Curriculum This is an option to print the base concentration description(s) from the curriculum for concentrations that are not attached to majors, for the current, active, secondary learner curriculum record for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner secondary curriculum level matches the level of the courses for the transcript being printed. Base concentrations are printed after minors. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Other Fields of Study	SHRTPRT_SEC_LSFT_PRINT_IND – Option to Print Other Fields of Study for the Secondary Learner Curriculum

Fields	Descriptions
	This is an option to print the other fields of study description(s) from the curriculum for the current, active, secondary learner curriculum record for the level(s) of the student records that are displayed. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, learner secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
These fields are in the Primary Outcome Curriculum.	
Award Label	`SHRTPRT_AWARD_LABEL` – Outcome Awarded Label This is a user-defined title for the current, active, primary curriculum outcome record for the learner. The paper transcript will display this label and the outcome information only when the outcome status is “awarded” in SHADEGR. If this label is left blank, the paper transcript will print an award label of “Degree Awarded”. The default value for the label is "Degree Awarded”. If this label is left blank. the self-service transcript displays "Degrees Awarded". The self-service transcript will display the award label and outcome curriculum information for any SHADEGR record of any outcome status for the active, primary, curriculum outcome record. Appears on paper, self-service, and PDF transcripts.
Primary Outcome Curriculum	`SHRTPRT_DEGR_CURR_LABEL` – Learner Primary Curriculum Label for Outcome This is a user-defined title for the degree description for the primary outcome curriculum record for the learner. If this field is

Fields	Descriptions
	blank, no label is printed on the paper or self-service transcripts, but the degree description for the primary outcome curriculum information is displayed. The default value for the label is "Primary Degree". Self-service transcripts display outcome records for any degree status. The outcome status must be “awarded” in order for the primary learner outcome information to print on the paper transcript. Appears on paper, self-service, and PDF transcripts.
Program	`SHRTPRT_DEGR_PROGRAM_IND` – Option to Print Program Description for Learner Primary Curriculum Outcome This is an option to print the program description for the current, active, primary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome primary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
College	`SHRTPRT_DEGR_COLLEGE_PRINT` – Option to Print College for Learner Primary Curriculum Outcome This is an option to print the college description for the current, active, primary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome primary curriculum level matches the level of the courses for the transcript being printed.

Fields	Descriptions
	The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Campus	SHRTPRT_DEGR_CAMPUS_PRINT_IND – Option to Print Campus for Learner Primary Curriculum Outcome This is an option to print the campus description for the current, active, primary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome primary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Major	SHRTPRT_DEGR_MAJOR_PRINT_IND – Option to Print Current Majors for Learner Primary Curriculum Outcome This is an option to print the major description(s) for the current, active, primary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome primary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Major Concentration	SHRTPRT_DEGR_MAJCONC_PRINT_IND – Option to Print Concentrations Attached to Majors in the Primary Curriculum Outcome

Fields	Descriptions
	This is an option to print the concentration description(s) for concentrations that are attached to majors for the current, active, primary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome primary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Minor	`SHRTPRT_DEGR_MINOR_PRINT` – Option to Print Minors for the Primary Curriculum Outcome This is an option to print the minor description(s) for the current, active, primary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome primary curriculum level matches the level of the courses for the transcript being printed. This information will only print on the paper transcript when the degree status has a value of *awarded*. This information will print after the label created on SHATPRT for the Award Label (of the primary outcome curriculum) or use the default value of *DEGREE AWARDED* on all course levels of work. The default value is checked or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Concentration	`SHRTPRT_DEGR_CONC_PRINT_IND` – Option to Print Current Concentrations for the Primary Curriculum Outcome

Fields	Descriptions
	This is an option to print the base concentration description(s) from the curriculum for concentrations that are not attached to majors, for the current, active, primary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome primary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
Other Fields of Study	`SHRTPRT_DEGR_LFST_PRINT_IND` – Option to Print Other Fields of Study for the Primary Learner Curriculum Outcome This is an option to print the other fields of study description(s) from the curriculum for the current, active, primary outcome curriculum records for the learner that are not already accounted for in the minors and concentrations. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome primary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, EDI, self-service, XML, and PDF transcripts.
These fields are in the Secondary Outcome Curriculum.	
Secondary Outcome Curriculum	`SHRTPRT_SECDEGR_CURR_LABEL` – Learner Secondary Curriculum Label for Outcome This is a user-defined title for the degree description for the current, active, secondary outcome curriculum record for the learner. Multiple secondary curriculum records are displayed under

Fields	Descriptions
	this label. If this field is blank, no label is printed on the paper or self-service transcripts, but the degree description for the secondary outcome curriculum information is displayed. The secondary curriculum for the learner will print after this label, unless that information does not exist. If this field is blank, and no active secondary outcome curriculum records exist, the label will not display. The default value for the label is "Secondary". Appears on paper, self-service, and PDF transcripts.
Program	`SHRTPRT_SECDEGR_PROGRAM_IND` – Option to Print Program Description for Learner Secondary Curriculum Outcome This is an option to print the program description for the current, active, secondary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
College	`SHRTPRT_SECDEGR_COLL_PRINT_IND` – Option to Print College for Learner Secondary Curriculum Outcome This is an option to print the college description for the current, active, secondary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome secondary curriculum level matches the level of the courses for the transcript being printed.

Fields	Descriptions
	The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Campus	`SHRTPRT_SECDEGR_CAMP_PRINT_IND` – Option to Print Campus for Learner Secondary Curriculum Outcome This is an option to print the campus description for the current, active, secondary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Major	`SHRTPRT_DEGR_MAJOR2_PRINT` – Option to Print Current Majors for Learner Secondary Curriculum Outcome This is an option to print the major description(s) for the current, active, secondary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Major Concentration	`SHRTPRT_SECDEGR_MAJCONC_IND` – Option to Print Concentrations Attached to Majors in the Secondary Curriculum Outcome

Fields	Descriptions
	This is an option to print the concentration description(s) for concentrations that are attached to majors for the current, active, secondary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Minor	`SHRTPRT_SECDEGR_MINR_PRINT_IND` – Option to Print Minors for the Secondary Curriculum Outcome This is an option to print the minor description(s) for the current, active, secondary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Concentration	`SHRTPRT_SECDEGR_CONC_PRINT_IND` – Option to Print Current Concentrations for the Secondary Curriculum Outcome This is an option to print the base concentration description(s) from the curriculum for concentrations that are not attached to majors, for the current, active, secondary outcome curriculum record for the learner. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome secondary curriculum level matches

Fields	Descriptions
	the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.
Other Fields of Study	`SHRTPRT_SECDEGR_LFST_PRINT_IND` – Option to Print Other Fields of Study for the Secondary Learner Curriculum Outcome This is an option to print the other fields of study description(s) from the curriculum for the current, active, secondary outcome curriculum records for the learner that are not already accounted for in the minors and concentrations. If multiple levels of coursework exist, this information will print on the paper transcript on the page where the current, active, outcome secondary curriculum level matches the level of the courses for the transcript being printed. The default value is checked or Y when creating a transcript type rule. Appears on paper, self-service, and PDF transcripts.

Personalization Print Options window

Updated: August 27, 2020

This window is used to set up how birth date, SSN, and Banner® ID information will be displayed on the transcript, in addition to name hierarchy sequence and source information. Use the Personalization Print Options section to access this window.

Personalization Print Options section

Updated: August 27, 2020

This section is used to select if the birth date, SSN/SIN/TIN, Banner ID, or none of those are to be printed on the paper transcript. SSN/SIN/TIN and birth dates are not transmitted by EDI. SSN/SIN/TIN and the Banner ID do not display on the self-service transcript.

Use the check boxes in the Personalization Print Options section to choose the data you want to include. You can change how the SSN/SIN/TIN or Banner ID appear on the transcript. You can also change the birth date format to any valid date format for the paper and self-service transcripts using the drop-down list.

The rules for adding in a character mask to the SSN/ID values are as follows:

- Use the character X to display data and the character * to conceal data.
- This can be used only for display-only columns.
- This cannot be used when there is data entry involved on the column.

The following fields are in the Personalization Print Options section.

Fields	Descriptions
Birth Date	This is an option to print the birth date for the student as defined in the **Birth Date** field on the General Person (SPAPERS) page. The default value is checked or Y when creating a transcript type rule. This field maps to `SHRTPRT_BIRTH_DATE_PRINT`. Appears on paper, self-service, and PDF transcripts.
Birth Date Mask	Use this field to select the format mask for the display of the birth date on the transcript. This field maps to `SHRTPRT_BIRTH_DATE_MASK`. List Sample Date Format Masks Appears on paper, self-service, and PDF transcripts.
Banner ID	This is an option to print the Banner ID for the student as defined in the **ID** field on the General Person (SPAPERS) page. The default value is checked or Y when creating a transcript type rule. This field maps to `SHRTPRT_ID_PRINT`. Appears on paper and PDF transcripts and is always transmitted by EDI.

Fields	Descriptions
Label for ID	Use this field to enter the title for the ID field on the paper transcript. This field maps to `SHRTPRT_ID_LABEL`. Appears on paper and PDF transcripts.
SSN/SIN/TIN	This is an option to print the social security number/social insurance number/tax identification number as defined in the **SSN/SIN/TIN** field on the General Person (SPAPERS) page. The default value is checked or Y when creating a transcript type rule. This field maps to `SHRTPRT_SSN_PRINT`. Appears on paper and PDF transcripts.
Label for SSN/SIN/TIN	Use this field to enter the title for the SSN/SIN/TIN field on the transcript. This field maps to `SHRTPRT_SSN_LABEL`. Appears on paper and PDF transcripts.
SSN/SIN/TIN Mask	Use this field to enter the format mask for the display of the SSN/SIN/TIN on the transcript. Enter X to display a value and * to hide a value. This field maps to `SHRTPRT_SSN_MASK`. The SSN does not appear in self-service, and therefore cannot be masked for a self-service transcript. The SSN is not transmitted by EDI, and therefore cannot be masked for an EDI transcript. Actual masking of the SSN value cannot be performed on the XML transcript, as is not permitted based up the PESC schema. However, users can control whether the SSN is included or not. Appears on paper and PDF transcripts and can be included/not included in the XML transcript.
Current Name	This is an option to print the current name of the student in addition to the record of source name as defined in the name hierarchy. The default value is checked or Y when creating a transcript type rule. This field maps to `SHRTPRT_CURRENT_NAME_PRINT`.

Fields	Descriptions
	This value is always printed, even if it matches the record of name and the **Current Name** option is checked. Appears on paper and PDF transcripts and is transmitted as a hierarchy name by EDI if the transcript name source code is IDEN.

Name Hierarchy section

Updated: August 27, 2020

This section is used to determine how the student's name appears on the transcript based on sequence number and source, such as the diploma name, the general person record identification name, or the general person record legal name.

Use the Transcript Name Hierarchy Rules item in the Options Menu to access this section.

The following fields are in the Name Hierarchy section.

Fields	Descriptions
Sequence Number	Sequence number that defines the name hierarchy. This field maps to `SHRTRNM_NAME_SEQNO`. Appears on PDF transcripts.
Source	Source and description of the name to be printed on the transcript. This field maps to `SHRTRNM_TRNS_CODE`. List Transcript Name Source Code Validation (STVTRNS) Appears on PDF transcripts.
Name Type	Name type and description of the name to be printed on the transcript. This field maps to `SHRTRNM_NTYP_CODE`. Name type and description to be printed on the transcript, such as legal name, preferred name, nickname, or maiden name, etc.

Fields	Descriptions
	List Name Type Validation (GTVNTYP) Appears on PDF transcripts.
Activity Date	This field maps to `SHRTRNM_ACTIVITY_DATE` and is automatically updated whenever any fields in the Name Hierarchy section are entered or updated.
User ID	This field maps to `SHRTRNM_USER_ID` and is automatically updated whenever any of the fields in the Name Hierarchy section are entered or updated.

Self-Service Print Options window

Updated: August 27, 2020

This window is used to specify the detailed information needed for a self-service transcript request. Use the Self-Service Print Options section to access this window, or use the Web Transcript Controls, Web Self-Service Options, or Web Payment Options choices in the Options Menu to access the blocks in this window.

Processing Control section

Updated: August 27, 2020

This section is used to set up controls for when transcripts may be requested, if they can be sent using EDI, and what type of electronic letter can be created. Use the Web Transcript Controls choice from the Options Menu to access this section.

The following fields are in the Processing Control section.

Fields	Descriptions
Allow Hold for End of Term Processing	This check box is used to determine whether or not the learner will be able to request that the transcript be printed after the end of term grades have been processed. This field maps to `SHRTPRT_HOLD_GRDE_IND`.

Fields	Descriptions
	Valid values are checked (Y) and unchecked (N). The default value is unchecked (N).
Allow Electronic Transcripts on the Web	This check box is used to indicate that the institution allows students to request that their transcripts be sent electronically to other institutions. This field is required. This field maps to `SHRTPRT_ALLOW_EDI_IND`. Valid values are checked (Y) and unchecked (N). The default value is unchecked (N).
Allow Hold for Degree Processing	This check box is used to determine whether or not the learner will be able to request that the transcript be printed after their degree has been posted. This field maps to `SHRTPRT_HOLD_DEGR_IND`. Valid values are checked (Y) and unchecked (N). The default value is unchecked (N).
Electronic Letter Code	This field is used to determine which electronic letter is to be used in the Web Transcript Request Process Confirmation Page. This field is optional. This field maps to `SHRTPRT_LETR_CODE_CONFIRMED`. The default value is null. List Letter Code Validation (GTVLETR)

Service Level section

Updated: August 27, 2020

This section is used to set up the self-service options for the self-service transcript request. A service level record must be defined for each transcript type that is available for Self-Service transcript processing. Use the Web Self-Service Options choice from the Options Menu to access this section.

The **Delivery Method** is required on the Transcript Request Options page (`bwskwtrr.p_disp_transcript_request_data`) for Self-Service transcript requests. Therefore, at least one service level record must be defined in this section.

If your institution does not charge for transcript requests, you need to create a service level record with a **Charge** of $0.00. This is displayed as a value of No Charge in the **Delivery Method** drop down in Self-Service.

Use clear Self-Service option code descriptions for the service level records. For example, if you have a record with a **Description** of In Person Pick-up and a **Charge** of $0.00. it is displayed in Self-Service as In Person Pick-up - No Charge.

The following fields are in the Service Level section.

Fields	Descriptions
Code	Self-Service Option Code. This field is used to associate a Web self-service option with a specific transcript type code. This field maps to `SHRTRSS_WSSO_CODE`. It is a required field. List Web Self Service Options Validation (STVWSSO) page
Description	This field is automatically populated with the description of the code entered in `SHRTRSS_WSSO_CODE`. The description comes from `STVWSSO_DESC`. This field is display only.
Type	Account Type. This field is used to determine to what type of Accounts

Fields	Descriptions
	Receivable account the charges associated with the learner's transcript request will be posted. The institution can choose to have charges posted to the learner's account or to a miscellaneous account. This field maps to `SHRTRSS_ACCT_TYPE_CDE`. It is required. Valid values are S (Student) and M (Miscellaneous). The default value is M.
Charge	This field is automatically populated with the charge associated with the code entered in `SHRTRSS_WSSO_CODE`. The value comes from `STVWSSO_CHRG` and maps to `SHRTRSS_CHRG`. This is an optional field. When it is populated, it can be updated. Valid values are 0.00 – 999999999.99.
Per	Charge Per Request or Copy. This field is used to select whether the charge associated with the Web self-service option will be charged per transcript request or per transcript copy. This field maps to `SHRTRSS_CHRG_PER`. Valid values are R for Request and C for Copy. The default value is C. It is a required field if `SHRTRSS_CHRG` is not Null. All self-service codes with a charge per value of C will be evaluated against the number of free copies as defined on SHAWTRR. Self-service codes with a charge per value of R will always be charged.

Fields	Descriptions
User ID	This field maps to SHRTRSS_USER_ID and is automatically updated whenever any of the fields in the Service Level section are entered or updated.
Activity Date	This field maps to SHRTRSS_ACTIVITY_DATE and is automatically updated whenever any fields in the Service Level section are entered or updated.

Payment Options section

Updated: August 27, 2020

This section is used to set up the self-service payment options for the self-service transcript request. Use the Web Payment Options choice from the Options Menu to access this section.

The following fields are in the Payment Options section.

Fields	Descriptions
Code	Payment Option Code. This field is used to associate a Web payment option with a specific transcript type code. This field maps to SHRTRPO_WYPO_CODE. It is a required field. List Web Payment Options Validation (STVWPYO) page
Description	This field is automatically populated with the description of the code entered in SHRTRPO_WYPO_CODE. The description comes from STVWPYO_DESC. This field is display only.
Detail Code	This field is automatically populated with the detail code associated with the code entered in SHRTRPO_WYPO_CODE. The

Fields	Descriptions
	detail code comes from STVWPYO_DETC_CODE and maps to SHRTRPO_DETC_CODE. It is a required field.
User ID	This field maps to SHRTRPO_USER_ID and is automatically updated whenever any of the fields in the Payment Options section are entered or updated.
Activity Date	This field maps to SHRTRPO_ACTIVITY_DATE and is automatically updated whenever any fields in the Payment Options section are entered or updated.

Course History By Term and Campus (SHATRMC) page

Updated: August 27, 2020

The purpose of the Course History by Term and Campus (SHATRMC) page is to provide a tool to be used by advisors to determine the student's progress on a term-by-term basis based on the level of the courses and the campus associated with the course.

This page is query-only, and displays the student's current status, and GPA information associated with the level and campus in the key. All courses for the term are shown for informational purposes. Scrolling institutional and overall GPA totals are displayed on this page each time the term changes. Transfer work is not shown, as it is not maintained by campus. The page permits the entry of a specific beginning term which is other than the first term the student attended.

The student must have been added to the system through the General Person Identification (SPAIDEN) page. The institution must have decided to calculate a campus GPA and specified such on the Academic History Control (SHACTRL) page. If the **Process Campus GPA (Indicator)** on SHACTRL is unchecked, then no access is permitted to this page, and the message Campus GPA not activated. List not available. is generated.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Current Standing section. Use the Current Standing section to return to the main window from the Course Details window.

Key block

Updated: August 27, 2020

Use this section to enter the ID, campus, level, and start term for the course history.

Current Standing section

Updated: August 27, 2020

This section displays term attendance, academic standing, and campus hours and GPA information.

Course Details window

Updated: August 27, 2020

This window is used to display the term GPA by level and campus, in addition to the institutional course detail. Use the Course Detail section to access this window.

Campus Term GPA

Updated: August 27, 2020

Use this section to review the term GPA by level and campus.

Institutional Courses

Updated: March 20, 2025

Use this section to view institutional course detail.

Fields	Descriptions
Subject	Subject code.
Course	Course code. LOV field linked to Existing Courses.
Course Alias	The values in the Course Alias field are read-only and populated if

Fields	Descriptions
	Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Hours	Credit hours.
Grade	Grade code.
Grading Mode	Grading mode code.
Repeat	This field displays whether the course has been included, excluded, or not processed as a result of repeat processing updates. Valid values are: • Include - Include in attempted hours, passed hours, earned hours, and GPA. Saved to the database as I. • Exclude - Exclude from passed hours, earned hours and GPA, but include only in attempted hours. Saved to the database as E. • Include GPA - Include in attempted hours and GPA, but exclude from earned hours and passed hours. Saved to the database as A. • (None) - Not processed. Saved to the database as Null.
Title	Course title.

Transfer Course (SHATRNS) page

Updated: August 27, 2020

The purpose of this page 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 page 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 through the General Person Identification (SPAIDEN) page.

Main window

Updated: August 27, 2020

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

Key Block

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

Transfer Institution section

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

Transfer Attendance Period section

Use this section to view the transfer attendance period information.

Transfer Course Detail window

Updated: August 27, 2020

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

Transfer Course Detail section

Use this section to enter transfer course information.

Equivalent Course Detail section

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

Fields	Descriptions
Sequence Number	Transfer course sequence number.
Level	Level code.
Term	Term code.
Count in GPA	Check box used to indicate whether this record should be counted when calculating a transfer GPA.
Subject	Subject code.
Course	Course code. LOV field linked to Existing Courses.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACARL page for the appropriate Subject, Term and Course combination.
Hours	Credit hours.
Grade	Grade code.
Grading Mode	Grading mode code.
Repeat	This field displays whether the course has been included, excluded, or not processed as a result of repeat processing updates. Valid values are:

Fields	Descriptions
	• Include - Include in attempted hours, passed hours, earned hours, and GPA. Saved to the database as I. • Exclude - Exclude from passed hours, earned hours and GPA, but include only in attempted hours. Saved to the database as E. • Include GPA - Include in attempted hours and GPA, but exclude from earned hours and passed hours. Saved to the database as A. • (None) - Not processed. Saved to the database as Null.
Repeat System	This field indicates how the **Repeat (Indicator)** setting was created in the student record. Valid values are: • Manual - Manually set, saved to the database as M. • System - Set by the system, saved to the database as S. • (None) - Not updated, saved to the database as Null.
Title	Course title.
Application Number	Application number assigned to the Equivalent Course Detail record. The field can be Null. You can view this field only if the **Enable Study Paths** check box is selected in the SOACTRL page.
Study Path	Study path sequence number assigned to the Equivalent Course Detail record. The field can be Null. You can view this field only if the **Enable Study Paths** check box is selected in the SOACTRL page.

Course Attributes section

Use this section to enter course attribute information.

Attendance Period GPA window

Updated: August 27, 2020

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

Transfer Articulation Attributes (SHATRTA) page

Updated: March 25, 2025

The purpose of the Transfer Articulation Attributes Page is to allow for the creation and maintenance of the course attributes for the student's articulation information. The student must have articulated courses in order for attributes to exist.

The attributes default from the course catalog attributes when the articulation is done on the Transfer Articulation Evaluation (SHATAEQ) page, if attributes exist in the catalog for the institution equivalent courses. If the attributes do not exist in the catalog, they can be created on this page. The attributes will roll into history along with the associated courses.

Attributes are deleted if an unarticulation function is performed on the Transfer Articulation Evaluation (SHATAEQ) page.

The user may perform a List function from the **Group** field to view a window of valid articulated courses. Performing a Select function in the window allows the user to select a course and populate the **Group**, **Term**, **Level**, **Subject**, **Course** (transfer) fields, and the **Subject** and **Course** (institution equivalent) fields.

Fields	Descriptions
Group	Use a List function to view a window of valid articulated courses. Performing a Select function in the window allows you to select a course and populate the **Group**, **Term**, **Level**, **Transfer Subject**, **Transfer Course** (transfer) fields, and the **Institution Subject** and **Institution Course** (institution equivalent) fields.
Institution Course	This is an options list and linked to the list of Existing Courses.

Fields	Descriptions
Institution Course Alias	The Institution Course Alias is a LOV field and is linked with the Existing Courses. Enter the exact Course Alias value to populate values in all the fields, or, click the ellipsis icon to open the Existing Courses pop up window. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in the Subject, Term, Course and fields.
Institution Subject	This is an options list and linked to the list of Existing Courses.

Unroll Grades for a section (SHAUNRL) page

Updated: August 27, 2020

This page allow administrators to unroll grades of all the students from a selected class (CRN) in a term in one go. Users can choose to unroll and retain the grades entered in the registration tables or to remove the grades as well.

Field	Description
Term	Term code and description. (Required)
CRN	Course reference number of the class you want to unroll grades for. (Required)
Unroll from Academic History	This button gets enabled only when a valid term & CRN are entered. By clicking this button, you will be prompted with a confirmation message with options to whether retain grades, remove grades, or cancel the unroll action.

Unroll confirmation message notification

When you click the Unroll from Academic History button, a confirmation notification is displayed that gives you the options to retain grades, remove grades or cancel the unroll action.

Retain Grade: Clicking this button allows you to retain the original grades of all the students during registration and unroll grades of all the students from Academic History.

This action removes the grade from history, clears the rolled date from the registration table (SFRSTCR) and retains the grade entered in this table.

Remove Grade:Clicking this button allows you to remove the original grades and unroll grades of all the students from Academic History. This action removes the grades from history, clears the rolled date from the registration table (SFRSTCR) and also removes original grades from the registration table.

The system audits the following data in specific audit tables after unrolling grades of all the students from Academic History for the selected term and CRN:

- CRN and term that was unrolled
- User that performed the unroll
- Date and time unroll was done
- Students whose grades were unrolled
- Choice made, that is, to retain grades or remove grades

Cancel: Clicking this button will cancel the action. No changes will be made to the database.

Note: The ability to select specific students to unroll is not yet available and is considered for the future enhancement. For now, unroll is applied to the entire class for the selected term.

Web Transcript Request Rules (SHAWTRR) page

Updated: August 27, 2020

This page is used to set up the processing rules that will be in effect for all Web transcript requests.

The following fields are on this page.

Fields	Descriptions
Maximum transcript requests per day	Enter the number that indicates the institution's limit on the number of transcript requests a learner may create per unique date (DD-MON-YYYY excluding

Fields	Descriptions
	HH:MM:SS). This field maps to SHBWTRR_MAX_RQST_DAY. Valid values are any number between 01 and 99, and the default is 99.
Maximum transcripts allowed per day	Enter the number that indicates the institution's limit on the overall number of transcripts (copies) a learner may request per unique date (DD-MON-YYYY excluding HH:MM:SS). This field maps to SHBWTRR_MAX_COPY_DAY. Valid values are any number between 001 and 999, and the default is 999.
Maximum transcripts per request	Enter the number that indicates the institution's limit on the number of transcripts (copies) a learner may request per each transcript request. This field maps to SHBWTRR_MAX_COPY_RQST. Valid values are any number between 001 and 999, and the default is 999.
Maximum free transcripts before charges	Enter the number that indicates the institution's limit on the overall number of transcripts (copies) a learner may request before incurring charges for transcript processing services. This field maps to SHBWTRR_MAX_FREE_COPY. Valid values are any number between 000 and 999, and the default is 999.
Default course level to ALL on transcript	This indicator allows the institution to control whether the learner may request a transcript for a specific level of courses or make the course level always default to AL. This field maps to SHBWTRR_LEVL_ALL_IND. Valid values are checked (Y) and unchecked (N), and the default is unchecked (N).

Fields	Descriptions
	Setting this field to checked (Y) will cause the **Course Level** and **Student Term Information** fields not to display on the Web page. Values for those fields will default as they do on SHARQTC when the **Level** field is set to AL.
User ID	This field maps to `SHBWTRR_USER_ID` and is automatically updated whenever any of the fields in the Web Transcript Request Rules (SHAWTRR) page are entered or updated. This is a display-only field.
Activity Date	This field maps to `SHBWTRR_ACTIVITY_DATE` and is automatically updated whenever any fields in the Web Transcript Request Rules (SHAWTRR) page are entered or updated. This is a display-only field.

Committee/Service Member Inquiry (SHICMBQ) page

Updated: August 27, 2020

This page allows the user to query on committee/service members and see all the committees for which they are a participant, or all members of a particular role, (i.e., all chairmen of committees), or all committee members from a department, or all members of a particular committee by committee name.

This is a stand alone query page which may also be accessed from the *GSTUDENTB menu or by selecting the Committee/Service Member Inquiry item from the Options Menu on the Committee/Service (SHACOMI) page.

Use the horizontal scroll box or the Tab key to view additional fields for committee members. Below is a list of the additional information you may view in the scroll box.

Member Information	
Comm/Svc Code	
From and To Dates	
Comm/Serv Role Code	
Comm/Serv Status Code	
Dist/Div Code	
College Code	
Department Code	
Associated ID	

Committee/Service By Person Inquiry (SHICMID) page

Updated: August 27, 2020

This page allows the user to see all the committee/service information for the particular student indicated in the Key block, including committees on which the student is a member and committees that are associated with the student.

This is a stand alone query page which may also be accessed from the *GSTUDENTB menu.

A greater than sign (>) appears in the field to the left of the **Committee Service Type** field to indicate the committee type record and associated ID (from the key) which are tied to members displayed in the Committee/Service Member Data section of the page. You may view multiple committee types or members using the vertical scroll bars at the right side of the page.

Use the horizontal scroll boxes in the Committee/Service Identification Data and the Committee/Service Member Data sections of the page or the Tab key to view additional fields for committee types and members. Below is a list of the additional information you may view in the scroll boxes.

Committee/Service Identification Data	Committee/Service Member Data
Dist/Div Code	Member Status Code
College Code	Member Role Code

Committee/Service Identification Data	Committee/Service Member Data
Department Code	Dist/Div Code
Comm/Serv Status Code	College Code
Initiated Date	Department Code
Dissolved Indicator	
Dissolved Date	

To access this page from SHANCRS, use the **Search** feature or use a List function from the **Committee** field.

Committee/Service Inquiry (SHICOMQ) page

Updated: August 27, 2020

This query page allows the user to see all the committees/services and their associated members.

Data may be sub-queried, based on committee/service type, college, department, or status. Committee records returned in the query may be scrolled through and their members viewed. This is a stand alone query page which may also be accessed from the *GSTUDENTB menu.

A greater than sign (>) appears in the field to the left of the **Committee or Service Type** field to indicate the association of the committee type record to members displayed in the Committee/Service Members section of the page. You may view multiple committee types or members using the vertical scroll bars at the right side of the page.

Use the horizontal scroll boxes in the Committee/Service Identification Data and the Committee/Service Members sections of the page or the Tab key to view additional fields for committee types and members. Below is a list of the additional information you may view in the scroll boxes.

Committee/Service Identification Data	Committee/Service Members
District/Division Code	Member Status Code

Committee/Service Identification Data	Committee/Service Members
College Code	Member Role Code
Department Code	Dist/Div Code
Comm/Serv Status Code	College Code
Initiated Date	Department Code
Dissolved Indicator	
Dissolved Date	

To access this page from SHACOMI, select the Committee/Service Inquiry item in the Options Menu, or use a Count Filter Hits function from the Key block.

PESC/XML Export Document Status (SHIEPTD) page

Updated: August 27, 2020

The PESC/XML Export Document Status (SHIEPTD) page is an inquiry page that can be used to track the status of XML transcripts sent by the institution.

You can verify whether or not the transcript was sent, and review additional detail about the transcript. The records are sorted by request number in descending order.

Fields	Descriptions
ID	ID number of the student requesting the XML transcript. List Person Search (SOAIDEN) page
Request Number	XML transcript request number for the student. List Transcript Request (SHARQTC) page
Issued To	Name of the institution to which the XML transcript is being sent.
Send Date	Date the XML transcript was sent. **Send Date** is set to Null when the **Send Status** is E.
Send Status	Status of the document ID response file from the receiving

Fields	Descriptions
	institution. R Received E Error Processing Transcript G Generated
Document ID	Document identification number associated with a transcript that has been sent to an institution.

eTranscript Status Summary Inquiry (SHIETSS) page

Updated: August 27, 2020

This page is used to display the most recent statuses for all the eTranscripts activity based on the document ID and date.

You can enter the ID or order ID in the Key block or leave the Key block blank and return all records. Records are displayed using the SHVTEOS Banner view.

You can select a student's eTranscript record and double click to see details for all the statuses on that record. Statuses are displayed in date order with the most recent status listed first.

Banner ID, last name, and first name information is displayed as follows by this page.

- When the XML transcript file is initially loaded to the tables behind the SHAETOR page and no match is found to an existing Banner ID, the last name and first name received from the XML file are displayed on SHIETSS. This is the data stored in the `SHBTEOT_LAST_NAME` and `SHBTEOT_FIRST_NAME` columns. The Banner ID will be Null, which alerts the user that the order has not yet been matched to an existing Banner record.
- When a match is found to an existing Banner record, the Banner ID is populated with the associated `SPRIDEN_PIDM` value. The matched last name and first name from the SPRIDEN record are displayed. This is the data stored in the `SPRIDEN_LAST_NAME` and `SPRIDEN_FIRST_NAME` columns.

This page contains the following blocks:

- Key block
- Transcript Status Summary Block
- Order Status History Block

Key block

Updated: August 27, 2020

Use the key block to refine your summary results or leave blank to return all summary records.

Fields	Descriptions
ID	Student ID. List Person Search (SOAIDEN) page
Status	eTranscript order status code. List eTranscript Order Status Validation (STVETST)
Order ID	Unique ID associated with the eTranscript order. This number is assigned by the vendor and consists of an order number and a suborder number.
From Date	Date from which you want to review received transcript orders.
To Date	Date to which you want to review received transcript orders.

Transcript Status Summary section

Updated: August 27, 2020

Use this section to query on details about transcript orders. Queries can be performed by order ID, last name, first name, ID, status, or date.

Records are sorted in alphabetical order by last name, then by order ID. Select a record and double click in the **Status** field to view all the statuses for that record in the Order

Status History section.

Fields	Descriptions
Order ID	Unique ID associated with the eTranscript order. This number is assigned by the vendor and consists of an order number and a suborder number.
Last Name	Student's last name.
First Name	Student's first name.
ID	Student's ID.
Status	eTranscript status code. Double click in this field to view all the statuses for that record in the Order Status History section.
Description	Description of eTranscript status code.
Date	Date the record was added or updated.

Order Status History section

Updated: August 27, 2020

Use this section to review a list of statuses for a specific record in the Transcript Status Summary section. The information for order ID, ID, and name is defaulted in. Records are sorted from most current status to oldest status.

Fields	Descriptions
Status	eTranscript status code.
Description	Description of eTranscript status code.
Date	Date the record was added or updated.

PESC/XML Import Document Status (SHIIPTD) page

Updated: August 27, 2020

The PESC/XML Import Document Status (SHIIPTD) page is an inquiry page that can be used to track the status of XML transcripts received by the institution. The records are sorted by institution in descending order by received date.

Fields	Descriptions
Source/Background Institution	Source/background institution code for the institution receiving/importing the XML transcript. List Source or Background Institution Filter-Only (SOISBGI) page
Institution	Source/background institution code for the institution that sent/exported the transcript. List Source or Background Institution Filter-Only (SOISBGI) page
Document ID	Document identification number associated with a transcript that has been sent to an institution.
Received Date	Date the XML transcript file was received.
Received Status	Status of the XML transcript file. R Received
Processed Date	Date the XML transcript file was processed.

Satisfactory Academic Progress Review (SHISAPP) page

Updated: August 27, 2020

The Satisfactory Academic Progress Review (SHISAPP) page is an inquiry page used to view data from the Satisfactory Academic Progress Course Data Table (SHRSAPP) and the Satisfactory Academic Progress Course Rejection Reason Table (SHRSARJ).

The tables are populated when SMRBCMP is run for a population selection, and the Create SAP Data Y/N parameter is set to Y. The population selection created is for the cohort of students to be audited for satisfactory academic progress at the end of the term or aid year.

SHISAPP displays the following information: curriculum and used course GPA summary data, used course details, unused course details, and rejection reasons for unused courses. When compliance is run, course details are retrieved for used and unused courses. This data is included in the compliance results and is stored in the SHRSAPP table. Used courses are marked as such in the SHRSAPP table, where the `SHRSAPP_TYPE_IND` column is set to Y.

Unused courses are also marked in the SHRSAPP table, where the `SHRSAPP_TYPE_IND` column is set to N. Rejection reasons for unused courses are captured in the CAPP compliance results. This data is also stored in the SHJRSARJ child table (`SHRSARJ_REJECTION_REASON`) that is linked to the course in the SHRSAPP table.

Main window

Updated: August 27, 2020

This window is composed of the key block and the Curriculum and Used Courses GPA Summary block.

Key block

Updated: August 27, 2020

Use this section to enter the student ID and compliance request number for the query. Data comes from the SHRSAPP table based on CAPP compliance results for the ID and compliance request number.

Fields	Descriptions
ID	ID of the student. List Person Search (SOAIDEN) page
Name (untitled)	Name of the student.
Compliance Request Number	Compliance request number from CAPP. Requests are listed for SAP compliance records only. Requests are listed in reverse sequence order. List SAP Compliance Requests

Curriculum and Used Courses GPA Summary section

Updated: August 27, 2020

Use this section to view information about the curriculum record used for compliance.

The program data used for the compliance record is the from the curriculum record where the student was current and active for the date when compliance (SMRBCMP) was run. GPA information is provided for calculations based on the list of used courses. Data in this section is display only, but all fields are queryable.

Curriculum Information

Updated: August 27, 2020

When SMRBCMP is run with the Create SAP Data `Y/N` parameter is set to *`Y`*, satisfactory academic progress data is created that populates the SHRSAPP table. The data is also displayed on the SHISAPP page for the student and compliance request number in the Key block.

When CAPP compliance is set up to retrieve majors dynamically, the major 1, major 2, minors, and concentrations can all be included in the CAPP analysis. Therefore, courses can be counted as used, based on the use of dynamic areas for majors other than the primary major (such as major 2), in addition to minors and concentrations. These are all part of the primary curriculum record.

SHISAPP displays the major 1 from the compliance record. You can view the major 1, major 2, minors, and concentrations that are part of the compliance record by directly opening the compliance results using existing CAPP forms. To view any other curriculum fields of study that were considered in the CAPP analysis, you can open the compliance results from the SMICRLT page for the ID and compliance request number.

GPA Information

Updated: August 27, 2020

The GPA is calculated for all used and graded courses for all terms. This includes used courses with attempted hours, passed hours, earned hours, quality points, GPA hours, and the calculated GPA. The page also displays attempted hours and credit hours for ungraded (in-progress) and unrolled courses.

The display of quality points and GPA is controlled by the SHAGPAR level rule. The level used for the displayed rule is the level for the curriculum record for the compliance that created the data in the table. The GPA data displayed in the main window of SHISAPP will not be the same as the GPA displayed on SHATERM, because all courses taken at a particular level may not be used by the compliance.

Fields	Descriptions
The following fields are in the Curriculum information.	
Evaluation Term	Code of the term used for the compliance.
Program	Code of the program used for the compliance.
Level	Code of the level used for the compliance.
Campus	Code of the campus used for the compliance.
College	Code of the college used for the compliance.
Degree	Code of the degree used for the compliance.
Major	Code of the major used for the compliance.
Program Required Hours	Number of credits required for the program as defined in SMAPROG for the compliance that was run.
User ID	User ID of the person who created the SAP compliance record.
Activity Date	Date the satisfactory academic progress compliance was processed.
The following fields are in the GPA Summary information.	
Institutional Attempted Hours	Hours attempted for the course, stored in academic history.
Institutional Passed Hours	Hours passed for the course, stored in academic history.
Institutional Earned Hours	Hours earned for the course, stored in academic history.
Institutional GPA Hours	Hours used for GPA calculation for the course, stored in academic history.

Fields	Descriptions
Institutional Quality Point	Quality points for the course, based on the grade in academic history.
Institutional GPA	Grade Point Average for the course, stored in academic history.
Transfer Attempted Hours	Transfer hours attempted for the course, stored in academic history.
Transfer Passed Hours	Transfer hours passed for the course, stored in academic history.
Transfer Earned Hours	Transfer hours earned for the course, stored in academic history.
Transfer GPA Hours	Transfer hours used for GPA calculation for the course, stored in academic history.
Transfer Quality Point	Transfer quality points for the course, based on the in academic history.
Transfer GPA	Transfer GPA for the course, stored in academic history.
Overall Attempted Hours	Overall hours attempted for the course, stored in academic history.
Overall Passed Hours	Overall hours passed for the course, stored in academic history.
Overall Earned Hours	Overall hours earned for the course, stored in academic history.
Overall GPA Hours	Overall hours used for GPA calculation for the course, stored in academic history.
Overall Quality Point	Overall quality points for the course, based on the grade in academic history.
Overall GPA	Overall GPA for the course, stored in academic history.
In Progress Courses Attempted Hours	In-progress hours attempted for the course.
In Progress Courses Credit Hours	In-progress credit hours for the course.

Used Course Detail window

Updated: August 27, 2020

This window is used to list the courses used by compliance to satisfy CAPP requirements. Records are sorted by term, subject, course, and source. The data is display only, but you can navigate through the window to query on fields as needed. All fields are queryable.

Basic course data is displayed for each record including the grade, grade mode and repeat status. The window scrolls to display additional fields for hours, GPA, and transfer information.

- The GPA related values are derived from the GPA for the used course from the SHRGRDE table. This includes the combination of course, term, grade, grade mode, and level.
- Registration attempted hours and credit hours for used in-progress courses come from the SFRSTCR table.
- Sequence numbers for the transfer institution, attendance period, and equivalence records come from the SHRTRCE table. These sequence numbers identify used transfer courses.

Fields	Descriptions
The following fields are in the Used Course Data information.	
Source	Source of the used course. Values are R (Registration), T (Transfer History), or H (Institutional History).
Term	Term in which the used course was offered.
Subject	Subject of the used course.
Course	Course number of the used course. The Course is updated only if the Course ID is updated on the SCACRSE page.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Credits	Credit hours associated with the used course.
Grade	Grade assigned to the used course.
Grading Mode	Grading mode for the used course.
Level	Level of the used course.

Fields	Descriptions
Campus	Campus of the used course.
Repeat	Indicator that identifies how the GPA data for the used course was applied for repeat processing. Valid values are E (Exclude), A (All), or I (Include).
Course Title	Title of the used course.
CRN	CRN of the used course, for institutional courses. The CRN is either assigned to the course when the section is created for the term or when the course is created on SHATCKN. The value comes from the SHRTCKN table.
The following fields are in the Used Courses Hours, GPA, and Transfer information.	
Attempted Hours	Hours attempted for the used course, stored in academic history.
Passed Hours	Hours passed for the used course, stored in academic history.
Earned Hours	Hours earned for the used course, stored in academic history.
GPA Hours	Hours used for GPA calculation for the used course, stored in academic history.
Quality Points	Quality points for the used course, based on the grade in academic history.
GPA	Grade Point Average for the used course, stored in academic history.
Transfer Institution	Sequence number of the transfer institution for a transferred used course in academic history.
Transfer Attendance Period	Sequence number of the attendance period assigned to a transferred used course in academic history.
Transfer Equivalence Sequence	Sequence number of the used transfer equivalent course.
Transfer Sequence Number	Sequence number of the transferred course record for the transfer institution and attendance period.
Registration Hours Attempted	Attempted hours in Registration for a used in-progress course. Values come from SFRSTCR.
Registration Credit Hours	Credit hours assigned in Registration for a used in-progress course. Values come from SFRSTCR.
Used	Displays Y for used courses or N for unused courses, based on the

Fields	Descriptions
	setting of the `SHRSAPP_TYPE_IND` column.

Unused Course Detail window

Updated: August 27, 2020

This window is used to list the courses that were not used by compliance to satisfy CAPP requirements. Records are sorted by term, subject, course, and source. The data is display only, but you can navigate through the window to query on fields as needed. All fields are queryable.

Basic course data is displayed for each record including the grade, grade mode and repeat status. The window scrolls to display additional fields for hours, GPA, and transfer information.

- The GPA related values are derived from the GPA for the unused course from the SHRGRDE table. This includes the combination of course, term, grade, grade mode, and level.
- Registration attempted hours and credit hours for unused in-progress courses come from the SFRSTCR table.
- Sequence numbers for the transfer institution, attendance period, and equivalence records come from the SHRTRCE table. These sequence numbers identify unused transfer courses.

Click on the **Reject Reason** button for the record or use Duplicate Record to open the Rejection Reason window and view the rejection reason for the course. The **Reject Reason** button is active when the rejection reason exists. The rejection reason is created when compliance is run. When the button is not active, the course was not used by CAPP, and no rejection reason was generated by compliance.

Fields	Descriptions
The following fields are in the Unused Course Data information.	
Source	Source of the unused course. Values are R (Registration), T (Transfer History), or H (Institutional History).
Term	Term in which the unused course was offered.

Fields	Descriptions
	Use the **Select** button or Duplicate Record to view rejection reason details for the record.
Subject	Subject of the unused course.
Course	Course number of the used course. The Course is updated only if the Course ID is updated on the SCACRSE page.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Credits	Credit hours associated with the unused course.
Grade	Grade assigned to the unused course.
Grading Mode	Grading mode for the unused course.
Level	Level of the unused course.
Campus	Campus of the unused course.
Repeat	Indicator that identifies how the GPA data for the unused course was applied for repeat processing. Valid values are E (Exclude), A (All), or I (Include).
Course Title	Title of the unused course.
CRN	CRN of the unused course, for institutional courses. The CRN is either assigned to the course when the section is created for the term or when the course is created on SHATCKN. The value comes from the SHRTCKN table.
The following fields are in the Unused Courses Hours, GPA, and Transfer information.	
Attempted Hours	Hours attempted for the unused course,

Fields	Descriptions
	stored in academic history.
Passed Hours	Hours passed for the unused course, stored in academic history.
Earned Hours	Hours earned for the unused course, stored in academic history.
GPA Hours	Hours used for GPA calculation for the unused course, stored in academic history.
Quality Points	Quality points for the unused course, based on the grade in academic history.
GPA	Grade Point Average for the unused course, stored in academic history.
Transfer Institution	Sequence number of the transfer institution for a transferred unused course in academic history.
Transfer Attendance Period	Sequence number of the attendance period assigned to a transferred unused course in academic history.
Transfer Equivalence Sequence	Sequence number of the used transfer equivalent course.
Transfer Sequence Number	Sequence number of the transferred course record for the transfer institution and attendance period.
Registration Hours Attempted	Attempted hours in Registration for an unused in-progress course. Values come from SFRSTCR.
Registration Credit Hours	Credit hours assigned in Registration for an unused in-progress course. Values come from SFRSTCR.
Used	Displays Y for used courses or N for unused courses, based on the setting of the `SHRSAPP_TYPE_IND` column.

Mouse	Keyboard	Result
Reject Reason	Duplicate Record	Opens Rejection Reason

Mouse	Keyboard	Result
		window

Rejection Reason window

Updated: August 27, 2020

Use this window to view rejection reasons for the course record in the Unused Course Detail window.

Click on the **Reject Reason** button for the record or use Duplicate Record in the Unused Course Detail window to open the Rejection Reason window. Use the **Return** button to close the window.

Fields	Descriptions
Subject	Subject of the course.
Course	Number of the course.
Course Title	Title of the course.
Rejection Reason	Reason for course rejection when course is not included in satisfactory academic progress compliance.

Student Academic Status Audit Inquiry (SHISASA) page

Updated: August 27, 2020

The Student Academic Status Audit Inquiry (SHISASA) page captures the audit history of the academic standings, progress evaluations and combined academic standing statuses. This page also captures academic standing, progress evaluations and combined academic standing statuses by Study Path.

This is a query-only page that may be accessed directly from the menu.

Main window

Updated: August 27, 2020

This window contains Key block, Student Academic Status, and Student Academic Status Overrides.

Key Block

Updated: August 27, 2020

Use the Key block to enter student ID and Study Path.

Field	Description
ID	Student's ID for whom you want to see the academic progress information.
Study Path	Student's Study Path to view the academic progress and any overrides for associated terms. The drop down lists all the student's study paths. Visible only when “Process GPA by Study Path” indicator is checked in the Academic History Control (SHACTRL) page.

Student Academic Status section

Updated: August 27, 2020

Use this section to display the academic standing, progress evaluation and combined academic status of the student for all the terms that the student has academic history. This section is also used to display statuses by study path.

Field	Description
Study Path	Displays the student's Study Paths. Displayed when **Process GPA by Study Path** indicator is checked in the Academic History Control (SHACTRL) page
Term	Term for the academic status.
Sequence	System-assigned sequence number for each of the academic status calculations. This sequence number is unique for a student for a term.
Record Status	Record status code indicates that action that was audited that is, whether the Academic Standing record was inserted or updated.

Field	Description
Record Status Description	Description of the student's record status.
Academic Standing	Student's academic standing in history.
Academic Standing Description	Description of the academic standing code.
Academic Standing Date	Date on which the academic standing was last updated.
Progress Evaluation	Progress Evaluation for the student in history.
Progress Evaluation Description	Description of the progress evaluation code.
Progress Evaluation Date	Date on which the progress evaluation was last updated.
Combined Standing	Combined academic standing of the student in history.
Combined Standing Description	Description for the combined academic standing code.
Combined Standing Date	Displays the date on which the combined academic standing was last updated.

Student Academic Status Overrides section

Updated: August 27, 2020

Use this section to display any overrides for academic standing, progress evaluation, and combined academic standing in any of the terms for the student.

Field	Description
Term	Effective term for the override.
Sequence	System-assigned sequence number for each term.
Record Status	Status code indicates that action that was audited i.e whether the Academic standing was inserted or updated.
Record Status Description	Description record status code.
Academic Standing	The student's academic standing override.
Academic Standing	The description for the academic standing override code.

Field	Description
Description	
Academic Standing Term	Term for which the override is effective.
Academic Standing Date	Date on which the record was last updated.
Progress Evaluation	The student's progress evaluation override.
Progress Evaluation Description	The description for the progress evaluation override code.
Progress Evaluation Term	Term for which the override occurred is effective.
Progress Evaluation Date	Date on which the record was last updated.
Combined Standing	The student's combined academic standing override.
Combined Standing Description	The description for the combined standing override code.
Combined Standing Term	Term for which the override is effective.
Combined Standing Date	Date on which the record was last updated.

Academic Standing Rules Filter (SHQASTR) page

Updated: August 27, 2020

This page displays all of the level and college combinations for which academic difficulty rules have been defined. This page is query-only.

This page cannot be accessed directly. You can access SHQASTR from the SHAACST page. To do so, use a Count Filter Hits function from the **College** field in the Key block.

Degree GPA Calculation (SHQDEGR) page

Updated: August 27, 2020

This page is use to display the institutional, transfer, and combined GPAs for the selected degrees. Only those institutional equivalent transfer courses which have the **Count in GPA** (**Indicator)** checked and the **Applied to Degree** (**Indicator)** checked on SHADEGR are included in this calculation.

You can access SHQDEGR from the SHADEGR page. To do so, select the **Calculate GPA** button or use a Count Filter Hits function from the main and additional windows.

Qualifying Papers by Person Filter (SHQQPNM) page

Updated: August 27, 2020

The Qualifying Papers by Person Filter (SHQQPNM) page displays summary information about the student's qualifying papers which have been stored on the system. The page was designed to be called from other forms which use the short-hand sequence number notation to identify the qualifying papers.

This page cannot be accessed directly.

- You can access SHQQPNM from the SHAQPNO page. To do so, use a List function from the **Paper Number** field.
- You can access SHQQPNM from the SHANCRS page. To do so, use a List function from the **Paper (Number)** field.

Academic History Section Filter (SHQSECT) page

Updated: August 27, 2020

This page is used to assist personnel in the records area in adding and maintaining historical course information by displaying the basic attributes of a section. This is a query-only page which displays information from the section portion of the database.

This page cannot be accessed directly. You can access SHQSECT from SHATCKN. To do so, use a Help function from the **Grade Mode** field.

Academic History Catalog Filter (SHQSUBJ) page

Updated: August 27, 2020

This page is used to display the valid information for a course including grading modes and catalog levels. This page is query-only.

This page cannot be accessed directly. You can access SHQSUBJ from SHATCKN. To do so, use a Count Filter Hits function from the **Grade Mode** field in the Grades information or from the **Level Code** field in the Levels Applied information.

Transfer Course Filter (SHQTATC) page

Updated: August 27, 2020

This page displays all the transfer courses currently on the system along with the high and low hours and minimum grades.

This page cannot be accessed directly. You can access SHQTATC from the SHATRTA page. To do so, use a List function from the **Subject** or **Course** fields.

Term Summary (SHQTERM) page

Updated: August 27, 2020

This page is a query-only page which displays the terms for which history exist for the student being processed.

This page cannot be accessed directly.

- You can access SHQTERM from the SHACRSE page. To do so, use a Count Filter Hits function from the **Term** field in the Key block.
- You can access SHQTERM from the SHAINST page. To do so, use a Count Filter Hits function from the **Term** field in the Key block.

Main window

Updated: August 27, 2020

Use this window to query on existing history records. The main window contains the key block, the Detail block, the Curricula Summary block, and the Field of Study Summary block.

Key block

Updated: August 27, 2020

Use the Key block to enter the ID and term for the query, in addition to additional curriculum and field of study information.

Fields	Descriptions
Confidential (Confidential Message)	Message displays when the **Confidentiality (Indicator)** check box is checked on the General Person (SPAPERS) page. Confidentiality may be requested by the student or determined by institution policy.
Deceased (Deceased Message)	Message displays when the **Deceased (Indicator)** check box is checked on the General Person (SPAPERS) page. You may process data for a person who is deceased.
ID	ID of the student for whom you want to query existing history records.
Term	Term to query for which history records exist. Choices come from the Term Code Validation (STVTERM) list.
Level	Level code for the curriculum on the history record. Examples include graduate, medical, law, transfer. List All Level Codes (STVLEVL)
Campus	Campus code for the curriculum on the history record. Examples include main, north, downtown. List All Campus Codes (STVCAMP)
College	College code for the curriculum on the history record. Examples include College of Arts and Sciences, College of Business. List All College Codes (STVCOLL)
Degree	Degree code for the curriculum on the history record. Examples include BA, BS, MBA, PHD. List All Degree Codes (STVDEGC)

Fields	Descriptions
Program	Program code for the curriculum on the history record. Examples include BA in English, BS in Math. List All Program Codes
Field of Study Type	Field of study type for the curriculum on the history record. List Learner Field of Study (GTVLFST)
Field of Study Code	Code for the field of study. This is the primary major selected for the history record. Examples include Liberal Arts, Biology, Accounting. List All Major Codes (STVMAJR)

Detail section

Updated: August 27, 2020

This section displays the academic standing, progress evaluation, and combined academic standing for the student. The override codes for these codes are display only fields.

The following fields are used for progress evaluation:

Fields	Descriptions
Collector Record Status	The **Record Status (Indicator)** may contain the following values: G - Original Grade Mailer Pending C - Grade Mailer Processing Complete R - Revised Grade Mailer Pending N - New Record
Progress Evaluation Code	This is the progress evaluation code for the student.

Fields	Descriptions
Progress Evaluation Override Code	This is the code for the progress evaluation override.
Progress Evaluation Override Term	This is the term in which the override takes place.
Combined Academic Standing Code	This is the combined academic standing code for the student.
Combined Academic Standing Override Code	This is the code for the combined academic standing override.
Combined Academic Standing Override Term	This is the term in which the override takes place.

Curricula Summary section

Updated: August 27, 2020

This section is display only for the ID in the Key section and displays a summary of curricula data.

This section displays the most recent curriculum data for each priority if the curriculum row is ACTIVE. The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing.

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 section title to identify these two rows. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

The following fields are in this section.

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.
Student Type	Student type code entered specifically for the curriculum record.

Fields	Descriptions
Rate	Rate code entered specifically for the 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.
End	This is the term code for the end of the curriculum.
Outcome Key	For the learner record, this is the sequence number of the outcome (degree) the curriculum was rolled to. For the outcome record, this is the key sequence number the curriculum belongs to.
Admission Type	Admission type code entered specifically for the curriculum record.
Admission	Admission term code entered specifically for the curriculum record.
Matriculation	Matriculation term code entered specifically for the curriculum record.

Field of Study Summary block

Updated: August 27, 2020

This block is display only for the ID in the key block and displays a summary of field of study data. This block will only display the appropriate fields for curriculum rows for the module from which it is being called.

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.

Fields	Descriptions
	This value defaults from the Curriculum block.
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 CONCENTRATION.

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

Transfer Attendance Periods by Person Filter (SHQTRAM) page

Updated: August 27, 2020

The Transfer Attendance Periods by Person Filter (SHQTRAM) page displays summary information about the transfer attendance periods which have been stored for a specific transfer institution for a specific person. For detailed information about transfer attendance periods, see the Transfer Course (SHATRNS) page.

This page cannot be accessed directly.

- To access this page from SHATRNS, use the **Search** feature or use a List function from the **Attendance Period Number** field.
- To access this page from SHATAEQ, use the **Search** feature or use a List function from the **Attendance Period** field.
- To access this page from SHATRTA, use the **Search** feature or use a List function

from the **Attendance Period** field.

Transfer Institutions by Person Filter (SHQTRIT) page

Updated: August 27, 2020

The Transfer Institutions by Person Filter (SHQTRIT) page displays summary information about transfer institutions.

This page cannot be accessed directly.

- To access this page from SHATRNS, use the **Search** feature or use a List function from the **Transfer Institution Number** field.
- To access this page from SHATAEQ, use the **Search** feature and select View Student Institutions (SHQTRIT) or use a List function from the **Institution** field.
- To access this page from SHATRTA, use the **Search** feature or use a List function from the **Institution** field.

eTranscript PDF Printer Rule (SHRPDFT) page

Updated: August 27, 2020

This page is used to create and maintain rules used when the eTranscripts electronic output is generated. Rules are defined by transcript type, PDF template, and printer name when paper output is used. If your institution wishes to use different printers or PDF templates, you must define multiple transcript types.

Banner transcript types must be defined on SHATPRT to be used on SHRPDFT. They are mapped to specific PDF templates for electronic PDF transmission and to specific printers for paper (hardcopy) transcripts. PDF templates used by this page are stored in the directory specified on the GUAUPLP page. The SHRETRN process uses this page to determine which PDF template to use or which printer the output is sent to based on the transcript type.

The **PDF Template** and **Printer Name** fields are optional. However, one of the fields must be populated for each record. Both fields can be populated if you want.

Note: When a printer is not assigned to an active rule for a paper transcript, SHRTRTC will run successfully but will not print the request. SHRTRTC looks for the printer value in

SHTTRAN, which for eTranscripts is set to the `SHRPDFT_PRNT_CODE` by the create procedure.

Fields	Descriptions
Active	Check box used to indicate whether the rule is active.
Transcript Type	eTranscript type code. List eTranscript Third Party Transcript Type Validation (STVETTP)
Description	Description of transcript type code.
PDF Template	PDF template (XSLT stylesheet) to be used for the transcript type. List Transcript Verification Request Type Validation (STVTPRT)
Printer	Name of local printer to be used for the printing the transcript type. List Printer Code Validation (GTVPRNT)
Description	Description of printer.

eTranscript Rule (SHRTETC) page

Updated: September 19, 2024

This page is used to create and maintain processing rules used to automate eTranscripts processing.

Multiple OPEID records can be created for institutions that have multiple campuses configured in Banner.

To create a new OPEID record, click the **Create OPEID** button. To view an existing OPEID, either type an existing OPEID in the **OPEID** field or click the ellipsis icon to open the **Existing OPEID** pop up window.

Rules are set up by transcript type, delivery type, student level, and holds for grades and degrees. Rules include mappings of PESC values to Banner values that are required to create a Banner transcript request (SHARQTC page, SHTTRAN table) and generate the appropriate output.

This page contains the following blocks:

- Processing Rules Block
- Transcript Types Block
- Delivery Types Block
- Levels Block
- Hold for Degree or Grades Block

Processing Rules section

Updated: August 27, 2020

Use this section to enter the processing information for the rule, including the OPEID number and FTP information. Fields in this section are required. Use the Processing Rules section to access this area.

Fields	Descriptions
OPEID	Institution's eight digit OPEID number, which is a six digit OPEID and a two digit branch code. This is a federal code identifier for the institution. It tells the Ellucian Cloud where to direct the transcript order.
Default Transcript Type	Transcript type code and description used from Banner (SHARQTC) for the transcript request. This is used when no transcript type and purpose have been provided in the order XML for a third party servicer or when they do not exist in the Levels section. List Transcript Verification Request Type (STVTPRT)
Default Level	Student level code and description used from Banner (SHARQTC) for the transcript request. This is used when no transcript type and purpose have been provided in the

Fields	Descriptions
	order XML for a third party servicer or when they do not exist in the Levels section. List Level Code Validation (STVLEVL)
Include In-Progress Courses	Check box used to indicate whether courses that are in process should be included on the transcript. This applies to all transcript orders that are processed.
Auto Cancel Days	Number of days after which the transcript request automatically expires if no action is taken to resolve holds or student not found issues. Valid values are between 0 and 30.
Matching Source	Rule used in common matching to match the student to the transcript request. This rule is set up on the GORCMRL page and is called by the Find a Student API. List Common Matching Source Code (GTVCMSC)
Pull Current and One Back Curricula	If selected, the Student Programs API returns the most recent and one back curriculum for degrees that have not been awarded. This allows students to select the curriculum from the future processing option in the vendor portal when they place an eTranscripts order, if the institution enables. If not selected, it returns all the curriculums for Student Programs API from the vendor portal when they place an eTranscripts order. Student Programs API identifies the current and one back curriculum by each priority with latest two terms of highest sequence

Fields	Descriptions
	number. It lists the curriculum as LL DG PGM – MAJOR 1/MAJOR 2/MAJOR N, where: • LL is the Level Code • DG is the Degree Code • PGM is the Program Description • – (hyphen) • Major – Field of Study Description (when case of multiple majors will be separated by / (forward slash))

Transcript Types section

Updated: August 27, 2020

Use this section to map third party transcript type PESC values from STVETPU and transcript purpose PESC values from STVETTP to Banner transcript types on SHATPRT that are used to create and generate the Banner transcript request on SHARQTC. Use the Transcript Types section to access this area.

Fields	Descriptions
Third Party Transcript Type	PESC transcript type code for the eTranscript request. These values are selected by the institution and set up on the vendor school profile. They are delivered and should not be changed. List eTranscript Type Validation (STVETTP)
Description	Description of PESC transcript type code for the request.
Third Party Transcript Purpose	PESC transcript purpose code for the

Fields	Descriptions
	eTranscript request. These values are selected by the institution and set up on the vendor school profile. They are delivered and should not be changed. List eTranscript Purpose Validation (STVETPU)
Description	Description of PESC transcript purpose code for the request.
Banner Transcript Type	Transcript type code from Banner. Transcript types are unique to each institution. List Transcript Verification Request Type (STVTPRT)
Description	Description of transcript type code from Banner.

Delivery Types section

Updated: August 27, 2020

Use this section to map PESC delivery methods from STVETME to the PESC format and the available Banner send (output) types (paper or PDF) for the Banner transcript request. Use the Delivery Types section to access this area.

EDI output is generated by taking the PESC standard XML output and translating the XML to EDI. See the *Banner Student Use* content for more information on EDI transcripts.

Fields	Descriptions
PESC Delivery Method Code	PESC delivery method, such as Electronic, Hold for Pickup, Overnight. PESC transcript purpose codes are delivered and should not be changed.

Fields	Descriptions
	List eTranscript Delivery Method Validation (STVETME)
Description	Description of PESC delivery method.
PESC Format	PESC format to be used for the transcript. Valid values are PDF, XML, Paper.
Banner Output Type	Banner transcript output type. Values are PDF (saved to the database as D), PESC/XML (saved to the database as P), and Paper (saved to the database as Null).

Levels section

Updated: August 27, 2020

Use this section to map third party transcript type PESC values to the Banner level codes to be used to create and generate the transcript request on SHARQTC. The Banner level of AL (All Levels) can be used. Use the Levels section to access this area.

Fields	Descriptions
Third Party Transcript Type	PESC transcript type for the eTranscript request. These values are selected by the institution and set up on the vendor school profile. They are delivered and should not be changed. List eTranscript Type Validation (STVETTP)
Description	Description of PESC transcript type for the request.
Banner Level	Level code from Banner. Only one level code can be associated with each third party transcript type. Enter a specific level code or enter AL for all levels.

Fields	Descriptions
	List Level Code Validation (STVLEVL)
Description	Description of level code.

Hold for Degree or Grades section

Updated: August 27, 2020

This section supports future processing options for holding the transcript order until the degree information or grades have been supplied.

The release date associated with each term controls when the Ellucian Cloud will poll Banner for an update on an order status. Use the Hold for Degree or Grades section to access this area.

The **Release Date** is the date after which automatic processing of the transcript request can continue.

- The release date for **Hold for Degree** should reflect the date for the term when all graduation processing has been completed, and degree records are updated to Awarded in Banner.
- The release date for **Hold for Grades** should reflect the date for the term when all end of term processing has been completed, and academic history has been updated.

Fields	Descriptions
Hold For Degree	Term code for term in which degree is held. The **Graduation Term** must be entered on SGASTDN to use **Hold for Degree** as a processing option. List Term Code Validation (STVTERM)
Description	Term code description for the degree.
Hold For Grades	Term code for term in which grades are held. List Term Code Validation (STVTERM)

Fields	Descriptions
Description	Term code description for the grades.
Release Date	Date after which automatic transcript processing can continue.

Transcript Name Source Rules (SHRTRNS) page

Updated: August 27, 2020

This page is used to create rules for the transcript name source codes on STVTRNS.

Fields	Descriptions
Transcript Name Source Codes	Codes used to indicate the source of the name that is printed on the transcript. List Transcript Name Sources (STVTRNS)
Description	Description of the codes used to indicate the source of the name that is printed on the transcript.
EDI Indicator	When checked, the name source code will be used for the EDI transcript (SHREDIY).
Name Type Indicator	When checked, the name source code will be used for the name type.
Degree Indicator	When checked, the name source code will be used for the diploma.
System Required Indicator	The **System Required Indicator** check box is used to determine which values are system required. If the **System Required Indicator** check box is checked, the validation table record cannot be deleted.
User ID	ID of the person who created or updated the record.
Activity Date	Date the record was created or updated.

Faculty Assignment (SIAASGN) page

Updated: August 27, 2020

You use the Faculty Assignment Page to enter and maintain the assignment information for a term for a faculty or advisor.

Instructional and non-instructional assignments can be maintained in the main and Faculty Non-Instructional Assignment windows of the page. The Faculty Workload Summary window contains the workload summary information and the workload rules and analysis results. The Schedule (SSASECT) page will also update this page when instructors are assigned to sections.

The faculty member must exist on the Faculty/Advisor Information (SIAINST) page before having assignments created. They must have a **(Faculty) Status (Code)** of `AC` (Active) and the **Faculty (Indicator)** must be checked.

A warning message *WARNING* Employee job data not found. is generated if Banner® Human Resources is installed, the faculty member's position number and suffix do not exist on the Employee Job (NBAJOBS) page, and the employee's job is active.

Faculty Load Limits (California localization)

Updated: August 27, 2020

When Faculty Load Limits functionality is active for the selected term and ID, if you change anything on SIAASGN that impacts the FTE calculation on an assignment, the system revalidates the faculty load. It is important to note, however, that redisplays without changes do not trigger revalidation.

Example

Updated: August 27, 2020

Let's say you have set all error handling to `Warning`, and you save an entry on SIAASGN that generates a warning.

If you go back and lower the FTE (for example, by lowering the value in the **Percent Responsibility** field), when you save, the limits are re-evaluated. If warning still applies, it is displayed again. If the total load is now below the limit, the warning is cleared.

FTE calculations are rounded to three decimals. (In baseline Banner Student, they are truncated to two decimals.)

Fields	Descriptions
Primary Instructor	When the first faculty member is assigned to a section, the **Primary Instructor** check box is checked (set to `Y`) for the instructor. The **Primary Instructor** cannot be changed on this page, as there is no way to make the assignment primary on another instructor on this page. If the primary instructor is the only instructor for the section, the assignment can be deleted. However, if an instructor is primary and another instructor also exists for the section, the assignment for the primary instructor will not be able to be deleted, because the deletion would then leave the section with no primary instructor. Adjustments to the **Primary Instructor** can be performed on the Schedule (SSASECT) page.
Assignment Type	The **Assignment Type** field in the Faculty Instructional Assignment Information and the Faculty Non-Instructional Assignment Information is not updated by instructional assignments made in the Instructor section of the Schedule (SSASECT) page. This element must be manually added to each record on the Faculty Assignment (SIAASGN) page by the user.
Override Schedule Conflicts	Check box used to indicate whether the faculty member's schedule will be checked for conflicts.
Faculty Load Override	Indicator for whether the faculty member's load is to be or has been overridden. Values are `Warning`, `User Override`, and `null`. This field is updateable only if the assignment you are attempting to save will exceed the faculty member's load limit as specified on the Faculty Staff Type Code Validation (STVFSTP) page. If the **Faculty Load Limits Error Handling** option button group on STVFSTP is set to **User Override**, you can select User Override in this field to allow the record to be saved, if appropriate. Selecting User Override in this field means that the faculty member will have an assignment load that exceeds their load limit.

Fields	Descriptions
	If the **Faculty Load Limits Error Handling** option button group on STVFSTP is set to **Warning** and a warning has been previously issued, then `Warning` is displayed in this field.
Faculty Load Message	Message indicating that the faculty member's load limit has been reached when a new or changed entry is saved. Display only. If this message is displayed and the **Faculty Load Limits Error Handling** option button group on STVFSTP is set to **User Override**, then you can select User Override in the **Faculty Load Override** field to override the load limit or else cancel the assignment. If this message is displayed and the **Faculty Load Limits Error Handling** option button group on STVFSTP is set to **Administrative Override**, then you must cancel the assignment. To perform an administrative override, you (or an authorized user) must adjust the faculty member's load limits for this term on the Faculty ID/Term-Specific Load Limits (SVALOLI) page, then return to this page to create the assignment. The messages in this field specify which kind of limit has been reached: `ID` indicates that the ID's limit (specified on SVALOLI) has been reached, while `Type` indicates that the staff type's limit (specified on STVFSTP) has been reached.

Faculty Non-Instructional Assignment window (California Localization)

Updated: August 27, 2020

You use this window to enter faculty non-instructional assignment information.

Field	Description
Type	Non-instructional assignment type. Required field for CALB.
Faculty Load Override	Indicator for whether the faculty member's load is to be or has been overridden. Values are `Warning`, `User Override`, and `null`.

Field	Description
	This field is updateable only if the assignment you are attempting to save will exceed the faculty member's load limit as specified on the Faculty Staff Type Code Validation (STVFSTP) page. If the **Faculty Load Limits Error Handling** option button group on STVFSTP is set to **User Override**, you can select User Override in this field to allow the record to be saved, if appropriate. Selecting User Override in this field means that the faculty member will have an assignment load that exceeds their load limit. If the **Faculty Load Limits Error Handling** option button group on STVFSTP is set to **Warning** and a warning has been previously issued, then `Warning` is displayed in this field.
Faculty Load Message	Message indicating that the faculty member's load limit has been reached when a new or changed entry is saved. Display only. If this message is displayed and the **Faculty Load Limits Error Handling** option button group on STVFSTP is set to **User Override**, then you can select User Override in the **Faculty Load Override** field to override the load limit or else cancel the assignment. If this message is displayed and the **Faculty Load Limits Error Handling** option button group on STVFSTP is set to **Administrative Override**, then you must cancel the assignment. To perform an administrative override, you (or an authorized user) must adjust the faculty member's load limits for this term on the Faculty ID/Term-Specific Load Limits (SVALOLI) page, then return to this page to create the assignment. The messages in this field specify which kind of limit has been reached: `ID` indicates that the ID's limit (specified on SVALOLI) has been reached, while `Type` indicates that the staff type's limit (specified on STVFSTP) has been reached.

California Localization

The following CALB localizations were made to the processing associated with this window.

- Minimum/maximum range warnings now apply.
- FTE is now calculated.
- The limitation that FTE is only calculated when the workload is within the minimum/ maximum range has been removed.
- If an ID has only non-instructional assignments and no instructional assignments, you can access the Faculty Workload Summary window to see the evaluation for the non-instructional assignments.
- A workload record with no non-instructional type code cannot be saved.
- An entry without a workload cannot be saved.

Faculty Workload Summary window

Updated: August 27, 2020

You use this window to see a summary of faculty workload information and lists of rules and analysis for the workload.

Faculty Load Limits (California localization)

Updated: August 27, 2020

This is a CALB localization that supports Faculty Load Limits.

The column name **Total** was added to the following fields:

- Instructional Workload
- Non-Instructional Workload
- Total Workload
- Term FTE

The Total column displays the faculty member's calculated workload for all entries regardless of any limit settings. A second column, Subject to Load Limit (described in the

Additional Fields section below), has been added for each of these fields and is specifically for evaluating the load-limited assignments.

In the Subject to Load Limit fields, when the term or the ID is not subject to load limits, the values for workloads and FTE are null. The value 0 (zero) indicates that the term and ID are subject to load limits but that the ID's load-limited assignments calculate to zero load.

Field	Description
Instructional Workload Subject to Load Limit	Calculated instructional workload that is subject to load limits.
Non-Instructional Workload Subject to Load Limit	Calculated non-instructional workload that is subject to load limits.
Total Workload Subject to Load Limit	Calculated total workload that is subject to load limits.
Term FTE Subject to Load Limit	Calculated term FTE that is subject to load limits (rounded to three decimal places).
Load Limit FTE Message	Message indicating that the faculty member's load limit has been reached, if applicable. Display only. The messages in this field specify which kind of limit has been reached: `ID` indicates that the ID's limit (specified on the Faculty ID/Term-Specific Load Limits [SVALOLI] page) has been reached, while `Type` indicates that the staff type's limit (specified on the Faculty Staff Type Code Validation [STVFSTP] page) has been reached. These messages indicate that one or more of the following has occurred: • An over-limit warning was ignored • An override was used to bypass an over-limit error • The limits have been lowered on SVALOLI or STVFSTP because the assignments were added to this ID

Automated Faculty Load and Compensation Processing

Updated: August 27, 2020

This page can be used with automated faculty load and compensation processing from Banner Human Resources. Instructional and non-instructional data elements on the page are used with this processing to build the faculty assignment record and track compensation based on term start and end dates.

Note: Faculty members are created on the Faculty Advisor Information (SIAINST) page and must have the **Status** set to AC and the **Faculty (Indicator)** checked to be associated with assignments on SIAASGN.

The Course Labor Distribution (SCACLBD) page and the Schedule Labor Distribution (SSACLBD) page are used with automated faculty load and compensation processing. You can access both forms through the Options Menu, when using this processing.

The instructional elements used by this processing are: **CRN**, **Subject**, **Course**, **Section**, **Session Credit**, **Workload**, **Override Workload**, **Calculated Workload**, **Weekly Contact**, **Contract Type**, **Position Number**, and **Position Number Suffix**.

The non-instructional elements used by this processing are: **(Non-Instructional) Type**, **Workload**, **Weekly Contact**, **College**, **Department**, **Contract (Type)**, **Position Number**, and **Position Suffix**.

The **Position Number** field is used to enter a position number for the faculty assignment. It is used to tie the faculty member's assignment to a position defined in the Banner Human Resources system. This is used when Position Control is installed.

- Use a List function to access the Position List (NBQPOSN) page and view a list of all positions for the organization in position number order. You can query to narrow the results.
- Use a Count Filter Hits function to access the Employee Job Inquiry (NBIJLST) page and view all jobs that are in effect as of the query date in the Key block. You can query to narrow the results.

When Position Control is not installed, the Count Filter Hits and List functions are not available.

The **Position Number Suffix** field is used to display a position number suffix from Banner Human Resources. This is used when Position Control is installed.

Note: Banner Student users will need access to the NBQPOSN and NBIJLST forms in Position Control to use the position number data. These forms do not invoke Banner Human Resources Security. You can evaluate who at your institution should be able to access these forms.

The **Compensation Extracted** check box is enabled when the assignment has been extracted into the Faculty Compensation module or has been applied to Banner Human Resources from that module. This field cannot be changed. This check box is dynamically set when Banner Human Resources is installed, where the faculty assignment exists in the PERFASG table (instructional assignment) and the PERFNIS table (non-instructional assignment).

The **Compensation Applied** check box is enabled when the assignment has been extracted into the Faculty Compensation module or has been applied to Banner Human Resources from that module. This field cannot be changed. This check box is dynamically set when Banner Human Resources is installed, where the position and suffix for the existing, active assignment have been applied to the NBRJOBS table and then mapped from SIRASGN and SIRNIST to PERFASG and PERFNIS.

Note:

When the **Compensation Extracted** check box is checked and the **Compensation Applied** check box is unchecked, you can continue to make adjustments to the faculty member's assignment and components. Records will need to be unlocked in the Faculty Compensation module before the changes will be apparent in Banner Employee Self-Service.

When the **Compensation Applied** check box is checked, you can continue to make changes in Banner Student. However, manual adjustments must be made to the faculty member's job assignment in Banner Human Resources to ensure that compensation is correct.

SIAASGN checks if the job assignment exists (NBRJOBS), when Banner Human Resources is installed. It also checks if the position number is valid and active, when the job assignment does not exist in Banner Human Resources. This will allow the new job assignment to be created in Banner Human Resources. Prior not valid data in SIRASGN displays a message based on the setting of the **Position Validation on Faculty Assignments** check box on the Installation Rules (PTRINST) page. When the check box is selected (Y), an error is displayed. When the check box is unchecked (N), a warning message is displayed.

When a position number is entered for a course assignment and the record is saved, the following validation occurs:

1. Check that the position number exists in Position Control.
2. Check that the position has an active status.
3. If the position number does not exist, display an error message.
4. If the position is not active, display an error message.
5. If the position and suffix are selected, but the ID is for an employee, display a warning message.

   Note: Use the **Position Validation on Faculty Assignments** check box on the Installation Rules (PTRINST) page to allow validation of Position Control numbers to take place. This indicator must be selected (Y) before the validation can occur. If you want to use the warning message for not valid position numbers, leave the indicator unchecked (N).

Using Position Numbers with Faculty Compensation

Updated: August 27, 2020

Position numbering and suffix numbering assignments for instructional and non-instructional items are used in the final compensation record that is passed to Banner Human Resources. Compensation can be for full-time, salaried faculty members and for part-time, course-based faculty members. Here are some recommended uses of position numbers and suffixes.

Full-Time Salaried Faculty

Updated: August 27, 2020

Typically, a full-time faculty member has one job assignment and is compensated for a number of assigned activities.

Overload payments can occur when the faculty member is assigned more than a full load. In this situation, a separate position number is assigned in the Faculty Compensation module to designate the overload payment. If the same position number and suffix are used for the overload payment, the overload compensation is added to the regular assignment pay under one position, potentially making identification of these payments difficult and also causing benefit costs to be incorrectly calculated against these additional dollars. It is recommended that one position number and one suffix be used for the regular contact, and a unique position number and suffix be used for the overload.

Part-Time Course-Based Faculty

Updated: August 27, 2020

Conditions can exist for part-time faculty members that affect how position numbers and suffixes are assigned and paid.

A faculty member may have some or all of the following payment conditions:

- A three week course,
- A course that runs for the entire length of the term,
- An online course that is associated with a two month time span,
- A non-instructional assignment that is to charged to another area, or
- A course that runs for a part-of-term.
  If these payment conditions exist within Banner Student assignments for a faculty member, each of these assignments must be associated with a unique position number/suffix combination. This is because the Faculty Compensation module is creating job assignments and calculating when they should be paid. In the above list of conditions, each assignment is paid at a different time and has different start and end dates on the faculty member's job assignments.
  If a faculty member's assignments are only operating for one condition, such as two courses running for the entire length of the term that are charged to the same department, the same position number/suffix combination can be used. This is because the payments are added together and are paid and charged for the entire length of the term.

  Warning! When the same position number and suffix combination is used for each faculty assignment in Banner Student, it can result in underpayment or overpayment in the Faculty Compensation module of Banner Human Resources.

Faculty Schedule Filter (SIAASGQ) page

Updated: August 27, 2020

Use the Faculty Schedule Filter (SIAASGQ) page to display a faculty member's instructional schedule and all the class assignments to which the faculty member has been assigned for the term and ID specified. The page is run in filter only mode, and no changes can be made to any fields.

This page uses advanced filtering for queries. You can filter data on the default **Term** and **ID** fields and add elements to the filter criteria as needed. This page can be accessed directly or from the **ID** field in the Instructor section of SSASECT.

A person must be a faculty member and be assigned to courses on either the Faculty Assignment (SIAASGN) page or the Schedule (SSASECT) page for this page to be useful.

This page contains the Advanced Filter section and the Filter Results section.

Advanced Filter section

Updated: August 27, 2020

Use this section of the page to specify the criteria for which you want to display faculty schedule information. You can add elements to the advanced filter criteria as needed to refine the query. Each element has an operator defined in the **Contains** field.

Use the **Delete** (-) button or the **Clear All** button to remove added fields from the filter or the **Go** button to view the results of the filter.

Fields	Descriptions
Term	Code and description of the term. The term is required.
ID	ID of the instructor. The ID is required.
Contains	Displays a list of operators for each field in the advanced filter.
Add Another Field...	Displays a list of fields that can be added to the advanced filter.
Clear All	Button used to remove added fields. The advanced filter can then be re-entered.

Fields	Descriptions
Go	Button used to view the advanced filter results.

Filter Results section

Updated: August 27, 2020

Use this section of the page to review the data for the schedule of the faculty member returned for the criteria in the Advanced Filter section. The number of records found is displayed. You can sort on the fields in this section.

Fields/Buttons	Descriptions
Filter Again	Button used to return to the Advanced Filter section to perform another filter.
The following fields are in the Term and Faculty ID information.	
Term	Code of the term.
ID	ID of the faculty member whose schedule you want to display.
Last Name	Last name associated with the ID.
First Name	First name associated with the ID.
Middle Name	Middle name associated with the ID.
The following fields are in the Assigned Course information.	
CRN	CRN of the section.
Subject	Subject associated with the CRN.
Course Number	Course number associated with the CRN.
Section	Section number associated with the CRN.
Session Number	Meeting time category associated with the CRN.
The following fields are in the Schedule information.	
Start Date	First date on which the section meets for the meeting type.
End Date	Last date on which the section meets for the meeting type.
Monday	Check box used to indicate that the section

Fields/Buttons	Descriptions
	meets on Mondays.
Tuesday	Check box used to indicate that the section meets on Tuesdays.
Wednesday	Check box used to indicate that the section meets on Wednesdays.
Thursday	Check box used to indicate that the section meets on Thursdays.
Friday	Check box used to indicate that the section meets on Fridays.
Saturday	Check box used to indicate that the section meets on Saturdays.
Sunday	Check box used to indicate that the section meets on Sundays.
Start Time	Time of day at which the section starts for the meeting type.
End Time	Time of day at which the section ends for the meeting type.
The following fields are in the Room/Building information.	
Building	Code of the building in which the section meets.
Room	Number of the room in the building.
Cross List	Cross list identifier for the section.
Override	Check box used to indicate whether the system should check the faculty member's schedule for conflicts. `Checked` override conflicts (saved to the database as O) `Unchecked` check conflicts (saved to the database as Null)
Time Conflict	Check box used to indicate whether a time conflict exists for registration.

Faculty Workload Contract FTE (SIACFTE) page

Updated: August 27, 2020

The Faculty Workload Contract FTE Page is used to specify the FTE factor which will be used when calculating the Contract Term FTE or the Contract FTE on the Faculty Contract Analysis (SIACONA) page. It represents the normal workload unit factor for the contract terms.

Note: To change the contract FTE Factor, you must first perform a Remove Record function.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copy Rule
Maintenance	Duplicate Item	End Rule

Faculty Contract Analysis (SIACONA) page

Updated: August 27, 2020

You use the Faculty Contract Analysis Page to perform the faculty contract analysis for a faculty member, based on the contract type.

The Summary Information displays the contract workload for the faculty member over the contract duration which is specified on the Faculty Contract Type Term Rules (SIAFCTR) page. The contract analysis is performed using rules established on the Faculty Workload Contract Rules (SIAFLRC) page.

The main window of the page is used for the faculty contract term workload analysis.

Contract Summary and Analysis window

Updated: August 27, 2020

You use this window for the faculty contract workload summary and analysis. This window summarizes all contract workload information for the terms defined on the Faculty Contract Type Term Rules (SIAFCTR) page.

Faculty Contract Filter (SIACONQ) page

Updated: August 27, 2020

The Faculty Contract Filter Page is used to view all the faculty members or advisors who are associated with a particular contract type.

Faculty members are assigned to a contract type on the Faculty/Advisor Information (SIAINST) page. This is a query only page. No adjustments to the contract type may be performed here.

You can access this page from SIACONA. To do so, perform a Count Filter Hits function from the **Contract** field.

Available Faculty Filter (SIAFAVL) page

Updated: August 27, 2020

Use the Available Faculty Filter (SIAFAVL) page to enter the selection criteria needed to schedule a faculty member into a section.

You can search for available faculty members that meet the following selection criteria:

- category
- staff type
- contract type
- college
- department
- faculty member attributes

The filter will return a list of the available faculty from which you can select a person, and then schedule the faculty member into that section or session.

This page is dependent on the faculty members being created on the Faculty Information (SIAINST) page and on the class section having been saved on the Schedule (SSASECT) page.

This page is composed of the following sections:

- Key block
- Available Faculty

Key block

Updated: August 27, 2020

Use the key block to specify the selection criteria on which to search for available faculty.

Fields	Descriptions
Term	Code of the term associated with the section for which you want find available faculty. Required for the filter.
CRN	CRN of the section. Required for the filter.
Category	Code of the category associated with the faculty type, such as lecturer, coach, and so on.
Staff	Code of the staff type associated with the faculty type, such as evening, full-time, and so on.
Contract Type	Code of the contract type associated with the faculty type, such as continuing education, spring only, and so on.
College	Code of the college within which you want to search for faculty.
Department	Code of the department within which you want to search for faculty.
Faculty Attribute	Code for the attribute needed by the faculty member, such as computer skills, teaching certificate, major advising, and so on. Attributes entered here will be compared against the attributes entered on STVFATT to determine any available faculty members who meet the selection criteria. You can enter up to three attributes.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Section	Section number associated with the CRN. Display only.
Session	Session number associated with the CRN. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the

Fields	Descriptions
	field. The value gets populated if Course Alias is defined on SCACRSE page.

Available Faculty

Updated: August 27, 2020

Use this section of the page to view the results of your search. You can also filter data in this section to narrow the search results. This is helpful if you get a large number of records matching your original search criteria.

Fields	Descriptions
ID	ID of the faculty member who meets the search criteria.
Name	Name associated with the ID.
Category	Code of the category associated with the faculty member, such as lecturer, coach, and so on.
Staff	Code of the staff type associated with the faculty member, such as evening, full time, and so on.
Contract Type	Code of the contract type associated with the faculty member, such as continuing education, spring only, and so on.
College	Code of the college associated with the faculty member.
Department	Code of the department associated with the faculty member.

Faculty Contract Type Term Rules (SIAFCTR) page

Updated: August 27, 2020

The purpose of the Faculty Contract Type Term Rules Page is to establish the terms associated with a contract type for an effective term. These rules are then used in the faculty members contract analysis which is performed in the Faculty Contract Analysis

(SIACONA) page.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copy Rule
Maintenance	Duplicate Item	End Rule

Faculty Degree Information (SIAFDEG) page

Updated: August 27, 2020

You use the Faculty Degree Information Page to enter and maintain the degree information associated with a faculty member. An unlimited number of college and degree records may be maintained for a faculty member.

The faculty member must exist on the General Person Identification (SPAIDEN) page before using this page.

Majors, Minors, Concentrations window

Updated: August 27, 2020

You use this window to enter the faculty member's major, minor, and concentration information.

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.

Faculty Contract Term Rules (SIAFLCT) page

Updated: August 27, 2020

The Faculty Contract Term Rules Page is used to create and update the contract rules for a term analysis.

Multiple rules for a term and a contract rule code may be established on this page. Credit hours, contact hours, and contract values may all be used in term rules. Term rules may be rolled forward to a future term using the **Copy From Term** field and the **Copy** button. These term rules are used on the Faculty Workload Summary window of the Faculty

Assignment (SIAASGN) page where workload summary information and workload rules and analysis are displayed. These term rules must exist before running the term analysis through SIAASGN.

Mouse	Keyboard	
Copy	Scroll Down from **Copy From Term** field	Copies term contract rules to futur

Mouse	Keyboard	
		eterm

Faculty Workload Contract Rules (SIAFLRC) page

Updated: August 27, 2020

The Faculty Workload Contract Rules Page is used to create and update the workload rules for a contract type and an effective term.

Multiple rules for a contract type and effective term may be established on this page. Credit hours, contact hours, and workload values may all be used in contract rules. These rules must exist before running the contract analysis through the Faculty Contract Analysis (SIACONA) page.

Mouse	Keyboard	
Maintenance	Duplicate Record	CopyRule

Mouse	Keyboard	
Maintenance	Duplicate Item	End Rule

Faculty Workload Term Rules (SIAFLRT) page

Updated: August 27, 2020

The Faculty Workload Term Rules Page is used to create and update the workload rules for a term analysis.

Multiple rules for a term and a workload rule code may be established on this page. Credit hours, contact hours, and workload values may all be used in term rules. Term rules may be rolled forward to a future term using the **Copy From Term** field and the **Copy** button. These term rules must exist before running the term analysis through the Faculty Assignment (SIAASGN) page.

Mouse	Keyboard	
Copy	Scroll Down from **Copy From Term** field	Copies

Mouse	Keyboard	
		w o r k l o a d t e r m r u l e s t o f u t u r e t e r m

Faculty Workload Term Rules

Updated: June 20, 2025

Specific fields support the creation and update of workload rules used in term analysis.

Note: Fields marked with an asterisk (*) are required. All other fields are optional.

Field	Description
Active	Indicates whether the Faculty Workload Term rules for the Workload Rule Code are active or inactive.
Workload Rule Code*	Code to which the Faculty Workload Term rules applies. List Workload Rules Code Validation (STVWKLD)
Credit Hours Total Low	Minimum number of total credit hours applicable for the faculty workload rule code. Enter a numerical value in the text box.
Credit Hours Total High	Maximum number of total credit hours applicable for the faculty workload rule code rules. Enter a numerical value in the text box. If you enter a value, you must define the Credit Hours Total Low and Credit Hours Total High values in this page.
Credit Hours Generated Low	Minimum number of generated credit hours applicable for the faculty workload rule code rules. Enter a numerical value in the text box.
Credit Hours Generated High	Maximum number of generated credit hours applicable for the faculty workload rule code rules. Enter a numerical value in the text box. This field is optional. If you enter a value, you must define the Credit Hours Generated Low and Credit Hours Generated High values in this page.
Contact Hours Weekly Low	Minimum number of weekly contact hours applicable for the faculty workload rule code rules. Enter a numerical value in the text box.

Field	Description
Contact Hours Weekly High	Maximum number of weekly contact hours applicable for the faculty workload rule code rules. Enter a numerical value in the text box. If you enter a value, you must define the Credit Hours Weekly Low and Credit Hours Weekly High values.
Contact Hours Total Low	Minimum number of total contact hours applicable for the faculty workload rule code rules. Enter a numerical value in the text box.
Contact Hours Total High	Maximum number of total contact hours applicable for the faculty workload rule code rules. Enter a numerical value in the text box. If you enter a value, you must define the Contact Hours Total Low and Contact Hours Total High values in this page.
Workload Instructional Low	Minimum number of instructional workload units applicable for the faculty workload rule code rules. Enter a numerical value in the text box.
Workload Instructional High	Maximum number of instructional workload units applicable for the faculty workload rule code rules. Enter a numerical value in the text box. If you enter a value, you must define the Workload Instructional Low and Workload Instructional High values in this page.
Workload Non-Instructional Low	Minimum number of non-instructional workload units applicable for the faculty workload rule code rules. Enter a numerical value in the text box.
Workload Non-Instructional High	Maximum number of non-instructional workload units applicable for the faculty workload rule code rules. Enter a numerical value in the text box.

Field	Description
	If you enter a value, you must define the Workload Non-Instructional Low and Workload Non-Instructional High values in this page.
Workload Total Low	Minimum number of total workload units applicable for the faculty workload rule code rules. Enter a numerical value in the text box. This field automatically sums the values entered in Workload Instructional Low and Workload Non-Instructional Low fields. The calculated value can be edited in accordance with the rules.
Workload Total High	Maximum number of total workload units applicable for the faculty workload rule code rules. Enter a numerical value in the text box. This field automatically sums the values entered in Workload Instructional High and Workload Non-Instructional High fields. The calculated value can be edited in accordance with the rules. If you enter a value, you must define the Workload Total Low and Workload Total High values in this page.
Workload FTE Range Low	Minimum number of workload FTE range applicable for the faculty workload rule code rules. Enter a numerical value in the text box.
Workload FTE Range High	Maximum number of workload FTE range applicable for the faculty workload rule code rules. Enter a numerical value in the text box. This field is optional. If you enter a value, you must define the Workload FTE Range Low and Workload FTE Range High values in this page.

Faculty Personnel (SIAFPER) page

Updated: August 27, 2020

This page is used to enter faculty information.

Examples of faculty information are:

- tenure data
- sabbatical dates, and
- years of experience

which relates to your institution's personnel files.

If an institution has both the Banner Human Resources System and the Banner Student System, then the Faculty Action Tracking (PEAFACT) page in Human Resources will be used to record faculty information rather than the Faculty Personnel (SIAFPER) page in Banner Student. When data is entered in the Key block of SIAFPER, the system will check for the existence of faculty records on PEAFACT. If records do exist, a message displays informing the user to enter and query information on PEAFACT.

Warning! Security should be set up for view only for the Faculty Personnel (SIAFPER) page if Banner Human Resources is also installed. Update privileges should only be allowed if Banner Human Resources is not installed. Please see the *Banner Human Resources Use* content for information on security procedures for protecting forms from update.

Faculty/Advisor Information (SIAINST) page

Updated: August 27, 2020

You use this page to enter and maintain that faculty information which changes over time. The keys to the page are the faculty member ID and the effective term for which the data is to be viewed or updated.

Faculty information which can be maintained on this page includes:

- status
- category

- staff type
- contract and workload rules
- college and department
- attributes, and
- comments.

A faculty member must have an active status and the **Faculty** indicator checked before being assigned to teach a course. The faculty member must exist on the General Person Identification (SPAIDEN) page before this page being used.

Override process rule security for an ID

Updated: August 27, 2020

The **Override Process Rule Security** indicator is optional and can only be checked when both the **Faculty** and **Advisor** indicators are checked.

When this security option is checked, the SIAINST ID can bypass security associated with Banner Student Self-Service Web pages. The security display rules on the Faculty/Advisor Process Rules (SOAFACS) page are overridden for the associated with Banner Student Self-Service pages, with the exception of the ENTERGRADES rule. Grades cannot be entered except by authorized faculty members.

After the **Override Process Rule Security** indicator is checked, the **Override User ID** and **Override Activity Date** fields are populated. The **Override User ID** and **Override Activity Date** values change as the **Override Process Rule Security** check box is checked or unchecked. There is no audit process associated with the **Override User ID** or **Override Process Rule Security** information.

The **Override User ID** value, the **Override Activity Date** value, and existing values for the **Override Process Rule Security** indicator are added to the new term when a new record is created using the **Maintenance** button. The value for the **Override Process Rule Security** indicator can be changed in the new term.

When the **Override Process Rule Security** indicator is checked, but the faculty member or advisor does not have access to the Self-Service link based on existing security settings on SOAFACS, the SIAINST override allows the individual to access the link, regardless of the existing settings.

Note:

The **Override Process Rule Security** option always provides Self-Service access for the ID when the indicator is checked, even when the SOAFACS process is not available on Self-Service or when the SOAFACS process has no access.

If the links are available in Self-Service and the indicator is checked for the individual, access to the link and associated student information is allowed.

It is suggested this option be used for a very limited population at your institution and only be used when faculty security rules on STVPROC and SOAFACS do not accommodate specific individual faculty or advising responsibilities.

The **Override Process Rule Security** indicator is not valid for the ENTERGRADES rule. Access is not allowed for anyone other than the faculty members who are authorized to enter grades. The override option can be used with the DISPLAYGRADES rule. When the **Override Process Rule Security** indicator is checked, the instructor may be able to view grades by overriding the access for the DISPLAYGRADES rule. However, the rule may not allow the display of grades to IDs on SIAINST who are set up as faculty only and who attempt to access ID-specific links. When there are no associated student assignments on SGAADVR, the instructor does not have an advisee ID. The ID-specific link in this case requires the student advisee ID.

Fields	Descriptions
Override Process Rule Security	Check box used to override process security display rules on SOAFACS and allow access to student information in Banner Student Self-Service. The ENTERGRADES rule cannot be overridden.

Mouse	Keyboard	
Maintenance	Duplicate Record	Cop

Mouse	Keyboard

iestherecordtoanewterm

Faculty Contract, College and Department window

Updated: August 27, 2020

This window is where you enter and maintain the faculty contract, college, and department data.

Mouse	Keyboard	Result
Maintenance (Faculty Contract section)	Duplicate Record	Copy Rule

Mouse	Keyboard	Result
Maintenance (Faculty Contract section)	Duplicate Item	End Rule
Maintenance (College/ Department section)	Duplicate Record	Copy College and Department
Maintenance (College/ Department section)	Duplicate Item	End College and Department

Faculty Attributes and Comments window

Updated: August 27, 2020

This window of this page is where you enter and maintain the faculty attributes and any comments.

Mouse	Keyboard	Result
Maintenance (Faculty Attributes section)	Duplicate Record	Copy Faculty Attribute
Maintenance (Faculty Attributes section)	Duplicate Item	End Faculty Attribute
Maintenance (Faculty Comments section)	Duplicate Record	Copy Faculty Comments
Maintenance (Faculty Comments section)	Duplicate Item	End Faculty Comments

Faculty/Advisor Filter (SIAIQRY) page

Updated: August 27, 2020

Use the Faculty/Advisor Filter (SIAIQRY) page to display key pieces of information about faculty members or advisors or to filter data for specific selection criteria. The page is run in filter only mode, and no changes can be made to any fields.

The faculty member or advisor must have been created on the Faculty Information

(SIAINST) page to be able to be displayed on this page. You can access this page directly or from SIAINST.

This page uses advanced filtering for queries. You can filter data on the default **Term** field and then add elements to the filter criteria as needed. After you have selected a term, you can filter additional data by:

- faculty
- ID
- first name
- middle name
- advisor
- tenure status
- faculty category
- faculty status
- faculty staff type
- default contract type
- home college
- home department

This page is composed of the following sections:

- Advanced Filter
- Filter Results
- College and Department
- Contract

Advanced Filter

Updated: August 27, 2020

Use this section of the page to specify the criteria for which you want to display both faculty and advisor information. You can add elements to the advanced filter criteria as needed to refine the query. Each element has an operator defined in the **Contains** field.

Use the **Delete** (-) button or the **Clear All** button to remove added fields from the filter or the **Go** button to view the results of the filter.

Fields	Descriptions
Term	Code and description of the term. The term is required.
Contains	Displays a list of operators for each field in the advanced filter.
Faculty	Select Equals and select the check box to filter on faculty members only.
Add Another Field...	Displays a list of fields that can be added to the advanced filter.
Clear All	Button used to remove added fields. The advanced filter can then be re-entered.
Go	Button used to view the advanced filter results.

Filter Results

Updated: August 27, 2020

Use this section of the page to review the data for both faculty and advisors returned for the criteria in the Advanced Filter section. The number of records found is displayed. You can sort on the fields in this section of the page.

Fields/Buttons	Descriptions
Filter Again	Button used to return to the Advanced Filter section to perform another filter.
The following fields are in the Filter Results section.	
Term	Code of the term.
ID	ID of the person who meets the search criteria.
Last Name	Last name associated with the ID.
First Name	First name associated with the ID.
Middle Name	Middle name associated with the ID.
Faculty	Check box used to specify that the ID is a faculty member.
Advisor	Check box used to specify that the ID is an advisor.
Tenure Status	Code of the tenure status, such as tenured, on track, and so on

Fields/Buttons	Descriptions
	from the Tenure Code Rules (PTRTENR) page.
Category	Code of the category, such as lecturer, coach, and so on.
Status	Code of the faculty status, such as active, leave of absence, and so on.
Staff Type	Code of the staff type, such as evening, full-time, and so on.
Default Contract	Code of the default contract type, such as continuing education, spring only, fall/spring, and so on.
Home College	Code of the home college, such as business, architecture, arts, and so on.
Home Department	Code of the home department, such as biology, english, humanities, and so on.

College and Department

Updated: August 27, 2020

Use this section of the page to view college or department records for any ID displayed in the Filter Results section. Multiple records can exist. This section contains child records of the master records in the Filter Results section.

Fields	Descriptions
College	Code and description of the college associated with the person.
Department	Code and description of the department associated with the person.
Home Indicator	Check box used to indicate whether the college and department are the home college and department for the person.

Contract

Updated: August 27, 2020

Use this section of the page to view contract records for any ID displayed in the Filter Results section. Multiple records can exist. This section contains child records of the master records in the Filter Results section.

Fields	Descriptions
Contract	Code and description of the contract type associated with the person.
Contract Rule	Code and description of the contract rule (such as chair person or full-time/college 1/ fall spring) associated with the person.
Default	Check box used to indicate whether the contract and contract rule are for the default contract for the person.

Faculty Leave Assignment (SIALVAS) page

Updated: August 27, 2020

This page may be used by institutions to track instructional and non-instructional assignments a faculty member would have been assigned for a term, had they not been on leave for that term.

Please note that this information will not update schedule information or instructional workload analysis. The information stored in this page will be used for data tracking purposes only.

On the Faculty Leave Assignment (SIALVAS) page, if Banner® Human Resources is installed, a warning message *WARNING* Employee leave data not found. will be generated if the employee's job status does not indicate a leave status.

Faculty Non-Instructional Assignment window

Updated: August 27, 2020

You use this window to track the non-instructional assignments for a faculty member.

Faculty Load Term Control (SIATERM) page

Updated: August 27, 2020

The Faculty Load Term Control Page is used to maintain the faculty load term information of FTE and duration factors.

The FTE factor is used in the faculty workload term analysis as the divisor. It is the normal workload unit load for a term. The duration factor is used in the calculation of the section contact hours. It indicates the number of minutes that represent an hour of class meeting time. If the FTE factor is not entered, then no term FTE analysis can be performed on the Faculty Assignment (SIAASGN) page.

Faculty Load Limits (California localization)

Updated: August 27, 2020

In addition to standard baseline usage, use this page to specify whether the system should track faculty load limits for the term. If the term is set up as subject to load limits, the FTE must be entered.

The following concepts apply to this page.

- FTE calculations are rounded to three decimals. (In baseline Banner Student, they are truncated to two decimals.)
- When the term or the ID is not subject to load limits, the values for workloads and FTE are `null`. The value `0` (zero) is used to indicate that the term and ID are subject to load limits but that the ID's assignments are not.

Field	Description
Term Subject to Faculty Load Limit	Check box used to specify whether the term is subject to faculty load limit tracking. If this is not checked, assignments added in this term will not be evaluated to the load limits.

Faculty Information Filter (SIIINST) page

Updated: August 27, 2020

This page is a stand alone query page which is used to query information for a faculty member and display a view of data for that instructor by term over time.

You may select a specific term for the faculty member to populate the Faculty Data section of the Faculty/Advisor Information (SIAINST) page with the status, category, staff type, workload code, and workload description information for that term. This may be accomplished by performing a Count Filter Hits function from the **Start Term** field on the Faculty Information Filter (SIIINST) page. This will bring that term and its data back to

SIAINST.

You can access this page from SIAINST. To do so, perform a Count Filter Hits function from the **Term** field.

Faculty Course Section Filter (SIQSECM) page

Updated: August 27, 2020

This page is used to enter course section information.

Examples of course section information are:

- starting and ending date,
- meeting times, and
- buildings and rooms,

This will allow the person scheduling the faculty member to see how a course will impact the existing schedule.

Before querying data on this page, the CRN must have been created using the Schedule (SSASECT) page.

You can access this page from SIAASGN. To do so, perform a List function from the **CRN** field.

Room Assignment Status (SLAASCD) page

Updated: August 27, 2020

The Room Assignment Status Page provides the rules associated with room assignment status for a specific term. These statuses are user-defined.

Before entering the data on this page, the status codes must have been entered on the Room Assignment Status Code Validation (STVASCD) page. While the validation page spans time, the Room Assignment Status Page is specific for a term. This allows the user to modify the status information from one term to the next.

Building Definition (SLABLDG) page

Updated: August 27, 2020

Use this page to enter and update information about your institution's buildings.

Three Banner® modules use this building information:

- Location Management (Student System) assigns student housing in buildings.
- Class Schedule (Student System) schedules classes in buildings.
- Event Management (General System) schedules events and functions in buildings.

After you set up a building on SLABLDG, you can use the Room Definition (SLARDEF) page to enter information about specific rooms in the building.

Special Building Information

You can enter two kinds of special building information on SLABLDG:

Attributes. These are features and equipment that apply to all rooms in the building. Examples include handicapped-accessible, air-conditioned, and nonsmoking. (You can change the attributes for a specific room on SLARDEF.)

Categories. These are the physical areas of the building. Examples include specific floors and wings.

Main window

Updated: August 27, 2020

Use this window to enter and update information about your institution's buildings.

Key block

Updated: August 27, 2020

Use the key block to identify the building.

Fields	Descriptions
Building	Building used at your institution for student housing, classes,

Fields	Descriptions
	events, and functions. For a new building, choices come from the Building Code Validation (STVBLDG) list. For an existing building, choices come from the Building Filter (SLABQRY) page.

Building Definition section (California Localization)

Updated: August 27, 2020

Use the Building Definition section to enter and update information about your institution's buildings.

Fields	Descriptions
Campus	Campus where the building is located. Choices come from the Campus Validation (STVCAMP) list.
Site	Site location, within a campus, where the building is located. If you identify the site for a building, you can query by site on the Building Filter (SLABQRY) page. Choices come from the Site Validation (STVSITE) list.
Capacity	Normal capacity of the building.
Maximum	Absolute maximum capacity of the building. Enter this value if extra people, over the normal capacity, can be assigned to the building. This value comes from the **Capacity** field in this window. It can be changed.
Gender	Radio group that indicates gender restrictions for the building. Choices are: Male-The building is available to males only. Females and persons of unknown gender cannot be assigned to any room in the building. This value is stored in the database as M. Female-The building is available to females only. Males and persons of unknown gender cannot be assigned to any room in the building. This value is stored in the database as F. Not Applicable (default)-The building is available to males and females. You can change the gender restriction on any room in the

Fields	Descriptions
	building on the Room Definition (SLARDEF) page.
College	College that has primary responsibility for operating and maintaining the building. This college is automatically assigned to each room in the building. If necessary, you can change the college for individual rooms on the Room Definition (SLARDEF) page. Choices come from the College Validation (STVCOLL) list.
Department	Department, within the college, that has primary responsibility for operating and maintaining the building. This department is automatically assigned to each room in the building. If necessary, you can change the department for individual rooms on the Room Definition (SLARDEF) page. Choices come from the Department Validation (STVDEPT) list.
Partition	Defines an appropriate partition code for the building and provides a means to group rooms for scheduling purposes. Valid values come from the Scheduling Partition Validation (GTVPARS) page. This partition code will default to the room when new entries are created on SLARDEF. If the partition code is changed, it will not affect existing room definitions but will be reflected in any new room records that are created. • If all rooms in a building are considered one partition, then the partition code could be defined at the building level, rather than at the individual room level, to save data entry. • If a building is divided into several partitions, the partition code should not be assigned to the building but should be entered for the individual rooms. • If the majority of rooms within a building constitute one

Fields	Descriptions
	partition, you can record the partition on the building and override the applicable code for rooms not considered part of the building partition. The auto scheduling extract process reads the partition from the room definition. If a partition code is not established on the room record, the partition code defined on this page will be retrieved.
Room Rate	Rate charged for each room in the building. If necessary, you can change the rate for individual rooms on the Room Definition (SLARDEF) page. Choices come from the Room Rate Code Validation (STVRRDC) list.
Phone Rate	Telephone rate charged for each room in the building. If necessary, you can change the rate for individual rooms on the Room Definition (SLARDEF) page. Choices come from the Phone Rate Code Validation (STVPRCD) list.
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, Street Line 2, Street Line 3, Street Line 4	Street address of the building. To automatically enter the rest of the address based on the ZIP or postal code, select Next Primary Key. The cursor skips to the **ZIP/PC** field. Select a ZIP or postal code from the ZIP/Postal Code Validation (GTVZIPC) list. Associated address data automatically appears in the appropriate fields.
City	City or town where the building is located. To automatically enter the city based on the ZIP or postal code, select Next Primary Key. The cursor skips to the **ZIP/PC** field. Select a ZIP or postal code from the ZIP/Postal Code Validation (GTVZIPC) list. The city automatically appears if it is defined for the selected ZIP or postal code.
State/Province	State or province where the building is located. Choices come from the State/Province Code Validation (STVSTAT) list.

Fields	Descriptions
	To automatically enter the state or province based on the ZIP or postal code, select Next Primary Key. The cursor skips to the **ZIP/ PC** field. Select a ZIP or postal code from the ZIP/Postal Code Validation (GTVZIPC) list. The state or province automatically appears if it is defined for the selected ZIP or postal code.
ZIP/Postal Code	ZIP or postal code for the address where the building is located. Choices come from the ZIP/Postal Code Validation (GTVZIPC) page.
County Code	County where the building is located. Choices come from the Country Code Validation (STVCNTY) list. To automatically enter the county based on the ZIP or postal code, select a ZIP or postal code from the ZIP/Postal Code Validation (GTVZIPC) page, using a List function from the **ZIP/PC** field. The county automatically appears if it is defined for the selected ZIP or postal code.
Phone	Country code, area code, main telephone number (without a hyphen), and extension for the building.
Key Number	Free form number of the key associated with the building.

California Localization

The fields and description in this section applies to California only.

Fields	Descriptions
Leased Building	Check box used to specify whether the building is to be considered leased for CCFS-320 reporting purposes. Any CRN that has at least one SSRMEET record with a building for which this check box is checked will be reported on the Leased Space 320 supplemental report. This field was added to support CALBHR localizations.
Center Code	Code of the state-approved center with which this building is

Fields	Descriptions
	associated. Any CRN that has at least one SSRMEET with a building that has a non-null center code is coded in the CCFS-320 reporting tables. This field was added to support CALBHR localizations.

Building Attributes, Category, and Comments window

Updated: August 27, 2020

Use this window to enter building information.

The following building information is entered here:

- Attributes. These are features and equipment that apply to all rooms in the building. Examples include handicapped-accessible, air-conditioned, and nonsmoking. You can change the attributes for a specific room on the Room Definition (SLARDEF) page.
- Categories. These are the physical areas of the building. Examples include specific floors and wings.
- Comments. This is miscellaneous information for the building.

Building Attributes section

Updated: August 27, 2020

This section is used to describe building attributes.

The following fields are found in this section:

Fields	Descriptions
Attributes	Features and equipment that apply to all rooms in the building. A building can have an unlimited number of attributes. Examples include handicapped-accessible, air-conditioned, and nonsmoking. You can change the attributes for a specific room on the Room Definition (SLARDEF) page.

Fields	Descriptions
	Choices come from the Building/Room Attributes Validation (STVRDEF) list.
Description	Free form description of the building attribute.

Building Category section

Updated: August 27, 2020

This section is used to define building category information.

The following fields are found in this section:

Fields	Descriptions
Category	Code that identifies a physical area of the building. Examples include specific floors and wings. The Location Management module uses building categories to assign students to preferred areas of a building. The code is free page. You can use the Room Definition (SLARDEF) page to assign a category to a room.
Description	Free form description of the building category. Examples of categories include specific floors and wings. The Location Management module uses building categories to assign students to preferred areas of a building. You can use the Room Definition (SLARDEF) page to assign a category to a room.

Building Comments section

Updated: August 27, 2020

This section is used to maintain building comments.

The following field is found in this section:

Fields	Descriptions
Building Comments	Free form comments about the building can be entered here, such as which campus the building is located on.

Create a building

Updated: August 27, 2020

You can create a building and add attributes.

About this task

Procedure

1. Access the Building Definition (SLABLDG) page.
2. Enter a building code.
3. Go to the Building Definition section.
4. Enter the campus code.
5. Enter the building's capacity.
6. Select a value for the **Maximum** field from the Lookup button, and verify the value. Change if necessary.
7. Verify the setting of the **Gender** radio group. Change if necessary.
8. **Optional:** Enter any other building information in the Building Definition section.
9. **Optional:** Go to the Building Attributes section, and enter each building attribute on a blank line.
10. **Optional:** Go to the Building Category section, and enter each building category on a blank line.
11. **Optional:** Go to the Building Comments section, and enter comments.
12. Save.

Identify special features of a building (attributes)

Updated: August 27, 2020

You can identify special features of the building attributes.

About this task

Procedure

1. Access the Building Definition (SLABLDG) page.
2. Enter the building code.
3. Go to the Building Definition section.
4. Go to the Building Attributes section.
5. Enter each building attribute on a blank line.
6. Save.

Identify physical areas of a building (categories)

Updated: August 27, 2020

You can identify the physical areas of the building categories.

About this task

Procedure

1. Access the Building Definition (SLABLDG) page.
2. Enter the building code.
3. Go to the Building Definition section.
4. Go to the Building Category section.
5. Enter a building category on a blank line.
6. **Optional:** Enter a description of the category.
7. Save.

Building Filter (SLABQRY) page

Updated: August 27, 2020

Use the Building Filter (SLABQRY) page to display summary information about your institution's buildings. You can query all buildings, or you can limit the query by entering selection criteria.

This page helps you answer the following kinds of questions:

- What buildings are located on a specific campus or site?
- What buildings have a specific capacity?
- What buildings have a specific maximum capacity?

Information comes from the Building Definition (SLABLDG) page. Information is display-only and cannot be changed.

You cannot access SLABQRY directly. You can access it from the **Building** field on the following forms:

- Building Definition (SLABLDG) page
- Room Definition (SLARDEF) page
- Dorm Room and Meal Application (SLARMAP) page
- Event (SLAEVNT) page

The main window is composed of the following fields.

Fields	Descriptions
Campus	Code of the campus where the building is located. This value comes from the **Campus** field in the main window of the Building Definition (SLABLDG) page. For queries, select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)

Fields	Descriptions
Site	Code of the site location, within a campus, where the building is located. This value comes from the **Site** field in the main window of SLABLDG. For queries, select the **Search** button for this field to display the Site Validation (STVSITE) list. List Site Validation (STVSITE)
Building	Code of the building. This value comes from the **Building** field in the main window of SLABLDG. For queries, select the **Search** button for this field to display the Building Code Validation (STVBLDG) list. List Building Code Validation (STVBLDG)
Description (untitled)	Description associated with the building code, automatically displayed when a valid value is entered in the **Building** field. Display only.
Capacity	Normal capacity of the building. This value comes from the **Capacity** field in the main window of SLABLDG. In query mode, use the sign < to query capacities less than a specific value or the sign > to query capacities greater than a specific value. For example, enter `<100` to query capacities less than 100 or `>200` to query a capacities over 200.
Maximum	Maximum capacity of the building. If this value is greater than the normal capacity, extra people can be assigned to the building. This value comes from the **Maximum** field in the main window of

Fields	Descriptions
	SLABLDG. In query mode, use the sign < to query capacities less than a specific value or the sign > to query capacities greater than a specific value. For example, enter `<100` to query capacities less than 100 or `>200` to query a capacities over 200.

Event (SLAEVNT) page

Updated: August 27, 2020

Use this page to create, maintain, and schedule an event and any associated functions. An event is any occasion that your institution offers or sponsors. Examples include meetings, conferences, and graduation ceremonies.

An event can optionally have several functions scheduled for specific dates, times, and places. For example, an event such as an alumni weekend might have a reception, dinner, conference, and lecture scheduled at various times and locations.

You can also associate an Agency ID with an event. The agency can be created using the Identification (SPAIDEN) page accessed from the Options Menu from the Event Information section.

The buildings where the events are being scheduled must exist on the Building Definition (SLABLDG) page. The rooms being used in event scheduling must exist on the Room Definition (SLARDEF) page. Room conflicts are checked when a record is first created, and also if the record is later updated with a new date, time, or room assignment.

Note: For more information on Event Management forms, instructions, and usage, please refer to the *Event Management* chapter in the *Banner General Use* content.

Event window

Updated: August 27, 2020

Use this window to enter event details.

Event Details section

Updated: August 27, 2020

Use the Event Information section to enter information about an event.

Fields	Descriptions
Event Title header	Free form title of the event.
Description	Free form description of the event. Markdown can be used for the description.
System type	Banner® system associated with the event. The system determines what forms and tables (for example, identification and address forms) are accessed from the other forms for the event. Choices come from the System Indicator Validation (GTVSYSI) list. System codes G, M, and T cannot be used. • The General System (code G) supports other Banner systems and cannot be directly associated with an event. • The MICRO-FAIDS Interface (code M) cannot be associated directly with an event. • Accounts Receivable (code T) is part of the Student System and the Finance System.
Event Type	Type of event. Examples include conference, presentation, and reception. Choices come from the Event/Function Type Validation (STVETYP) list.
Agency or Commercial ID	ID and name of the agency sponsoring the event. Choices come from the Person Search (SOAIDEN) page or Non-Person Search (SOACOMP) page.
Contact ID	ID and name of the contact within the sponsoring agency. If the contact is set up in Banner, choices come from the Person Search (SOAIDEN) page or Non-Person Search (SOACOMP) page. If the contact is not set up in Banner, skip the Contact ID field and enter the contact name in the adjacent field.
Address Type	Address type code for the contact assigned to the event. This field is used only if the contact ID is set up in Banner. Examples include

Fields	Descriptions
	business, mailing, and billing. Choices come from the address page for the associated Banner system.
Phone	Address type code for the contact assigned to the event. This field is used only if the contact ID is set up in Banner. Examples include business, mailing, and billing. Choices come from the address page for the associated Banner system.
Email	Email address of the contact assigned to the event.
Campus	Campus that is sponsoring the event. If you identify the campus for an event, you can query by campus on the Available Event Room Filter (SLQEVNT) page. Choices come from the Campus Validation (STVCAMP) list.
Site	Site location, within a campus, that is sponsoring the event. If you identify the site for an event, you can query by site on the Available Event Room Filter (SLQEVNT) page. Choices come from the Site Validation (STVSITE) list.
District or Division	District/division that is sponsoring the event. Choices come from the District Division Code Validation (GTVDICD) list.
College	College that is sponsoring the event. If you identify the college for an event, you can query by college on the Available Event Room Filter (SLQEVNT) page. Choices come from the College Validation (STVCOLL) list.
Department	Department, within a college, that is sponsoring the event. If you identify the department for an event, you can query by department on the Available Event Room Filter (SLQEVNT) page. Choices come from the Department Validation (STVDEPT) list.
Show on Web	If checked, the event and any applicable functions will be available in Event Management Self-service.
Restricted	If checked, registration through Event Management Self-service will be restricted to individuals with PIDM records.
Restrict Registration to a Single Function	If checked, users will be able to register for at most a single function within this event using self-service.

Event Comments section

Updated: August 27, 2020

Use this window to enter comments about the event.

Fields	Descriptions
Comments	Free form comment about the event.

Function Schedule Summary section

Updated: August 27, 2020

This section provides a summary of the functions of this event. This information is read-only.

Fields	Descriptions
Start Date	Start date of the function.
End Date	End date of the event or function. The end date must be the same as or later than the start date.
Monday	Check box that indicates whether the function is scheduled for Mondays. Choices are: • Checked-The function is scheduled for Mondays. This value is stored in the database as M. • Unchecked-The function is not scheduled for Mondays. If the start and end dates are the same, the system automatically determines the day of week.
Tuesday	Check box that indicates whether the function is scheduled for Tuesdays. Choices are: • Checked-The function is scheduled for Tuesdays. This value is stored in the database as T.

Fields	Descriptions
	• Unchecked-The function is not scheduled for Tuesdays. If the start and end dates are the same, the system automatically determines the day of week.
Wednesday	Check box that indicates whether the function is scheduled for Wednesdays. Choices are: • Checked-The function is scheduled for Wednesdays. This value is stored in the database as W. • Unchecked-The function is not scheduled for Wednesdays. If the start and end dates are the same, the system automatically determines the day of week.
Thursday	Check box that indicates whether the function is scheduled for Thursdays. Choices are: • Checked-The function is scheduled for Thursdays. This value is stored in the database as R. • Unchecked-The function is not scheduled for Thursdays. If the start and end dates are the same, the system automatically determines the day of week.
Friday	Check box that indicates whether the function is scheduled for Fridays. Choices are: • Checked-The function is scheduled for Fridays. This value is stored in the database as F. • Unchecked-The function is not scheduled for Fridays. If the start and end dates are the same, the system automatically

Fields	Descriptions
	determines the day of week.
Saturday	Check box that indicates whether the function is scheduled for Saturdays. Choices are: • Checked-The function is scheduled for Saturdays. This value is stored in the database as S. • Unchecked-The function is not scheduled for Saturdays. If the start and end dates are the same, the system automatically determines the day of week.
Sunday	Check box that indicates whether the function is scheduled for Sundays. Choices are: • Checked-The function is scheduled for Sundays. This value is stored in the database as U. • Unchecked-The function is not scheduled for Sundays. If the start and end dates are the same, the system automatically determines the day of week.
Begin Time	Time when the function begins. Format is HHMM in 24-hour time.
End Time	Time when the function ends. Format is HHMM in 24-hour time.
Building	Building where the function is being held. Choices come from the Building Filter (SLABQRY) page or Event Available Room Filter (SLIAEVN) page.
Building Description	Description of the building.
Room	Room where the function is being held. Choices come from the Room Filter (SLQROOM) page.
Conflict Override	If checked, an override was requested as the building and room are already booked for another use.

Function Information window

Updated: August 27, 2020

Use this window to enter function information details.

Function Information section

Updated: August 27, 2020

Use this section to enter the function information details.

Field	Description
Function	Function code from GTVFUNC.
Function Description	Description of the function from GTVFUNC.
Type	Type of function, from STVETYP. Defaults from the type associated with the function code, but can be updated.
Type Description	Description of the function type, from STVETYP.
Status	Status of the function, from GTVFSTA
Status Description	Description of the status, from GTVFSTA
Guest Allowed	Maximum number of guests for each registrant
Publish From	Start date for publishing the function on Event Management self-service.
Publish To	End date for publishing the function on Event Management self-service.
Capacity	Maximum number of people registering for the function. May also include guests of registrants.
Override	Override capacity available for administrators doing registration on behalf of registrants.
Include Guest for Capacity	If checked, the number of guests accompanying a registrant will be included in the check for room capacity.
Rules	GORRSQL rule to be used to restrict registration. Details are available in the *Event Management Self-Service Configure* content in the Ellucian Documentation site.
Break Even	Amount of revenue needed to break even for the function.
Purpose	Purpose of the function: examples include morale-builder, community service, and fund raiser. Valid values come from

Field	Description
	GTVPURP.
Purpose Description	Description of the purpose.
Emphasis	Emphasis of the function: examples include recruiting and building fund. Valid values come from GTVEMPH.
Emphasis Description	Description of the emphasis.
Sponsor	ID of the sponsor of the function.
Sponsor Description	Name/description of the sponsor.
Invitation	Invitation letter to be sent to invitees using the Letter Generation module. Choices come from the Letter Code Validation (GTVLETR) list.
Invitation Date	Date when invitation letters for the function will be sent.
Response Date	Deadline date when RSVP's must be received.
Committee	Free form name of the committee associated with the function.
Location Contact	Free form text for the contact for the location.
Primary Contact	Free form text for the primary contact for the function
Location	Free form text for the location of the function. This could be a generic location (for example, "Engineering Campus"). Specific locations will be specified in the function schedule summary.
Comments	Will be checked if there are any comments for the function.
Participants	Will be checked if there are any participants identified for the function.
Registrants	Will be checked if there are any registrants for the function.

Function Schedule Summary window

Updated: August 27, 2020

Use this section to enter the function schedule summary details.

Field	Description
Start Date	Start date of the function.
End Date	End date of the function. The end date must be the same as or later than the start date.

Field	Description
Monday	Check box that indicates whether the function is scheduled for Mondays. Choices are: • Checked-The function is scheduled for Mondays. This value is stored in the database as M. • Unchecked-The function is not scheduled for Mondays. If the start and end dates are the same, the system automatically determines the day of week. If the start and end dates are the same, the system automatically determines the day of week.
Tuesday	Check box that indicates whether the function is scheduled for Tuesdays. Choices are: • Checked-The function is scheduled for Tuesdays. This value is stored in the database as T. • Unchecked-The function is not scheduled for Tuesdays. If the start and end dates are the same, the system automatically determines the day of week.
Wednesday	Check box that indicates whether the function is scheduled for Wednesdays. Choices are: • Checked-The function is scheduled for Wednesdays. This value is stored in the database as W. • Unchecked-The function is not scheduled for Wednesdays. If the start and end dates are the same, the system automatically determines the day of week.
Thursday	Check box that indicates whether the function is scheduled for Thursdays.

Field	Description
	Choices are: • Checked-The function is scheduled for Thursdays. This value is stored in the database as R. • Unchecked-The function is not scheduled for Thursdays. If the start and end dates are the same, the system automatically determines the day of week.
Friday	Check box that indicates whether the function is scheduled for Fridays. Choices are: • Checked-The function is scheduled for Fridays. This value is stored in the database as F. • Unchecked-The function is not scheduled for Fridays. If the start and end dates are the same, the system automatically determines the day of week.
Saturday	Check box that indicates whether the function is scheduled for Saturdays. Choices are: • Checked-The function is scheduled for Saturdays. This value is stored in the database as S. • Unchecked-The function is not scheduled for Saturdays. If the start and end dates are the same, the system automatically determines the day of week.
Sunday	Check box that indicates whether the function is scheduled for Sundays. Choices are:If the start and end dates are the same, the system automatically determines the day of week.

Field	Description
	• Checked-The function is scheduled for Sundays. This value is stored in the database as U. • Unchecked-The function is not scheduled for Sundays. If the start and end dates are the same, the system automatically determines the day of week.
Begin Time	Time when the event or function begins. Format is HHMM in 24-hour time.
End Time	Time when the event or function ends. Format is HHMM in 24-hour time.
Building	Building where the event or function is being held. Choices come from the Building Filter (SLABQRY) page or Event Available Room Filter (SLIAEVN) page.
Building Description	Description of the building.
Room	Room where the event or function is being held. Choices come from the Room Filter (SLQROOM) page.
Conflict Override	If checked, an override was requested as the building and room are already booked for another use.

Revenue window

Updated: August 27, 2020

Use this window to track budgeted and actual revenues for a function.

Field	Description
Revenue Code	Type of revenue this function generates. Examples include sponsor subsidies, donations, and fund-raisers. You can enter information for a revenue type more than once. Choices: Choices come from the Function Revenue Validation (GTVREVN) list.
Revenue Code Description	Descriptions associated with the revenue code.

Field	Description
Budget Amount	Amount budgeted for the revenue code.
Actual Amount	Amount received for the revenue code.
Difference	Calculated difference between budget and actual.
Revenue Date	Date when the revenue was received for the revenue code. Source: This value comes from the date when the revenue was entered on the page. It can be changed.
Total Budget Amount	Total amount budgeted for the revenue type.
Total Actual Amount	Total amount actually received for the revenue type.
Total Difference	Total difference between the total actual amount received for the revenue type and the amount budgeted for the function: Actual Amount - Budget Amount This value appears only if you enter both the **Actual Amount** and **Budget Amount**. A positive value means you are doing better than expected. A negative value means you are doing worse than expected.

Expenses window

Updated: August 27, 2020

Use this window to track budgeted and actual expenses for a function.

Field	Description
Expense Code	Type of expense the function incurs. Examples include consulting, equipment, facilities, and publicity. You can enter information for an expense type more than once. Choices: Choices come from the Expense Code Validation (GTVEXPN) list.
Expense Code Description	Description of the expense code.

Field	Description
Budget Amount	Amount budgeted for the expense type.
Actual Amount	Amount actually incurred for the expense type.
Difference	Difference between the amount budgeted for the expense type and the actual amount incurred for the expense type: Budget Amount - Actual Amount This value appears only if you enter both the **Actual Amount** and **Budget Amount**. A positive value means you are doing better than expected. A negative value means you are doing worse than expected.
Expense Date	Date when the expense was incurred. Source: This value comes from the date when the expense was entered on the page. It can be changed.
Total Budget Amount	Total expenses budgeted for the function.
Total Actual Amount	Total expenses actually incurred for the function.
Total Difference	Difference between the total expenses budgeted and the total expenses incurred for the function: Total Budget Amount - Total Expense Amount A positive value means you are doing better than expected. A negative value means you are doing worse than expected.

Fee Structure window

Updated: August 27, 2020

Use this window to define the fees associated with a function.

A fee has three components:

- Fee type code identifies the fee.

- Fee rate code identifies the different kinds of rates the fee can have. For example a registration fee might have a regular rate (REG) page and a senior discount rate (SRDIS) page.
- Fee amount specifies the amount charged for the fee type and fee rate.

Information in this window is informational only and is not used in any processing.

Field	Description
Type	Type of fee associated with the function. Examples include registration, dinner, and charitable donation. Choices: Choices come from the Fee Type Code Validation (GTVFTYP) list.
Type Description	Description of the fee type.
Rate	Type of rate associated with the fee. A fee can have more than one rate. For example, a registration fee might have a regular rate (REG) and a senior discount rate (SRDIS). Choices: Choices come from the Rate Code Validation (GTVRATE) list.
Rate Description	Description of the rate.
Amount	Amount of the fee associated with the fee type and fee rate.

Target Audience window

Updated: August 27, 2020

Use this window to identify the target audiences for a function.

A target audience is a group for which a function is targeted.

Field	Description
Target Code	Type of audience for which the function is targeted. Examples include current undergraduates, high school seniors, and loan recipients.

Field	Description
	Choices: Choices come from the Target Audience Validation (GTVTARG) list.
Target Code Description	Description of the target.

Mailings window

Updated: August 27, 2020

Use this window to track the various mailings for a function.

A function can have an unlimited number of mailings.

Field	Description
Code	Mailing associated with the function. Examples include invitations and tickets. Choices: Choices come from the Mail Code Validation (GTVMAIL) list.
Mail code Description	Description of the mail code.
Mailing Date	Date when the mailing is scheduled to be sent or date it was sent.
Piece Count	Number of items mailed.
Audience	Audience targeted to receive the mailing. This audience must have been previously associated with the function in the Target Audience window. Choices: Choices come from the Target Audience list of audiences defined for the function.
Audience Description	Description of the audience.
Letter Code	Letter to be sent using the Letter Generation module.

Field	Description
	Choices: Choices come from the Letter Code Validation (GTVLETR) list.
Letter Code Description	Description of the letter code.

Meal Menu window

Updated: August 27, 2020

Use this window to identify the various food and beverage choices for a function.

A function can have an unlimited number of meal menu choices.

When you enter a menu choice for an attendee or guest on the Event Registration (GEAATID) page or Attendance (GEAATTD) page, a warning appears if the menu choice has not been set up for the function in this window. You can override the warning if the attendee or guest has special dietary needs. Also, Event Management self-service can be configured so that attendees can select their own meal choice.

Field	Description
Code	Menu choice associated with the function. Examples include baked ham, breakfast buffet, and kosher dinner. Choices: Choices come from the Menu Code Validation (GTVMENU) list.
Menu Description	Description of the menu.

Room/Meal/Phone Rate Code Rules (SLALMFE) page

Updated: August 27, 2020

The intent of this page is to provide the rules to be used in the assessment of dorms, meals, and phones. These rules provide the user with the ability to apply different assessment rules by term.

Before entering data on this page, the Room Rate Code Validation (STVRRCD) page, the

Meal Rate Code Validation (STVMRCD) page, and the Phone Rate Code Validation (STVPRCD) page must be created with the valid rate codes for assessment. The data on this page is necessary for processing the assessment of room, meal, and phone charges.

Meal Rate Code Rules window

Updated: August 27, 2020

This window provides a place to enter the rules for meal rates.

Phone Rate Code Rules window

Updated: August 27, 2020

This window provides a place to create the rules for phone rates.

Meal Assignment (SLAMASG) page

Updated: August 27, 2020

The purpose of the Meal Assignment Page is to create and maintain the information pertaining to the applicant's meal assignments for a specific range of terms. Assignments can be made for students and non-students.

All meal assignments for the range of terms indicated on the applications are displayed and are available for update.

Before assignments are made, an application must have been created on the Dorm Room and Meal Application (SLARMAP) page, or an application which includes the assignment term must exist. In either case, the application must be active and the application's status code must be one that allows meal assignments to be made. Additionally, an entry must exist on the Housing Term Control (SLATERM) page for the assignment term, and the **Permit On-Line Assignments** box must be checked.

The TBRACCD Original Charge Indicator for room charges and the online fee assessment process sets the `TBRACCD_ORIG_CHG_IND` to Y in assessment if applicable. The TBRACCD Source Code (`TBRACCD_SRCE_CODE`) value of V will be passed to Banner® Accounts Receivable.

Use a List function from the **Status** field to access the Meal Assignment Status Filter (SLQMSCD) page.

Assessment Information window

Updated: August 27, 2020

This window is used to display a listing of all meal assessments currently on the system for the selected student. Access this window by using a Scroll Down function from the main window or by selecting Meal Assessments from the Options Menu.

Fields	Descriptions
Process Assessments	Check the **Process Assessments** box to process assessments.
Review Assessments	Check the **Review Assessments** box to review assessments.

Meal Assignment Status (SLAMSCD) page

Updated: August 27, 2020

The intent of the Meal Assignment Status Page is to provide the rules associated with a student's meal status. Statuses are user-defined.

Before entering data on this page, the status codes must have been defined on the Meal Assignment Status Code Validation (STVMSCD) page. While the validation page spans time, the Meal Assignment Status Page is specific for a term. This allows the user to modify status information from one term to the next.

Phone Assignment (SLAPASG) page

Updated: August 27, 2020

The purpose of the Phone Assignment Page is to create and maintain the information pertaining to the applicant's phone assignments.

Assignments can be made for students and non-students. All phone assignments which are associated to the application start and end terms are displayed. The phone number consists of the country code, area code, phone number, and extension, if applicable.

Before assignments are made, an application must have been created on the Dorm Room and Meal Application (SLARMAP) page, or an application which includes the assignment term must exist. In either event, the status of the application must be active. Additionally, an entry on the Housing Term Control (SLATERM) page must exist, and the **Permit On-Line Assignments** box must be checked.

The TBRACCD Original Charge Indicator for room charges and the online fee assessment process sets the `TBRACCD_ORIG_CHG_IND` to Y in assessment if applicable. The TBRACCD Source Code (`TBRACCD_SRCE_CODE`) value of U will be passed to Banner® Accounts Receivable.

Use a List function from the **Status** field to access the Phone Assignment Status Filter (SLQPSCD) page.

Use a List function from the **Telephone** field to access the Room Assignment Filter (SLQRASG) page.

Assessment Information window

Updated: August 27, 2020

This window is used to display a listing of all the existing phone assessments against a student. Access this window by using a Scroll Down function from the main window or by selecting Phone Assessments from the Options Menu.

Fields	Descriptions
Process Assessments	Check the **Process Assessments** box to process assessments.
Review Assessments	Check the **Review Assessments** box to review assessments.

Phone Assignment Status (SLAPSCD) page

Updated: August 27, 2020

The intent of the Phone Assignment Status Page is to provide the rules associated with a student's phone status. Statuses are user-defined.

Before entering data on this page, the status codes must have been defined on the Phone Assignment Status Code Validation (STVPSCD) page. While the validation page spans time, the Phone Assignment Status Page is specific for a term. This allows the user to modify status information from one term to the next.

Room Assignment (SLARASG) page

Updated: August 27, 2020

The purpose of the Room Assignment Page is to create and maintain the information pertaining to the applicants dorm room assignments.

Dorm room assignments can be made for students and non-students. All of the dorm room assignments which fall within the user specified term in addition to all of the assignments within the starting and ending terms of the corresponding application are displayed. The phone number for the room assignment consists of the country code, area code, phone number, and extension, if applicable.

Before assignments are made, an application must have been created on the Dorm Room and Meal Application (SLARMAP) page, or an application which includes the assignment term must exist. In either event, the status of the application must be active and the application status must be one which permits room assignments to be made. Additionally, an entry must exist on the Housing Term Control (SLATERM) page for the assignment term, and the **Permit On-Line Assignments** box must be checked.

Capacity checking on the page functions so that room capacity and room maximum cannot be exceeded. Capacity checking functions as follows:

- If an assignment is attempted and the room is not yet at its capacity, the assignment is made.
- If an assignment is attempted and the room is at its capacity, an error is given which indicates that an overload is required. If the room capacity and maximum are the same and the **Overload (Indicator)** is checked, a capacity error will be given.
- If an assignment is attempted and the room is at its capacity, an error is given which indicates that an overload is required. If the maximum is greater than the capacity, and the **Overload (Indicator)** is checked, and the room is not yet at its maximum capacity, the assignment will be made. If the **Overload (Indicator)** is checked and the room is at its maximum capacity, the assignment will not be allowed.

Capacity checking checks all data elements which affect capacity checked: the building/room, the assignment start and end dates, and the assignment status code (to determine whether an assignment is “active” or not for a specific time period. Capacity checking also checks to insure that active assignments for any given date period do not exceed the room's capacity or maximum available spaces, whether a new assignment is attempted or an existing inactive assignment is re-activated.

The TBRACCD Original Charge Indicator for room charges and the online fee assessment process sets the `TBRACCD_ORIG_CHG_IND` to Y in assessment if applicable. The TBRACCD Source Code (`TBRACCD_SRCE_CODE`) value of B will be passed to Banner® Accounts Receivable.

Use a List function from the **Building** field to access the Available Dorm Room Filter (SLASGNQ) page.

Use a List function from the **Room** field to access the Available Dorm Room Filter (SLASGNQ) page.

Use a List function from the **Status** field to access the Room Assignment Status Filter (SLQASCD) page.

Assessment Information window

Updated: August 27, 2020

You use this window to display a list of all the housing assessments currently held against the student. Access this window by using a Scroll Down function from the main window or by selecting Room Assessments from the Options Menu.

Fields	Descriptions
Process Assessment	Check the **Process Assessment** box to process assessments.
Review Assessment	Check the **Review Assessment** box to review assessments.

Room Definition (SLARDEF) page

Updated: August 27, 2020

Use this page to enter and update information about the rooms in your institution's buildings.

Three Banner® modules use this room information:

- Location Management (Student System) assigns student housing in rooms.
- Class Schedule (Student System) schedules classes in rooms.

- Event Management (General System) schedules events and functions in rooms.

Room information is defined by term. You can change room information for a term at any time. You do not have to wait until the end of the term. You can copy room information from one term to another using the **Copy** button or a Duplicate Record function.

You can identify the attributes of a room. Attributes are special features and equipment such as handicapped-accessible, air-conditioned, and nonsmoking.

Note: The building in which the room is located must exist before entering information for the room. You can create the building on the Building Definition (SLABLDG) page.

Main window

Updated: August 27, 2020

Use this window to enter and update room information by term and building.

Key block

Updated: August 27, 2020

Use the key block to identify the room and the term when the room information is effective.

Fields	Descriptions
Building	Building used at your institution for student housing, classes, events, and functions. Choices come from the Building Filter (SLABQRY) page or Room Filter (SLQROOM) page.
Room	Room used at your institution for student housing, classes, events, and functions. You can enter any user-defined code. Choices come from the Room Filter (SLQROOM) page.
Term	Term when the room information is effective. Use this field to display or change room information for a specific term. Choices come from the Term Code Validation (STVTERM) list.

Room Definition section

Updated: August 27, 2020

Use the Room Definition section to enter and update information about a room in one of your institution's buildings.

Fields	Descriptions
New Term	Term for which new or copied room information applies. Use this field when you create a new room or copy existing room information to a new term. Choices come from the Term Code Validation (STVTERM) list. Use a Duplicate Record function to copy existing room information to a new term. Enter the new term for which the copied room information applies. You do not have to have a term in the **Term** field in the Key section to copy information to a new effective term in the Room Definition section.
From Term	Term when the currently displayed room information becomes effective. This value is automatically updated when room information is created for a new effective term. It cannot be changed.
To Term	Term when the currently displayed room information is no longer effective. The range of effective terms is up to this term, not including the **To Term**. This value is automatically updated when room information is created for a new effective term. It cannot be changed.

Fields	Descriptions
Description	Free form description of the room.
Capacity	Normal capacity of the room. Banner uses this value as follows: • Location Management (Student System) uses this value to assign the correct number of students to a dormitory room. • Class Schedule (Student System) uses this value to schedule a class in a properly sized room. • Event Management (General System) uses this value to schedule an event or function in a properly sized room.
Maximum	Absolute maximum capacity of the room. Enter this value if extra people, over the normal capacity, can be assigned to the room. The Room Assignment (SLARASG) page uses this value if you want to assign extra people to a room. This value comes from the **Capacity** field in this window. It can be changed.
Gender	Radio group that indicates any gender restrictions for the room. The Room Assignment (SLARASG) page and Batch Scheduler Report (SLRSHCD) use this information to assign student housing. The following forms identify a person's gender: • Dorm Room and Meal Application (SLARMAP) page • General Person (SPAPERS) page

Fields	Descriptions
	This value comes from the **Gender** field in the main window on the Building Definition (SLABLDG) page. If the building is available to one gender only (male or female), you cannot change the restriction for an individual room. If the building is available to both genders, you can change the restriction for an individual room. Choices are: Male-The room is available to males only. Females and persons of unknown gender cannot be assigned to the room. This value is stored in the database as M. Female-The room is available to females only. Males and persons of unknown gender cannot be assigned to the room. This value is stored in the database as F. Not Available (default)-The room is available to both males and females. Rooms are assigned as follows: If you are using the Room Assignment (SLARASG) page, you can assign both males and females to the room. This method is useful for married couples and co-ed housing. If you are using the Batch Scheduler Report (SLRSHCD), the gender of the first person assigned to the room determines the gender of the room. If the first person assigned has an unknown gender, no one else is assigned to the room. The gender restriction on the Room Definition

Fields	Descriptions
	(SLARDEF) page does not change.
Room Type	Radio group that indicates the room type. Choices are: Residence Hall (default)-The Room Assignment (SLARASG) page and Batch Scheduler Report (SLRSHCD) can assign IDs to this room. This value is stored in the database as D. Classroom-The Schedule (SSASECT) page can schedule classes in this room, the Event (SLAEVNT) page can schedule events and functions in this room, and the Event Function (GEAFUNC) page can schedule functions in this room. This value is stored in the database as C. Other-SLAEVNT can schedule events and functions in this room, and GEAFUNC can schedule functions in this room. This value is stored in the database as O.
College	College that has primary responsibility for operating and maintaining the room. If you identify the college for a room, you can query by college on the Room Filter (SLQROOM) page. This value comes from the **College** field in the main window on the Building Definition (SLABLDG) page. It can be changed. Choices come from the College Validation (STVCOLL) list.

Fields	Descriptions
Department	Department, within the college, that has primary responsibility for operating and maintaining the room. If you identify the department for a room, you can query by department on the Room Filter (SLQROOM) page. This value comes from the **Department** field in the main window on the Building Definition (SLABLDG) page. It can be changed. Choices come from the Department Validation (STVDEPT) list.
Status	Status of the room. Examples include active and being renovated. If you identify the status of a room, you can query by status on the Room Filter (SLQROOM) page. A room cannot be used for a class, dormitory assignment, event, or function if its status code is flagged inactive on the Room Status Code Validation (STVRMST) page. Choices come from the Room Status Code Validation (STVRMST) list.
Category	Physical area of the building where the room is located. Examples include specific floors and wings. The Location Management module uses categories to assign students to preferred areas of a building. If you identify the category of a room, you can query by category on the Room Filter (SLQROOM) page.

Fields	Descriptions
	Choices come from the Building Category Filter (SLQBCAT) page.
Partition	Defines an appropriate partition code for the room and provides a means to group rooms for scheduling purposes. Valid values come from the Scheduling Partition Validation (GTVPARS) page. If a partition code has been defined for the corresponding building record, the building partition code will default into this field. You may change the partition code that has been established for the building. The extract process will first read the partition from the room definition. If a partition code is not established on the room record, the partition code defined for the building will be retrieved.
Room Rate	Rate charged for the room. The Room Assignment (SLARASG) page uses this rate as the default room rate. It can be changed on SLARASG. This value comes from the **Room Rate** field in the main window on the Building Definition (SLABLDG) page. It can be changed. Choices come from the Room Rate Code Validation (STVRRCD) list.
Phone Rate	Telephone rate charged for the room. The Phone Assignment (SLAPASG) page uses this rate as the default phone rate. It can be changed on SLAPASG. This value comes from the **Phone Rate** field in the main window on the Building Definition

Fields	Descriptions
	(SLABLDG) page. It can be changed. Choices come from the Phone Rate Code Validation (STVPRCD) list.
Phone	Country code, area code, main telephone number (without a hyphen), and extension for the room. The area code is optional. The Phone Assignment (SLAPASG) page uses this as the default telephone number. It can be changed on SLAPASG.
Utility Rate	Utility rate associated with the room for the time period indicated in the **Period** field. This rate is informational only and is not used in any processing. The value can be 0.00 through 99999.99.
Period	Pulldown list that indicates the time period associated with the utility rate. This value is informational only and is not used in any processing. Choices are: None (default)-No rate period is entered. Month-The rate period is monthly. This value is stored in the database as MO. Term-The rate period is term. This value is stored in the database as TR. Year-The rate period is yearly. This value is stored in the database as YR. Day-The rate period is daily. This value is

Fields	Descriptions
	stored in the database as DY.
Priority	Number that indicates the order in which the Batch Scheduler Report (SLRSHCD) schedules the room. Rooms are scheduled in ascending order, starting with 99999999. The default value is 9999999. It can be changed.
Key Number	Free form number of the key associated with the room.
Dimensions - Width (feet)	Width (in feet) of the room. The value can be 0.00 through 9999.99.
Dimensions - Length (feet)	Length (in feet) of the room. The value can be 0.00 through 9999.99.
Dimensions - Area (square feet)	Area (in square feet) of the room. This value is automatically calculated when the width and length are saved.

Attributes, Inactive Dates, and Comments window

Updated: August 27, 2020

This section is used to define room information.

Use this window to enter the following room information:

- Attributes. These are special features and equipment of the room such as handicapped-accessible, air-conditioned, and nonsmoking.
- Inactive dates. These are dates the room is unavailable.
- Comments. This is miscellaneous information for the room.

Room Attributes section

Updated: August 27, 2020

Use the Room Attributes section to enter information about the special features and equipment that apply a room and to identify the range of terms when the room attributes are effective. Examples include handicapped-accessible, air-conditioned, and nonsmoking.

Fields	**Descriptions**
From Term	Term when the currently displayed room attributes become effective. This value comes from the **From Term** field in the main window. It cannot be changed.
To Term	Term when the currently displayed room attributes are no longer effective. The range of effective terms is up to this term, not including the **To Term**. This value comes from the **To Term** field in the main window. It cannot be changed.
Attribute	Special features and equipment that apply to the room. A room can have an unlimited number of attributes. Examples include handicapped-accessible, air-conditioned, and nonsmoking. These values come from the **Attribute** fields in the Building Attributes, Category, and Comments window on the Building Definition (SLABLDG) page. They can be changed or deleted. Choices come from the Building/Room Attributes Validation (STVRDEF) list.
Must Match	Check box that indicates whether the attribute is critical and must be matched when the Batch Scheduler Report

Fields	Descriptions
	(SLRSHCD) assigns dormitory rooms. Choices are: checked-The attribute must be matched when SLRSHCD assigns dormitory rooms. This value is stored in the database as Y. unchecked-The attribute does not have to be matched when SLRSHCD assigns dormitory rooms.

Room Inactivation section

Updated: August 27, 2020

Use the Room Inactivation section to identify dates when the room is unavailable.

Fields	Descriptions
Start Date	Start date of the time period when the room is unavailable for scheduling. Inactive records only require that a start date be entered. A start time is not required.
Begin Time	Time on the start date when the room starts being unavailable for scheduling. Format is HHMM in 24-hour military time.
Mon	Check box that indicates whether the room is available for scheduling on Mondays during the specified time period. Choices are: • checked-Room is unavailable on Mondays. • unchecked-Room is available on Mondays.
Tue	Check box that indicates whether the room is available for scheduling on Tuesdays during the specified time period. Choices are: • checked-Room is unavailable on Tuesdays.

Fields	Descriptions
	• unchecked-Room is available on Tuesdays.
Wed	Check box that indicates whether the room is available for scheduling on Wednesdays during the specified time period. Choices are: • checked-Room is unavailable on Wednesdays. • unchecked-Room is available on Wednesdays.
Thu	Check box that indicates whether the room is available for scheduling on Thursdays during the specified time period. Choices are: • checked-Room is unavailable on Thursdays. • unchecked-Room is available on Thursdays.
Fri	Check box that indicates whether the room is available for scheduling on Fridays during the specified time period. Choices are: • checked-Room is unavailable on Fridays. • unchecked-Room is available on Fridays.
Sat	Check box that indicates whether the room is available for scheduling on Saturdays during the specified time period. Choices are: • checked-Room is unavailable on Saturdays. • unchecked-Room is available on Saturdays.
Sun	Check box that indicates whether the room is available for scheduling on Sundays during the specified time period. Choices are:

Fields	Descriptions
	• checked-Room is unavailable on Sundays. • unchecked-Room is available on Sundays.
End Date	End date of the time period when the room is unavailable for scheduling. The start date and the end date can be equal, or the end date can be greater than the start date.
End Time	Time on the end date when the room stops being unavailable for scheduling. Format is HHMM in 24-hour military time. If you enter an end time, then you need to also enter an end date.

Room Comments section

Updated: August 27, 2020

Use the Room Comments section to enter miscellaneous information for the room.

Fields	Descriptions
From Term	Term when the currently displayed room comments become effective. This value comes from the **From Term** field in the main window. It cannot be changed.
To Term	Term when the currently displayed room comments are no longer effective. The range of effective terms is up to this term, not including the To Term. This value comes from the **To Term** field in the main window. It cannot be changed.
Comments (untitled)	Free form comments about the room.

Create a room

Updated: August 27, 2020

You can create a room and provide the required values.

About this task

Note: The building in which the room is located must exist before entering information for the room. You can create the building on the Building Definition (SLABLDG) page.

Procedure

1. Access the Room Definition (SLARDEF) page.
2. Enter the building code in the **Building** field.
3. Enter the room code.
4. Go to the Room Definition section.
5. Enter the effective term in the **New Term** field.
6. Enter the room capacity.
7. Select a value for the **Maximum** field from the Lookup button, and verify the value. Change if necessary.
8. Verify the setting of the **Gender** radio group. Change if necessary.
9. Verify the setting of the radio group. Change if necessary.
10. Verify any displayed room information. Change if necessary.
11. **Optional:** Enter any other room information in the Room Definition section.
12. **Optional:** Go to the Room Attributes section, and enter each room attribute on a blank line.
13. **Optional:** Go to the Room Inactivation section, and inactivate rooms by start and end date and time and day of the week if the room will not be in use at certain times or days.
14. **Optional:** Go to the Room Comments section, and enter comments.
15. Save.

Copy room information to a new term

Updated: August 27, 2020

You can copy the room information to a new term.

About this task

Procedure

1. Access the Room Definition (SLARDEF) page.
2. Enter the building code in the **Building** field.
3. Enter the room code.
4. **Optional:** Enter the term of the room information to be copied.
5. Go to the Room Definition section.
6. Perform a Duplicate Record function in the **New Term** field.
7. Enter the new term to which room information is being copied.
8. **Optional:** Enter any changes to the displayed room information.
9. Save.

Make a room not active

Updated: August 27, 2020

You can deactivate a room.

About this task

Procedure

1. Access the Room Definition (SLARDEF) page.
2. Enter the building code in the **Building** field.
3. Enter the room code.
4. Go to the Room Definition section.

5. Go to the Room Inactivation section.
6. Enter the start date of the inactive period.
7. Enter the start time of the inactive period.
8. Enter the end date of the inactive period.
9. Enter the end time of the inactive period.
10. Check the check boxes for the days of the week the room should be inactive.
11. Save.

Dorm Room and Meal Application (SLARMAP) page

Updated: August 27, 2020

The Dorm Room and Meal Application Page is where all housing application information originates.

The room and meal application information entered and maintained here is the basis for all room and meal plan assignments made within the Location Management and Housing Module. Room and meal applications may be made for a specific term or span a range of terms. Applications may be entered for students and non-students.

The Dorm Room and Meal Application Page must be created for a person before any room or meal assignments being entered for that person. The person must have been added to the system using the General Person Identification (SPAIDEN) page before this page being created.

Use a Count Filter Hits function from the **Term** field to access the Application Filter (SLQRMAP) page and view applications for the ID.

If a room assignment exists on SLARASG, you can change the **To Term** and **From Term** values on SLARMAP to shorten or extend the range, under the following conditions:

- You may change the **To Term** value, as long as no overlapping applications currently exist, or no room, meal, or phone assignments exist for a term in which you attempt to shorten or extend the to term.
- You are unable to update the **From Term** value when room, meal, or phone assignments exist in the current from term.

- If no room, meal, or phone assignments exist in the from term, the **From Term** value can be changed, as long as the rules for overlapping applications and room, meal, or phone assignments apply.
- If no assignment exists on SLARASG, you can change both **From Term** and **To Term** values, as long as there are no existing room, meal, or phone assignments.

Special Attributes window

Updated: August 27, 2020

You use this window to enter special dorm room attributes for the applicant. If the **Must Match** box is checked, the applicant can only be put in a room with that attribute attached to it.

Roommate Application (SLARMAT) page

Updated: August 27, 2020

You use this page to create and maintain roommate applications by term which will be used in the batch scheduling process. Only one roommate application record needs to exist for the group of individuals requesting to be scheduled together.

You can enter the IDs of the individuals who want to share a dorm room in the Roommate Application section. Also, you can indicate preference for campus, building, category and room in the Roommates Room Preference section. Finally, you can indicate special room attributes as desired or required in the Roommate Room Attribute section. Roommates must, ultimately, have individual applications filed through the Dorm Room and Meal Application (SLARMAP) page to be considered for scheduling.

To add an application, enter ADD in the **Roommate Sequence Number** field or select Add Application from the Options Menu.

Data must be created on these forms, before using this page:

- Campus Code Validation (STVCAMP) page
- Building Code Validation (STVBLDG) page
- Building Definition (SLABLDG) page
- Room Definition (SLARDEF) page, and

- Building/Room Attribute Code Validation (STVRDEF) page

Dorm Room Filter (SLARUSE) page

Updated: August 27, 2020

This page is used to display information for all dorm rooms in the system which have been assigned. It may be used to identify persons assigned to a dorm room. This page is query-only; no changes may be made to any field.

Buildings must be defined on the Building Definition (SLABLDG) page; rooms must be defined on the Room Definition (SLARDEF) page; and rooms must have been assigned to persons on the Room Assignment (SLARASG) page.

You may access the Dorm Room Filter (SLARUSE) page several different ways.

- Use the Location Management and Housing Menu (*LOCATION).
- Use the Available Dorm Rooms item in the Options Menu on SLASGNQ to open the Dorm Rooms window, and then select the Filter Dorm Room item in the Options Menu to access SLARUSE.
- Use a Count Filter Hits function from the **Building** field in the Available Dorm Rooms window of SLASGNQ.

Available Dorm Room Filter (SLASGNQ) page

Updated: August 27, 2020

The Available Dorm Room Filter Page allows users to query available dorm rooms based on the fields in the Key block, such as start and end dates, building, campus, site, gender, category, status, rate, and minimum remaining beds.

You can also define up to six specific room attributes (such as non-smoking, handicap accessible, private room, and so on). Select the **Must Match** indicator when an attribute must match the entered code from the Building/Room Attributes Validation (STVRDEF) page.

Perform a Go button function from the Key block to access the Available Rooms information and view all available dorm rooms that match the specified selection criteria. You can position the cursor on the dorm room you want to assign and bring that record into the Dorm Room Assignment (SLARASG) page by performing a Select function.

Before accessing this page, data must be defined on the Building Definition (SLABLDG) page and the Room Definition (SLARDEF) page.

The Available Dorm Room Filter (SLASGNQ) page is accessed by using a List function from the **Building** or **Room** fields in the Room Assignments section of the Room Assignment (SLARASG) page.

Housing Term Control (SLATERM) page

Updated: August 27, 2020

The intent of the Housing Term Control Page is to allow for the control of certain housing assignment and assessment attributes.

These attributes include the ability to permit assignments, the ability to assess housing, meal plan, and phone assessments, the effective date to be used for the assessments, and the roommate sequence number.

An entry must be made on the Term Code Validation (STVTERM) page before creating information on this page. This data must be entered before creating housing assignments and assessing fees.

Main window

Updated: August 27, 2020

Use this window to enter and update housing information by term.

Key block

Updated: August 27, 2020

Use the key block to define the term for which the rules will be effective.

Fields	Descriptions
Term	Term when the housing information is effective. List Term Code Validation (STVTERM)

Housing Term Control block

Updated: August 27, 2020

Use the Housing Term Control block to define the housing assignment and assessment attribute rules for the term in the key block.

Fields	Descriptions
Permit On-line Assignments	Check box used to indicate that on-line housing assignments are permitted for the term.
Allow On-line Fee Assessment	Check box used to indicate that on-line fee assessment is allowed for the term.
Fee Assessment Effective Date	Date charges are to be effective for fee assessment for the term.
Original Charge Cutoff Date	Date through which all assessments are considered original charges for the term. This is the last date (greater than or equal to) to set the **Original Charge Indicator** on all transactions. The fee assessment process checks this date to determine if the **Original Charge Indicator** should be set. This is a null field and is defaulted to the `STVTERM_HOUSING_START_DATE` field when a new record is created. This field can be updated. This information is used in Title IV processing.
Roommate Sequence Number	Oneup sequence number for a roommate. This number cannot be lower than the number on file.

Event Available Room Filter (SLIAEVN) page

Updated: August 27, 2020

Use this page to display a list of rooms available in a specified date and time range. You can query all available rooms in a range, or you can limit the query by entering selection criteria.

This page help you answer the following kinds of questions:

- What rooms are available in a specified date and time range?
- What rooms are available for a specified meeting pattern?
- What rooms are available in a specified building, campus, or site?
- What available rooms have a specified capacity?
- What available rooms have a specified room type?
- What available rooms have specified attributes (features)?

Information comes from the Room Definition (SLARDEF) page. Information is display-only and cannot be changed.

Main window

Updated: August 27, 2020

Use this window to enter the search criteria for displaying a list of rooms available in a specified date and time range with specific attributes.

Key block

Updated: August 27, 2020

Use the key block to enter the search criteria for displaying a list of rooms available in a specified date and time range. You can also specify the days of the week, building, campus, site, capacity, and room type.

You can enter up to six room attributes as search criteria. Room attributes are special features and equipment that apply a room such as auditorium, computer lab, library, multimedia room, and so on.

Fields	Descriptions
Start Date	Start date of the period you want to query.
End Date	End date of the period you want to query.
Mon	Check box that indicates whether Monday is in the meeting

Fields	Descriptions
	pattern you want to query. Choices are: checked-Include Monday in the meeting pattern. This value is stored in the database as M. unchecked-Do not include Monday in the meeting pattern.
Tue	Check box that indicates whether Tuesday is in the meeting pattern you want to query. Choices are: checked-Include Tuesday in the meeting pattern. This value is stored in the database as T. unchecked-Do not include Tuesday in the meeting pattern.
Wed	Check box that indicates whether Wednesday is in the meeting pattern you want to query. Choices are: checked-Include Wednesday in the meeting pattern. This value is stored in the database as W. unchecked-Do not include Wednesday in the meeting pattern.
Thu	Check box that indicates whether Thursday is in the meeting pattern you want to query. Choices are: checked-Include Thursday in the meeting pattern. This value is stored in the database as R. unchecked-Do not include Thursday in the meeting pattern.
Fri	Check box that indicates whether Friday is in the meeting pattern

Fields	Descriptions
	you want to query. Choices are: checked-Include Friday in the meeting pattern. This value is stored in the database as F. unchecked-Do not include Friday in the meeting pattern.
Sat	Check box that indicates whether Saturday is in the meeting pattern you want to query. Choices are: checked-Include Saturday in the meeting pattern. This value is stored in the database as S. unchecked-Do not include Saturday in the meeting pattern.
Sun	Check box that indicates whether Sunday is in the meeting pattern you want to query. Choices are: checked-Include Sunday in the meeting pattern. This value is stored in the database as U. unchecked-Do not include Sunday in the meeting pattern.
Begin Time	Start time of the period you want to query. Format is HHMM in 24-hour military time.
End Time	End time of the period you want to query. Format is HHMM in 24-hour military time.
Building	Building you want to query. Buildings are used at your institution for student housing, classes, events, and functions. Choices come from the Building Code Validation (STVBLDG) list.
Campus	Campus you want to query. This code identifies the campus where

Fields	Descriptions
	the building is located. Choices come from the Campus Validation (STVCAMP) list.
Site	Site you want to query. This code identifies the site location within the campus where the building is located. Choices come from the Site Validation (STVSITE) list.
Capacity	Minimum capacity you want to query. A room that has this capacity or greater is a match.
Room Type	Radio group that indicates the room type you want to query. Choices are: Classroom-These rooms can be used for classes, events, and functions. This value is stored in the database as C. Other-These rooms can be used for events and functions. This value is stored in the database as O. All-These rooms can be used for classes, events, and functions.
Attribute 1 through Attribute 6	Attributes you want to query. Attributes are special features and equipment that apply a room. Choices come from the Building/Room Attributes Validation (STVRDEF) list.

Available Rooms section

Updated: August 27, 2020

Use this section to display a list of available rooms that meet your selection criteria.

Fields	Descriptions
Building	Building in which the available room is located. This value comes from the

Fields	Descriptions
	Building field in the main window on the Room Definition (SLARDEF) page. It cannot be changed.
Room	Room used at your institution for student housing, classes, events, and functions. These values come from the **Room** and **Description** fields in the main window on the Room Definition (SLARDEF) page. They cannot be changed.
Campus	Campus where the building is located. This value comes from the **Campus** field in the main window on the Building Definition (SLABLDG) page. It cannot be changed.
Site	Site location within the campus where the building is located. This value comes from the **Site** field in the main window on the Building Definition (SLABLDG) page. It cannot be changed.
Capacity	Normal capacity of the room. This value comes from the **Capacity** field in the main window on the Room Definition (SLARDEF) page. It cannot be changed.
Room Type	Type of room. This value comes from the **Room Type** field in the main window on the Room Definition (SLARDEF) page. It cannot be changed. Choices are: C-The room can be used for classes, events, and functions. O-The room can be used for events and functions.

Filter available rooms

Updated: August 27, 2020

You can filter the available rooms based on the criteria.

About this task

Procedure

1. Access the Event Available Room Filter (SLIAEVN) page.
2. Enter the start and end dates of the period you want to query.
3. Enter the meeting pattern you want to query in the **Mon**, **Tue**, **Wed**, **Thu**, **Fri**, **Sat**, and **Sun** checkboxes.
4. Enter the begin and end times of the period you want to query.
5. **Optional:** To refine your query, enter additional selection criteria for building, campus, room type, and so on.
6. **Optional:** Enter the attributes you want to query.
7. Go to the Available Rooms section.
8. View information for the matching rooms.

Room Assignment Status Filter (SLQASCD) page

Updated: August 27, 2020

The intent of the Room Assignment Status Filter Page is to provide the user with a list of statuses that may be used at a specific point in time.

If a status code has a date range that does not include the status date from the Room Assignment (SLARASG) page, the status will not appear on the page. Before viewing data on this page, the status codes must be entered through the Room Assignment Status (SLAASCD) page.

This page cannot be accessed directly. The Room Assignment Status Filter (SLQASCD) page is accessed from SLARASG by using a List function from the **Status** field in the Room Assignments section.

Building Category Filter (SLQBCAT) page

Updated: August 27, 2020

Use this page to display a list of categories in a building. A category is a physical area in a building. Examples include specific wings and floors. You can query all categories in a building, or you can limit the query by entering selection criteria.

Information comes from the Building Definition (SLABLDG) page. Information is display-only and cannot be changed.

You cannot access SLQBCAT directly. You can only access it from the **Category** field on the following forms:

- Room Definition (SLARDEF) page
- Dorm Room and Meal Application (SLARMAP) page
- Available Dorm Room Filter (SLASGNQ) page

Main window

Updated: August 27, 2020

This section is used to define Category Code information.

The following fields are found in the main window:

Fields	Descriptions
Category Code	Physical area of the building. Examples include specific floors and wings. The Location Management module uses building categories to assign students to preferred areas of a building. These values come from the **Category** field in the main window on the Building Definition (SLABLDG) page. They cannot be changed.
Activity Date	Date when the category was created or last updated.

Filter building categories

Updated: August 27, 2020

You can filter the building categories.

About this task

Procedure

1. Access the Building Category Filter (SLQBCAT) page from the **Category** field on one of the following forms:
   - Room Definition (SLARDEF) page
   - Dorm Room and Meal Application (SLARMAP) page
   - Available Dorm Room Filter (SLASGNQ) page
2. View information for the building's categories.

Event Filter (SLQEVNT) page

Updated: August 27, 2020

Use this page to display summary information about the events at your institution. You can query all events, or you can limit the query by entering selection criteria.

This page helps you answer the following kinds of questions:

- What events are associated with a specific Banner® system?
- What events are planned for a specific campus, site, college, or department?
- What events are sponsored by a specific agency?

Information comes from the Event (SLAEVNT) page. Information is display-only and cannot be changed.

You cannot access SLQEVNT directly. You can access it only from the **Event** field on the following forms:

- Event (SLAEVNT) page
- Event Function (GEAFUNC) page
- Function Task (GEATASK) page
- Function Participant (GEAPART) page

- Function Comment (GEAFCOM) page
- Event Registration (GEAATID) page
- Attendance (GEAATTD) page
- Function Attendance Inquiry (GEIATTD) page
- Event Function Inquiry (GEIFUNC) page
- Individual Function Inquiry (GEIIDFN) page
- Function Subject Index Filter (GEISUBJ) page

Main window

Updated: August 27, 2020

This section is used to define event information.

The following fields are found in the main window:

Fields	Descriptions
Description	Free form description of the event. This value comes from the **Description** field in the main window on the Event (SLAEVNT) page. It cannot be changed.
System	Banner system associated with the event. This value comes from the **System** field in the main window on the Event (SLAEVNT) page. It cannot be changed. In query mode, choices come from the System Indicator Validation (GTVSYSI) list.
Type	Type of event. Examples include conference, presentation, and reception. This value comes from the **Event Type** field in the main window on the Event (SLAEVNT) page. It cannot be changed. In query mode, choices come from the Event/Function Type Validation (STVETYP) list.
Campus	Campus that is sponsoring the event. This value comes from the **Campus** field in the main window on the Event (SLAEVNT) page. It

Fields	Descriptions
	cannot be changed. In query mode, choices come from the Campus Validation (STVCAMP) list.
Site	Site location, within a campus, that is sponsoring the event. This value comes from the **Site** field in the main window on the Event (SLAEVNT) page. It cannot be changed. In query mode, choices come from the Site Validation (STVSITE) list.
College	College that is sponsoring the event. This value comes from the **College** field in the main window on the Event (SLAEVNT) page. It cannot be changed. In query mode, choices come from the College Validation (STVCOLL) list.
Department	Department, within a college, that is sponsoring the event. This value comes from the **Department** field in the main window on the Event (SLAEVNT) page. It cannot be changed. In query mode, choices come from the Department Validation (STVDEPT) list.
Agency ID	ID of the agency sponsoring the event. This value comes from the **Agency or Commercial ID** field in the main window on the Event (SLAEVNT) page. It cannot be changed.

Filter events procedure

Updated: August 27, 2020

You can filter the events on various forms.

About this task

Procedure

1. Access the Event Filter (SLQEVNT) page from the **Event** field on one of the following forms:
    - Event (SLAEVNT) page
    - Event Function (GEAFUNC) page
    - Function Task (GEATASK) page
    - Function Participant (GEAPART) page
    - Function Comment (GEAFCOM) page
    - Event Registration (GEAATID) page
    - Attendance (GEAATTD) page
    - Function Attendance Inquiry (GEIATTD) page
    - Event Function Inquiry (GEIFUNC) page
    - Individual Function Inquiry (GEIIDFN) page
    - Function Subject Index Filter (GEISUBJ) page
2. **Optional:** To refine your query, enter selection criteria.
3. Select Execute Filter.
4. View information for the matching events.

Available Class Room Filter (SLQMEET) page

Updated: August 27, 2020

Use the Available Class Room Filter (SLQMEET) page to enter the selection criteria needed to schedule a class section into an available classroom.

Selection criteria based on date, time, building, campus, site, capacity and room attributes may be used to select all available rooms that meet the criteria. The query returns a list of the available rooms from which you can select a room, and by using the Select function, schedule the class into that room for the specified days and times.

This page is dependent on the buildings and rooms being defined on the Building Definition (SLABLDG) page and the Room Definition (SLARDEF) page respectively. It is also dependent on the class section having been saved on the Schedule (SSASECT) page.

This page cannot be accessed directly. You must access it by using a Help function from the **Room** field in the Meeting Time window of the Schedule (SSASECT) page or by selecting Filter Available Class Room from the Options Menu in the Meeting Time window.

Main window

Updated: August 27, 2020

The main window is composed of the Available Class Room Search section, the Desired Room Attributes section, and the Classroom Filter Results Data section.

Available Class Room Search section

Updated: August 27, 2020

Use this section to specify the search criteria for your classroom query.

Fields	Descriptions
Meet	Code for the meeting type. For queries, select the **Search** button for this field to display the Meeting Time Code Validation (STVMEET) page. List Meeting Time Code Validation (STVMEET) page
Mon	Check box used to query on sections that meet on Mondays.
Tue	Check box used to query on sections that meet on Tuesdays.
Wed	Check box used to query on sections that meet on Wednesdays.

Fields	Descriptions
Thu	Check box used to query on sections that meet on Thursdays.
Fri	Check box used to query on sections that meet on Fridays.
Sat	Check box used to query on sections that meet on Saturdays.
Sun	Check box used to query on sections that meet on Sundays.
Start Time	Time of day on which to query. This must be entered in 24-hour time; for example, 10:30 AM would be entered as `1030`, and 7:00 PM would be entered as `1900`.
End Time	Time of day on which to query. This must be entered in 24-hour time; for example, 11:00 AM would be entered as `1100`, and 9:30 PM would be entered as `2130`.
Building	Code of the building on which to query. Select the **Search** button for this field to display the Building Filter (SLABQRY) page. List Building Filter (SLABQRY) page
Campus	Code of the campus on which to query. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
Site	Code of the site on which to query. Select the **Search** button for this field to display the Site Validation (STVSITE) list.

Fields	Descriptions
	List Site Validation (STVSITE)
Capacity	Minimum number of seats needed for the class being scheduled. The system will automatically select available rooms that have a capacity equal to or greater than the capacity entered in this field.

Desired Room Attributes section

Updated: August 27, 2020

Use this section to specify any room attributes needed for the section for which you are scheduling a room.

Fields	Descriptions
Attribute	Code of the room attribute on which to query. Select the **Search** button for this field to display the Building/Room Attributes Validation (STVRDEF) list. List Building/Room Attributes Validation (STVRDEF)

Classroom Filter Results Data section

Updated: August 27, 2020

Use this section to view the results of your query. Access this section of the page using a Scroll Down function from the Desired Room Attributes section or by selecting the Available Rooms item from the Options Menu.

The search results include all rooms whose capacity is equal to or greater than the value you enter in the **Capacity** field in the Key section.

You can also perform a query in this section to narrow the search results. This is helpful if you get a large number of records matching your original search criteria.

Fields	Descriptions
Building	Code of the building for a record that meets the search criteria. For queries, select the **Search** button for this field to display the Building Filter (SLABQRY) page. List Building Filter (SLABQRY) page
Room	Number of the room in the building.
Description	Description associated with the room.
Campus	Code of the campus where the building is located.
Site	Code of the site where the campus is located.
Capacity	Actual capacity of the room.

Meal Assignment Status Filter (SLQMSCD) page

Updated: August 27, 2020

The intent of the Meal Assignment Status Filter Page is to provide the user with a list of statuses that may be used at a specific point in time.

If a status code has a date range that does not include the status date on the Meal Assignment (SLAMASG) page, that status will not appear on the page.

Before viewing data on this page, the status codes must be entered through the Meal Assignment Status (SLAMSCD) page.

This page cannot be accessed directly. The Meal Assignment Status Filter (SLQMSCD) page is accessed from SLAMASG by using a List function from the **Status** field in the Meal Assignments section.

Phone Assignment Status Filter (SLQPSCD) page

Updated: August 27, 2020

The intent of the Phone Assignment Status Filter Page is to provide the user with a list of statuses that may be used at a specific point in time.

If a status code has a date range that does not include the status date on the Phone Assignment (SLAPASG) page, that status will not appear on the page.

Before viewing data on this page, the status codes must be entered through the Phone Assignment Status (SLAPSCD) page.

This page cannot be accessed directly. The Phone Assignment Status Filter (SLQPSCD) page is accessed from SLAPASG by using a List function from the **Status** field in the Phone Assignments section.

Room Assignment Filter (SLQRASG) page

Updated: August 27, 2020

The purpose of the Room Assignment Filter Page is to provide the user with the room assignment information when assigning phone information.

This page is accessed through the Phone Assignment (SLAPASG) page. The phone number for the room assignment consists of the country code, area code, phone number, and extension, if applicable.

Before viewing data on this page, the room assignment information must have been entered through the Room Assignment (SLARASG) page.

This page cannot be accessed directly. The Room Assignment Filter (SLQRASG) page is accessed from SLAPASG by using a List function from the **Telephone** field in the Phone Assignments section.

Application Filter (SLQRMAP) page

Updated: August 27, 2020

This page is used to display a list of all the applications on the system for a selected student. This page cannot be accessed directly.

You can access this page from SLARMAP. To do so, perform a Count Filter Hits function from the **Term** field in the Key block.

Roommate Application Filter (SLQRMAT) page

Updated: August 27, 2020

The Roommate Application Filter Page is used to display all the roommate application information currently on the system. This page cannot be accessed directly.

The Roommate Application Filter Page is run in query-only mode; no changes can be made to any field on the page.

You can access this page from SLARMAT. To do so, perform a Count Filter Hits function from the **Roommate Sequence Number** field in the Key block.

Room Filter (SLQROOM) page

Updated: August 27, 2020

Use the Room Filter (SLQROOM) page to display summary information about the rooms in your institution's buildings for an indicated term. You can query all rooms, or you can limit the query by entering selection criteria.

This page helps you answer the following kinds of questions:

- What rooms are located in a specific building?
- What rooms have a specific capacity?
- What rooms are active?
- What rooms are maintained by a specific college or department?
- What rooms are located in a specific area of the building?
- What rooms are restricted to a specific gender?

Information comes from the Room Definition (SLARDEF) page. Information is display-only and cannot be changed.

You cannot access SLQROOM directly. You can only access it from the **Room** field on the following forms:

- Room Definition (SLARDEF) page
- Dorm Room and Meal Application (SLARMAP) page
- Schedule (SSASECT) page
- Event (SLAEVNT) page
- Event Function (GEAFUNC) page

Main window

Updated: August 27, 2020

Use this window to display summary information about the rooms in your institution's buildings for an indicated term. This window is composed of the Attribute Control section and the Room Description section.

Attribute Control section

Updated: August 27, 2020

Use this section to identify the term and dates when the room information is effective.

Fields	Descriptions
Term	Term when the room information is effective. Display only. This term depends on the term in effect on the page that called SLQROOM. • If you access SLQROOM from the Room Definition (SLARDEF) page, Dorm Room and Meal Application (SLARMAP) page, or Schedule (SSASECT) page, this value comes from the **Term** field on the calling page. If the calling page does not have a term, `999999` is the default value.

Fields	Descriptions
	• If you access SLQROOM from the Event (SLAEVNT) page or Event Function (GEAFUNC) page, this value comes from the term on the Term Code Validation (STVTERM) page for the current date.
Start Date	Start date of the term. Display only. This value comes from the **Term Start Date** field on STVTERM for the term in the **Term** field.
End Date	End date of the term. Display only. This value comes from the **Term End Date** field on STVTERM for the term in the **Term** field.

Room Description section

Updated: August 27, 2020

Use this section to display summary information about the rooms in your institution's buildings for an indicated term.

Fields	Descriptions
Building	Code of the building. This value comes from the **Building** field in the main window of SLARDEF. For queries, select the **Search** button for this field to display the Building Code Validation (STVBLDG) list. List Building Code Validation (STVBLDG)
Room	Code of the room. This value comes from the **Room** field in the main window of SLARDEF.

Fields	Descriptions
	In query mode, use the sign < to query capacities less than a specific value or the sign > to query capacities greater than a specific value. For example, enter `<100` to query capacities less than 100 or `>200` to query a capacities over 200.
Description	Description associated with the room code, automatically displayed when a valid value is entered in the **Room** field. Display only.
Type	Code for the room type. Choices are: `D` Dorm - The Room Assignment (SLARASG) page and Batch Scheduler Report (SLRSHCD) can assign IDs to this room. `C` Classroom - The Schedule (SSASECT) page can schedule classes in this room, the Event (SLAEVNT) page can schedule events and functions in this room, and the Event Function (GEAFUNC) page can schedule functions in this room. `O` Other - SLAEVNT can schedule events and functions in this room, and GEAFUNC can schedule functions in this room. This value comes from the **Room Type** field in the main window of SLARDEF.
Capacity	Normal capacity of the room. This value comes from the **Capacity** field in the main window of SLARDEF. Banner® uses this value as follows: • Location Management (Student System) uses this value to assign the correct number of students to a dormitory room. • Class Schedule (Student System) uses this value to schedule a class in a properly sized room. • Event Management (General System) uses this value to

Fields	Descriptions
	schedule an event or function in a properly sized room. In query mode, use the sign < to query capacities less than a specific value or the sign > to query capacities greater than a specific value. For example, enter `<100` to query capacities less than 100 or `>200` to query a capacities over 200.
Max	Maximum capacity of the room. If this value is greater than the normal capacity, extra people can be assigned to the room. This value comes from the **Maximum** field in this main window of SLARDEF. In query mode, use the sign < to query capacities less than a specific value or the sign > to query capacities greater than a specific value. For example, enter `<100` to query capacities less than 100 or `>200` to query a capacities over 200.
Room Status	Status of the room, such as active, being renovated, and so on. A room cannot be used for a class, dormitory assignment, event, or function if its status code is flagged as inactive on the Room Status Code Validation (STVRMST) page. This value comes from the **Status** field in the main window of SLARDEF. For queries, select the **Search** button for this field to display the Room Status Code Validation (STVRMST) list. List Room Status Code Validation (STVRMST)
College	College that has primary responsibility for operating and maintaining the room. This value comes from the **College** field in the main window of SLARDEF.

Fields	Descriptions
	For queries, select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Department, within the college, that has primary responsibility for operating and maintaining the room. This value comes from the **Department** field in the main window of SLARDEF. For queries, select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)
Category	Code for the physical area of the building where the room is located, such as specific floors, wings, and so on. The Location Management module uses categories to assign students to preferred areas of a building. This value comes from the **Category** field in the main window of SLARDEF.
Gender	Code for the gender associated with the room. This is used to indicates any gender restrictions for the room. The Room Assignment (SLARASG) page and Batch Scheduler Report (SLRSHCD) use this information to assign student housing. This value comes from the **Gender** field in the main window of SLABLDG. The following forms identify a person's gender: • Dorm Room and Meal Application (SLARMAP) page • General Person (SPAPERS) page

Fields	Descriptions
	Choices are: `M` Male - The room is available to males only. Females and persons of unknown gender cannot be assigned to the room. `F` Female - The room is available to females only. Males and persons of unknown gender cannot be assigned to the room. `null` No gender - The room is available to both males and females. Rooms are assigned as follows: • If you are using the Room Assignment (SLARASG) page, you can assign both males and females to the room. This method is useful for married couples and co-ed housing. • If you are using the Batch Scheduler Report (SLRSHCD), the gender of the first person assigned to the room determines the gender of the room. If the first person assigned has an unknown gender, no one else is assigned to the room. The gender restriction on the Room Definition (SLARDEF) page does not change.

Area Library (SMAALIB) page

Updated: August 27, 2020

Use the Area Library (SMAALIB) page to add an area to the area library for use in CAPP and to enter or display the area's qualifiers.

An area must be added to the library before its requirements can be defined on the Area Requirement (SMAAREA) page and it can be attached to programs on the Program Requirements (SMAPROG) page.

In addition to the main window described below, this page includes the following windows:

- Main window.
- Area Library Qualifiers window.
- Area Campus Codes to Include/Exclude window.
- Area College Codes to Include/Exclude window.
- Area Degree Codes to Include/Exclude window.
- Area Department Codes to Include/Exclude window.
- Area Major Codes to Include/Exclude window.
- Area Concentration Codes to Include/Exclude window.
- Area Minor Codes to Include/Exclude window.
- Area Attribute Codes to Include/Exclude window.

Main window

Updated: August 27, 2020

The following fields are displayed in the main window.

Fields	Descriptions
Area	Code for the area. Required.
Description	Description of the area. Required.
Student Level	Student level associated with the area. Required. When an area whose student level does not match the program's student level is attached to a program, the system displays a warning message. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Course Level	'Native' course level of the area. Required. Native level identifies the level of courses that will always be

Fields	Descriptions
	eligible to satisfy the area's detail requirements. Other course levels can also be included or excluded, but native level courses will always be eligible. When an area whose course level does not match the program's course level is attached to a program, the system displays a warning message. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Compliance	Check box used to indicate whether the area can be attached to a program, or that compliance in a non-captive program can select the program. Select this check box if the area is to be used by the compliance process when performing a compliance evaluation.
Dynamic	Check box used to indicate whether the area can be processed dynamically. Only dynamic areas are processed based on qualifiers for non-captive programs. If an area is attached to a captive program, the dynamic indicator is ignored. Select this check box if the area can be selected dynamically.
Prerequisite	Check box used to indicate whether the area can be attached to a course or a section on the Catalog Prerequisite and Test Score Restrictions (SCAPREQ) page or the Schedule Prerequisite and Test Score Restrictions (SSAPREQ) page. Check box also works with the **Print Indicator** to control whether prerequisite details display in the Course Details and Class Details windows of the Registration Self-Service application. For prerequisite details to display, set the **Print Indicator** to Print Everything.
Print Indicator	Indicates which items are to be printed on hardcopy output. Values in the pull-down list are the following: • `Print Everything`

Fields	Descriptions
	• `Print Only Gen Reqs` • `Print Gen Reqs and Text` • `Print Text Only` • `Print Nothing` The option selected is used by the compliance Hardcopy Output (SMRCRLT) when printing hardcopy output which includes the area. The flags from the area library are used in conjunction with the rules for output defined on the Compliance Print Type Rules (SMACPRT) page. For example, if the print type rules specify to print area text, but the area library specifies `Print Nothing`, no area text is printed for the area. The print type rules control what area information is printed, subject to the additional control defined in the group library area.

Area Library Qualifiers window

Updated: August 27, 2020

Use the Area Library Qualifiers window to enter or display area qualifiers.

If a single code is entered in any of the fields, the item associated with that code (for example, a degree) is included in the area definition. You can define multiple qualifiers by entering `FEW` (for a set of inclusions--only the codes listed will qualify) or `ALL` (for a set of exclusions--all codes except those listed will qualify) in the applicable field, then going to the Area Include/Exclude window to define the set. If a set of qualifiers has been defined, an asterisk (*) is displayed next to the value in the field.

This window is composed of the Term section and the Qualifiers section.

Term section

Updated: August 27, 2020

Use this section to specify the term for which you want to view or maintain qualifiers for the area selected in the main window.

Fields	Descriptions
Area	Code of the area selected on the main window. Display only.
Description (untitled)	Description associated with the area code. Display only.
Qualifier Term	Code of the term for which you want to view or maintain area qualifiers. If you are creating qualifiers, the term should be the one in which the qualifiers become effective for the selected area. Select the **Search** button for this field to display the Option List. List Term Codes (STVTERM) Count Hits Existing Terms for Area Qualifiers List

Qualifiers section

Updated: August 27, 2020

Use this section to define the qualifiers for the area and term specified in the Term section.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only. If you are defining qualifiers for the first time, the value defaults to the term entered in the Key section.
To Term	Last term in which this set of qualifiers is in effect. Display only. If you are defining qualifiers for the first

Fields	Descriptions
	time, the value defaults to term code 999999 (the end of time).
Campus	Campus code of a single campus to include or the indicator (ALL or FEW) for a set of campus qualifiers. Select the **Search** button for this field to display the Option List. List Campus Codes (STVCAMP) Count Hits Area Include/Exclude for Campus Code window
College	College code of a single college to include or the indicator (ALL or FEW) for a set of college qualifiers. Select the **Search** button for this field to display the Option List. List College Codes (STVCOLL) Count Hits Area Include/Exclude for College Code window
Degree	Degree code of a single degree to include or the indicator (ALL or FEW) for a set of degree qualifiers. Select the **Search** button for this field to display the Option List. List Degree Codes (STVDEGC) Count Hits Area Include/Exclude for Degree

Fields	Descriptions
	Code window
Department	Department code of a single department to include or the indicator (`ALL` or `FEW`) for a set of department qualifiers. Select the **Search** button for this field to display the Option List. List Department Codes (STVDEPT) Count Hits Area Include/Exclude for Department Code window
Major	Major code of a single major to include or the indicator (`ALL` or `FEW`) for a set of major qualifiers. Select the **Search** button for this field to display the Option List. List All Major Codes List Count Hits Area Include/Exclude for Major Code window
Concentration	Concentration code of a single concentration to include or the indicator (`ALL` or `FEW`) for a set of concentration qualifiers. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Count Hits Area Include/Exclude for Concentration Code window

Fields	Descriptions
Minor	Minor code of a single minor to include or the indicator (ALL or FEW) for a set of minor qualifiers. Select the **Search** button for this field to display the Option List. List All Minor Codes List Count Hits Area Include/Exclude for Minor Code window
Student Attribute	Student attribute code of a single student attribute to include or the indicator (ALL or FEW) for a set of student attribute qualifiers. Select the **Search** button for this field to display the Option List. List Student Attribute Codes (STVATTS) Count Hits Area Include/Exclude for Student Attribute Code window

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies area qualifiers from a prior term range to a new effective term range
Maintenance	Duplicate Field	Copies the term code in the Key section to the **To Term** field

Area Campus Codes to Include/Exclude window

Updated: August 27, 2020

Use the Area Campus Codes to Include/Exclude window to specify which campus codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Campus** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Campus Codes on the Option List. This option is available only if the value in the **Campus** field is `ALL` or `FEW`. The **Campus** field value also controls whether campus codes entered on this window will be included or excluded, as indicated in the following table.

Campus field value	Codes entered will be	
`ALL`	excluded	
`FEW`	included	

This window is composed of the Display-Only section and the Campus Codes section.

Display-Only section

Updated: August 27, 2020

This section displays the record for which you are specifying campus codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Campus** field in the Area Qualifiers window. Display only. • If the **Campus** field value is `FEW,` the value in this field is `INCLUDE.`

Fields	Descriptions
	• If the **Campus** field value is `ALL,` the value in this field is `EXLCUDE.`

Campus Codes section

Updated: August 27, 2020

Use this section to specify the campus code(s) to be included or excluded for the record specified in the Display-Only section.

Fields	Descriptions
Campus	Code of a campus for which the area is qualified. Required. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
Description	Description associated with the campus code, automatically displayed when a valid value is entered in the **Campus** field. Display only.

Area College Codes to Include/Exclude window

Updated: August 27, 2020

Use the Area College Codes to Include/Exclude window to specify which college codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **College** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude College Codes on the Option List. This option is available only if the value in the **College** field is `ALL` or `FEW`. The **College** field value also controls whether college codes entered on this window will be included or excluded, as indicated in the following table.

College field value	Codes entered will be	
`ALL`	excluded	
`FEW`	included	

This window is composed of the Display-Only section and the College Codes section.

Display-Only section

Updated: August 27, 2020

This section displays the record for which you are specifying college codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **College** field in the Area Qualifiers window. Display only. • If the **College** field value is `FEW,` the value in this field is `INCLUDE.` • If the **College** field value is `ALL,` the value in this field is `EXLCUDE.`

College Codes section

Updated: August 27, 2020

Use this section to specify the college code(s) to be included or excluded for the record specified in the Display-Only section.

Fields	Descriptions
College	Code of a college for which the area is qualified. Required. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List College Validation (STVCOLL)
Description	Description associated with the college code, automatically displayed when a valid value is entered in the **College** field. Display only.

Area Degree Codes to Include/Exclude window

Updated: August 27, 2020

Use the Area Degree Codes to Include/Exclude window to specify which degree codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Degree** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Degree Codes on the Option List. This option is available only if the value in the **Degree** field is `ALL` or `FEW`. The **Degree** field value also controls whether degree codes entered on this window will be included or excluded, as indicated in the following table.

Degree field value	Codes entered will be	
`ALL`	excluded	
`FEW`	included	

This window is composed of the Display-Only section and the Degree Codes section.

Display-Only section

Updated: August 27, 2020

This section displays the record for which you are specifying degree codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Degree** field in the Area Qualifiers window. Display only. • If the **Degree** field value is `FEW,` the value in this field is `INCLUDE.` • If the **Degree** field value is `ALL,` the value in this field is `EXLCUDE.`

Degree Codes section

Updated: August 27, 2020

Use this section to specify the degree code(s) to be included or excluded for the record specified in the Display-Only section.

Fields	Descriptions
Degree	Code of a degree for which the area is qualified. Required.

Fields	Descriptions
	Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Degree Code Validation (STVDEGC)
Description	Description associated with the degree code, automatically displayed when a valid value is entered in the **Degree** field. Display only.

Area Department Codes to Include/Exclude window

Updated: August 27, 2020

Use the Area Department Codes to Include/Exclude window to specify which department codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Department** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Department Codes on the Option List. This option is available only if the value in the **Department** field is `ALL` or `FEW`. The **Department** field value also controls whether department codes entered on this window will be included or excluded, as indicated in the following table.

Department field value	Codes entered will be	
`ALL`	excluded	
`FEW`	included	

This window is composed of the Display-Only section and the Department Codes section.

Display-Only section

Updated: August 27, 2020

This section displays the record for which you are specifying department codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Department** field in the Area Qualifiers window. Display only. • If the **Department** field value is `FEW`, the value in this field is `INCLUDE`. • If the **Department** field value is `ALL`, the value in this field is `EXLCUDE`.

Department Codes section

Updated: August 27, 2020

Use this section to specify the department code(s) to be included or excluded for the record specified in the Display-Only section.

Fields	Descriptions
Department	Code of a department for which the area is qualified. Required. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Department Validation (STVDEPT)
Description	Description associated with the

Fields	Descriptions
	department code, automatically displayed when a valid value is entered in the **Department** field. Display only.

Area Major Codes to Include/Exclude window

Updated: August 27, 2020

Use the Area Major Codes to Include/Exclude window to specify which major codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Major** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Major Codes on the Option List. This option is available only if the value in the **Major** field is `ALL` or `FEW`. The **Major** field value also controls whether major codes entered on this window will be included or excluded, as indicated in the following table.

Major field value	Codes entered will be	
`ALL`	excluded	
`FEW`	included	

This window is composed of the Display-Only section and the Major Codes section.

Display-Only section

Updated: August 27, 2020

This section displays the record for which you are specifying major codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.

Fields	Descriptions
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Major** field in the Area Qualifiers window. Display only. • If the **Major** field value is `FEW`, the value in this field is `INCLUDE`. • If the **Major** field value is `ALL`, the value in this field is `EXLCUDE`.

Major Codes section

Updated: August 27, 2020

Use this section to specify the major code(s) to be included or excluded for the record specified in the Display-Only section.

Fields	Descriptions
Major	Code of a major for which the area is qualified. Required. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List All Major Codes (STVMAJR)
Description	Description associated with the major code, automatically displayed when a valid value is entered in the **Major** field. Display only.

Area Concentration Codes to Include/Exclude window

Updated: August 27, 2020

Use the Area Concentration Codes to Include/Exclude window to specify which concentration codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Concentration** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Concentration Codes on the Option List. This option is available only if the value in the **Concentration** field is `ALL` or `FEW`. The **Concentration** field value also controls whether concentration codes entered on this window will be included or excluded, as indicated in the following table.

Concentration field value	Codes entered will be	
`ALL`	excluded	
`FEW`	included	

This window is composed of the Display-Only section and the Concentration Codes section.

Display-Only section

Updated: August 27, 2020

This section displays the record for which you are specifying concentration codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered

Fields	Descriptions
	in this window will be included or excluded, based on the value in the **Concentration** field in the Area Qualifiers window. Display only. • If the **Concentration** field value is `FEW`, the value in this field is `INCLUDE`. • If the **Concentration** field value is `ALL`, the value in this field is `EXLCUDE`.

Concentration Codes section

Updated: August 27, 2020

Use this section to specify the concentration code(s) to be included or excluded for the record specified in the Display-Only section.

Fields	Descriptions
Concentrations	Code of a concentration for which the area is qualified. Required. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List All Concentration Codes (STVMAJR)
Description	Description associated with the concentration code, automatically displayed when a valid value is entered in the **Concentration** field. Display only.

Area Minor Codes to Include/Exclude window

Updated: August 27, 2020

Use the Area Minor Codes to Include/Exclude window to specify which minor codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Minor** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Minor Codes on the Option List. This option is available only if the value in the **Minor** field is `ALL` or `FEW`. The **Minor** field value also controls whether minor codes entered on this window will be included or excluded, as indicated in the following table.

Minor field value	Codes entered will be	
`ALL`	excluded	
`FEW`	included	

This window is composed of the Display-Only section and the Minor Codes section.

Display-Only section

Updated: August 27, 2020

This section displays the record for which you are specifying minor codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Minor** field in the Area Qualifiers window. Display only. • If the **Minor** field value is `FEW,` the value in this field is `INCLUDE.` • If the **Minor** field value is `ALL,` the value in this field is `EXLCUDE.`

Minor Codes section

Updated: August 27, 2020

Use this section to specify the minor code(s) to be included or excluded for the record specified in the Display-Only section.

Fields	Descriptions
Minor	Code of a minor for which the area is qualified. Required. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List All Minor Codes (STVMAJR)
Description	Description associated with the minor code, automatically displayed when a valid value is entered in the **Minor** field. Display only.

Area Attribute Codes to Include/Exclude window

Updated: August 27, 2020

Use the Area Attribute Codes to Include/Exclude window to specify which student attribute codes are to be either included or excluded in the area selected in the main window.

This window is accessed by selecting the lookup button next to the **Student Attributes** field in the Area Library Qualifiers window of SMAALIB, then selecting Include/Exclude Attributes Codes on the Option List. This option is available only if the value in the **Student Attributes** field is `ALL` or `FEW`. The **Student Attributes** field value also controls whether student attribute codes entered on this window will be included or excluded, as indicated in the following table.

Student Attributes field value	Codes entered will be	
`ALL`	excluded	

Student Attributes field value	Codes entered will be	
FEW	included	

This window is composed of the Display-Only section and the Attribute Codes section.

Display-Only section

Updated: August 27, 2020

This section displays the record for which you are specifying attribute codes to be either included or excluded.

Fields	Descriptions
From Term	First term in which this set of qualifiers is in effect. Display only.
To Term	Last term in which this set of qualifiers is in effect. Display only.
Area	Code of the area for which qualifiers are being defined. Display only.
Description (untitled)	Description associated with the area code. Display only.
Include/Exclude	Indicator specifying whether codes entered in this window will be included or excluded, based on the value in the **Student Attributes** field in the Area Qualifiers window. Display only. • If the **Student Attributes** field value is `FEW`, the value in this field is `INCLUDE`. • If the **Student Attributes** field value is `ALL`, the value in this field is `EXLCUDE`.

Attribute Codes section

Updated: August 27, 2020

Use this section to specify the attribute code(s) to be included or excluded for the record specified in the Display-Only section.

Fields	Descriptions
Attributes	Code of a student attribute for which the area is qualified. Required. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Student Attribute Validation (STVATTS)
Description	Description associated with the attribute code, automatically displayed when a valid value is entered in the **Attributes** field. Display only.

Area Requirements (SMAAREA) page

Updated: August 27, 2020

Use the Area Requirements (SMAAREA) page to define requirements at the area level.

Area requirements include such items as:

- Minimum number of credits or courses
- Area minimum grade
- Default area reuse indicators

This page includes the following windows:

- Main window.
- Default All Area Detail Information.

- Default Area General Requirements window.
- Area Text window.
- Default Area Text window.
- Area Include/Exclude Course Levels window.
- Default Area Include/Exclude Course Levels window.
- Area Restricted Subjects/Attributes window.
- Default Area Restricted Subjects/Attributes window.
- Area Restricted Subject/Attribute Text window.
- Area Restricted Grades window.
- Default Area Restricted Grades window.
- Area Restricted Grade Text window.
- Area Course/Attribute Attachment window.
- Default Area Course/Attribute Attachment window.
- Area Include/Exclude Course Level in Requirement window.
- Area Course/Attribute Attachment Text window.
- Area Course/Attribute Exclusions window.
- Area Course/Attribute Attachment Rules window.
- Area Course/Attribute Attachment Rule Text window.
- Area Group Attachment window.
- Area Group Attachment Rules window.
- Area Group Attachment Rule Text window.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the General Requirements section.

Key block

Updated: August 27, 2020

Use this section to specify the area and term for which you want to enter or display area requirements.

Fields	Descriptions
Area	Code for the area. Required. If you enter an area code that is not defined on the Area Library (SMAALIB) page, the system displays a message with an option that opens SMAALIB so that the area can be added. When you enter a valid area code, the student level and course level associated with the area on SMAALIB are automatically displayed. Select the **Search** button for this field to display the Option List. List Area Library (SMAALIB) page Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Area** field. Display only.
Term	Effective term for which area requirements are to be viewed or maintained. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List
Catalog	Code of the academic year with which the term is associated. Display only.
Student Level	Student level associated with the area. Display only.
Course Level	Course level associated with the area. Display only.

General Requirements section

Updated: August 27, 2020

Use this section to enter or display general requirements for the area and term specified in the key block.

Fields	Descriptions
From Term	First term in which this set of area general requirements is in effect. Display only. If you are defining area general requirements for the first time, the value defaults to the term entered in the key block.
To Term	Last term in which this set of area general requirements is in effect. Display only. If you are defining area general requirements for the first time, the value defaults to term code `999999` (the end of time).
Active/Inactive	Option group to indicate whether the area is active or inactive for the term range. The default is `Inactive`. When an area is inactive, it cannot be used for compliance. If a user attempts to perform compliance for an inactive area, an error message is displayed.
Attached	Indicates whether groups or courses have been attached to the area. Display only.
Total Required Credits	Minimum total number of credits needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
	See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the area's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the area's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance [SHAGRDE] page) needed to satisfy the area's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional	Minimum number of credits/courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the area's requirements.

Fields	Descriptions
Courses	
Maximum Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the area's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the area's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the area's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the area's requirements.
Compliance Credits	Number of credits to be applied towards the program's minimum credit requirement for the area. Use this field to override the actual number of credits that would normally be accumulated by the area to the program.

Fields	Descriptions
	For example, you might need to define an area to use within a graduate program to verify that a student has completed specific undergraduate requirements. To satisfy the program, the student must complete the undergraduate work, but the undergraduate credits/courses (which are entered in the **Compliance Courses** field) do not accumulate toward the graduate program's minimum required credits/courses. To achieve this, you could define the undergraduate requirements as an area with zero compliance credits/courses, and then the work would not accumulate toward the program.
Compliance Courses	Number of courses to be applied towards the program's minimum course requirement for the area. Use this field to override the actual number of courses that would normally be accumulated by the area to the program. An example is provided in the description of the **Compliance Credits** field.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the area's requirements. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Minimum Area GPA	Lowest acceptable area GPA a student can have to satisfy the area's requirements. This is calculated from the grades received in native-level courses used to satisfy the requirements of the area.
Default Within Indicator	Check box used to indicate whether the same course can be used to satisfy more than one detail requirement within the area.
Default Course	Default course reuse rule to be used by compliance.

Fields	Descriptions
Reuse	If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are `None`, `In`, `Out`, and `Both`. `None` is the default. See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Default Attribute Reuse	Default attribute reuse rule to be used by compliance. If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are `None`, `In`, `Out`, and `Both`. `None` is the default.
Default Priority	Default priority for the area when the area is attached to a program. If the area is dynamic and is not attached to a non-captive program, the default priority specifies the order in which the area is processed by compliance, unless dynamic area overrides are defined for the program.
Default Year Limit	Number of years old a course can be to satisfy the area's requirements. When a compliance request is processed, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses.

Fields	Descriptions
	CAPP checks the earliest term in the furthest year of the course year limit you set. Example: The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.

Mouse	Keyboard	
Copy	Duplicate Record	Copies general require

Mouse	Keyboard

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Mouse	Keyboard

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Default All Area Detail Information

Updated: August 27, 2020

Use the Default all Area Detail Information window to copy an existing area's requirements to the area specified in the key block of the main window.

Note: The new area must first be defined on the Area Library (SMAALIB) page and cannot have any requirements defined for it.

Fields	Descriptions
Default From Area	Area from which to copy details. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page.

Fields	Descriptions
	Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area details. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page
General Requirements	Check box used to indicate whether general requirements exist for the area/term being copied. If you do not want to copy general requirements to the area, clear this check box.
Area Text	Check box used to indicate whether area text exists for the area/term being copied. If you do not want to copy area text to the area, clear this check box.
Additional Levels	Check box used to indicate whether additional levels exist for the area/term being copied. If you do not want to copy additional levels to the area, clear this check box.

Fields	Descriptions
Restricted Subjects and Attributes	Check box used to indicate whether restricted subjects and attributes exist for the area/term being copied. If you do not want to copy restricted subjects and attributes to the area, clear this check box.
Restricted Grades	Check box used to indicate whether restricted grades exist for the area/term being copied. If you do not want to copy restricted grades to the area, clear this check box.
Group Attachment	Check box used to indicate whether group attachments exist for the area/term being copied. If you do not want to copy group attachments to the area, clear this check box.
Course Attachment	Check box used to indicate whether course attachments exist for the area/term being copied. If you do not want to copy course attachments to the area, clear this check box.

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies detail requirements to the area

Default Area General Requirements window

Updated: August 27, 2020

Use the Default Area General Requirements window to copy an existing area's general requirements to the area specified in the key block of the main window.

Fields	Descriptions
Default From Area	Area from which to copy general requirements. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy general requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies

Mouse	Keyboard

generalrequirementstothearea

Area Text window

Updated: August 27, 2020

Use the Area Text window to enter or display text that describes the area specified in the key block of the main window and to indicate a print code that specifies how the text is used in compliance output.

Fields	Descriptions
From Term	First term in which this text is in effect. Display only.
To Term	Last term in which this text is in effect. Display only.
Text	Text associated with the area. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range

Mouse	Keyboard	Result
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Default Area Text window

Updated: August 27, 2020

Use the Default Area Text window to copy an existing area's text to the area specified in the key block of the main window.

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Fields	Descriptions
Default From Area	Area from which to copy area text. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area text. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies text to the area

Area Include/Exclude Course Levels window

Updated: August 27, 2020

Use the Area Include/Exclude Course Levels window to enter or display which course level inclusions or exclusions for the area specified in the Key block of the main window.

CAPP uses these instructions during compliance to determine which levels to use (other than courses taken at the native course level of the area) to satisfy the area requirements.

For included levels, you can also define:

- A minimum grade
- Maximum credits and maximum number of courses

Courses at excluded levels are not considered toward satisfying an area's requirements. Courses at included levels can satisfy area requirements and count toward the area's minimum credit requirements, but they are not used to calculate grade point averages within the area.

Fields	Descriptions
From Term	First term in which this set of inclusions/exclusions is in effect. Display only.
To Term	Last term in which this set of inclusions/exclusions is in effect. Display only.
Include/Exclude	Option group to specify whether the course level is to be included or excluded. Required.
Level	Code of the course level to be included or excluded.Required. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a valid value is entered in the **Level** field. Display

Fields	Descriptions
	only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the area's requirements. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy area requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses from an included course level that can be used to satisfy area requirements.

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Maintenance	Duplicate Record

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Maintenance	Duplicate Item	Copies the term code in the Keyblock t

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Default Area Include/Exclude Course Levels window

Updated: August 27, 2020

Use the Default Area Include/Exclude Course Levels window to copy an existing area's included/excluded course levels to the area specified in the key block of the main window.

Fields	Descriptions
Default From Area	Area from which to copy included/excluded course levels. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.

Fields	Descriptions
Area Rules Term	Term from which to copy included/excluded course levels. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies additional course

Mouse	Keyboard

levelstothearea

Area Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Area Restricted Subjects/Attributes window to enter or display subject or attribute restrictions for the area specified in the Key block of the main window.

These restrictions prevent the specified subjects or attributes from being used to satisfy area requirements. Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects or attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect. Display only.

Fields	Descriptions
To Term	Last term in which this set of restrictions is in effect. Display only.
Campus	Code of the campus associated with the restriction. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the college associated with the restriction. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with the restriction. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)
Subject	Code of the subject associated with the restriction. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course**

Fields	Descriptions
	Number Low field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Attribute	Code of the course attribute associated with the restriction. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.
More Text	Check box used to indicate whether text has been associated with the selected restriction. Display only. Edit Area Restricted Subject/Attribute Text window

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Default Area Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Default Area Restricted Subjects/Attributes window to copy an existing area's restricted subjects and attributes to the area specified in the key block of the main window.

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Fields	Descriptions
Default From Area	Area from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.

Fields	Descriptions
Area Rules Term	Term from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies restricted subjects/ attributes to the area

Area Restricted Subject/Attribute Text window

Updated: August 27, 2020

Use the Area Restricted Subject/Attribute Text window to enter or display descriptive information about the restriction selected in the Area Restricted Subjects/Attributes window.

This window is composed of the Display-Only section and the Information/Entry section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
To Term	Last term in which this restriction is in effect.
Campus	Code of the campus associated with the restriction.

Fields	Descriptions
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Information/Entry section

Updated: August 27, 2020

Use this section to enter text for the record displayed in the Display-Only section.

Fields	Descriptions
Text	Text associated with the restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you

Fields	Descriptions
	query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Area Restricted Grades window

Updated: August 27, 2020

Use the Area Restricted Grades window to define acceptable grades for the area specified in the key block of the main window.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance (SHAGRDE) page as the native course level for the area. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect. Display only.
To Term	Last term in which this set of restrictions is in effect. Display only.
Grade	Code of the grade associated with this restriction. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy area requirements.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy area requirements.
More Text	Check box used to indicate whether text has been associated with the selected grade restriction. Display only. Edit Area Restricted Grade Text window

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		ew effective term range
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Default Area Restricted Grades window

Updated: August 27, 2020

Use the Default Area Restricted Grades window to copy an existing area's restricted grades to the area specified in the key block of the main window.

Fields	Descriptions
Default From Area	Area from which to copy restricted grades. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy restricted grades. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies restricted grades to the area

Area Restricted Grade Text window

Updated: August 27, 2020

Use the Area Restricted Grade Text window to enter or display descriptive comments for the grade restriction selected in the Area Restricted Grades window.

This window is composed of the Display-Only section and the Information/Entry section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
Restricted Grade	Code of the restricted grade associated with this text.
To Term	Last term in which this restriction is in effect.

Information/Entry section

Updated: August 27, 2020

Use this section to enter text for the record displayed in the Display-Only section.

Fields	Descriptions
Text	Text associated with the grade restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text.

Fields	Descriptions
	This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Area Course/Attribute Attachment window

Updated: August 27, 2020

Use the Area Course/Attribute Attachment window to enter or display course/attribute detail attachment to the area specified in the Key block of the main window.

You can attach either groups or course/attribute detail requirements to an area, but not both. If a group has been attached to an area, the Area Course/Attribute Attachment window cannot be accessed for the area.

Fields	Descriptions
From Term	First term in which this set of attachments is in effect. Display only.
To Term	Last term in which this set of attachments is in effect. Display only.
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Set	User-defined identifier for the set to which this requirement belongs, if applicable.

Fields	Descriptions
	The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Course/ Attribute Attachment Rules window. Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)

Fields	Descriptions
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy this requirement. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy this requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses
Use Catalog	Check box used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this check box is cleared, compliance attempts to meet this requirement using any course the student has completed (e.g., academic history or transfer), is in-progress, or has planned.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the **Search** button for this field to display the Degree

Fields	Descriptions
	Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken to satisfy this requirement. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy this requirement. The restriction applies only to grade codes with levels that match the native course level for the area. Minimum grades can also be defined at the program, area, or

Fields	Descriptions
	group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Credits per Course Minimum	Minimum number of credits earned for the course to satisfy this requirement.
Credits per Course Maximum	Maximum number of credits for the course to satisfy this requirement.
Use Split Courses	Check box used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits.The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. Example: A student who is an English major has taken ENGL 1050 (a literature course [attribute = `LIT`] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = `3` and required maximum credits = `3`), and also requires at least 6 credits in literature courses (attribute = `LIT`). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy this requirement.
Connector None/	Option group to indicate which value(s) the system should use.

Fields	Descriptions
And/Or	You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Courses	The minimum number of courses required to satisfy this requirement.
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list.

Fields	Descriptions
	List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Maximum Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Transfer Credits** field or the **Maximum Transfer Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied.

Fields	Descriptions
	The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/ courses are used instead of the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. Example: You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to `0`.
Concurrent Enrollment Allowed	Check box used to indicate whether concurrent enrollment is allowed to meet this requirement. This indicator applies only to requirements that are used in prerequisite checking. When the check box is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the check box is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Test	Code of the test type associated with this requirement.

Fields	Descriptions
	This field is used to specify that the requirement can be satisfied with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be defined are: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the **Search** button for this field to display the Test Code Validation (STVTESC) list. List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy this requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.
Test Score Maximum	Maximum test score that can satisfy this requirement. Required if a value is entered in the **Test** field. The value entered must be greater than the value entered in the **Test Score Minimum** field and must fall within the valid range of scores for the test type defined on STVTESC.
Campus	Code of the campus associated with this requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work.

Fields	Descriptions
	Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the campus associated with this requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with this requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)

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Default Area Course/Attribute Attachment window

Updated: August 27, 2020

Use the Default Area Course/Attribute Attachment window to copy an existing area's course attachments to the area specified in the key block of the main window.

Fields	Descriptions
Default From Area	Area from which to copy course attachments. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a valid value is entered in the **Default From Area** field. Display only.
Area Rule Term	Term from which to copy course attachments. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies attachments to the area

Area Include/Exclude Course Level in Requirement window

Updated: August 27, 2020

Use the Area Include/Exclude Course Level in Requirement window to enter or display course level inclusions/exclusions that apply to a specific requirement for the area specified in the Key block of the main window.

Detail requirements are already controlled by any level inclusions/exclusions defined at the program or area level. You can be more restrictive than at a higher level, but you cannot override additional level rules defined at a higher level.

This window is composed of the Display-Only block and the Information/Entry block.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which levels are being included or excluded.

Fields	Descriptions
From Term	First term in which this set of additional levels is in effect.
To Term	Last term in which this set of additional levels is in effect.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if

Fields	Descriptions
	any.

Information/Entry section

Updated: August 27, 2020

Use this section to include or exclude levels for the record displayed in the Display-Only section.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level is to be included or excluded.
Level	Code of the level to be included or excluded. Required. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a valid value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits that can be considered from an included level.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the

Fields	Descriptions
	Maximum Courses field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.

Area Course/Attribute Attachment Text window

Updated: August 27, 2020

Use the Area Course/Attribute Attachment Text window to enter or display text for a detail attachment.

This window is composed of the Display-Only section and the Information/Entry section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this set of additional levels is in effect.
To Term	Last term in which this set of additional levels is in effect.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more

Fields	Descriptions
	information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry section

Updated: August 27, 2020

Use this section to enter text for the record displayed in the Display-Only section.

Fields	Descriptions
Text	Text associated with the detail requirement. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are

Fields	Descriptions
	printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Area Course/Attribute Exclusions window

Updated: August 27, 2020

Use the Area Course/Attribute Exclusions window to enter or display exclude course or attribute exclusions from a detail requirement.

For example, if you have specified that a range of courses is included but need to exclude two courses within that range, you use this window to define the exclusions.

This window is composed of the Display-Only section and the Information/Entry section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which courses or attributes are being excluded.

Fields	Descriptions
From Term	First term in which this set of exclusions is in effect.
To Term	Last term in which this set of exclusions is

Fields	Descriptions
	in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry section

Updated: August 27, 2020

Use this section to exclude courses or attributes for the record displayed in the Display-Only section.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. Display only. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement

Fields	Descriptions
	belongs, if applicable. Display only.
Campus	Campus code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course taken on the specified campus. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	College code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
Department	Department code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)
Subject	Code of the subject being excluded from satisfying the detail requirement.

Fields	Descriptions
	Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that is being excluded, or the lowest number in a range of excluded courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Attribute Course	Code of the course attribute excluded from satisfying the detail requirement. You can define a requirement as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Attribute Student	Code of the student attribute excluded from satisfying the detail requirement.

Fields	Descriptions
	If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)

Area Course/Attribute Attachment Rules window

Updated: August 27, 2020

Use the Area Course/Attribute Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of conditions. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella section and the Rule Detail section.

Rule Umbrella section

Updated: August 27, 2020

Use this section to define the rule umbrella for the rule selected in the Area Course/ Attribute Attachment window.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Rule code entered in **Rule** field in the Area Course/Attribute Attachment window. Display only.
Description	Description of the rule. Required.
Rule Text	Check box used to indicate whether text has been associated with this rule. Use the button to access the Detail Area Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.
Required Credits Per Condition	Number of required credits for each condition, if appropriate.
Connector None/And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits Per Condition** field or the **Required Courses Per Condition** field, or both. Use the **Connector** option button group to

Fields	Descriptions
	indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses Per Condition	Number of required courses for each condition.
Maximum Credits Per Condition	Maximum number of credits that can be used per condition.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits Per Condition** field or the **Maximum Courses Per Condition** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses Per Condition	Maximum number of courses that can be used per condition.
Total Required Credits	Total number of credits required by the entire rule.
Connector None/And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Total Required Credits** field or the **Total Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value

Fields	Descriptions
	(**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Required Courses	Total number of courses required by the entire rule.
Total Maximum Credits	Maximum number of credits which may be used by the entire rule.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Total Maximum Credits** field or the **Total Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Maximum Courses	Maximum number of courses that can be used by the entire rule.

Rule Detail section

Updated: August 27, 2020

Use this section to define the detail for the rule umbrella.

Fields	Descriptions
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set

Fields	Descriptions
	will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts*, chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules.

Fields	Descriptions
	Select the **Search** button for this field to display the Course/ Attribute Attachment Rules window. Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Use Catalog	Check box used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this check box is cleared, compliance attempts to meet this

Fields	Descriptions
	requirement using any course the student has completed (e.g., academic history or transfer), is in-progress, or has planned.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured.

Fields	Descriptions
	A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course that can satisfy the requirement. The restriction applies only to grade codes with levels that match the native course level for the area. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy the requirement.
Maximum Credits Per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Check box used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits.The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. Example:

Fields	Descriptions
	A student who is an English major has taken ENGL 1050 (a literature course [attribute = `LIT`] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = `3` and required maximum credits = `3`), and also requires at least 6 credits in literature courses (attribute = `LIT`). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses	The minimum number of courses required to satisfy this requirement. Optional.
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)

Fields	Descriptions
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Transfer Credits** field or the **Transfer Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value

Fields	Descriptions
	(**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Concurrent Enrollment Allowed	Check box used to indicate whether concurrent enrollment is allowed to meet the requirement. This indicator applies only to requirements that are used in prerequisite checking. When the check box is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the check box is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used instead of the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. Example:

Fields	Descriptions
	You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to `0`.
Test	Code of the test type associated with the requirement. This field is used to specify that the requirement can be satisfied with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be defined are: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the **Search** button for this field to display the Test Code Validation (STVTESC) list. List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.
Test Score Maximum	Maximum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must be greater than the value entered in the **Test Score Minimum** field and must fall within the valid range of scores for the test type defined on STVTESC.

Fields	Descriptions
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the campus associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)

Area Course/Attribute Attachment Rule Text window

Updated: August 27, 2020

Use the Area Course/Attribute Attachment Rule Text window to enter text for the course attachment rule.

Fields	Descriptions
Text	Text associated with the course attachment rule. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Area Group Attachment window

Updated: August 27, 2020

Use the Area Group Attachment window to attach groups to the area specified in the Key block of the main window.

You can attach either groups or course/attribute detail requirements to an area, but not both. If course/attribute detail requirements have been attached to an area, the Area Group Attachment window cannot be accessed for the area.

Fields	Descriptions
From Term	First term in which this set of group attachments is in effect. Display only.
To Term	Last term in which this set of group attachments is in effect. Display only.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Area/Group Attachment Rules window. Edit Area/Group Attachment Rules window

Fields	Descriptions
Group	Code of the group being attached. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. List Existing Group Inquiry (SMIGROP) page
Course Re-Use	Specify the reuse rules for courses within the group. Valid options are None, In, Out and Both. None is the default. See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Attribute Re-Use	Specify the reuse rules for course attributes within the group. Valid options are None, In, Out and Both. None is the default.
Within Indicator	Check box used to indicate whether within reuse is allowed. When this check box is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

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Area Group Attachment Rules window

Updated: August 27, 2020

Use the Area Group Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of conditions. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella section and the Rule Detail section.

Rule Umbrella section

Updated: August 27, 2020

Use this section to define the rule umbrella for the rule selected in the Area Group Attachment window.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Set based on the rule code entered in the Area Group Attachment window. Display only.
Description	Description of the rule. Required.
Rule Text Indicator	Check box used to indicate whether text has been associated with this rule. Use the button to access the Area Group Attachment Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.

Rule Detail section

Updated: August 27, 2020

Use this section to define the detail for the rule umbrella.

Fields	Descriptions
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.
Set	User-defined identifier for the set to which this requirement belongs, if applicable.

Fields	Descriptions
	The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts*, chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Rule within a Rule window. Edit Rule within a Rule window
Group	Code of the group being attached. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. List Existing Group Inquiry (SMIGROP) page

Fields	Descriptions
Course Re-Use	Specify the reuse rules for courses within the group. Valid options are None, In, Out and Both. None is the default. See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Attribute Re-Use	Specify the reuse rules for course attributes within the group. Valid options are None, In, Out and Both. None is the default.
Within Indicator	Check box used to indicate whether within reuse is allowed. When this check box is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

Area Group Attachment Rule Text window

Updated: August 27, 2020

Use the Area Group Attachment Rule Text window to enter or display text for a group attachment rule.

Fields	Descriptions
Text	Text associated with the group attachment

Fields	Descriptions
	rule. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Compliance Request Activity (SMACACT) page

Updated: August 27, 2020

Use the Compliance Request Activity (SMACACT) page to display a summary of existing compliance requests.

You can also use this page for the following:

- To perform queries to find specific compliance requests
- To purge the detail associated with a request (including XML output)

- To purge an entire request (including XML output)
- To create a new compliance evaluation

If the Student System Distribution Initialization (SOADEST) page is displayed when you access this page, you can specify a printer for output or, if you do not want output to be printed, you can close it without entering any values.

This page includes the following windows:

- Main window.
- Hardcopy Print Request window.
- Hardcopy Billing Information window.

Main window

Updated: August 27, 2020

This window contains the following fields.

Fields	Descriptions
Program	Program code associated with the compliance request. Display only.
ID	ID of the student for whom the compliance request was entered. Display only.
Name (untitled)	Name of the student for whom the compliance request was entered. Display only.
Mark Purge	Check box used to indicate whether the compliance request should be purged.
Request Number	Number of the compliance request. Display only.
Prog Met	Check box use to indicate whether the requirements for the program have been satisfied. Display only.
Required Credits	Number of credits required by the general requirements of the program. Display only.
Actual Credits	Actual number of credits used toward the

Fields	Descriptions
	program. Display only.
Connect	Connector between credit and course requirements for the program. Display only. N None A And O Or
Required Courses	Number of courses required by the general requirements of the program. Display only.
Actual Courses	Actual number of courses used toward the program. Display only.
Mark Recreate	Check box used to indicate whether you want a new compliance request to be created by copying this one. Multiple requests can be marked and all marked requests will be copied when you select Copy Marked Requests from the Options menu. When you process the copy you will have the option to create Hardcopy Output from the new request(s).
Changed Program	Check box used to indicate whether any program requirements have changed because the compliance evaluation was performed. Display only. If the requirements have changed, the results of the compliance may no longer be accurate.
Changed Area	Check box used to indicate whether any area requirements have changed because the compliance evaluation was performed. Display only.

Fields	Descriptions
	If the requirements have changed, then the results of the compliance may no longer be accurate.
Changed Group	Check box used to indicate whether any group requirements have changed because the compliance evaluation was performed. Display only. If the requirements have changed, then the results of the compliance may no longer be accurate.
Details Exist	Check box used to indicate whether detail output records exist for the compliance request. Display only. If this check box is selected, you can still produce detailed hardcopy output, and you can still view detailed output on the compliance output inquiry forms. Detail records will not exist for requests that have not yet been processed or for requests for which detail has been purged.
Curriculum Source	Source of the compliance curriculum data. Display only.
Originator Code	Code for the originator of the compliance request, if one was entered for the request. Display only.
Originator ID	Banner® ID of the user who originated the compliance request, if one was entered for the request. Display only.
Originator Name	Name associated with the originator ID. Display only.
Requestor	Banner ID of the user who created the

Fields	Descriptions
	compliance request. Display only.
Compliance Date	Date on which the compliance process for this request was run. Display only.

Hardcopy Print Request window

Updated: August 27, 2020

Use the Hardcopy Print Request window to enter details for hardcopy output to be produced for a new request being recreated by the main window.

This window is displayed if you have selected the **Mark Recreate** check box for at least one record and then select the option to copy marked requests. When the system displays an alert box with the message Would you like to create Hardcopy Output records for the ID's or continue, select **Yes** to access the Hardcopy Print Request window. (If you select **Continue**, the copy process continues without allowing you to create hardcopy requests. If you select **Cancel**, the copy function is terminated.)

Fields	Descriptions
Compliance Type	Code of the compliance print output type requested. Required. Select the **Search** button for this field to display the Existing Compliance Types List. List Existing Compliance Types List
Request Date	Date of the output request. Required. The system automatically enters the current date, but it can be changed. Requests with a future date are not processed until the specified date. 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.

Fields	Descriptions
Copies	Number of hardcopy output copies to be produced. Required. The default is `1` but you can change it to any value up to `99`.
Internal College	Code of the internal college that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the college's name in the **Issued** field. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Outside Institution Code	Code of the outside institution that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the outside institution's name and address in the appropriate fields, although you can change any of the values. Select the **Search** button for this field to display the Source/Background Institution Filter-Only (SOISBGI) page. List Source/Background Institution Filter-Only (SOISBGI) page
Internal Department	Code of the internal college that is to receive the hardcopy output, if applicable.

Fields	Descriptions
	When a valid code is entered, the system automatically enters the college's name in the **Issued** field. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)
Student Address Type	Code of the student's address to which the hardcopy output is to be mailed, if applicable. When a valid code is entered, the system automatically enters the student's name and address in the appropriate fields, although you can change any of the values. Select the **Search** button for this field to display the Option List. List Address Type Validation (STVATYP) Count Hits Address Summary (SOADDRQ) page
Issued To	Name of the person or agency to whom the hardcopy output is to be mailed. If you used the **Internal College**, **Outside Institutional Code**, **Internal Department**, or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value.
House Number	Unique number assigned to each building on a street or in an area and used as part of

Fields	Descriptions
	the postal address in some countries.
Street Line 1 Street Line 2 Street Line 3 Street Line 4	Four lines on which to enter the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change any of the values.
City	City of the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value.
State or Province	Code of the state or province of the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the **Search** button for this field to display the State/Province Code Validation (STVSTAT) list. List State/Province Code Validation (STVSTAT)
ZIP or Postal code	ZIP or postal code of the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code**

Fields	Descriptions
	or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the **Search** button for this field to display the ZIP/Postal Code Validation (GTVZIPC) page. List ZIP/Postal Code Validation (GTVZIPC) page
Nation	Code of the nation of the address to which the hardcopy output is to be mailed. If you used the **Outside Institutional Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the **Search** button for this field to display the Nation Validation (STVNATN) list. List Nation Validation (STVNATN)
User	Banner ID of the user who requested the hardcopy output. Display only. A value is displayed only after the record has been saved.

Hardcopy Billing Information window

Updated: August 27, 2020

Use the Hardcopy Billing Information window to create Accounts Receivable transactions associated with the hardcopy request specified in the main window.

You can send authorized charges directly to a person's account in the Accounts Receivable module and log those transactions to a cashiering session identified by the user ID displayed in the **Authorized** field.

When you add a fee, the transaction is immediately sent to Accounts Receivable when you save the transaction. You can review fees associated with compliance requests using the Accounts Receivable module forms.

Fields	Descriptions
Billing Term	Term associated with the charge. Required Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Fee Charged	Type of billing transaction to be created. `Y` Yes. Indicates that a transaction should be created. `N` No. Indicates that a transaction should not be created. If this indicator is set to N, no other entries can be made in this window, and no Accounts Receivable transaction will be created. `W` Waived. Indicates that a transaction should be created, but the transaction monetary amount should be `0.00`.
Detail Code	Detail code for the transaction to be created in Accounts Receivable. Detail codes are validated against the user if user security is enabled and the user is a 'secured user' as defined on the User Profile (TGAUPRF) page. Select the **Search** button for this field to display the Detail Code Validation (TSADETC/TFADETC) list. List Detail Code Validation (TSADETC/TFADETC)
Fee Amount	Monetary amount of the fee to be charged. Required.

Fields	Descriptions
	If a fee is associated with the detail code, the system automatically enters the amount in this field, but you can change it.
Fee Date	System date, which is used as the effective and transaction dates when the transaction is created in Accounts Receivable. Display only.
Authorized	Banner ID of the current user, which will be associated with the transaction when the transaction is created in Accounts Receivable. It is also the user ID of the cashier session in which the transaction will be recorded. Display only.

Compliance Print Type Rules (SMACPRT) page

Updated: August 27, 2020

Use the Compliance Print Type Rules (SMACPRT) page to define what information you want to appear in printed output. You must define each compliance print type separately.

This page includes the following windows:

- Main window.
- Program Print Information window.
- Program Restrictions window.
- Area Options Overview window.
- Area Print Information window.
- Area Restrictions window.
- Area Group Attachment window.
- Area Detail Attachment window.
- Area Detail Rule Attachments window.
- Area Rule Additional Information window.

- Group Print Information window.
- Group Restrictions window.
- Group Detail Attachment window.
- Group Detail Rule Attachments window.
- Group Rule Additional Information window.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the General Information block.

Key block

Updated: August 27, 2020

Use this section to specify the compliance type for which you want to define compliance output.

Fields	Descriptions
Compliance Type	Code of the compliance type. Select the **Search** button for this field to display the Option List. List Compliance Type Validation (STVCPRT) Count Hits Existing Compliance Types (STVCPRT)

General Information block

Updated: August 27, 2020

Use this section to define the general output information for the compliance type specified in the Key block.

Fields	Descriptions
Advisor	Specify whether the name of the student's current advisor is to be printed.

Fields	Descriptions
	Valid values are `Print Name` (default) and `Do Not Print`. The advisor name comes from the Multiple Advisors (SGAADVR) page. The advisor name, if printed, appears in the Compliance Summary section on the first physical page of each logical page.
Originator Code	Specify which originator code information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. Originator code information comes from the **Origin Code** field on the Compliance Request Management (SMARQCM) page. If the originator code is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Originator ID	Specify whether the originator ID information is to be printed. Valid values are `Print Name` (default) and `Do Not Print`. Originator ID information comes from the **Origin ID** field on SMARQCM. If the originator ID is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Program	Specify which program information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. Program information comes from the **Program** field in the Compliance Curriculum window on SMARQCM. If program information is printed, it appears in the Compliance

Fields	Descriptions
	Summary section on the first physical page of each logical page.
Level	Specify which level information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. Level information comes from the **Level** field in the Compliance Curriculum window on SMARQCM. If level information is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Campus	Specify which campus information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. Campus information comes from the **Campus** field in the Compliance Curriculum window on SMARQCM. If campus information is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
College	Specify which college information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. College information comes from the **College** field in the Compliance Curriculum window on SMARQCM. If college information is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Degree	Specify which degree information is to be printed.

Fields	Descriptions
	Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. Degree information comes from the **Degree** field in the Compliance Curriculum window on SMARQCM. If degree information is printed, it appears in the Compliance Summary section on the first physical page of each logical page.
Evaluation Term	Specify which evaluation term information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. The evaluation term information is specified in the **Evaluation Term** field on SMARQCM. If evaluation term is printed, it appears in the running, two-column information on the first physical page of each logical page.
Curriculum Source	Specify whether curriculum source information is to be printed. Valid values are `Print Source` (default) and `Do Not Print`. Curriculum source information comes from the **Source** field in the Compliance Curriculum window on SMARQCM. If the curriculum source is printed, it appears in the running two-column information on the first page of logical page 1.
Curriculum Details	Specify which curriculum detail information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. Curriculum detail information comes from the **Major**, **Department**, **Concentration**, and **Minor** fields for the first major in the

Fields	Descriptions
	Compliance Curriculum window on SMARQCM. If curriculum detail information is printed, it appears in the running, two-column information on logical page 1.
Additional Curriculum Detail	Specify which additional curriculum detail information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. Additional curriculum detail information comes from the **Major**, **Department**, **Concentration**, and **Minor** fields for the second major in the Additional Curriculum window on SMARQCM. If additional curriculum detail information is printed, it appears in the running, two-column information on logical page 1.
Admit Term	Specify whether admit term information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. Admit term information comes from one of the following: • The intended entry term on the Recruit Prospect Information (SRARECR) page if the source of the curriculum information of the compliance request was a recruiting record • The entry term on the Admissions Application (SAADMS) page if the source of the curriculum information of the compliance request was an admissions application • The admit term on the General Student (SGASTDN) page for the matching curriculum if the source of the compliance request was a general student record If the source of a compliance request is `History` or `User`, no

Fields	Descriptions
	admit term is printed even if this option is selected because no admit term can be derived from these sources. If admit term information is printed, it appears in the running, two-column information on logical page 1.
Expected Graduation Date	Specify which expected graduation date detail information is to be printed. Valid values are `Print Date` (default) and `Do Not Print`. Expected graduation date information comes from the one of the following: • The **Expected Graduation Date** field in Academic and Graduation Status, Dual Degree window of the SGASTDN if the source of the compliance request was a student record • The **Graduation Date** field as displayed on the Degree and Formal Awards (SHADEGR) page if the source of the compliance request was a degree record If the source of the curriculum information was a recruiting or admissions record, if the curriculum information was another request, or if the curriculum information was directly entered, no expected graduation date is printed because no date can be derived from these sources. If expected graduation date information is printed, it appears in the running, two-column information on logical page 1.
Degree/Graduation Status	Specify which degree status information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. If the source of the compliance request was a degree record, degree status detail information comes from **Outcome Status**

Fields	Descriptions
	field on SHADEGR. If the source of the curriculum information was anything other than a degree record, no degree status is printed because no status can be derived from other sources. If degree status information is printed, it appears in the running, two-column information on logical page 1.
Current Class	Specify which student classification information is to be printed. Valid values are `Print Code/Desc` (default), `Print Code`, `Print Desc` and `Do Not Print`. Student classification information is calculated based on the student's completed work in academic history. If student classification information is printed, it appears in the running, two-column information on logical page 1.
Print General/ Summary Page	Check box used to indicate whether the General/Summary logical page is to be printed. The general/summary page includes program, area, and group general requirements, non-course requirements, restrictions, and so on. If the check box is cleared, the page is not printed regardless of the options selected for individual print items that can appear on the page.
Print In-Progress Course	Check box used to indicate whether in-progress course information is to be printed. Whether or not in-progress courses are used for a compliance evaluation is based on selections made when the compliance request is entered on SMARQCM. The source (`History`,

Fields	Descriptions
	Transfer, In-Progress, or Planned) is indicated in all compliance output (online and hardcopy). This check box does not control how in-progress courses are used in compliance evaluations. It only controls whether in-progress courses are printed in a separate section of the hardcopy output. If in-progress course information is printed, it appears in the running, two-column information on logical page 3.
Print Planned Course	Check box used to indicate whether planned course information is to be printed. Planned courses are maintained for a compliance request on SMARQCM. The source (History, Transfer, In-Progress, or Planned) is indicated in all compliance output (online and hardcopy). This check box does not control how planned courses are used in compliance evaluations. It only controls whether planned courses are printed in a separate section of the hardcopy output. If planned course information is printed, it appears in the running, two-column information on logical page 3.
Print Rejected Course	Check box used to indicate whether rejected course information is to be printed. This check box does not control how rejected courses are used in compliance evaluations. It only controls whether rejected courses are printed in a separate section of the hardcopy output. If rejected course information is printed, it appears in the running, two-column information on logical page 3.
Print Detail Attachment Page	Check box used to indicate whether the Detail Attachment logical page is to be printed. The Detail Attachment page includes:

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td></td><td>Selected area or group text
Information about area and group course/attribute detail attachments and any course/attribute detail rules
Courses that fulfill course/attribute detail requirements and rules
If the check box is cleared, the page is not printed regardless of the options selected for individual print items that can appear on the page.</td></tr>
<tr><td>Print Unused Course</td><td>Check box used to indicate whether unused course information is to be printed.

This check box does not control how courses can or cannot be used in compliance evaluations. It only controls whether unused courses are printed in a separate section of the hardcopy output.

If unused course information is printed, it appears in the running, two-column information on logical page 3.</td></tr>
<tr><td>Print Message/ Disclaimers</td><td>Check box used to indicate whether messages and disclaimers are to be printed.

If messages and disclaimers are printed, they appear in the running, two-column information on logical page 3.

No message/disclaimer tables or forms are delivered yet, and the functionality associated with this check box is not currently available.

You can build your rules as appropriate so that when messages and disclaimers are provided, the rules governing their use will be in place.</td></tr>
<tr><td>Print In-Progress, Planned, Rejected, Unused Courses and</td><td>Check box used to indicate whether the Other Information logical page is to be printed.</td></tr>
</table>

Fields	Descriptions
Disclaimers Page	The Other Information page includes the details of in-progress courses, planned courses, rejected courses, unused courses, and messages/disclaimers. Planned and in-progress courses also appear in the Course/ Attribute Detail page if they have been used to fulfill requirements. If the check box is cleared, the page is not printed regardless of the options selected for individual print items that can appear on the page.

Program Print Information window

Updated: August 27, 2020

Use the Program Print Information window to enter print rules for program information for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows: • `Print Req Met/Not Met` – Always print regardless of whether the program's requirements are met or not met • `Print Req Met` – Print only when the program's requirements are met • `Print Req Not Met` – Print only when the program's requirements are not met • `Do Not Print` – Do not print	
Program Met General Requirements	Check box used to indicate whether program general requirements should be printed if all program requirements have been fulfilled. If program general requirements that have been met are printed, they appear in the

Fields	Descriptions
	running, two-column information on logical page 1.
Program Not Met General Requirements	Select the conditions under which program general requirements that have not been met should be printed. Valid values are `Print Req Met/Not Met` (default), `Print Req Met, Print Req Not Met` and `Do Not Print.`
Program Met Non-Course Requirements	Check box used to indicate whether program non-course requirements should be printed if all program requirements have been fulfilled. If program non-course requirements are printed, they appear in the running, two-column information on logical page 1.
Program Not Met Non-Course Requirements	Select the conditions under which program non-course requirements should be printed. Valid values are `Print Req Met/Not Met` (default), `Print Req Met, Print Req Not Met` and `Do Not Print.`
Program Met Required Attributes	Check box used to indicate whether program required attributes should be printed if all program requirements have been fulfilled. If program required attributes are printed, they appear in the running, two-column information on logical page 1.
Program Not Met Required Attributes	Select the conditions under which program

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td></td><td>required attributes should be printed.

Valid values are <code>Print Req Met/Not Met</code> (default), <code>Print Req Met, Print Req Not Met</code> and <code>Do Not Print.</code></td></tr>
<tr><td colspan="2">For the following fields, the values in the pull-down lists are defined as follows:
<code>Print Program Met/Not Met</code> – Always print regardless of whether the program's requirements are met or not met
<code>Print Program Met</code> – Print only when the program's requirements are met
<code>Print Program Not Met</code> – Print only when the program's requirements are not met
<code>Do Not Print</code> – Do not print</td></tr>
<tr><td>Additional Course Levels to Include/ Exclude</td><td>Specify the conditions under which program additional levels should be printed.

Valid values are <code>Print Program Met/ Not Met</code> (default), <code>Print Program Met, Print Program Not Met</code> and <code>Do Not Print.</code>

If program additional levels are printed, they appear in the running, two-column information on logical page 1.</td></tr>
<tr><td>Program Text</td><td>Specify the conditions under which program text should be printed.

Valid values are <code>Print Program Met/ Not Met</code> (default), <code>Print Program Met, Print Program Not Met</code> and <code>Do Not Print.</code></td></tr>
</table>

Fields	Descriptions
	If program text is printed, it appears in the running, two-column information on logical page 1.
Type Met	Compliance print type associated with program text for met program requirements. Any lines of program text entered on the Program Requirements (SMAPROG) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with program text for unmet program requirements. Any lines of program text entered on SMAPROG that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Program Restrictions window

Updated: August 27, 2020

Use the Program Restrictions window to enter print rules for program restrictions for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows: • `Print Program Met/Not Met` – Always print regardless of whether the program's requirements are met or not met • `Print Program Met` – Print only when the program's requirements are met • `Print Program Not Met` – Print only when the program's requirements are not met • `Do Not Print` – Do not print	
Restricted Course/Attribute Detail	Select the conditions under which program restricted course/attribute detail should be printed. Valid values are `Print Program Met/Not Met` (default), `Print Program Met, Print Program Not Met` and `Do Not Print.` If program restricted course/attribute detail is printed, it appears in the running, two-column information on logical page 1.
Restricted Course/Attribute Text	Select the conditions under which program restricted course/attribute text should be printed. Valid values are `Print Program Met/Not Met` (default), `Print Program Met, Print Program Not Met` and `Do`

Fields	Descriptions
	`Not Print.` If program restricted course/attribute text is printed, it appears in the running, two-column information on logical page 1.
Type Met	Compliance print type associated with restricted course/attribute text for met program requirements. Any lines of restricted course/attribute text entered on the Program Requirements (SMAPROG) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with restricted course/attribute text for unmet program requirements. Any lines of restricted course/attribute text entered on SMAPROG that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Restricted Grades Details	Select the conditions under which program

Fields	Descriptions
	restricted grade detail should be printed. Valid values are `Print Program Met/ Not Met` (default), `Print Program Met, Print Program Not Met` and `Do Not Print.` If program restricted grade detail is printed, it appears in the running, two-column information on logical page 1.
Restricted Grades Text	Select the conditions under which program restricted grade text should be printed. Valid values are `Print Program Met/ Not Met` (default), `Print Program Met, Print Program Not Met` and `Do Not Print.` If program restricted grade text is printed, it appears in the running, two-column information on logical page 1.
Type Met	Compliance print type associated with restricted grade text for met program requirements. Any lines of restricted grade text entered on SMAPROG that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with

Fields	Descriptions
	restricted grade text for unmet program requirements. Any lines of restricted grade text entered on SMAPROG that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Area Options Overview window

Updated: August 27, 2020

Use the Area Options Overview window to enter print rules for program and area information for the compliance type entered in the key block of the main window.

Fields	Descriptions
Used Areas	Check box used to indicate that a summary of the program's used areas should be printed. If used area information is printed, it appears in the running, two-column information on logical page 1.
Eliminated Areas	Check box used to indicate that a summary of the program's eliminated areas should be printed. Areas are eliminated in the following circumstances: • Area's general requirements are

Fields	Descriptions
	inactive • A dynamic area is attached to a non-captive program and none of the area's qualifiers match the student's characteristics If eliminated area information is printed, it appears in the running, two-column information on logical page 3.

Area Print Information window

Updated: August 27, 2020

Use the Area Print Information window to enter print rules for area information for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows: • `Print Req Met/Not Met` – Always print regardless of whether the area's requirements are met or not met • `Print Req Met` – Print only when the area's requirements are met • `Print Req Not Met` – Print only when the area's requirements are not met • `Do Not Print` – Do not print	
Area Met General Requirements	Check box used to indicate whether area general requirements should be printed if all area requirements have been fulfilled. If met area general requirements are printed, they appear in the running, two-column information on logical page 1.

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td>Area Not Met General Requirements</td><td>Select the conditions under which area general requirements should be printed.

Valid values are <code>Print Req Met/Not Met</code> (default), <code>Print Req Met</code>, <code>Print Req Not Met</code> and <code>Do Not Print</code>.</td></tr>
<tr><td colspan="2">For the following fields, the values in the pull-down lists are defined as follows:

• <code>Print Area Met/Not Met</code> – Always print regardless of whether the area's requirements are met or not met
• <code>Print Area Met</code> – Print only when the area's requirements are met
• <code>Print Area Not Met</code> – Print only when the area's requirements are not met
• <code>Do Not Print</code> – Do not print</td></tr>
<tr><td>Additional Course Levels to Include/ Exclude</td><td>Specify the conditions under which area additional levels should be printed.

Valid values are <code>Print Area Met/Not Met</code> (default), <code>Print Area Met</code>, <code>Print Area Not Met</code> and <code>Do Not Print</code>.

If area additional levels are printed, they appear in the running, two-column information on logical page 1.</td></tr>
<tr><td>Area Text</td><td>Specify the conditions under which area text should be printed.

Valid values are <code>Print Area Met/Not Met</code> (default), <code>Print Area Met</code>, <code>Print Area Not Met</code> and <code>Do Not Print</code>.

If area text is printed, it appears in the running, two-column information on logical page 1.</td></tr>
</table>

Fields	Descriptions
Type Met	Compliance print type associated with area text for met area requirements. Any lines of area text entered on the Area Requirements (SMAAREA) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with area text for unmet area requirements. Any lines of area text entered on SMAAREA that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Area Restrictions window

Updated: August 27, 2020

Use the Area Restrictions window to enter print rules for area restrictions for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows:	

Fields	Descriptions
	• `Print Area Met/Not Met` – Always print regardless of whether the area's requirements are met or not met • `Print Area Met` – Print only when the area's requirements are met • `Print Area Not Met` – Print only when the area's requirements are not met • `Do Not Print` – Do not print
Restricted Course/Attribute Detail	Select the conditions under which area restricted course/attribute detail should be printed. Valid values are `Print Area Met/Not Met` (default), `Print Area Met, Print Area Not Met` and `Do Not Print.` If area restricted course/attribute detail is printed, it appears in the running, two-column information on logical page 1.
Restricted Course/Attribute Text	Select the conditions under which area restricted course/attribute text should be printed. Valid values are `Print Area Met/Not Met` (default), `Print Area Met, Print Area Not Met` and `Do Not Print.` If area restricted course/attribute text is printed, it appears in the running, two-column information on logical page 1.
Type Met	Compliance print type associated with restricted course/attribute text for met area requirements. Any lines of restricted course/attribute text

Fields	Descriptions
	entered on the Area Requirements (SMAAREA) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with restricted course/attribute text for unmet area requirements. Any lines of restricted course/attribute text entered on SMAAREA that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Restricted Grade Detail	Select the conditions under which area restricted grade detail should be printed. Valid values are `Print Area Met/Not Met` (default), `Print Area Met`, `Print Area Not Met` and `Do Not Print`. If area restricted grade detail is printed, it appears in the running, two-column information on logical page 1.
Restricted Grade Text	Select the conditions under which area

Fields	Descriptions
	restricted grade text should be printed. Valid values are `Print Area Met/Not Met` (default), `Print Area Met`, `Print Area Not Met` and `Do Not Print`. If area restricted grade text is printed, it appears in the running, two-column information on logical page 1.
Type Met	Compliance print type associated with restricted grade text for met area requirements. Any lines of restricted grade text entered on SMAAREA that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with restricted grade text for unmet area requirements. Any lines of restricted grade text entered on SMAAREA that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation

Fields	Descriptions
	(STVPRNT)

Area Group Attachment window

Updated: August 27, 2020

Use the Area Group Attachment window to enter print rules for area group attachments for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows: • `Print Area Met/Not Met` – Always print regardless of whether the area's requirements are met or not met • `Print Area Met` – Print only when the area's requirements are met • `Print Area Not Met` – Print only when the area's requirements are not met • `Do Not Print` – Do not print	
Group	Select the conditions under which area group attachments should be printed. Valid values are `Print Area Met/Not Met` (default), `Print Area Met, Print Area Not Met` and `Do Not Print.` If area group attachments are printed, they appear in the running, two-column information on logical page 1.
Rule	Select the conditions under which area attachment rules should be printed. Valid values are `Print Area Met/Not Met` (default), `Print Area Met, Print`

Fields	Descriptions
	Area Not Met and Do Not Print. If area group attachment rules are printed, they appear in the running, two-column information on logical page 1.
Rule Text	Select the conditions under which group rule text should be printed. Valid values are Print Area Met/Not Met (default), Print Area Met, Print Area Not Met and Do Not Print. If group rule text is printed, it appears in the running, two-column information on logical page 1.
Text Type	Compliance print type associated with group rule text. Any lines of group rule text entered on the Area Requirements (SMAAREA) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Rule Conditions	Check box used to indicate that print rule condition for a group rule attachment should be printed. If group rule conditions are printed, they

Fields	Descriptions
	appear in the running, two-column information on logical page 1.

Area Detail Attachment window

Updated: August 27, 2020

Use the Area Detail Attachment window to enter print rules for area course/attribute detail attachment information for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows: • `Print Area Met/Not Met` – Always print regardless of whether the area's requirements are met or not met • `Print Area Met` – Print only when the area's requirements are met • `Print Area Not Met` – Print only when the area's requirements are not met • `Do Not Print` – Do not print	
Requirement Met Detail Requirement	Check box used to indicate whether detail requirement information should be printed if all area requirements have been fulfilled. If met detail requirement information is printed, it appears in the running, two-column information on logical page 2.
Requirement Not Met Detail Requirement	Select the conditions under which detail requirement information should be printed. Valid values are `Print Area Met/Not Met` (default), `Print Area Met`, `Print Area Not Met` and `Do Not Print`.

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td colspan="2">For the following fields, the values in the pull-down lists are defined as follows:

• <code>Print Detail Met/Not Met</code> – Always print regardless of whether the detail requirements are met or not met
• <code>Print Detail Met</code> – Print only when the detail requirements are met
• <code>Print Detail Not Met</code> – Print only when the detail requirements are not met
• <code>Do Not Print</code> – Do not print</td></tr>
<tr><td>Additional Course Levels to Include/ Exclude</td><td>Select the conditions under which additional course level information should be printed.

Valid values are <code>Print Detail Met/Not Met</code> (default), <code>Print Detail Met</code>, <code>Print Detail Not Met</code> and <code>Do Not Print</code>.

If the Requirement Met Detail Requirement check box is cleared, no additional course level information is printed even if this option is selected.

If additional course level information is printed, it appears in the running, two-column information on logical page 2.</td></tr>
<tr><td>Text</td><td>Select the conditions under which detail text should be printed for met detail requirements.

Valid values are <code>Print Detail Met/Not Met</code> (default), <code>Print Detail Met</code>, <code>Print Detail Not Met</code> and <code>Do Not Print</code>.

If the Requirement Met Detail</td></tr>
</table>

Fields	Descriptions
	Requirement check box is cleared, no detail text is printed even if this option is selected. If detail text is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with detail text for met detail requirements. Any lines of detail text entered on the Area Requirements (SMAAREA) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with detail text for unmet detail requirements. Any lines of detail text entered on SMAAREA that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Exclusions	Select the conditions under which exclusions (that is, courses/attributes that

Fields	Descriptions
	cannot fulfill the detail requirement) should be printed. Valid values are `Print Detail Met/Not Met` (default), `Print Detail Met`, `Print Detail Not Met` and `Do Not Print`. If the **Requirement Met Detail Requirement** check box is cleared, no exclusions are printed even if this option is selected. If exclusions are printed, they appear in the running, two-column information on logical page 2.
Satisfied by	Select the conditions under which courses that satisfy area detail requirements should be printed. Valid values are `Print Detail Met/Not Met` (default), `Print Detail Met`, `Print Detail Not Met` and `Do Not Print`. If the **Requirement Met Detail Requirement** check box is cleared, no information about courses that satisfy area detail requirements is printed even if this option is selected. If information about courses that satisfy area detail is printed, it appears in the running, two-column information on logical page 2.

Area Detail Rule Attachments window

Updated: August 27, 2020

Use the Area Detail Rule Attachments window to enter print rules for area detail rule attachment information for the compliance type entered in the key block of the main window.

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td colspan="2">For the following fields, the values in the pull-down lists are defined as follows:
<code>Print Rule Met/Not Met</code> – Always print regardless of whether the rule requirements are met or not met
<code>Print Rule Met</code> – Print only when the rule requirements are met
<code>Print Rule Not Met</code> – Print only when the rule requirements are not met
<code>Do Not Print</code> – Do not print</td></tr>
<tr><td>Rule Met

Rule Code/Description</td><td>Select the conditions under which rule information should be printed for met rule requirements.

Valid values are <code>Print Rule Met/Not Met</code> (default), <code>Print Rule Met, Print Rule Not Met</code> and <code>Do Not Print.</code>

If rule information is printed, it appears in the running, two-column information on logical page 2.</td></tr>
<tr><td>Rule Not Met

Rule Code/Description</td><td>Select the conditions under which rule information should be printed for unmet rule requirements.

Valid values are <code>Print Rule Met/Not Met</code> (default), <code>Print Rule Met, Print Rule Not Met</code> and <code>Do Not Print.</code>

If rule information is printed, it appears in</td></tr>
</table>

Fields	Descriptions
	the running, two-column information on logical page 2.
Rule Umbrella	Select the conditions under which area detail rule umbrella information should be printed for unmet rule requirements. Valid values are `Print Rule Met/Not Met` (default), `Print Rule Met`, `Print Rule Not Met` and `Do Not Print`. If area detail rule umbrella information is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with rule text for met rule requirements. Any lines of rule text entered on the Area Requirements (SMAAREA) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT
Type Not Met	Compliance print type associated with rule text for unmet rule requirements. Any lines of rule text entered on SMAAREA that have the print code specified in this field will be printed.

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td></td><td>Select the Search button for this field to display the Compliance Print Code Validation (STVPRNT) list.

List Compliance Print Code Validation (STVPRNT</td></tr>
<tr><td colspan="2">For the following field, the values in the pull-down lists are defined as follows:
<code>Print Req Met/Not Met</code> – Always print regardless of whether the area's requirements are met or not met
<code>Print Req Met</code> – Print only when the area's requirements are met
<code>Print Req Not Met</code> – Print only when the area's requirements are not met
<code>Do Not Print</code> – Do not print</td></tr>
<tr><td>Rule Conditions/Detail</td><td>Select the conditions under which area detail rule condition and detail information should be printed.

Valid values are <code>Print Req Met/Not Met</code> (default), <code>Print Req Met, Print Req Not Met</code> and <code>Do Not Print.</code>

If area detail rule condition and detail information is printed, it appears in the running, two-column information on logical page 2.</td></tr>
</table>

Area Rule Additional Information window

Updated: August 27, 2020

Use the Area Rule Additional Information window to enter print rules for area rule additional information for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows: • `Print Detail Met/Not Met` – Always print regardless of whether the detail requirements are met or not met • `Print Detail Met` – Print only when the detail requirements are met • `Print Detail Not Met` – Print only when the detail requirements are not met • `Do Not Print` – Do not print	
Additional Levels	Select the conditions under which additional level information for area rule detail should be printed. Valid values are `Print Detail Met/Not Met` (default), `Print Detail Met`, `Print Detail Not Met` and `Do Not Print`. If additional level information is printed, it appears in the running, two-column information on logical page 2.
Exclusions	Select the conditions under which exclusions (that is, courses/attributes that cannot fulfill the detail rule requirement) should be printed. Valid values are `Print Detail Met/Not Met` (default), `Print Detail Met`, `Print Detail Not Met` and `Do Not Print`. If exclusions are printed, they appear in the running, two-column information on logical page 2.
Rule Detail Text	Select the conditions under which rule

Fields	Descriptions
	detail text should be printed for met detail requirements. Valid values are `Print Detail Met/Not Met` (default), `Print Detail Met`, `Print Detail Not Met` and `Do Not Print.` If rule detail text is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with rule detail text for met detail requirements. Any lines of rule detail text entered on the Area Requirements (SMAAREA) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with rule detail text for unmet detail requirements. Any lines of rule detail text entered on SMAAREA that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list.

Fields	Descriptions
	List Compliance Print Code Validation (STVPRNT)
Satisfied by	Check box used to indicate whether the way in which area course rule conditions were satisfied should be printed.

Group Print Information window

Updated: August 27, 2020

Use the Group Print Information window to enter print rules for group information for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows: • `Print Req Met/Not Met` – Always print regardless of whether the group's requirements are met or not met • `Print Req Met` – Print only when the group's requirements are met • `Print Req Not Met` – Print only when the group's requirements are not met • `Do Not Print` – Do not print	
Group Met General Requirements	Check box used to indicate whether group general requirements should be printed if all group requirements have been fulfilled. If met group general requirements are printed, they appear in the running, two-column information on logical page 1.
Group Not Met General Requirements	Select the conditions under which group general requirements should be printed. Valid values are `Print Req Met/Not`

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td></td><td><code>Met</code> (default), <code>Print Req Met, Print Req Not Met</code> and <code>Do Not Print.</code></td></tr>
<tr><td colspan="2">For the following fields, the values in the pull-down lists are defined as follows:
• <code>Print Req Met/Not Met</code> – Always print regardless of whether the group's requirements are met or not met
• <code>Print Req Met</code> – Print only when the group's requirements are met
• <code>Print Req Not Met</code> – Print only when the group's requirements are not met
• <code>Do Not Print</code> – Do not print</td></tr>
<tr><td>Additional Course Levels to Include/ Exclude</td><td>Specify the conditions under which group additional levels should be printed.

Valid values are <code>Print Req Met/Not Met</code> (default), <code>Print Req Met, Print Req Not Met</code> and <code>Do Not Print.</code>

If group additional levels are printed, they appear in the running, two-column information on logical page 1.</td></tr>
<tr><td>Area Text</td><td>Specify the conditions under which group text should be printed.

Valid values are <code>Print Req Met/Not Met</code> (default), <code>Print Req Met, Print Req Not Met</code> and <code>Do Not Print.</code>

If group text is printed, it appears in the running, two-column information on logical page 1.</td></tr>
<tr><td>Type Met</td><td>Compliance print type associated with group text for met group requirements.</td></tr>
</table>

Fields	Descriptions
	Any lines of group text entered on the Group Requirements (SMAGROP) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with group text for unmet group requirements. Any lines of group text entered on SMAGROP that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Group Restrictions window

Updated: August 27, 2020

Use the Group Restrictions window to enter print rules for group restrictions for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows: • `Print Group Met/Not Met` – Always print regardless of whether the group's	

Fields	Descriptions
	requirements are met or not met • `Print Group Met` – Print only when the group's requirements are met • `Print Group Not Met` – Print only when the group's requirements are not met • `Do Not Print` – Do not print
Restricted Course/Attribute Detail	Select the conditions under which group restricted course/attribute detail should be printed. Valid values are `Print Group Met/Not Met` (default), `Print Group Met`, `Print Group Not Met` and `Do Not Print`. If group restricted course/attribute detail is printed, it appears in the running, two-column information on logical page 1.
Restricted Course/Attribute Text	Select the conditions under which group restricted course/attribute text should be printed. Valid values are `Print Group Met/Not Met` (default), `Print Group Met`, `Print Group Not Met` and `Do Not Print`. If group restricted course/attribute text is printed, it appears in the running, two-column information on logical page 1.
Type Met	Compliance print type associated with restricted course/attribute text for met group requirements.

Fields	Descriptions
	Any lines of restricted course/attribute text entered on the Group Requirements (SMAGROP) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with restricted course/attribute text for unmet group requirements. Any lines of restricted course/attribute text entered on SMAGROP that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Restricted Grade Detail	Select the conditions under which group restricted grade detail should be printed. Valid values are `Print Group Met/Not Met` (default), `Print Group Met`, `Print Group Not Met` and `Do Not Print`. If group restricted grade detail is printed, it appears in the running, two-column

Fields	Descriptions
	information on logical page 1.
Restricted Grade Text	Select the conditions under which group restricted grade text should be printed. Valid values are `Print Group Met/Not Met` (default), `Print Group Met`, `Print Group Not Met` and `Do Not Print`. If group restricted grade text is printed, it appears in the running, two-column information on logical page 1.
Type Met	Compliance print type associated with restricted grade text for met group requirements. Any lines of restricted grade text entered on SMAGROP that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with restricted grade text for unmet group requirements. Any lines of restricted grade text entered on SMAAREA that have the print code specified in this field will be printed.

Fields	Descriptions
	Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Group Detail Attachment window

Updated: August 27, 2020

Use the Group Detail Attachment window to enter print rules for group course/attribute detail attachment information for the compliance type entered in the key block of the main window.

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td colspan="2">For the following fields, the values in the pull-down lists are defined as follows:
• <code>Print Req Met/Not Met</code> – Always print regardless of whether the group's requirements are met or not met
• <code>Print Req Met</code> – Print only when the group's requirements are met
• <code>Print Req Not Met</code> – Print only when the group's requirements are not met
• <code>Do Not Print</code> – Do not print</td></tr>
<tr><td>Group Met Detail Requirement</td><td>Check box used to indicate whether detail requirement information should be printed if all group requirements have been fulfilled.

If met detail requirement information is printed, it appears in the running, two-column information on logical page 2.</td></tr>
<tr><td>Group Not Met Detail Requirement</td><td>Select the conditions under which detail requirement information should be printed.</td></tr>
</table>

Fields	Descriptions
	Valid values are `Print Req Met/Not Met` (default), `Print Req Met`, `Print Req Not Met` and `Do Not Print`.
Additional Course Levels to Include/ Exclude	Select the conditions under which additional course level information should be printed. Valid values are `Print Req Met/Not Met` (default), `Print Req Met`, `Print Req Not Met` and `Do Not Print`. If the **Group Met Detail Requirement** check box is cleared, no additional course level information is printed even if this option is selected. If additional course level information is printed, it appears in the running, two-column information on logical page 2.
Text	Select the conditions under which detail text should be printed for met detail requirements. Valid values are `Print Req Met/Not Met` (default), `Print Req Met`, `Print Req Not Met` and `Do Not Print`. If the **Group Met Detail Requirement** check box is cleared, no detail text is printed even if this option is selected. If detail text is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with

Fields	Descriptions
	detail text for met detail requirements. Any lines of detail text entered on the Group Requirements (SMAGROP) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with detail text for unmet detail requirements. Any lines of detail text entered on SMAGROP that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Exclusions	Select the conditions under which exclusions (that is, courses/attributes that cannot fulfill the detail requirement) should be printed. Valid values are `Print Req Met/Not Met` (default), `Print Req Met, Print Req Not Met` and `Do Not Print.` If the **Group Met Detail Requirement** check

Fields	Descriptions
	box is cleared, no exclusions are printed even if this option is selected. If exclusions are printed, they appear in the running, two-column information on logical page 2.
Satisfied by	Select the conditions under which courses that satisfy group detail requirements should be printed. Valid values are `Print Req Met/Not Met` (default), `Print Req Met`, `Print Req Not Met` and `Do Not Print`. If the **Group Met Detail Requirement** check box is cleared, no information about courses that satisfy group detail requirements is printed even if this option is selected. If information about courses that satisfy group detail is printed, it appears in the running, two-column information on logical page 2.

Group Detail Rule Attachments window

Updated: August 27, 2020

Use the Group Detail Rule Attachments window to enter print rules for group detail rule attachment information for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows:	

Fields	Descriptions
	• Print Rule Met/Not Met – Always print regardless of whether the rule requirements are met or not met • Print Rule Met – Print only when the rule requirements are met • Print Rule Not Met – Print only when the rule requirements are not met • Do Not Print – Do not print
Rule Met Rule Code/ Description	Select the conditions under which rule information should be printed for met rule requirements. Valid values are Print Rule Met/Not Met (default), Print Rule Met, Print Rule Not Met and Do Not Print. If rule information is printed, it appears in the running, two-column information on logical page 2.
Rule Not Met Rule Code/ Description	Select the conditions under which rule information should be printed for unmet rule requirements. Valid values are Print Rule Met/Not Met (default), Print Rule Met, Print Rule Not Met and Do Not Print. If rule information is printed, it appears in the running, two-column information on logical page 2.
For the following field, the values in the pull-down lists are defined as follows: • Print Req Met/Not Met – Always print regardless of whether the group's requirements are met or not met • Print Req Met – Print only when the group's requirements are met • Print Req Not Met – Print only when the group's requirements are not met • Do Not Print – Do not print	
Rule Umbrella	Select the conditions under which group detail rule umbrella

Fields	Descriptions
	information should be printed for unmet rule requirements. Valid values are `Print Req Met/Not Met` (default), `Print Req Met, Print Req Not Met` and `Do Not Print.` If group detail rule umbrella information is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with rule text for met rule requirements. Any lines of rule text entered on the Group Requirements (SMAGROP) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT
Type Not Met	Compliance print type associated with rule text for unmet rule requirements. Any lines of rule text entered on SMAGROP that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT
Rule Conditions/ Detail	Select the conditions under which group detail rule condition and detail information should be printed. Valid values are `Print Req Met/Not Met` (default), `Print Req Met, Print Req Not Met` and `Do Not Print.` If group detail rule condition and detail information is printed, it

Fields	Descriptions
	appears in the running, two-column information on logical page 2.

Group Rule Additional Information window

Updated: August 27, 2020

Use the Group Rule Additional Information window to enter print rules for group rule additional information for the compliance type entered in the key block of the main window.

Fields	Descriptions
For the following fields, the values in the pull-down lists are defined as follows: • `Print Req Met/Not Met` – Always print regardless of whether the detail requirements are met or not met • `Print Req Met` – Print only when the detail requirements are met • `Print Req Not Met` – Print only when the detail requirements are not met • `Do Not Print` – Do not print	
Additional Levels	Select the conditions under which additional level information for group rule detail should be printed. Valid values are `Print Req Met/Not Met` (default), `Print Req Met, Print Req Not Met` and `Do Not Print.` If additional level information is printed, it appears in the running, two-column information on logical page 2.
Exclusions	Select the conditions under which exclusions (that is, courses/attributes that cannot fulfill the detail rule requirement) should be printed.

Fields	Descriptions
	Valid values are `Print Req Met/Not Met` (default), `Print Req Met, Print Req Not Met` and `Do Not Print.` If exclusions are printed, they appear in the running, two-column information on logical page 2.
Rule Detail Text	Select the conditions under which rule detail text should be printed for met detail requirements. Valid values are `Print Req Met/Not Met` (default), `Print Req Met, Print Req Not Met` and `Do Not Print.` If rule detail text is printed, it appears in the running, two-column information on logical page 2.
Type Met	Compliance print type associated with rule detail text for met detail requirements. Any lines of rule detail text entered on the Group Requirements (SMAGROP) page that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Type Not Met	Compliance print type associated with rule detail text for unmet detail requirements.

Fields	Descriptions
	Any lines of rule detail text entered on SMAGROP that have the print code specified in this field will be printed. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Satisfied by	Check box used to indicate whether the way in which group course rule conditions were satisfied should be printed.

Compliance Default Parameters (SMADFLT) page

Updated: August 27, 2020

Use the Compliance Default Parameters (SMADFLT) page to define default values to be used when compliance requests are created.

Compliance requests can be generated in the following ways:

- By staff using the Compliance Request Management (SMARQCM) page
- By staff using the Batch Compliance Process (SMRBCMP)
- By students, faculty members, or advisors using the Web

A system-required compliance default code is delivered for each of these, and you can define defaults that you want the system to automatically insert into pertinent fields. When a compliance request is generated using SMARQCM, the defaulted values can be changed as necessary.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the Compliance Request Default Parameters block.

Key block

Updated: August 27, 2020

Use the key block to specify the default code for which you want to enter or display default values.

Fields	Descriptions
Default Code	Compliance default code associated with the defaults. Required. System-required values are `ONLINE`, `BATCH`, and `WEB`. Select the **Search** button for this field to display the Compliance Default Codes (STVDFLT) list. List Compliance Default Codes (STVDFLT)

Compliance Request Default Parameters block

Updated: August 27, 2020

Use this section to enter or display the default value definition of the default code specified in the key block.

Fields	Descriptions
Evaluation Term	Code of the evaluation term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Course Usage Order	Order in which courses/course attributes

Fields	Descriptions
	will be considered by the compliance process. `C` Chronological order by term, oldest first `T` Descending order by term (default) `G` Descending order by grade
Minimum Numeric Grade Value	Lowest numeric grade value allowed for courses/course attributes to be considered by the compliance process. The default value is `0`. List Numeric Value of Grades List
Apply Degree Courses Only	Check box used to indicate whether only courses and non-courses applied to a specific degree record should be considered by the compliance process. The default is cleared.
Update Applied Courses	Check box used to indicate whether courses and non-courses used by the compliance process to satisfy a requirement should be applied to the specific degree record associated with the compliance request. The default is cleared.
Use In-Progress Courses	Check box used to indicate whether the compliance process should select in-progress courses (ungraded courses in registration) and make them available to satisfy the requirements. If you want to use in-progress courses, the minimum and maximum in-progress terms must also be specified. The default is selected.
Create Unused Area Records	Check box used to indicate whether the compliance process should create output records for unused areas. The default is

Fields	Descriptions
	selected. Areas are unused by the compliance process if: • A dynamic area is attached to a non-captive program but discarded based on unmatched area qualifiers • The area is inactive • There are no requirements for an area
Create Unused Courses and Attributes	Check box used to indicate whether the compliance process should create output records for any unused courses or course attributes. The default is selected. Courses/attributes are unused by the compliance process if: • A course/attribute does not satisfy a detail requirement • The course/attribute is excluded or restricted by a restriction or specific exclusion
Create Rejection Records	Check box used to indicate whether the compliance process should create output records for any rejected courses or course attributes. The default is selected. Courses/attributes are rejected by the compliance process if they qualify under any kind of restriction or specific exclusion. A course/course attribute that is rejected will also be unused.
Create Course Select Report	Check box used to indicate whether the compliance process should create the Program Compliance Report (SMRCMPL)

Fields	Descriptions
	during compliance processing for this request. The default is cleared.
Advisor/Class Term	Code of the term to be used to select student classification and advisor information. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Minimum In-Progress Term	Code of the earliest term from which in-progress courses should be selected for consideration. The default is `000000` (beginning of time). Required. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Maximum In-Progress Term	Code of the latest term from which in-progress courses should be selected for consideration. The default is `999999` (end of time). Required. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Minimum Cutoff Term	Code of the earliest term from which any (in-progress, academic history, or transfer) courses should be selected for consideration. The default is `000000`

Fields	Descriptions
	(beginning of time). Required. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Maximum Cutoff Term	Code of the latest term from which any (in-progress, academic history, or transfer) courses should be selected for consideration. The default is `999999` (end of time). Required. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
User	Banner® ID of the user who created or modified the defaults. Display only.
Activity Date	Date the defaults were last modified. If the defaults have not been modified, the date on which the compliance default code was created is displayed. Display only.

Group Library (SMAGLIB) page

Updated: August 27, 2020

Use the Group Library (SMAGLIB) page to add a group to the group library for use in CAPP.

A group must be added to the library before its requirements can be defined on the Group Requirement (SMAGROP) page and it can be attached to areas on the Area Requirement (SMAAREA) page.

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td>Group</td><td>Code for the group. Required.</td></tr>
<tr><td>Description</td><td>Description of the group. Required.</td></tr>
<tr><td>Student Level</td><td>Student level associated with the group. Required.

Select the Search button for this field to display the Level Code Validation (STVLEVL) list.

List Level Code Validation (STVLEVL)</td></tr>
<tr><td>Course Level</td><td>'Native' course level of the group. Required.

Native level identifies the level of courses that will always be eligible to satisfy the group's detail requirements. Other course levels can also be included or excluded, but native level courses will always be eligible.

When a group whose course level does not match the program's course level is attached to a program, the system displays a warning message.

Select the Search button for this field to display the Level Code Validation (STVLEVL) list.

List Level Code Validation (STVLEVL)</td></tr>
<tr><td>Print Indicator</td><td>Indicates which items are to be printed on hardcopy output. Values in the pull-down list are the following:
<code>Print Everything</code>
<code>Print Only Gen Reqs</code>
<code>Print Gen Reqs and Text</code>
<code>Print Text Only</code>
<code>Print Nothing</code>
The option selected is used by the compliance Hardcopy Output</td></tr>
</table>

Fields	Descriptions
	(SMRCRLT) when printing hardcopy output which includes the area. The flags from the area library are used in conjunction with the rules for output defined on the Compliance Print Type Rules (SMACPRT) page. For example, if the print type rules specify to print area text, but the area library specifies `Print Nothing`, no area text is printed for the area. The print type rules control what area information is printed, subject to the additional control defined in the group library area.

Group Requirements (SMAGROP) page

Updated: August 27, 2020

Use the Group Requirements (SMAGROP) page to define a group's requirements.

Group general requirements apply only to the group. Many requirements and restrictions can be defined at the program, area, group, or detail level. A requirement or restriction placed at a higher level always controls everything below it. You can define a more restrictive rule at a lower level, but can never be less restrictive at a lower level.

This page includes the following windows:

- Main window.
- Default All Group Detail window.
- Default Group General Requirements window.
- Group Text window.
- Default Group Text window.
- Group Include/Exclude Course Levels window.
- Default Group Include/Exclude Course Levels window.
- Group Restricted Subjects/Attributes window.
- Default Group Restricted Subjects/Attributes window.

- Group Restricted Subject/Attribute Text window.
- Group Restricted Grades window.
- Default Group Restricted Grades window.
- Group Restricted Grade Text window.
- Group Course/Attribute Attachment window.
- Default Group Course/Attribute Attachment window.
- Group Course/Attribute Attachment Text window.
- Group Course/Attribute Attachment Exclusions window.
- Group Course/Attribute Attachment Levels to Include/Exclude window.
- Group Course/Attribute Attachment Rules window.
- Group Course/Attribute Attachment Rule Text window.

Main window

Updated: August 27, 2020

This window is composed of the key block and the General Requirements section.

Key block

Updated: August 27, 2020

Use this section to specify the group and term for which you want to enter or display group requirements.

Fields	Descriptions
Group	Code for the group. Required. If you enter an area code that is not defined on the Group Library (SMAGLIB) page, the system displays a message with an option that opens SMAGLIB so that the group can be added. When you enter a valid group code, the student level and course level associated with the area on SMAALIB are automatically

Fields	Descriptions
	displayed. Select the **Search** button for this field to display the Option List. List Group Library (SMAGLIB) page Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Group** field. Display only.
Term	Effective term for which group requirements are to be viewed or maintained. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List
Catalog	Code of the academic year with which the term is associated. Display only.
Student Level	Student level associated with the group. Display only.
Course Level	Course level associated with the group. Display only.

General Requirements section

Updated: August 27, 2020

Use this section to enter or display general requirements for the program and term specified in the key block.

Fields	Descriptions
From Term	First term in which this set of group general requirements is in effect. Display only. If you are defining area general requirements for the first time, the value defaults to the term entered in the key block.

Fields	Descriptions
To Term	Last term in which this set of group general requirements is in effect. Display only. If you are defining area general requirements for the first time, the value defaults to term code `999999` (the end of time).
Active/Inactive	Option group to indicate whether the group is active or inactive for the term range. The default is `Inactive`. When a group is inactive, it cannot be used for compliance. If a user attempts to perform compliance for an inactive group, an error message is displayed.
Total Required Credits	Minimum total number of credits needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the group's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system

Fields	Descriptions
	should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.).
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the group's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance [SHAGRDE] page) needed to satisfy the group's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional Courses	Minimum number of credits/courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the group's requirements.
Maximum Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the group's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the group's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the group's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the group's requirements.
Compliance Credits	Number of credits to be applied towards the program's minimum credit requirement for the area. Use this field to override the actual number of credits that would normally be accumulated by the area to the program. For example, you might need to define a group to use within a graduate program to verify that a student has completed specific undergraduate requirements. To satisfy the program, the student must complete the undergraduate work, but the undergraduate credits/courses (which are entered in the **Compliance Courses** field) do not accumulate toward the graduate program's minimum required credits/courses. To achieve this, you could define the undergraduate requirements as a group with zero compliance credits/courses, and then the work would not accumulate toward the program.
Compliance Courses	Number of courses to be applied towards the program's minimum course requirement for the area. Use this field to override the actual number of courses that would normally be accumulated by the area to the program. An example is provided in the description of the **Compliance Credits** field.
Default Within Indicator	Check box used to indicate whether the same course can be used to satisfy more than one detail requirement within the group.
Default Course Reuse	Default course reuse rule to be used by compliance. If a different reuse rule has been designated for a program to

Fields	Descriptions
	which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are `None`, `In`, `Out`, and `Both`. `None` is the default.
Default Attribute Reuse	Default attribute reuse rule to be used by compliance. If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are `None`, `In`, `Out`, and `Both`. `None` is the default.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the group's requirements. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Default Year Limit	Number of years old a course can be to satisfy the group's requirements. When a compliance request is processed, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. Example: The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers

Fields	Descriptions
	courses back to 200110, which is the first term in the academic year five years back from 2006.

Mouse	Keyboard	
Copy	Duplicate Record	Copies general requirements fr

Mouse	Keyboard

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Mouse	Keyboard

e r m r a n g e

Default All Group Detail window

Updated: August 27, 2020

Use the Default All Group Detail window to copy an existing group's requirements to the group specified in the key block of the main window.

Note: The new group must first be defined on the Group Library (SMAGLIB) page and cannot have any requirements defined for it.

Fields	Descriptions
Default From Group	Group from which to copy details. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.

Fields	Descriptions
Group Rules Term	Term from which to copy group details. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page
General Requirements	Check box used to indicate whether general requirements exist for the group/term being copied. If you do not want to copy general requirements to the group, clear this check box.
Group Text	Check box used to indicate whether group text exists for the group/term being copied. If you do not want to copy group text to the group, clear this check box.
Include/Exclude Additional Levels	Check box used to indicate whether additional levels exist for the group/term being copied. If you do not want to copy additional levels to the group, clear this check box.
Restricted Subjects/Attributes	Check box used to indicate whether restricted subjects and attributes exist for the group/term being copied. If you do not want to copy restricted subjects and attributes to the group, clear this check box.

Fields	Descriptions
Restricted Grades	Check box used to indicate whether restricted grades exist for the group/term being copied. If you do not want to copy restricted grades to the group, clear this check box.
Course Attachments	Check box used to indicate whether course attachments exist for the group/term being copied. If you do not want to copy course attachments to the group, clear this check box.

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies detail requirements to the group

Default Group General Requirements window

Updated: August 27, 2020

Use the Default Group General Requirements window to copy an existing group's general requirements to the group specified in the key block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy general requirements. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page

Fields	Descriptions
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy general requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies general requirements to the group

Group Text window

Updated: August 27, 2020

Use the Group Text window to enter or display text that describes the group specified in the key block of the main window and to indicate a print code that specifies how the text is used in compliance output.

Fields	Descriptions
From Term	First term in which this text is in effect. Display only.
To Term	Last term in which this text is in effect. Display only.
Text	Text associated with the group. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in

Fields	Descriptions
	the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the key block to the **To Term** field

Default Group Text window

Updated: August 27, 2020

Use the Default Group Text window to copy an existing group's text to the group specified in the key block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy group text. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy group text. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies text to the group

Group Include/Exclude Course Levels window

Updated: August 27, 2020

Use the Group Include/Exclude Course Levels window to enter or display course level inclusions or exclusion for the group specified in the Key block of the main window.

CAPP uses these instructions during compliance to determine which levels to use (other than courses taken at the native course level of the group) to satisfy the area requirements.

For included levels, you can also define:

- A minimum grade
- Maximum credits and maximum number of courses

Courses at excluded levels are not considered toward satisfying a group's requirements. Courses at included levels can satisfy group requirements and count toward the group's minimum credit requirements, but they are not used to calculate grade point averages within the group.

Fields	Descriptions
From Term	First term in which this set of inclusions/exclusions is in effect. Display only.
To Term	Last term in which this set of inclusions/exclusions is in effect. Display only.
Include/Exclude	Option group to specify whether the course level is to be included or excluded. Required.
Level	Code of the course level to be included or excluded. Required. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a valid value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the group's requirements. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy group requirements.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses from an included course level that can be used to satisfy group requirements.

Mouse	Keyboard	
Maintenance	Duplicate Record	Copies additional c

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Mouse	Keyboard	
		new effective term range
Maintenance	Duplicate Item	Copies the ter

Mouse	Keyboard

m code in the Key block to the **To Term** field

Default Group Include/Exclude Course Levels window

Updated: August 27, 2020

Use the Default Group Include/Exclude Course Levels window to copy an existing group's included/excluded course levels to the group specified in the key block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy included/ excluded course levels. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy included/ excluded course levels. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies additional course levels to the group

Group Restricted Subjects/Attributes window

Updated: March 20, 2025

Use the Group Restricted Subjects/Attributes window to enter or display subject or attribute restrictions for the group specified in the Key block of the main window.

These restriction prevent the subjects or attributes from being used to satisfy group requirements. Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects and attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

Fields	Descriptions
From Term	First term in which this set of restricted subjects/attributes is in effect. Display only.
To Term	Last term in which this set of restricted subjects/attributes is in effect. Display only.
Campus	Code of the campus associated with the restriction. Select the **Search** button for this field to display the Campus Code Validation (STVCAMP) list. List Campus Code Validation (STVCAMP)
College	Code of the college associated with the restriction. Select the **Search** button for this field to display the College Code Validation (STVCOLL) list. List College Code Validation (STVCOLL)
Department	Code of the department associated with the restriction. Select the **Search** button for this field to display the Department Code Validation (STVDEPT) list. List Department Code Validation (STVDEPT)

Fields	Descriptions
Subject	Code of the subject associated with the restriction. Select the **Search** button for this field to display the Subject Code Validation (STVSUBJ) list. List Subject Code Validation (STVSUBJ)
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Alias Low	The Course Alias Low is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Alias High	The Course Alias High is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Attribute	Code of the course attribute associated with the restriction. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.
Text	Check box used to indicate whether text has been associated with the selected restriction. Display only. Edit Group Restricted Subject/Attribute Text window

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Maintenance	Duplicate Record	Copies restri

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Mouse	Keyboard

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Maintenance	Duplicate Item	Copies the term code in the Key block to t

Mouse	Keyboard	
		he **To Term** field
Comments	Edit	Opens the Group Restrict

Mouse	Keyboard

edSubject/AttributeTextwindow

Default Group Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Default Group Restricted Subjects/Attributes window to copy an existing group's restricted subjects and attributes to the group specified in the key block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies restricted subjects/ attributes to the group

Group Restricted Subject/Attribute Text window

Updated: August 27, 2020

Use the Group Restricted Subject/Attribute Text window to enter or display descriptive information about the restriction selected in the Group Restricted Subjects/Attributes window.

This window is composed of the Display-Only section and the Information/Entry section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Information/Entry section

Updated: August 27, 2020

Use this section to enter text for the record displayed in the Display-Only section.

Fields	Descriptions
Text	Text associated with the restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Group Restricted Grades window

Updated: August 27, 2020

Use the Group Restricted Grades window to enter or display acceptable grades for the group specified in the key block of the main window.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance (SHAGRDE) page as the native course level for the group. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

Fields	Descriptions
From Term	First term in which this set of restricted grades is in effect. Display only.
To Term	Last term in which this set of restricted grades is in effect. Display only.
Grade	Code of the grade associated with this restriction. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy group requirements.
Connector	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy group requirements.
Text	Check box used to indicate whether text has been associated with the selected grade restriction. Display only. Edit Group Restricted Grade Text window

Mouse	Keyboard	
Maintenance	Duplicate Record	Copies restricted grades from a prior t

Mouse	Keyboard	
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opies the term code in the keyblock to th

Mouse	Keyboard	
		e **ToTerm** field
Comments	Edit	Opens the Group Restricte

Mouse	Keyboard

dGradeTextwindow

Default Group Restricted Grades window

Updated: August 27, 2020

Use the Default Group Restricted Grades window to copy an existing group's restricted grades to the group specified in the key block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy restricted grades. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry

Fields	Descriptions
	(SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy restricted grades. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies restricted grades to the group

Group Restricted Grade Text window

Updated: August 27, 2020

Use the Group Restricted Grade Text window to enter or display descriptive comments for the grade restriction selected in the Group Restricted Grades window.

Fields	Descriptions
From Term	First term in which this text is in effect. Display only.
Restricted Grade	Code of the restricted grade associated with this text. Display only.
To Term	Last term in which this text is in effect. Display only.
Text	Text associated with the grade restriction.

Fields	Descriptions
	There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Group Course/Attribute Attachment window

Updated: August 27, 2020

Use the Group Course/Attribute Attachment window to enter or display course/attribute detail attachments for the group specified in the key block of the main window.

Fields	Descriptions
From Term	First term in which this set of attachments is in effect. Display only.
To Term	Last term in which this set of attachments is in effect. Display only.
Data Exists Indicator	Indicator for whether data exists for the row. If so, an asterisk (*) is

Fields	Descriptions
(untitled)	displayed in this field. Display only.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Group Course/ Attribute Attachment Rules window. Edit Group Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the **Search** button for this field to display the Subject

Fields	Descriptions
	Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Alias Low	The Course Alias Low is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Alias High	The Course Alias High is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Use Catalog	Check box used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this check box is cleared, compliance attempts to meet this requirement using any course the student has completed (for example, academic history or transfer), is in-progress, or has planned.

Fields	Descriptions
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

Fields	Descriptions
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. The restriction applies only to grade codes with levels that match the native course level for the group. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Credits Per Course Minimum	Minimum number of credits earned for the course to satisfy the requirement.
Credits Per Course Maximum	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Check box used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. Example: A student who is an English major has taken ENGL 1050 (a literature course [attribute = `LIT`] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = `3` and required maximum credits = `3`), and also requires at least 6 credits in literature courses (attribute = `LIT`). If the literature attribute requirement allows split courses to be used,

Fields	Descriptions
	the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Courses	The minimum number of courses required to satisfy this requirement. Optional.
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.

Fields	Descriptions
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Maximum Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Transfer Credits** field or the **Maximum Transfer Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.

Fields	Descriptions
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used instead of the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. Example: You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to `0`.
Concurrent Enrollment Allowed	Check box used to indicate whether concurrent enrollment is allowed to meet the requirement. This indicator applies only to requirements that are used in prerequisite checking. When the check box is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the check box is selected, the prerequisite course can be taken in an earlier term or the same term as the one

Fields	Descriptions
	in which registration is attempted.
Test	Code of the test type associated with the requirement. This field is used to specify that the requirement can be satisfied with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be defined are: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the **Search** button for this field to display the Test Code Validation (STVTESC) list. List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.
Test Score Maximum	Maximum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must be greater than the value entered in the **Test Score Minimum** field and must fall within the valid range of scores for the test type defined on STVTESC.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement.

Fields	Descriptions
	Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the campus associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)

Mouse	Keyboard	
Maintenance	Duplicate Record	Copies attachments from a prior term ra

Mouse	Keyboard	
		nge to a new effective term range
Maintenance	Duplicate Field	Copies

Mouse	Keyboard

the term code in the key block to the **ToTe**

Mouse	Keyboard

rm field

Default Group Course/Attribute Attachment window

Updated: August 27, 2020

Use the Default Group Course/Attribute Attachment window to copy an existing group's course attachments to the group specified in the key block of the main window.

Fields	Descriptions
Default From Group	Group from which to copy course attachments. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a valid value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy course attachments. Select the **Search** button for this field to

Fields	Descriptions
	display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies attachments to the group

Group Course/Attribute Attachment Text window

Updated: August 27, 2020

Use the Group Course/Attribute Attachment Text window to enter or display text for a detail attachment. After text has been entered, asterisks (*) appear on both sides of Course/Attribute Text on the Options menu.

This window is composed of the Display-Only section and the Information/Entry section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this set of additional levels is in effect.
To Term	Last term in which this set of additional levels is in effect.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more

Fields	Descriptions
	information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry section

Updated: August 27, 2020

Use this section to enter text for the record displayed in the Display-Only section.

Fields	Descriptions
Text	Text associated with the requirement. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are

Fields	Descriptions
	printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Group Course/Attribute Attachment Exclusions window

Updated: August 27, 2020

Use the Group Course/Attribute Attachment Exclusions window to enter or display course or attribute exclusions for a detail requirement.

For example, if you have specified that a range of courses is included but need to exclude two courses within that range, you use this window to define the exclusions.

After exclusions have been entered, asterisks (*) appear on both sides of Course/ Attribute Exclusions on the Options menu.

This window is composed of the Display-Only section and the Information/Entry section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which courses or attributes are being excluded.

Fields	Descriptions
From Term	First term in which this set of exclusions is in effect.
To Term	Last term in which this set of exclusions is in effect.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry section

Updated: August 27, 2020

Use this section to exclude courses or attributes are for the record displayed in the Display-Only section.

Fields	Descriptions
Campus	Campus code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a

Fields	Descriptions
	course taken on the specified campus. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	College code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Department code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)

Fields	Descriptions
Subject	Code of the subject being excluded from satisfying the detail requirement. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that is being excluded, or the lowest number in a range of excluded courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Attribute Course	Code of the course attribute excluded from satisfying the detail requirement. You can define a requirement as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded.

Fields	Descriptions
	Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Attribute Student	Code of the student attribute excluded from satisfying the detail requirement. If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list.

Fields	Descriptions
	List Term Code Validation (STVTERM)

Group Course/Attribute Attachment Levels to Include/Exclude window

Updated: August 27, 2020

Use the Group Course/Attribute Attachment Levels to Include/Exclude window to enter or display level inclusions/exclusions that apply to a specific rule requirement.

Rule detail requirements are already controlled by any level inclusions/exclusions you have defined at the program or area level. You can be more restrictive at a higher level, but you cannot override additional level rules defined at a higher level.

After additional levels to include or exclude have been entered, asterisks (*) appear on both sides of Course/Attribute Levels on the Options menu.

This window is composed of the Display-Only section and the Information/Entry section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which levels are being included or excluded.

Fields	Descriptions
From Term	First term in which this set of additional levels is in effect.
To Term	Last term in which this set of additional levels is in effect.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation

Fields	Descriptions
	site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Attribute Course	Code of the course attribute associated with the requirement, if any.
Attribute Student	Code of the student attribute associated with the requirement, if any.

Information/Entry section

Updated: August 27, 2020

Use this section to include or exclude levels for the record displayed in the Display-Only section.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level is to be included or excluded.
Level	Code of the level to be included or excluded. Required.

Fields	Descriptions
	Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a valid value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits that can be considered from an included level.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.

Group Course/Attribute Attachment Rules window

Updated: August 27, 2020

Use the Course/Attribute Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of conditions. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella section and the Rule Detail section.

Rule Umbrella section

Updated: August 27, 2020

Use this section to define the rule umbrella for the rule selected in the Area Course/ Attribute Attachment window.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Rule code entered in **Rule** field in the Course/Attribute Attachment window. Display only.
Description	Description of the rule. Required.
Rule Text	Check box used to indicate whether text has been associated with this rule. Use the button to access the Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.

Fields	Descriptions
Required Credits Per Condition	Number of required credits for each condition, if appropriate.
Connector None/And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits Per Condition** field or the **Required Courses Per Condition** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses Per Condition	Number of required courses for each condition.
Maximum Credits Per Condition	Maximum number of credits that can be used per condition.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits Per Condition** field or the **Maximum Courses Per Condition** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses Per Condition	Maximum number of courses that can be used per condition.
Total Required Credits	Total number of credits required by the entire rule.
Connector None/And/Or	Option group to indicate which value(s) the

Fields	Descriptions
	system should use. You can enter a value in either the **Total Required Credits** field or the **Total Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Required Courses	Total number of courses required by the entire rule.
Total Maximum Credits	Maximum number of credits which may be used by the entire rule.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Total Maximum Credits** field or the **Total Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Maximum Courses	Maximum number of courses that can be used by the entire rule.

Rule Detail section

Updated: August 27, 2020

Use this section to define the detail for the rule umbrella.

Fields	Descriptions
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	*Banner Student Use*User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area.

Fields	Descriptions
	See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Rule within a Rule window. Edit Rule within a Rule window
Subject	Code of the subject associated with the required course. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses
Use Catalog	Check box used to indicate whether the system should use only those courses within the range specified in the **Course Number**

Fields	Descriptions
	Low and **Course Number High** fields that are defined in your course catalog. If this check box is cleared, compliance attempts to meet this requirement using any course the student has completed (e.g., academic history or transfer), is in-progress, or has planned.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken.

Fields	Descriptions
	When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. The restriction applies only to grade codes with levels that match the native course level for the group. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Credits per Course Minimum	Minimum number of credits earned for the course to satisfy the requirement.
Credits per Course Maximum	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Check box used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded.

Fields	Descriptions
	Example: A student who is an English major has taken ENGL 1050 (a literature course [attribute = `LIT`] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = `3` and required maximum credits = `3`), and also requires at least 6 credits in literature courses (attribute = `LIT`). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses	The minimum number of courses required to satisfy this requirement. Optional.
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value

Fields	Descriptions
	(**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	You can enter a value in either the **Transfer Credits** field or the **Transfer Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Concurrent Enrollment Allowed	Check box used to indicate whether concurrent enrollment is allowed to meet the requirement. This indicator applies only to requirements that are used in prerequisite checking. When the check box is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the check box is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used instead of the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses.

Fields	Descriptions
	Example: You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to `0`.
Test Code	Code of the test type associated with the requirement. This field is used to specify that the requirement can be satisfied with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be defined are: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the **Search** button for this field to display the Test Code Validation (STVTESC) list. List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.
Test Score Maximum	Maximum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must be greater than the value entered in the

Fields	Descriptions
	Test Score Minimum field and must fall within the valid range of scores for the test type defined on STVTESC.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the campus associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)

Group Course/Attribute Attachment Rule Text window

Updated: August 27, 2020

Use the Rule Text window to enter or display text for the course attachment rule.

Fields	Descriptions
Text	Text associated with the course attachment rule. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Program Details Information (SMAPFPA) page

Updated: April 20, 2023

Record information about the features of a program, including details about pathways to further study and any program accreditations. Institutions must define the program in the

Program Definition Rules (SMAPRLE) page to record details in the SMAPFPA page.

Key block

Updated: April 20, 2023

Enter the program and term for which you want to record the program details.

Fields	Description
Program	Program code.
Term	Term code.

Program Details section

Updated: April 20, 2023

Record program details information.

Field	Description
Program Details section	
From Term	The beginning period of the term from which the statements about the program are valid. If you are defining data for the first time, the value in this field defaults to the term that you enter in the Key block. If you are defining data for a term that is later than the term already defined, the value in this field defaults to the most recent term before the Key block term and for which data has been defined. You can change the code using the Maintenance button. If you are defining data for a term that is earlier than the term already defined, the value in this field defaults to the term entered in the Key block.
To Term	The ending term period until which the statements about the program are in effect.

Field	Description
	If you are defining data for the first time, the value in this field defaults to the maximum term code in STVTERM, typically term code 999999, the end of time. If you are defining data for a term that is earlier than the term already defined, the value in this field defaults to the most recent term for which data has been defined and is after the term entered in the Key block. If you are defining data for a term that is later than the term already defined, the value in this field defaults to the maximum term code in STVTERM.
Program Title	Name of the program.
Number of units in Program	Total number of units required for completion of the program.
Exclude from ARTS	Check box used to indicate whether you want to exclude this program from ARTS.
Bridging Study for Overseas-Trained Professionals	Check box used to indicate whether the program is classified as Bridging study for overseas-trained professionals (BOTP). The BOTP classification information is used in evaluating whether the holder of an Australian permanent resident visa is eligible for FEE-HELP.
Program Summary Statement	Summary details about the program such as: • typical duration when taken full-time • typical duration when part-time • number of subjects required for completion • admission requirements
Program Features Statement	Brief description of the distinguishing features of the program such as:

Field	Description
	• work placement requirements • special projects undertaken as part of the program
Pathway of Further Study Statement	Details on pathways to further study or advanced higher education programs.
Accreditation Statement	Relevant accreditation of the program by external organisations.
HELP Type Data section	
HELP Type	Code which identifies the HELP Type(s) for which the program is eligible.
Help Type Description	Description of the HELP type.
Indicative Fee Data section	
Fee Type	Fee type code.
Currency	Code which uniquely identifies a type of currency.
Program Fee	Fees of the selected program.
Program Loan Maximum	The maximum loan amount for the program.

Program Definitions Rules (SMAPRLE) page

Updated: August 27, 2020

Use the Program Definitions Rules (SMAPRLE) page to enter or display program rule definitions. Curriculum and field of study data is retrieved from the SORLCUR and SORLFOS tables for the two majors, two departments, two minors, six concentrations, level, degree, college, campus, catalog term, term, and curriculum rules.

Fields	Descriptions
Program	Code for the program. Required.
Description	Description of the program. Required.
Web	Check box used to indicate whether the program should be available for generating new compliances (or “degree evaluations”) through the Web.

Fields	Descriptions
	This indicator does not control whether evaluations are viewable on the Web. If this check box is cleared, existing degree evaluations for the program can be viewed through the Web.
Locked	This check box is not in use.
Curriculum Rules	Check box used to specify whether the program is attached to at least one curriculum rule. Display only.
Curriculum Dependent	Check box used to indicate whether the program is dependent on a curriculum combination. If this check box is selected, the **Student Level**, **Course Level**, **College** and **Degree** fields are required. If this check box is cleared, only the **Student Level** and **Course Level** fields are required. After an ID is assigned to a program rule, this check box cannot be changed from cleared to selected unless the values in the **College** and **Degree** fields are deleted first.
Student Level	Student level associated with the program. Required. When a program code is assigned to a curriculum rule, the student level of the program rule must match the student level of the curriculum rule. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Course Level	"Native" course level of the program. Required. Native level identifies the level of courses that will always be eligible to satisfy detail requirements. Other course levels may also be included or excluded, but native level courses will always be eligible. Native level also controls the courses that will be used in all GPA calculations. Only courses that match the native level of the program are used in GPA calculations.

Fields	Descriptions
	Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Campus	Campus associated with the program, if any. If a program is associated with a campus and the program code is assigned to a curriculum rule, the campus of the program rule must match the campus of the curriculum rule. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	College associated with the program. If the program code is assigned to a curriculum rule, the college of the program rule must match the college of the curriculum rule. Required if the program is curriculum-dependent. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Degree	Degree or award conferred after successful completion of the program. If the program code is assigned to a curriculum rule, the degree of the program rule must match the degree of the curriculum rule. Required if the program is curriculum dependent. Select the **Search** button for this field to display the Degree Code Validation (STVDEGC) list. List Degree Code Validation (STVDEGC)
ID	Student ID attached to the program. This field is enabled only when the program is curriculum independent. After an ID is attached to a program, the program cannot be used by any other

Fields	Descriptions
	student. Select the **Search** button for this field to display the Person Search (SOAIDEN) page. List Person Search (SOAIDEN) page
Name (untitled)	Name associated with the ID, automatically displayed when a valid value is entered in the **ID** field. Display only.

California Localization

The field and description in this section applies to California only.

Fields	Descriptions
Co-unique Code	Code of the co-unique program identifier or additional program identifiers. This field should be used to store the Student Program Co-Unique Code provided to each institution by the Chancellor's Office or the appropriate administrative office.

Program Requirements (SMAPROG) page

Updated: August 27, 2020

Use the Program Requirements (SMAPROG) page to define requirements at the program level. Program requirements may include minimum number of credits or courses, minimum grade point average required for completion of the program, program restrictions, and so on.

This page includes the following windows:

- Main window.
- Default All Program Detail window.
- Default Program General Requirements window.
- Program Text window.

- Default Program Text window.
- Program Non-Course Requirements window.
- Default Program Non-Course Requirements window.
- Program Additional Levels window.
- Default Program Include/Exclude Course Levels window.
- Program Required Attributes window.
- Default Program Required Attributes window.
- Program Restricted Subjects/Attributes window.
- Default Program Restricted Subjects/Attributes window.
- Program Restricted Subject/Attribute Text window.
- Program Restricted Grades window.
- Default Program Restricted Grades window.
- Program Restricted Grade Text window.
- Program Area Attachments window.
- Default Program Area Attachments window.
- Dynamically Selected Area Override window.
- Default Dynamically Selected Area Override window.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the General Requirements section.

Key block

Updated: August 27, 2020

Use this section to specify the program and term for which you want to enter or display program requirements.

Fields	Descriptions
Program	Code of the program for which requirements are being defined. Required. If you enter a program code that is not defined on the Program Definition Rules (SMAPRLE) page, the system displays a message with an option that opens SMAPRLE so that the program can be added. When you enter a valid program code, the student level and course level associated with the program on SMAPRLE are automatically displayed. Select the **Search** button for this field to display the Option List. Count Hits Program Definition Rules (SMAPRLE) page List Existing Program Inquiry (SMIPROG) page
Term	Term in which the program requirements began. Required. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes
Catalog	Academic year to which the term belongs. When you enter a valid term code, the academic year associated with the term code on the Term Code Validation (STVTERM) page is automatically displayed. Display only.
Student Level	Student level associated with the program. When you enter a valid program, the student level associated with the program on the SMAPRLE is automatically displayed. Display only.
Course Level	Course level associated with the program. When you enter a valid program, the course level associated with the program on the SMAPRLE displays. Display only.

General Requirements section

Updated: August 27, 2020

Use this section to enter or display general requirements for the program and term specified in the key block.

Fields	Descriptions
From Term	First term in which this set of general requirements is in effect. Display only. If you are defining general requirements for the first time, the value defaults to the term entered in the key block.
To Term	Last term in which this set of general requirements is in effect. Display only. If you are defining general requirements for the first time, the value defaults to term code `999999` (the end of time).
Active/Inactive	Option group to indicate whether the program is active or inactive for the term range. The default is `Inactive`. When a program is inactive, it cannot be used for compliance.
Captive	Check box used to indicate whether the program is captive.
Single Entity	Check box used to indicate whether the program should be evaluated for reuse using single-entity processing.
Registration Model Code	Radio group used to select the registration model to be used with the program in the key block. The values are `Basic`, `Structured`, and `Projected`. The default is `Basic`. Only one option can be selected, but you can set up different options by from and to term ranges for the program.
Prerequisite Restriction Level	You can select the prerequisite checking level. You can select prerequisite checking either by Catalog, Program or by Program and Course.
Prerequisite by Program Exists	A read-only indicator that shows whether Prerequisites by Program has been set on SOACTRL.
Total Required	Minimum total number of credits needed to satisfy the program's

Fields	Descriptions
Credits	requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the program's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Institutional Credits Courses	Minimum number of courses that must be earned at your institution to satisfy the program's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance [SHAGRDE] page) needed to satisfy the program's requirements.

Fields	Descriptions
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional Courses	Minimum number of credits/courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the program's requirements.
Maximum Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the program's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the program's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the program's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the program's requirements.
Number Institutional Required... Credits	This field works with the **out of Last Number of Earned Credits** field to establish a minimum number of credits that must be completed at your institution out of a specified number of the most recent of credits earned. For example, if you require that students take at least 15 of their

Fields	Descriptions
	last 120 credits at your institution (meaning you allow them to transfer in no more than 15 out of their last 120 credits earned), you would enter `15` in the **Number Institutional Required Credits** field and `120` in the **out of Last Number of Earned Credits** field.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Number of Institutional Required... Courses	This field works with the **out of Last Number of Earned Courses** field to establish a minimum number of courses that must be completed at your institution out of a specified number of the most recent of courses earned. For example, if you require that students take at least 5 of their last 40 courses at your institution (meaning you allow them to transfer in no more than 5 out of their last 40 courses completed), you would enter `5` in the **Number Institutional Required Courses** field and `40` in the **out of Last Number of Earned Courses** field.
...out of Last Number of Earned Credits	This field works with the **Number Institutional Required Credits** field to establish a minimum number of credits that must be completed at your institution out of a specified number of the most recent of credits earned. For example, if you require that students take at least 15 of their last 120 credits at your institution (meaning you allow them to transfer in no more than 15 out of their last 120 credits earned), you would enter `15` in the **Number Institutional Required Credits** field and `120` in the **out of Last Number of Earned Credits** field.
Connector None/ And/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
...out of Last Number of Earned Courses	This field works with the **Number Institutional Required Courses** field to establish a minimum number of courses that must be completed at your institution out of a specified number of the most recent of courses earned. For example, if you require that students take at least 5 of their last 40 courses at your institution (meaning you allow them to transfer in no more than 5 out of their last 40 courses completed), you would enter `5` in the **Number Institutional Required Courses** field and `40` in the **out of Last Number of Earned Courses** field.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the program's requirements. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Course Year Limit	Number of years old a course can be to satisfy the program's requirements. When a compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. Example:

Fields	Descriptions
	The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.
Minimum Program GPA	Lowest acceptable program GPA a student can have to satisfy the program's requirements. This is calculated from the grades received in native-level courses used to satisfy the requirements of the program.
Minimum GPA	Minimum cumulative level GPA required to satisfy the program's requirements, for courses whose level matches the native course level of the program. The GPA is that which is stored in Banner® (not calculated on the fly).

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Default All Program Detail window

Updated: August 27, 2020

Use the Default All Program Detail window to copy an existing program's requirements to the program specified in the key block of the main window.

Note: The new program must first be defined on the Program Definition Rules (SMAPRLE) page and cannot have any requirements defined for it.

Fields	Descriptions
Default From Program	Program from which to copy all requirements. Select the **Search** button for this field to display the Existing Program Inquiry

Fields	Descriptions
	(SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy all requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page
General Requirements	Check box used to indicate whether general requirements exist for the program/term being copied. If you do not want to copy general requirements to the program, clear this check box.
Program Text	Check box used to indicate whether program text exists for the program/term being copied. If you do not want to copy program text to the program, clear this check box.
Non-Course Requirement	Check box used to indicate whether non-course requirements exist for the program/term being copied.

Fields	Descriptions
	If you do not want to copy non-course requirements to the program, clear this check box.
Additional Levels	Check box used to indicate whether additional levels exist for the program/term being copied. If you do not want to copy additional levels to the program, clear this check box.
Program Attributes	Check box used to indicate whether program attributes exist for the program/term being copied. If you do not want to copy program attributes to the program, clear this check box.
Restricted Subjects	Check box used to indicate whether restricted subjects exist for the program/term being copied. If you do not want to copy restricted subjects to the program, clear this check box.
Restricted Grades	Check box used to indicate whether restricted grades exist for the program/term being copied. If you do not want to copy restricted grades to the program, clear this check box.
Program Area Attachments	Check box used to indicate whether program area attachments exist for the program/term being copied.

Fields	Descriptions
	If you do not want to copy program area attachments to the program, clear this check box.
Select Area Overrides	Check box used to indicate whether select area overrides exist for the program/term being copied. If you do not want to copy area overrides to the program, clear this check box.

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies all program information from another program

Default Program General Requirements window

Updated: August 27, 2020

Use the Default Program General Requirements window to copy existing program's general requirements to the program specified in the key block of the main window.

Fields	Descriptions
Default From Program	Program from which to copy general requirements. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program general requirements.

Fields	Descriptions
	Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies general requiremen

Mouse	Keyboard
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Program Text window

Updated: August 27, 2020

Use the Program Text window to enter or display text that describes the program specified in the key block of the main window and to indicate a print code that specifies how the text is used in compliance output.

Fields	Descriptions
From Term	First term in which this text is in effect. Display only.
To Term	Last term in which this text is in effect. Display only.
Text	Text associated with the program. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in

Fields	Descriptions
	the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends text

Default Program Text window

Updated: August 27, 2020

Use the Default Program Text window to copy an existing program's text to the program specified in the key block of the main window.

Fields	Descriptions
Default From Program	Program from which to copy text. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program text. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies text to

Mouse	Keyboard

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Program Non-Course Requirements window

Updated: August 27, 2020

Use the Program Non-Course Requirements window to define non-course requirements for the program specified in the key block of the main window. Non-course requirements are those that must be satisfied but are not associated with a specific course, such as an oral exam or community service.

Fields	Descriptions
From Term	First term in which this set of non-course requirements is in effect. Display only.
To Term	Last term in which this set of non-course requirements is in effect. Display only.
Non-Course Code	Code of the non-course requirement. Required. Select the **Search** button for this field to display the Non-Course Requirements Code Validation (STVNCRQ) list.

Fields	Descriptions
	List Non-Course Requirements Code Validation (STVNCRQ)
Description	Description of the non-course requirement code, automatically displayed when a valid non-course code is entered in the **Non-Course Code** field. Display only.
Non-Course Year Limit	Number of years old a non-course item can be to satisfy the program's requirements. When compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid non-course items. CAPP checks the earliest term in the furthest year of the non-course item year limit you set. Example: The non-course item year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers non-course items back to 200110, which is the first term in the academic year five years back from 2006.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies non-course requirements from another program
Maintenance	Duplicate Field	Ends non-course requirements

Default Program Non-Course Requirements window

Updated: August 27, 2020

Use the Default Program Non-Course Requirements window to copy an existing program's non-course requirements to the program specified in the key block of the main window.

Fields	Descriptions
Default From Program	Program from which to copy non-course requirements. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program non-course requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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		termrange to a new effective termrange

Program Additional Levels window

Updated: August 27, 2020

Use the Program Additional Levels window to enter or display other course levels to be included in or excluded from the program specified in the key block of the main window.

You can specify that courses or course attributes taken at more than one course level can be used by a program, or you can exclude courses or course attributes taken at specific levels. CAPP uses these instructions during compliance to determine which levels (in addition to the native course level of the program) it can use to satisfy the program's requirements. If you do not specifically include other levels, only courses at the program's native level are used.

Course levels included in a program can be excluded by areas or groups, but course levels excluded from a program cannot be included by areas or groups.

Courses taken at excluded levels are not considered toward satisfying a program's requirements. Courses at included levels can satisfy program requirements and count toward the program's minimum credit requirements, but they are not used to calculate any grade point averages within the program.

Fields	Descriptions
From Term	First term in which this set of additional course levels is in effect. Display only.
To Term	Last term in which this set of additional course levels is in effect. Display only.
Include/Exclude	Option group to specify whether the course level is to be included or excluded.
Level	Code of the course level to be included or excluded. Required. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Description	Description of the course level. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the program's requirements.

Fields	Descriptions
	If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy program requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of credits from an included course level that can be used to satisfy program requirements.

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Maintenance	Duplicate Record	Copies

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Default Program Include/Exclude Course Levels window

Updated: August 27, 2020

Use the Default Program Include/Exclude Course Levels window to copy an existing program's included/excluded course levels to the program specified in the key block of the main window.

Fields	Descriptions
Default From Program	Program from which to copy included/excluded course levels. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page.

Fields	Descriptions
	Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy included/excluded course levels. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Program Required Attributes window

Updated: August 27, 2020

Use the Program Required Attributes window to enter or display required course or student attributes for the program specified in the Key block of the main window. For example, a course attribute could be a core requirement; a student attribute could be an honor program or senior standing.

Fields	Descriptions
From Term	First term in which this set of required course or student attributes is in effect. Display only.
To Term	Last term in which this set of required course or student attributes is in effect. Display only.
Course Attributes	Code of the required course attribute. After a value is entered in this field, the **Student Attributes** field becomes unavailable. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attributes	Code of the required student attribute. After a value is entered in this field, the **Course Attributes** field becomes unavailable. Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Description	Description of the attribute. Display only.
Required Credits	Number of required credits for a required course attribute. If a student attribute is being defined, this field is unavailable.
Connector None/	Select this option button if you do not want a set number of

Fields	Descriptions
And/Or	credits or courses. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**), both values (**And**), or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Courses	Number of courses for a required course attribute. If a student attribute is being defined, this field is unavailable.

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Maintenance	Duplicate Record	Copies required

Mouse	Keyboard

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		ew effective term range
Maintenance	Duplicate Field	Ends required a

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Default Program Required Attributes window

Updated: August 27, 2020

Use the Default Program Required Attributes window to copy an existing program's required attributes to the program specified in the key block of the main window.

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Fields	Descriptions
Default From Program	Program from which to copy required attributes. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.

Fields	Descriptions
Program Rules Term	Term from which to copy required attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies required attributes to the program

Program Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Program Restricted Subjects/Attributes window to enter or display subject or attribute restrictions for the program specified in the Key block of the main window.

These restrictions prevent the specified subjects or attributes from being used to satisfy program requirements. Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects or attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

Fields	Descriptions
From Term	First term in which this set of restricted subjects/attributes is in effect. Display only.
To Term	Last term in which this set of restricted subjects/attributes is in effect. Display only.
Campus	Code of the campus associated with the restriction.

Fields	Descriptions
	Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the college associated with the restriction. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with the restriction. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)
Subject	Code of the subject associated with the restriction. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the **Search** button for this field to display the Existing Courses List. This is a LOV fields linked to Existing Courses list. Count Hits Existing Courses List
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field.

Fields	Descriptions
	Select the **Search** button for this field to display the Existing Courses List. This is a LOV fields linked to Existing Courses list. Count Hits Existing Courses List
Course Attribute	Code of the attribute associated with the restriction. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.
Text	Check box used to indicate whether text has been associated with the selected restriction. Display only. Edit Program Restricted Subject/Attribute Text window

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	ctedSubject/AttributeTextwindow

Default Program Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Default Program Restricted Subjects/Attributes window to copy an existing program's subject and attribute restrictions to the program specified in the key block of the main window.

Fields	Descriptions
Default From Program	Program from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Program Restricted Subject/Attribute Text window

Updated: August 27, 2020

Use the Program Restricted Subject/Attribute Text window to enter or display descriptive information about the restriction selected in the Program Restricted Subjects/Attributes window.

This window is composed of the Display-Only section and the Information/Entry section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which text is being entered.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
To Term	Last term in which this restriction is in effect.
Campus	Code of the campus associated with the restriction.

Fields	Descriptions
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Information/Entry section

Updated: August 27, 2020

Use this section to enter text for the record displayed in the Display-Only section.

Fields	Descriptions
Text	Text associated with the restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you

Fields	Descriptions
	query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Program Restricted Grades window

Updated: August 27, 2020

Use the Program Restricted Grades window to enter or display acceptable grades for the program specified in the key block of the main window. You can use this, for example, to be specific about the grades that can be received for courses used to satisfy requirements.

Example

Updated: August 27, 2020

Let's say that you want to define a program for honors students and want to allow no more than five courses where the student receive a D to be counted towards the program. For this, you would take the following steps.

- Enter the code associated with the D grade in the **Grade** field.
- Select the **None Connector** option button.
- Enter `5` in the **Maximum Courses** field.
  When you restrict a grade, CAPP looks only at that value (in this example, the `D`) and not the numeric value. You can always exclude grades with numeric values less than a minimum when you create a compliance request. Use restricted grades only when you need to control the use of grades above the allowable minimum grade code for the program.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance (SHAGRDE) page as the native course level for the program. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

Fields	Descriptions
From Term	First term in which this set of restricted grades is in effect. Display only.
To Term	Last term in which this set of restricted grades is in effect. Display only.
Grade	Code of the grade associated with this restriction. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy program requirements.
Connector	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy program requirements.
Text	Check box used to indicate whether text has been associated with the selected grade restriction. Display only. Edit Program Restricted Grade Text window

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Mouse	Keyboard

Restricted Grade Text window

Default Program Restricted Grades window

Updated: August 27, 2020

Use the Default Program Restricted Grades window to copy an existing program's restricted grades to the program specified in the key block of the main window.

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Fields	Descriptions
Default From Program	Program from which to copy restricted grades. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy restricted grades. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies restricted grades to the program

Program Restricted Grade Text window

Updated: August 27, 2020

Use the Program Restricted Grade Text window to enter or display descriptive comments for the grade restriction selected in the Program Restricted Grades window.

Fields	Descriptions
From Term	First term in which this restriction is in

Fields	Descriptions
	effect. Display only.
Restricted Grade	Grade that is restricted. Display only.
To Term	Last term in which this restriction is in effect. Display only.
Text	Text associated with the grade restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)

Program Area Attachments window

Updated: August 27, 2020

Use the Program Area Attachments window to enter or display area attachments to the program specified in the key block of the main window.

To access this window using the Options menu, select Attach Areas to Programs.

Fields	Descriptions
From Term	First term in which this set of area attachments is in effect. Display only.
To Term	Last term in which this set of area attachments is in effect. Display only.
Area	Code of the area to be attached. Select the **Search** button for this field to display the Option List. List Existing Area Inquiry (SMIAREA) page Count Hits Area Library (SMAALIB) page
Priority	Area's priority within the program. The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order. If a priority has been assigned to an area on the Area Definition (SMAAREA) page, that value defaults into this field when the area's code is entered in the **Area** field, although it can be changed.
Course Re-Use None	Option to indicate that courses applied to the area cannot have been applied to preceding areas and cannot be reused by later areas. When an area is attached to a program, the system automatically defaults the course reuse indicator from the area, but the value can be changed. (Course reuse is specified in the **Default Course Reuse** field of the General Requirements section of SMAAREA See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Course Re-Use In	Option to indicate courses that have been applied to requirements

Fields	Descriptions
	in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Course Re-Use Out	Option to indicate that courses cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.
Course Re-Use Both	Option to indicate that courses that have been applied to requirements in preceding areas can also be considered for use in the current area and can be considered for use in later areas.
Attribute Re-Use None	Option to indicate that attributes cannot have been used in preceding areas and cannot be reused in later areas. When an area is attached to a program, the system automatically defaults the attribute reuse indicator from the area, but the value can be changed. (Attribute reuse is specified in the **Default Attribute Reuse** field of the General Requirements section of SMAAREA.
Attribute Re-Use In	Option to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Attribute Re-Use Out	Option to indicate that attributes cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.
Attribute Re-Use Both	Option to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area and can be considered for use in later areas.
Within Indicator	Check box used to indicate whether both a course and its attributes can be used within the same area. In this case, the course's credits are used only one time toward the minimum credits required by the area or program. If this check box is cleared, either a course or its attributes can be used within the same area.
Year Rule	Number of years within which a course must be taken for it to be

Fields	Descriptions
	used by an area in the program. If a default year limit has been defined on SMAAREA, that value defaults into this field when the area's code is entered in the **Area** field, although you can change it.
Student Level	Student level associated with the area.
Course Level	Course level associated with the area.

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Mouse	Keyboard	
		term range
Maintenance	Duplicate Field	Ends area attachments

Default Program Area Attachments window

Updated: August 27, 2020

Use the Default Program Area Attachments window to copy an existing program's area attachments to the program specified in the key block of the main window.

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Fields	Descriptions
Default From Program	Program from which to copy area attachments. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy area attachments. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies area attachments to the program

Dynamically Selected Area Override window

Updated: August 27, 2020

Use the Dynamically Selected Area Override window to enter or display the ranking of qualifiers to the compliance process for the program specified in the Key block of the main window.

Qualifiers are the basic components of the program, such as the level, college, degree, campus, and major. There are nine qualifiers, and can be assigned priority levels from 1 to 999. If priority values are not assigned in this window, CAPP uses the default priority set on the area it dynamically selects.

Unless a program is defined as `Captive`, compliance dynamically selects all appropriate areas based on values assigned to each area's qualifiers. When selected, each area's default values for the following are used unless those values are overridden by information provided in this window:

- Priority
- Course reuse
- Attribute reuse
- Within reuse
- Year rules

To access this window using the Options menu, select Override Priorities for Dynamic Selection.

Fields	Descriptions
From Term	First term in which this set of area overrides is in effect. Display only.
To Term	Last term in which this set of area overrides is in effect. Display only.
Priority	Qualifier's priority within the program. When an area is selected dynamically based on the value in one of its qualifier fields, compliance determines whether there is an override priority associated with that qualifier and, if so, assigns it to the area in place of its default priority. Lower-numbered priorities are considered by compliance before higher-numbered priorities. If two areas have the same priority, the system evaluates the areas in alphabetical order.

Fields	Descriptions
Course Re-Use None	Option to indicate that courses applied to the area cannot have been applied to preceding areas and cannot be reused by later areas. When an area is attached to a program, the system automatically defaults the course reuse indicator from the area, but the value can be changed. (Course reuse is specified in the `Default Course Reuse` field of the General Requirements section of SMAAREA. See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Course Re-Use In	Option to indicate courses that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Course Re-Use Out	Option to indicate that courses cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.
Course Re-Use Both	Option to indicate that courses that have been applied to requirements in preceding areas can also be considered for use in the current area and can be considered for use in later areas.
Attribute Re-Use None	Option to indicate that attributes cannot have been used in preceding areas and cannot be reused in later areas. When an area is attached to a program, the system automatically defaults the attribute reuse indicator from the area, but the value can be changed. (Attribute reuse is specified in the **Default Attribute Reuse** field of the General Requirements section of SMAAREA.
Attribute Re-Use In	Option to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.

Fields	Descriptions
Attribute Re-Use Out	Option to indicate that attributes cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.
Attribute Re-Use Both	Option to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area and can be considered for use in later areas.
Within Indicator	Check box used to indicate whether both a course and its attributes can be used within the same area. In this case, the course's credits are used only one time toward the minimum credits required by the area or program. If this check box is cleared, either a course or its attributes, but not both, can be used within the same area.
Year Rule	Number of years within which a course must be taken for it to be used by an area in the program. If a default year limit has been defined on the Area Definition (SMAAREA) page, that value defaults into this field when the area's code is entered in the **Area** field, although it can be changed.

Mouse	Keyboard	
Maintenance	Duplicate Record	Copiesqua

Mouse	Keyboard

lifiers from a prior term range to a new ef

Mouse	Keyboard	
		fective term range
Maintenance	Duplicate Field	Ends qualifiers

Default Dynamically Selected Area Override window

Updated: August 27, 2020

Use the Default Dynamically Selected Area Override window to copy an existing program's qualifiers to the program specified in the key block of the main window.

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Fields	Descriptions
Default From Program	Program from which to copy qualifiers. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a valid value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy qualifiers. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies qualifiers to the program

Compliance Request Management (SMARQCM) page

Updated: August 27, 2020

This page is used to mange compliance related processing.

Use the Compliance Request Management (SMARQCM) page to perform the following:

- Add a new request for a compliance evaluation
- Define 'planned courses' associated with the compliance request
- Create requests for hardcopy output
- Submit a request for processing

Processing a compliance request will generate output that can be viewed through the system forms, on a hardcopy report, or in XML format.

After a compliance request is run, no information for the compliance request can be changed. If a compliance evaluation with different request parameters is required, a new compliance request must be created.

If the Student System Distribution Initialization (SOADEST) page is displayed when you access this page, you can specify a printer for output or, if you do not want output to be printed, you can close it without entering any values.

Default values for this page can be defined in the Compliance Default Parameters (SMADFLT) page, but they can be changed.

This page includes the following windows:

- Main window.
- Copy Existing Request window.
- Compliance Curriculum window.
- Additional Curriculum Information window.
- Request Billing Information window.
- Planned Courses window.
- Request Summary window.

- Hardcopy Request window.
- Hardcopy Billing Information window.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the Compliance Request block.

Key block

Updated: August 27, 2020

Use this section to specify the ID of the student for whom you want to create or display a compliance request.

Fields	Descriptions
ID	ID of the student for whom you want to create or display compliance requests. Required. Select the **Search** button for this field to display the Option List. List Person Search (SOAIDEN) page Count Hits Compliance Request Activity (SMACACT) page Duplicate Item SSN/SIN Alternate ID Search (GUIALTI) page
Name (untitled)	Name associated with the ID, automatically displayed when a value is entered in the **ID** field. Display only.
Holds	Indicates whether any compliance holds exist on the student's record. If so, the word `YES` is displayed. Display only.
Override Indicator (untitled)	Indicator used to override a compliance hold, if applicable. Required. Enter Y to override the compliance holds. Select the **Search** button for this field to display the Holds Filter-Only (SOQHOLD) page.

Fields	Descriptions
	List Holds Filter-Only (SOQHOLD) page

Compliance Request block

Updated: August 27, 2020

Use this section to create a new compliance request or display existing compliance requests for the ID specified in the Key block.

Fields	Descriptions
Evaluation Term	Code of the term in which the student expects to complete the program. Required. You can use this field with any year rule (for example, 'satisfy a non-course requirement within the last five years,' or 'take all courses within the last seven years') to determine whether the requirement was met within the specified time period. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation list (STVTERM)
Course Usage Order	Order in which courses/course attributes should be considered by the compliance process. Required. `C` Chronological order by term, oldest first `T` Descending order by term `G` Descending order by grade
Minimum Numeric Grade Value	Lowest numeric grade value allowed for courses/course attributes to be considered by the compliance process. Required. A higher value can be used to restrict undesired work from being considered, for example, to restrict withdrawals or courses taken

Fields	Descriptions
	for audit from being considered by the compliance process. Select the **Search** button for this field to display the Numeric Value of Grades List. List Numeric Value of Grades List
Apply Degree Courses Only	Check box used to indicate whether only courses and non-courses applied to a specific degree record should be considered by the compliance process. Select this check box only if the curriculum associated with the compliance request is to be retrieved from a degree already in academic history. If you select this check box but do not select the curriculum from an academic history degree, the system displays a warning message when you save the request, and the box defaults back to cleared.
Update Applied Courses	Check box used to indicate whether courses and non-courses used by the compliance process to satisfy a requirement should be applied to the specific degree record associated with the compliance request. Select the check box only when the curriculum associated with the compliance request is to be retrieved from a degree already in academic history. If you select this check box, but do not select the curriculum from an academic history degree, the system displays a warning message when you save the request, and the box defaults back to cleared. If courses and non-courses are to be applied to a degree, all existing applied-to records for the degree are deleted by the compliance process and only courses and non-courses used to satisfy requirements for that program are applied to the degree after the update.
Use In-Progress Courses	Check box used to indicate whether the compliance process should select in-progress courses (ungraded courses in

Fields	Descriptions
	registration) and make them available to satisfy the requirements. If you want to use in-progress courses, the minimum and maximum in-progress terms must also be specified. When in-progress courses are selected by the compliance process, they become available to satisfy any detail requirements, and they will accumulate to group, area, and program general requirements/ credit/course minimums. They do not accumulate to institutional traditional or institutional non-traditional, nor are they used to calculate any grade-point averages. This is because courses must be graded and rolled to academic history before they can be used toward these requirements.
Create Unused Area Records	Check box used to indicate whether the compliance process should create output records for unused areas. Areas are unused by the compliance process if: • A dynamic area is attached to a non-captive program but discarded based on unmatched area qualifiers • The area is inactive • There are no requirements for an area The advantages of each method are the following. • Creating unused area records enables you to: Display unused areas on the compliance output inquiry forms and in printed output Determine exactly why an expected area was not used. • Not creating unused area records reduces storage space for compliance output results.
Create Unused Course/Attributes	Check box used to indicate whether the compliance process should create output records for any unused courses or course attributes. Courses/attributes are unused by the compliance process if:

Fields	Descriptions
	• A course/attribute does not satisfy a detail requirement • The course/attribute is excluded or restricted by a restriction or specific exclusion The advantages of each method are the following. • Creating unused course/attribute records enables you to: Display unused courses/attributes on the compliance output inquiry forms and in printed output Determine exactly why a course/attribute was not used. • Not creating unused course/attribute records reduces storage space for compliance output results.
Create Rejection Records	Check box used to indicate whether the compliance process should create output records for any rejected courses or course attributes. Courses/attributes are rejected by the compliance process if they qualify under any kind of restriction or specific exclusion. A course/course attribute that is rejected will also be unused. The advantages of each method are the following. • Creating rejected course/attribute records enables you to: Display rejected courses/attributes on the compliance output inquiry forms and in printed output Determine exactly why a course/attribute was rejected. • Not creating rejected course/attribute records reduces storage space for compliance output results.
Create Course Select Report	Check box used to indicate whether the compliance process should create the Program Compliance Report (SMRCMPL) during compliance processing for this request. The SMRCMPL report displays the courses and course attributes, sorted chronologically by term or in descending grade order as specified in the **Course Usage Order** field, that were selected for processing based on the following:

Fields	Descriptions
	• Evaluation term • Minimum and maximum in-progress terms • Minimum and maximum overall terms • Minimum grade numeric value Creating this report enables you to determine which courses/ attributes were processed and the order in which the courses/ attributes were considered. Requesting the SMRCMPL report is extremely useful during testing, as it can help you discover flaws in your programs. After testing is completed, you will probably not want to request this output on a routine basis for each compliance request.
Request Number	Number assigned to a compliance request when it is saved. Display only. When a new compliance request for the student is saved, the next available one-up number is generated for the new request. Requests are displayed in descending order (most recent request first).
Origin Code	Code for the originator of the compliance request. When a code is entered, a truncated originator description displays. This field does not control any system processing, but indicates the source of the compliance request and can be included in the hardcopy output. Select the **Search** button for this field to display the Originator Validation (STVORIG) list. List Originator Validation (STVORIG)
Origin ID	Banner® ID of the user who originated the compliance request.

Fields	Descriptions
	This field does not control system processing, but indicates the source of the compliance request and can be included in the hardcopy output. Select the **Search** button for this field to display the Option List. List Person Search (SOAIDEN) page Count Hits Non-Person Search (SOACOMP) page Duplicate Rec Faculty/Advisor Filter (SIAIQRY) Duplicate Item Multiple Advisor (SGAADVR)
Origin Name (untitled)	Name associated with the ID, automatically displayed when a value is entered in the **Origin ID** field. Display only.
Advisor and Class Term	Code of the term to be used to select student classification and advisor information. This field is usually used only for hardcopy output. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Minimum In-Progress Term	Code of the earliest term from which in-progress courses should be selected for consideration. Required if the request specifies that in-progress courses should be used (that is, the **Use In-Progress Courses** check box is selected). The term must be less than or equal to the maximum in-progress term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)

Fields	Descriptions
Maximum In-Progress Term	Code of the latest term from which in-progress courses should be selected for consideration. Required if the request specifies that in-progress courses should be used (that is, the **Use In-Progress Courses** check box is selected). The term must be greater than or equal to the minimum in-progress term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Minimum Cutoff Term	Code of the earliest term from which any (in-progress, academic history, or transfer) courses should be selected for consideration. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Maximum Cutoff Term	Code of the latest term from which any (in-progress, academic history, or transfer) courses should be selected for consideration. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Requestor	Banner ID of the user who created the compliance request. Display only.
Compliance Request Date	Date on which the compliance request was saved. Display only. For a new compliance request, the system automatically inserts the system date.
Compliance Date	Date on which the compliance process was run for this request. Display only.

Copy Existing Request window

Updated: August 27, 2020

Use the Copy Existing Request window to copy values from an existing compliance request into a new one. To access this window, the cursor must be in the key block.

This window allows you to generate a new compliance request for a student for whom a similar request has previously been processed without having to enter all of the data. After the values have been copied into the new request, they can be changed, if desired.

Fields	Descriptions
Request Number to Copy From	Number of the existing request from which you want to copy values. Required.
Copy Planned Courses	Check box used to indicate whether the planned courses are to be copied from the original request.

Mouse	Keyboard	Result
Process Copy	Duplicate Record	Copies values from the specified compliance request to the new one

Compliance Curriculum window

Updated: August 27, 2020

Use the Compliance Curriculum window to enter the curriculum associated with the compliance request.

When creating a new compliance request, you can:

- Copy the curriculum information from data that already exists in the Recruiting, Admissions, General Student, or Academic History degree records (using the applicable selection on the Options menu)
- Copy curriculum information from other existing compliance requests (using the applicable selection on the Options menu)
- Enter all curriculum information manually

Note: Curriculum and field of study data is retrieved from the SORLCUR and SORLFOS tables for the two majors, two departments, two minors, six concentrations, level, degree, college, campus, catalog term, term, and curriculum rules.

The system validates data entered in the fields in this window based on how the program is defined and whether curriculum checking is performed or not. The following fields are always required:

- **Program**
- **Catalog Term**
- **Level**
- **College**
- **Degree**
- **Major 1**

When the program is curriculum-independent, no combined validation of these and other, optional curriculum fields is performed.

When the program is curriculum-dependent and curriculum checking is on, these fields and all other curriculum fields are validated in combination against curriculum rules in effect for the catalog term. If you enter the curriculum information directly (that is, do not copy it from another record in the system), the following fields are retrieved from the program's definition when the program is entered in the **Program** field:

- **Student Level**
- **College**
- **Campus**
- **College**
- **Degree**

When the program is curriculum-dependent and curriculum checking is off, no curriculum checking is performed.

Warning! This would allow you to create a compliance request with a combination of major/minor/concentration that your institution might not offer.

Curriculum information can be maintained in other areas of the system without programs, but when used for a request in CAPP, curriculum information must include a program.

When the request information is saved, the system uses curriculum rules to check that the combination of fields represents a valid curriculum for CAPP processing.

Fields	Descriptions
Source	Original source of the compliance curriculum data. Display only. If data is copied from an existing record, the value is added along with the copied data; if data is entered by a user, the value is added when the request is saved.
Sequence Number	Sequence number for the degree record from which compliance program information was retrieved, if information was copied from an existing degree record in academic history. Display only. This value, if it exists, works in conjunctions with the **Apply Degree Courses Only** and **Update Applied Courses** check boxes in the Compliance Request section of the main window.
Change	Check box used to indicate whether data in the curriculum portion of the request was modified from copied data, if applicable. Display only.
Program	Program code for this compliance request. Required. Select the **Search** button for this field to display the Option List. List All Program Codes List Help Base Curriculum Rules by Program List Count Hits Change Curriculum
Catalog Term	Code for the catalog term for this compliance request. Required. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list.

Fields	Descriptions
	List Term Code Validation (STVTERM)
Level	Code of the level associated with the program for this compliance request. Required. The level code is validated against the rules for the program defined on the Program Definition Rule (SMAPRLE) page. Select the **Search** button for this field to display the Option List. List Level Code Validation (STVLEVL) Help Base Curriculum Rules by Program List Count Hits Change curriculum
Campus	Code of the campus associated with the program for this compliance request. The campus code is validated against the rules for the program defined on the Program Definition Rule (SMAPRLE) page. Select the **Search** button for this field to display the Option List. List Campus Validation (STVCAMP) Help Base Curriculum Rules by Program List Count Hits Change curriculum
College	Code of the college associated with the program for this compliance request. The college code is validated against the rules for the program defined on the Program Definition Rule (SMAPRLE) page. Select the **Search** button for this field to display the Option List.

Fields	Descriptions
	List College Validation (STVCOLL) Help Base Curriculum Rules by Program List Count Hits Change curriculum
Degree	Code of the degree associated with the program for this compliance request. Required for a curriculum-dependent program. Select the **Search** button for this field to display the Option List. List Degree Code Validation (STVDEGC) Help Base Curriculum Rules by Program List Count Hits Change curriculum
Major 1	Code of the first major associated with the program for this compliance request. Required for a curriculum-dependent program. The major is validated against majors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Major Codes List Help Attached Major/Departments list
Department 1	Code of the department associated with the first major. The department is validated against departments attached to the base curriculum rule in curriculum-dependent programs when

Fields	Descriptions
	curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List Department Validation (STVDEPT) Help Attached Major/Departments List
Concentration 1	Code of the first concentration associated with the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum Rules
Concentration 2	Code of the second concentration associated with the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum Rules
Concentration 3	Code of the third concentration associated with the first major.

Fields	Descriptions
	The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum Rules
Major 2	Code of the second major associated with the program for this compliance request. The major is validated against majors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Major Codes List Help Attached Major/Departments List
Department 2	Code of the department associated with the second major. The department is validated against departments attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List Department Validation (STVDEPT)

Fields	Descriptions
	Help Curriculum Rules
Concentration 1	Code of the first concentration associated with the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum Rules
Concentration 2	Code of the second concentration associated with the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum Rules
Concentration 3	Code of the third concentration associated with the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values.

Fields	Descriptions
	Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum Rules
Minor 1	Code of the first minor associated with the program. The minor is validated against minors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Minor Codes List Help Curriculum Rules
Minor 2	Code of the second minor associated with the program. The minor is validated against minors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Minor Codes List Help Curriculum Rules

Additional Curriculum Information window

Updated: August 27, 2020

Use the Additional Curriculum window to specify curriculum elements included with this compliance request that might require evaluation under a different catalog term.

The compliance process is still governed by the program specified in the Compliance Curriculum window. The remaining fields in this window are an extension of the curriculum defined in the Compliance Curriculum window.

Note: Curriculum and field of study data is retrieved from the SORLCUR and SORLFOS tables for the two majors, two departments, two minors, six concentrations, level, degree, college, campus, catalog term, term, and curriculum rules.

Fields	Descriptions
Program	Program code for this compliance request. Display only.
Level	Code of the level associated with the program for this compliance request. Display only.
Campus	Code of the campus associated with the program for this compliance request. Display only.
College	Code of the college associated with the program for this compliance request. Display only.
Degree	Code of the degree associated with the program for this compliance request. Display only.
Catalog Term	Code for the catalog term for this set of additional requirements for the compliance request. Required. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Suspend Additional Curriculum Checking	Check box used to indicate whether curriculum checking should be suspended for the data entered in this window. Selecting this check box allows you to enter curricular elements that are not defined as valid for this program in the curriculum rules.

Fields	Descriptions
	For example, you should suspend curriculum checking (that is, select this check box) when the Additional Curriculum data is for a major that is not valid for the degree the student will be awarded, but is an additional major that will be certified within the student's overall program.
Major 1	Code of the first major associated with the additional curriculum information for this compliance request. Required for a curriculum-dependent program. The major is validated against majors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Major Codes List Help Attached Major/Departments list
Department 1	Code of the department associated with the additional curriculum information for the first major. The department is validated against departments attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List Department Validation (STVDEPT) Help Curriculum rules
Concentration 1	Code of the first concentration associated with the additional

Fields	Descriptions
	curriculum information for the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum rules
Concentration 2	Code of the second concentration associated with the additional curriculum information for the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum rules
Concentration 3	Code of the third concentration associated with the additional curriculum information for the first major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List.

Fields	Descriptions
	List All Concentration Codes List Help Curriculum rules
Major 2	Code of the second major associated with the additional curriculum information for this compliance request. The major is validated against majors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Major Codes List Help Attached Major/Departments list
Department 2	Code of the department associated with the additional curriculum information for the second major. The department is validated against departments attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List Department Validation (STVDEPT) Help Curriculum rules
Concentration 1	Code of the first concentration associated with the additional curriculum information for the second major. The concentration is validated against concentrations attached to

Fields	Descriptions
	the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum rules
Concentration 2	Code of the second concentration associated with the additional curriculum information for the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List Help Curriculum rules
Concentration 3	Code of the third concentration associated with the additional curriculum information for the second major. The concentration is validated against concentrations attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Concentration Codes List

Fields	Descriptions
	Help Curriculum rules
Minor 1	Code of the first minor associated with the additional curriculum information. The minor is validated against minors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Minor Codes List Help Curriculum rules
Minor 2	Code of the second minor associated with the additional curriculum information. The minor is validated against minors attached to the base curriculum rule in curriculum-dependent programs when curriculum checking is on. For curriculum-independent programs or when curriculum checking is off, validation is performed only against the appropriate validation table values. Select the **Search** button for this field to display the Option List. List All Minor Codes List Help Curriculum rules

Request Billing Information window

Updated: August 27, 2020

Use the Request Billing Information window to submit charges to Accounts Receivable to recoup costs associated with the compliance request. It can be used at any time, not only at the time the request is generated.

When data is entered in this window, the system sends authorized charges directly to a person's account in the Accounts Receivable module and logs those transactions to a cashiering session identified by the user ID entered in the **Authorized** field of this window.

When you create a charge, the transaction is immediately sent to Accounts Receivable when the transaction is saved. You can review fees associated with compliance requests using the Accounts Receivable module forms.

To access this window using the Options menu, select Bill for Evaluation Services.

Fields	Descriptions
Billing Term	Term associated with the charge. Required Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Fee Charged	Type of billing transaction to be created. `Y` Yes. Indicates that a transaction should be created. `N` No. Indicates that a transaction should not be created. If this indicator is set to N, no other entries can be made in this window, and no Accounts Receivable transaction will be created. `W` Waived. Indicates that a transaction should be created, but the transaction monetary amount should be `0.00`.
Detail Code	Detail code for the transaction to be created in Accounts Receivable. Detail codes are validated against the user if user security is enabled and the user is a 'secured user' as defined on the User Profile (TGAUPRF) page. Select the **Search** button for this field to display the Detail Code Control (TSADETC) page.

Fields	Descriptions
	List Detail Code Control (TSADETC) page
Fee Amount	Monetary amount of the fee to be charged. Required. If a fee is associated with the detail code, the system automatically enters the amount in this field, but you can change it.
Fee Date	System date, which is used as the effective and transaction dates when the transaction is created in Accounts Receivable. Display only.
Fee Indicator	Indicator that shows whether fee processing has occurred. Display only. `Y` Yes. Indicates that fee processing has created a charge in Accounts Receivable. `N` No. Indicates that no fee processing has occurred. `W` Waived. Indicates that fee processing has created an entry in Accounts Receivable, but the monetary amount of the transaction was `0.00`.
Authorized	Banner ID of the current user, which will be associated with the transaction when the transaction is created in Accounts Receivable. It is also the user ID of the cashier session in which the transaction will be recorded. Display only.

Planned Courses window

Updated: August 27, 2020

Use the Planned Courses window to enter information on courses that the student plans to take and that you want to be considered by the compliance process.

Because planned courses are not yet graded, they do not accumulate toward any general requirements that use grades (for example, minimum institutional traditional), nor are they used to calculate GPA. The system does not check to determine whether a student has already registered or received transfer credit for a planned course.

The term specified for a planned course must be in the future (that is, the beginning date of the term must be greater than the system date on which the planned course is added). When an existing compliance request is copied into a new request, the system does not copy any courses whose start dates are no longer in the future.

If a planned course exists in the catalog, the catalog information is retrieved after the term, subject code, and course number are entered, but the values can be changed.

Note: If a course has a range of credit hours with it, the systems automatically enters the lowest value.

When the system builds the course list to be used by the compliance process, planned courses associated with the compliance request will not be selected if:

- The planned course is a planned institutional course and at least one active registration already exists for the term of the planned course
- The planned course is a planned transfer course and there is a transfer attendance period that equals the term of the planned course

Fields	Descriptions
Request Number	Number of the compliance request. Display only.
Term	Code of the term during which the student plans to take the course. Required. The begin date of the term must be greater than or equal to the current date. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Subject	Subject code of the planned course. Required. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list.

Fields	Descriptions
	List Subject Validation (STVSUBJ)
Course	Course number of the planned course. Required. Select the **Search** button for this field to display the Existing Courses List. The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page. This is a LOV field linked to Existing Courses list.
Attribute	Attribute associated with the planned course. This field should be used only if the student plans to earn a specific attribute in the course. • If an attribute code is specified for the planned course, the specified attribute is the only one that will be used by the compliance process. • If an attribute code is not specified for the planned course and the course exists in the catalog for the term planned, all of that course's attributes will be used by the compliance process. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Campus	Code of the campus of the planned course. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the college of the planned course.

Fields	Descriptions
	Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department of the planned course. Select the **Search** button for this field to display the All Department Codes List. List All Department Codes List
Level	Code of the level of the planned course. Required. If a course has multiple levels associated with it, the system automatically enters the student's level. Select the **Search** button for this field to display the Option List. List Level Code Validation (STVLEVL) Count Hits Level Code for Subject, Course, and Eff Term List
Credit Hours	Number of credits the student plans to earn in the planned course. Required. If a course has a range of credit hours associated with it, the system automatically enters the lowest value.
Transfer	Check box used to indicate whether the planned course is a transfer course. Display only. This check box becomes selected when a record for which a value has been entered in the **Institution** field is saved.
Course Title	Title of the planned course. Required.
Institution	Code of the institution at which the planned course will be taken.

Fields	Descriptions
	This field is used only if the student plans to take the planned course at another institution. Planned transfer courses are counted by the compliance process as transfer courses. They accumulate toward all transfer, not institutional-only, totals. Select the **Search** button for this field to display the Source/ Background Inst Validation (STVSBGI) list. List Source/Background Inst Validation (STVSBGI)
Name (untitled)	Name of the transfer institution, automatically displayed when a valid value is entered in the **Institution** field. Display only.

Request Summary window

Updated: August 27, 2020

The Request Summary window displays a one-line summary of each compliance evaluation requested or performed for the student.

If the value in a field was changed from the defaulted value when a compliance request was created, the associated check box in the scroll box on the right side of the window is selected.

Fields	Descriptions
Request Number	Number of the compliance request. Display only.
Program	Program code for the compliance request. Display only.
Original Source	Original source of the compliance curriculum data. Display only.
Curriculum Source	Source of the curriculum data. Display only. The value in this field is the same as that in the **Original Source** field unless the request was copied from another request, in which case it is the request number of the original request.
Change Indicator	Check box used to indicate that at least one field in the

Fields	Descriptions
	compliance request was modified from the values retrieved when the compliance request was copied. Display only.
Used Credits	Number of credits used by the compliance process to satisfy requirements in the program. Display only.
Connector (untitled)	Abbreviation of the connector used to describe the credits/ courses used by the compliance process to satisfy requirements for the program. Display only. N None A And O Or
Used Courses	Number of courses used by the compliance process to satisfy requirements in the program. Display only.
Compliance Date	Date on which the compliance process was run. Display only.
The following checkboxes are used only if curriculum information was copied into the request.	
Base Curriculum Changed Program	Check box used to indicate whether the program code was changed. Display only.
Base Curriculum Changed Level	Check box used to indicate whether the level code was changed. Display only.
Base Curriculum Changed Campus	Check box used to indicate whether the campus code was changed. Display only.
Base Curriculum Changed College	Check box used to indicate whether the college code was changed. Display only.
Base Curriculum Changed Degree	Check box used to indicate whether the degree code was changed. Display only.
Primary Curriculum Changed Catalog	Check box used to indicate whether the catalog term was changed. Display only.
Primary Curriculum Changed Major 1	Check box used to indicate whether the first major in the primary curriculum was changed. Display only.

Fields	Descriptions
Primary Curriculum Changed Department 1	Check box used to indicate whether the first department in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 1	Check box used to indicate whether the first concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 2	Check box used to indicate whether the second concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 3	Check box used to indicate whether the third concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Major 2	Check box used to indicate whether the second major in the primary curriculum was changed. Display only.
Primary Curriculum Changed Department 2	Check box used to indicate whether the second department in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 1 (set 2)	Check box used to indicate whether the fourth concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 2 (set 2)	Check box used to indicate whether the fifth concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed Concentration 3 (set 2)	Check box used to indicate whether the sixth concentration in the primary curriculum was changed. Display only.
Primary Curriculum Changed	Check box used to indicate whether the first minor in the primary curriculum was changed. Display only.

Fields	Descriptions
Minor 1	
Primary Curriculum Changed Minor 2	Check box used to indicate whether the second minor in the primary curriculum was changed. Display only.
Additional Curriculum Changed Catalog	Check box used to indicate whether the catalog term in the second curriculum was changed. Display only.
Additional Curriculum Changed Major 1	Check box used to indicate whether the first major in the second curriculum was changed. Display only.
Additional Curriculum Changed Department 1	Check box used to indicate whether the first department in the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 1	Check box used to indicate whether the first concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 2	Check box used to indicate whether the second concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 3	Check box used to indicate whether the third concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Major 2	Check box used to indicate whether the second major in the second curriculum was changed. Display only.
Additional Curriculum Changed Department 2	Check box used to indicate whether the second department in the second curriculum was changed. Display only.
Additional	Check box used to indicate whether the fourth concentration in

Fields	Descriptions
Curriculum Changed Concentration 1	the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 2	Check box used to indicate whether the fifth concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Concentration 3	Check box used to indicate whether the sixth concentration in the second curriculum was changed. Display only.
Additional Curriculum Changed Minor 1	Check box used to indicate whether the first minor in the second curriculum was changed. Display only.
Additional Curriculum Changed Minor 2	Check box used to indicate whether the second minor in the second curriculum was changed. Display only.

Hardcopy Request window

Updated: August 27, 2020

Use the Hardcopy Request window to request printed compliance hardcopy output. When a hardcopy request is entered and saved, the compliance process is run for the compliance request, if necessary, and then prints the requested output for the request.

You can manually enter the name and address of the recipient of the hardcopy output, or you can specify the recipient by selecting the appropriate code from within the system. For the latter, you can specify one (and only one) of the following:

- Internal college
- Outside institution
- Internal department
- Student address

Rules for the content of the output are defined on the Compliance Print Type Rules

(SMACPRT) page.

Fields	Descriptions
Request Number	Number of the compliance request. Display only.
Compliance Type	Code of the compliance print output type requested. Required. Select the **Search** button for this field to display the Existing Compliance Types List. List Existing Compliance Types List
Request Date	Date of the output request. Required. The system automatically enters the current date, but it can be changed. Requests with a future date are not processed until the specified date. 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.
Print Immediately	Check box used to indicate whether the output should be printed immediately. If the check box is cleared, the request is held for batch processing.
Copies	Number of hardcopy output copies to be produced. Required. The default is `1` but you can change it to any value up to `99`.
Internal College	Code of the internal college that is to receive the hardcopy output, if applicable.

Fields	Descriptions
	When a valid code is entered, the system automatically enters the college's name in the **Issued To** field. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Internal Department	Code of the internal college that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the college's name in the **Issued To** field. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)
Outside Institution Code	Code of the outside institution that is to receive the hardcopy output, if applicable. When a valid code is entered, the system automatically enters the outside institution's name and address in the appropriate fields, although you can change any of the values. Select the **Search** button for this field to display the Source/Background Institution Filter-Only (SOISBGI) page. List Source/Background Institution Filter-Only (SOISBGI) page

Fields	Descriptions
Student Address Type	Code of the student's address to which the hardcopy output is to be mailed, if applicable. When a valid code is entered, the system automatically enters the student's name and address in the appropriate fields, although you can change any of the values. Select the **Search** button for this field to display the Option List. List Address Type Validation (STVATYP) Count Hits Address Summary (SOADDRQ) page
Issued To	Name of the person or agency to whom the hardcopy output is to be mailed. If you used the **Forward Internal College**, **Outside Institution Code**, **Forward Internal Department**, or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change any of the values.
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 Street Line 2 Street Line 3 Street Line 4	Four lines on which to enter the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change any of the values.

Fields	Descriptions
City	City of the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value.
State or Province	Code of the state or province of the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the **Search** button for this field to display the State/Province Code Validation (STVSTAT) list. List State/Province Code Validation (STVSTAT)
ZIP or Postal code	ZIP or postal code of the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the **Search** button for this field to display the ZIP/Postal Code Validation (GTVZIPC) page. List ZIP/Postal Code Validation (GTVZIPC) page

Fields	Descriptions
Nation	Code of the nation of the address to which the hardcopy output is to be mailed. If you used the **Outside Institution Code** or **Student Address Type** field to specify the recipient, information defaults from your choice, but you can change the value. Select the **Search** button for this field to display the Nation Validation (STVNATN) list. List Nation Validation (STVNATN)
Compliance Print Date	Date on which the hardcopy output was printed. Display only.
User	Login ID of the user who requested the hardcopy output. Display only.
Printer	Code of the printer to which the output was sent, if any. Display only.

Hardcopy Billing Information window

Updated: August 27, 2020

Use the Hardcopy Billing Information window to create Accounts Receivable transactions associated with the hardcopy request.

You can send authorized charges directly to a person's account in the Accounts Receivable module and log those transactions to a cashiering session identified by the user ID displayed in the **Authorized** field.

When you add a fee, the transaction is immediately sent to Accounts Receivable when you save the transaction. You can review fees associated with compliance requests using the Accounts Receivable module forms.

Fields	Descriptions
Billing Term	Term associated with the charge. Required

Fields	Descriptions
	Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Fee Charged	Type of billing transaction to be created. `Y` Yes. Indicates that a transaction should be created. `N` No. Indicates that a transaction should not be created. If this indicator is set to N, no other entries can be made in this window, and no Accounts Receivable transaction will be created. `W` Waived. Indicates that a transaction should be created, but the transaction monetary amount should be `0.00`.
Detail Code	Detail code for the transaction to be created in Accounts Receivable. Detail codes are validated against the user if user security is enabled and the user is a 'secured user' as defined on the User Profile (TGAUPRF) page. Select the **Search** button for this field to display the Detail Code Control (TSADETC) page. List Detail Code Control (TSADETC) page
Fee Amount	Monetary amount of the fee to be charged. Required. If a fee is associated with the detail code, the system automatically enters the amount in this field, but you can change it.
Fee Date	System date, which is used as the effective and transaction dates when the transaction is created in Accounts Receivable. Display only.
Fee Indicator	Indicator that shows whether fee processing has occurred.

Fields	Descriptions
	Display only. `Y` Yes. Indicates that fee processing has created a charge in Accounts Receivable. `N` No. Indicates that no fee processing has occurred. `W` Waived. Indicates that fee processing has created an entry in Accounts Receivable, but the monetary amount of the transaction was `0.00`.
Authorized	Banner ID of the current user, which will be associated with the transaction when the transaction is created in Accounts Receivable. It is also the user ID of the cashier session in which the transaction will be recorded. Display only.

Student Targets, Waivers & Substitutions (SMASADJ) page

Updated: August 27, 2020

Use the Student Targets, Waivers, and Substitutions (SMASADJ) page to indicate that specific courses should be used to fulfill specific requirements or to waive individual course/attribute detail requirements entirely.

This page allows you to perform the following kinds of adjustments:

- Targets, which enable you to indicate that a completed course should be used to fulfill a requirement different from the one compliance would otherwise use it toward
- Waivers, which allow you to indicate that a student does not need to fulfill a requirement for a specific course
- Substitutions, which allow you to specify that a course that would not normally fulfill a requirement should be used to fulfill a requirement

This page includes the following windows:

- Main window.
- Target Courses Information window.

- Waivers window.
- Substitutions window.
- Other Adjustments Tracking window.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the Navigation section.

Key block

Updated: August 27, 2020

Use this section to specify the ID and term for which you want to enter or display targets, waivers, or substitutions.

Fields	Descriptions
ID	Banner® ID of the person for whom you want to enter an adjustment. If you enter an ID that is not defined on the Student Adjustment Library (SMASLIB) page, the system displays a message with an option that opens SMASLIB so that the ID can be added. Select the **Search** button for this field to display the Option List. List Person Search (SOAIDEN) page Count Hits Student Adjustment Filter (SMISLIB) page
Term	Term associated with the adjustment. Select the **Search** button for this field to display the Option List. List Catalog Term Codes List Duplicate Item Terms Represented in Student Adjustment List
Catalog	Academic year to which the term belongs. Display only.

Navigation section

Updated: August 27, 2020

Use this section to navigate to the window in which you want to make adjustments to the area specified in the key block.

Mouse	Keyboard	Result
Target Courses	Enter/Return/Space bar	Opens the Target Courses Information window
Waivers	Enter/Return/Space bar	Opens the Waivers window
Substitutions	Enter/Return/Space bar	Opens the Substitutions window
All Tracking	Enter/Return/Space bar	Opens the Other Adjustments Tracking window

Target Courses Information window

Updated: August 27, 2020

Use the Target Courses Information window to specify for an individual student that a particular completed course should fulfill a specific requirement instead of another requirement to which it would otherwise apply.

Course targets can be defined globally (that is, they can apply to requirements in any program), or they can be applied only in specified programs.

This window is composed of the Target Courses section and the Valid Programs section.

Target Courses section

Updated: August 27, 2020

Use this section to enter or display the target courses for the ID and term specified in the key block of the main window.

Fields	Descriptions
From Term	First term in which this set of targets is in effect. Display only.

Fields	Descriptions
To Term	Last term in which this set of targets is in effect. Display only.
Subject	Code of the subject of the target course. Required. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course	Course number of the target course. Required. Select the **Search** button for this field to display the Existing Courses List. List Existing Courses List
Attribute	Code of the course attribute associated with this target adjustment, if applicable. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Area	Code of the area associated with the target adjustment, if applicable. Required. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. List Existing Area Inquiry (SMIAREA) page
Group	Code of the group associated with the

Fields	Descriptions
	target adjustment. Required. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. List Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies course targets from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends course targets

Valid Programs section

Updated: August 27, 2020

Use this section to limit course targets to specific programs, if desired.

Fields	Descriptions
From Term	First term in which this set of valid programs specified for the target is in effect. Display only.
To Term	Last term in which this set of valid programs specified for the target is in effect. Display only.
Program	Code of the program to which the course targets apply. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. List Existing Program Inquiry (SMIPROG) page

Fields	Descriptions
	Count Hits Program Definition Rules (SMAPRLE) page

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies valid programs for a course target from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends valid programs for the course target

Waivers window

Updated: August 27, 2020

Use the Waivers window to waive an existing requirement for a student.

Waivers can be defined globally (that is, they can apply to requirements in any program), or they can be applied only in specified programs.

This window is composed of the Waivers section and the Valid Programs section.

Waivers section

Updated: August 27, 2020

Use this section to enter or display the waivers for the ID and term specified in the key block of the main window.

Fields	Descriptions
From Term	First term in which this set of waivers is in effect. Display only.
To Term	Last term in which this set of waivers is in effect. Display only.
Subject	Code of the subject of the waived course. Required.

Fields	Descriptions
	Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course	Course number of the waived course. Required. Select the **Search** button for this field to display the Existing Courses List. List Existing Courses List
Attribute	Code of the course attribute associated with this waiver, if applicable. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Area	Code of the area associated with the waiver, if applicable. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. List Existing Area Inquiry (SMIAREA) page
Group	Code of the group associated with the waiver. Select the **Search** button for this field to

Fields	Descriptions
	display the Existing Group Inquiry (SMIGROP) page. List Existing Group Inquiry (SMIGROP) page
Action	Code of the action associated with this waiver associated with this waiver. Required. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Credits	Number of credits that will accumulate toward the group, area, and program totals. A value can be entered only if the action code associated with this waiver is defined such that credits will be counted toward the waived requirement.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies waivers from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends waivers

Valid Programs section

Updated: August 27, 2020

Use this section to limit waived requirements to specific programs, if desired.

Fields	Descriptions
From Term	First term in which this set of valid programs specified for the waiver is in effect. Display only.
To Term	Last term in which this set of valid programs specified for the waiver is in effect. Display only.
Program	Code of the program to which the course waivers apply. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. List Existing Program Inquiry (SMIPROG) page Count Hits Program Definition Rules (SMAPRLE) page

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies valid programs specified for the waiver from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends valid programs specified for the waiver

Substitutions window

Updated: August 27, 2020

Use the Substitutions window to specify that a course that would not normally fulfill a requirement should be used to fulfill it.

Substitutions can be defined globally (that is, they can apply to requirements in any program), or they can be applied only in specified programs.

This window is composed of the Substitutions section and the Valid Programs section.

Substitutions section

Updated: August 27, 2020

Use this section to enter or display the substitutions for the ID and term specified in the key block of the main window.

Fields	Descriptions
From Term	First term in which this set of substitutions is in effect. Display only.
To Term	Last term in which this set of substitutions is in effect. Display only.
Requirements Subject	Code of the subject of the original requirement. Required. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Requirements Course	Course number of the original requirement. Required. Select the **Search** button for this field to display the Existing Courses List. List Existing Courses List
Requirements Attribute	Code of the course attribute associated with the original requirement, if applicable. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)

Fields	Descriptions
Substitutions Subject	Code of the subject of the substituted course. Required. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Substitutions Course	Course number of the substituted course. Required. Select the **Search** button for this field to display the Existing Courses List. List Existing Courses List
Substitutions Attribute	Code of the course attribute associated with the substituted course, if applicable. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Area	Code of the area associated with the substitution, if applicable. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. List Existing Area Inquiry (SMIAREA) page
Group	Code of the group associated with the substitution.

Fields	Descriptions
	Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. List Existing Group Inquiry (SMIGROP) page
Action	Code of the action associated with this substitution. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Credits	Number of credits that will accumulate toward the group, area, and program totals.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies substitutions from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends substitutions

Valid Programs section

Updated: August 27, 2020

Use this section to limit substitutions to specific programs, if desired.

Fields	Descriptions
From Term	First term in which this set of valid programs specified for the substitution is in effect. Display only.
To Term	Last term in which this set of valid programs specified for the substitution is in effect. Display only.

Fields	Descriptions
Program	Code of the program to which the substitutions apply. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. List Existing Program Inquiry (SMIPROG) page Count Hits Program Definition Rules (SMAPRLE) page

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies valid programs specified for the substitution from a prior term range to a new effective term range
Maintenance	Duplicate Item	Ends valid programs specified for the substitution

Other Adjustments Tracking window

Updated: August 27, 2020

Use the Other Adjustments Tracking window to view an audit trail of all adjustment actions. One audit trail record is automatically written for each table/ effective term/user/ date combination. You can also enter comments associated with each audit trail entry.

This window is composed of the Display-Only section and the Tracking Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about record for which adjustment tracking text is being entered or displayed.

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Fields	Descriptions
Table	Seven-character name and full name of the table for which the adjustment was made. Select the **Search** button for this field to display the Other Adjustment Tracking Tables List. List Other Adjustment Tracking Tables List
Term	Code of the term for which the adjustment was effective. Display only. For searches, select the **Search** button for this field to display the Other Adjustment Tracking Terms List. List Other Adjustment Tracking Terms List
User	Banner ID of the person who made the adjustment. Display only.
Activity Date	Date on which the adjustment was made. Display only.

Tracking Text section

Updated: August 27, 2020

Use this section to enter or display the adjustment tracking text for the program specified in the key block of the main window.

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Fields	Descriptions
Text Tracking	Text associated with the adjustment. There is no word-wrap in the lines. When

Fields	Descriptions
	you reach the line limit, the cursor stays in the same position and types over the last character.
Activity Date	Date on which the text was entered or modified.

Student Area Adjustments (SMASARA) page

Updated: August 27, 2020

Use the Student Area Adjustments (SMASARA) page to enter adjustments to area requirements for an individual student without changing the requirements for the entire area for all the students.

You should create adjustments to a student's area only for the components that should be different from the area's standard requirements. For example, if the only area requirements that should be different for a student are an area's course attachments, you should not create area general requirements adjustments.

This page includes the following windows:

- Main window.
- Default All Detail window.
- Area General Requirement Adjustments window.
- Default Area General Requirements window.
- Area Text window.
- Default Area Text window.
- Include/Exclude Course Level window.
- Default Additional Course Levels to Include/Exclude window.
- Restricted Subjects/Attributes window.
- Default Restricted Subjects/Attributes window.

- Restricted Subjects/Attributes Text window.
- Area Restricted Grades window.
- Default Restricted Grades window.
- Restricted Grades Text window.
- Valid Programs window.
- Area Adjustment Tracking window.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the Navigation section.

Key block

Updated: August 27, 2020

Use this section to specify the ID, term, and area for which you want to make adjustments.

Fields	Descriptions
ID	Banner® ID of the person for whom you want to adjust area requirements. If you enter an ID that is not defined on the Student Adjustment Library (SMASLIB) page, the system displays a message with an option that opens SMASLIB so that the ID can be added. Select the **Search** button for this field to display the Option List. List Person Search (SOAIDEN) page Count Hits Student Adjustment Filter (SMISLIB) page
Term	Term in which the area adjustments began. Select the **Search** button for this field to display the Option List.

Fields	Descriptions
	List Catalog Term Codes List Duplicate Item Terms Represented in Student Adjustment List
Area	Code of the area for which requirements are being adjusted. Select the **Search** button for this field to display the Option List. List Area Library (SMAALIB) page Count Hits Existing Area Inquiry (SMIAREA) page Duplicate Item Areas Represented in Student Adjustment List
Catalog	Academic year to which the term belongs. Display only.
Student Level	Student level associated with the area. Display only.
Course Level	"Native" course level associated with the area. Display only.

Navigation section

Updated: August 27, 2020

Use this section to navigate to the window in which you want to make adjustments to the area specified in the key block.

Mouse	Keyboard	Result
General Requirements	Enter/Return/Space bar	Opens the Area General Requirement Adjustments window
Area Text	Enter/Return/Space bar	Opens the Area Text window
Additional Level	Enter/Return/Space bar	Opens the Include/Exclude Course Level window
Restricted Subjects/ Attributes	Enter/Return/Space bar	Opens the Restricted Subjects/Attributes window
Restricted Grades	Enter/Return/Space bar	Opens the Area Restricted Grades window

Mouse	Keyboard	Result
Valid Program	Enter/Return/Space bar	Opens the Valid Programs window
Group Attachment	Enter/Return/Space bar	Opens the Group Attachment (SMQSAGR) page
Course Attachment	Enter/Return/Space bar	Opens the Area Course/ Attribute Attachment (SMQSACR) page
All Tracking	Enter/Return/Space bar	Opens the Area Adjustment Tracking window

Default All Detail window

Updated: August 27, 2020

Use the Default All Detail window to copy all of an existing area's requirements to the student's area adjustment record.

Note: This window is available only if no area-level requirements have been defined for the student's area adjustment record.

When you access this window, the page name changes to Area Requirements (SMQSADF), although the window can be accessed only from the key block of the Student Area Adjustments (SMASARA) page.

This window is composed of the Display-Only Block and the Default block.

Display-Only section

Updated: August 27, 2020

This section displays details about the record to which area information is being defaulted.

Fields	Descriptions
ID	Banner ID of the person for whom you want to adjust area requirements.
Term	Term in which the area adjustments began.

Fields	Descriptions
Area	Code of the area for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the area.
Course Level	'Native' course level associated with the area.

Default section

Updated: August 27, 2020

Use this section to specify the area from which you want to default all requirements.

Fields	Descriptions
Default From Area	Area from which to copy all details. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area details. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page
General Requirements	This check box is selected if general requirements exist for the area/term being copied.

Fields	Descriptions
	If you do not want to copy general requirements to the area, clear this check box.
Area Text	This check box is selected if area text exists for the area/term being copied. If you do not want to copy area text to the area, clear this check box.
Include/Exclude Additional Levels	This check box is selected if additional levels exist for the area/term being copied. If you do not want to copy additional levels to the area, clear this check box.
Restricted Subjects/Attributes	This check box is selected if restricted subjects and attributes exist for the area/term being copied. If you do not want to copy restricted subjects and attributes to the area, clear this check box.
Restricted Grades	This check box is selected if restricted grades exist for the area/term being copied. If you do not want to copy restricted grades to the area, clear this check box.
Group Attachments	This check box is selected if group attachments exist for the area/term being copied. If you do not want to copy group attachments to the area, clear this check box.

Fields	Descriptions
Course Attachments	This check box is selected if course attachments exist for the area/term being copied. If you do not want to copy course attachments to the area, clear this check box.

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies area information from the other area

Area General Requirement Adjustments window

Updated: August 27, 2020

Use the Area General Requirement Adjustments window to enter adjustments to an area's general requirements record for a student's area adjustment record.

If you copied values from another area, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Fields	Descriptions
From Term	First term in which this adjusted set of general requirements is in effect. Display only.
To Term	Last term in which this adjusted set of general requirements is in effect. Display only.
Active/Inactive	Option group to indicate whether the area is active or inactive for the term range. The default is `Inactive`. When an area is inactive, it cannot be used for compliance. If a user attempts to perform compliance for an inactive area, an error message is displayed.
Attached	Indicates whether groups or courses have been attached to the area. Display only.

Fields	Descriptions
Total Required Credits	Minimum total number of credits needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the area's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the area's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance [SHAGRDE] page) needed to satisfy the area's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system

Fields	Descriptions
	should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional Courses	Minimum number of courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the area's requirements.
Maximum Institutional Non-Trad Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the area's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Trad Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the area's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the area's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the area's requirements.
Compliance Credits	Number of credits to be applied towards the program's minimum credit requirement for the area. Use this field to override the actual number of credits that would normally be accumulated by the area to the program. For example, you might need to define an area to use within a graduate program to verify that a student has completed specific

Fields	Descriptions
	undergraduate requirements. To satisfy the program, the student must complete the undergraduate work, but the undergraduate credits/courses (which are entered in the **Compliance Courses** field) do not accumulate toward the graduate program's minimum required credits/courses. To achieve this, you could define the undergraduate requirements as an area with zero compliance credits/courses, and then the work would not accumulate toward the program.
Compliance Courses	Number of courses to be applied towards the program's minimum course requirement for the area. Use this field to override the actual number of courses that would normally be accumulated by the area to the program. An example is provided in the description of the **Compliance Credits** field.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the area's requirements. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Minimum Area GPA	Lowest acceptable area GPA a student can have to satisfy the area's requirements. This is calculated from the grades received in native-level courses used to satisfy the requirements of the area.
Default Within Indicator	Check box used to indicate whether a course and its attribute(s) can be used to satisfy more than one detail requirement within the area.
Default Course Reuse	Default course reuse rule to be used by compliance.

Fields	Descriptions
	If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are `None`, `In`, `Out`, and `Both`. `None` is the default. See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Default Attribute Reuse	Default attribute reuse rule to be used by compliance. If a different reuse rule has been designated for a program to which this area is attached, the program-level rule overrides the area-level rule. Values in the pull-down list are `None`, `In`, `Out`, and `Both`. `None` is the default.
Default Priority	Default priority for the area when the area is attached to a program. If the area is dynamic and is not attached to a non-captive program, the default priority specifies the order in which the area is processed by compliance, unless dynamic area overrides are defined for the program.
Default Year Limit	Number of years old a course can be to satisfy the area's requirements. When a compliance request is processed, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses.

Fields	Descriptions
	CAPP checks the earliest term in the furthest year of the course year limit you set. Example: The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.

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Default Area General Requirements window

Updated: August 27, 2020

Use the Default Area General Requirements window to copy an existing area's general requirements to a student's area adjustment record.

Note: This window is available only if no area-level general requirements have been defined for the student's area adjustment record.

When you access this window, the page name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Area General Requirements Adjustments window of the Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy general requirements.

Fields	Descriptions
	Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy general requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

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Area Text window

Updated: August 27, 2020

Use the Area Text window to enter text that describes the area and to indicate a print code that specifies how the text is used in compliance output.

This window is composed of the Display-Only section and the Area Text section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the area text adjustments.

Fields	Descriptions
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term** field

Area Text section

Updated: August 27, 2020

Use this section to enter or display the text for the area adjustment specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the area. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Default Area Text window

Updated: August 27, 2020

Use the Default Area Text window to copy an existing area's text to a student's area adjustment record.

Note: This window is available only if no area-level text has been defined for the student's area adjustment record.

When you access this window, the page name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Area Text window of the Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy area text. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area text. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

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Include/Exclude Course Level window

Updated: August 27, 2020

Use the Include/Exclude Course Level window to enter adjustments to included/excluded course levels to a student's area adjustment record.

For included levels, you can also define:

- A minimum grade
- Maximum credits and maximum number of courses

Courses at excluded levels are not considered toward satisfying an area's requirements. Courses at included levels can satisfy area requirements and count toward the area's minimum credit requirements, but they are not used to calculate grade point averages within the area.

This window is composed of the Display-Only section and the Course Level Inclusions/Exclusions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the area course level inclusions/exclusions adjustments.

Fields	Descriptions
From Term	First term in which this set of inclusions/exclusions is in effect.
To Term	Last term in which this set of inclusions/exclusions is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies additional course levels from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term**

Mouse	Keyboard	Result
		field

Course Level Inclusions/Exclusions section

Updated: August 27, 2020

Use this section to enter or display the course level inclusions/exclusions adjustments for the area specified in the key block of the main window.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level is to be included or excluded. Required.
Level	Code of the course level to be included or excluded. Required. Select the **Search** button for this field to display the Level Codes (STVLEVL) list. List Level Codes (STVLEVL)
Description	Description of the course level. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the area's requirements. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy area requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value

Fields	Descriptions
	(**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses from an included course level that can be used to satisfy area requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Default Additional Course Levels to Include/Exclude window

Updated: August 27, 2020

Use the Default Additional Course Levels to Include/Exclude window to copy an existing area's included/excluded course levels to a student's area adjustment record.

Note: This window is available only if no area-level additional course levels have been defined for the student's area adjustment record.

When you access this window, the page name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Include/Exclude Course Level window of the Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy included/excluded course levels. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page.

Fields	Descriptions
	Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy included/excluded course levels. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

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Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Restricted Subjects/Attributes window to adjust restrictions placed on certain subjects or attributes from being used to satisfy requirements within this area.

Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects or attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

This window is composed of the Display-Only section and the Subject/Attribute Restrictions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the area subject/attribute restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect.
To Term	Last term in which this set of restrictions is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies restricted subjects/ attributes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term** field

Subject/Attribute Restrictions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the subject/attribute restrictions adjustments for the area specified in the key block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with the restriction. Select the **Search** button for this field to display the Campus Codes (STVCAMP) list. List Campus Codes (STVCAMP)
College	Code of the college associated with the restriction. Select the **Search** button for this field to display the College Codes (STVCOLL) list. List College Codes (STVCOLL)
Department	Code of the department associated with the restriction. Select the **Search** button for this field to display the Department Codes (STVDEPT) list. List Department Codes (STVDEPT)
Subject	Code of the subject associated with the restriction.

Fields	Descriptions
	Select the **Search** button for this field to display the Subject Codes (STVSUBJ) list. List Subject Codes (STVSUBJ)
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Alias Low	The Course Alias Low is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Alias High	The Course Alias High is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Attribute	Code of the course attribute associated with the restriction. Select the **Search** button for this field to display the Degree Program Attributes (STVATTR) list. List Degree Program Attributes (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Text	This check box is selected if text has been associated with the selected restriction. Display only. Edit Restricted Subjects/Attributes Text window

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Default Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Default Restricted Subjects/Attributes window to copy an existing area's restricted subjects and attributes to a student's area adjustment records.

Note: This window is available only if no area-level restricted subjects/attributes have been defined for the student's area adjustment record.

When you access this window, the page name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Restricted Subjects/Attributes window of the Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed

Fields	Descriptions
	when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

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Restricted Subjects/Attributes Text window

Updated: March 20, 2025

Use the Restricted Subjects/Attributes Text window to enter descriptive information about the restriction selected in the Restricted Subjects/Attributes window.

This window is composed of the Display-Only section and the Subject/Attribute Restrictions Text Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which area subject/attribute restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
To Term	Last term in which this restriction is in effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the

Fields	Descriptions
	restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Attribute	Code of the attribute associated with the restriction.

Subject/Attribute Restrictions Adjustments Text section

Updated: August 27, 2020

Use this section to enter or display the subject/attribute restrictions adjustments text for the area specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you

Fields	Descriptions
	query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Area Restricted Grades window

Updated: August 27, 2020

Use the Area Restricted Grades window to define those grades that should be restricted or limited when applying a student's courses toward the area's requirements.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance (SHAGRDE) page as the native course level for the area. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

This window is composed of the Display-Only section and the Grade Restrictions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the area grade restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect.
To Term	Last term in which this set of restrictions is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies restricted grades from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term** field

Grade Restrictions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the grade restrictions adjustments for the area specified in the key block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy area requirements.
Connector	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be

Fields	Descriptions
	used to satisfy area requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Text	This check box is selected if text has been associated with the selected grade restriction. Display only. Edit Restricted Grades Text window

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Default Restricted Grades window

Updated: August 27, 2020

Use the Default Restricted Grades window to copy an existing area's restricted grades to a student's program requirements.

Note: This window is available only if no area-level restricted grades have been defined for the student's area adjustment record.

When you access this window, the page name changes to Area Requirements (SMQSADF), although the window can be accessed only from the Area Restricted Grades window of the Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy restricted grades.

Fields	Descriptions
	Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy restricted grades. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

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Restricted Grades Text window

Updated: August 27, 2020

Use the Restricted Grades Text window to enter descriptive comments for the grade restriction selected in the Area Restricted Grades window.

This window is composed of the Display-Only section and the Grade Restrictions Text Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which area grade restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
Restricted Grade	Code of the restricted grade associated with this text.
To Term	Last term in which this restriction is in effect.

Grade Restrictions Adjustments Text section

Updated: August 27, 2020

Use this section to enter or display the grade restrictions adjustments text for the area specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the grade restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Valid Programs window

Updated: August 27, 2020

Adjusted area requirements can be defined globally or limited to one or more specific programs.

Use the Valid Programs window to specify the program(s) for which the area adjustments are valid if they should be limited. If no entries are made in the Valid Programs window for adjusted area requirements, they are treated as global adjustments and are used instead of the standard area requirements in all compliance evaluations for the student.

This window is composed of the Display-Only section and the Programs section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the program adjustments.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect.
To Term	Last term in which this set of restrictions is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies program codes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term** field

Programs section

Updated: August 27, 2020

Use this section to enter or display the program adjustments for the area specified in the key block of the main window.

Fields	Descriptions
Program	Code of the program(s) in which the adjusted area requirements are to be included. Select the **Search** button for this field to display the Option List. List Existing Program Inquiry (SMIPROG) page Count Hits Program Definition Rules

Fields	Descriptions
	(SMAPRLE) page
Description	Description of the program code, automatically displayed when a valid program code is entered. Display only.

Area Adjustment Tracking window

Updated: August 27, 2020

Use the Area Adjustment Tracking window to view an audit trail of all adjustment actions. One audit trail record is automatically written for each table/ effective term/user/date combination. You can also enter comments associated with each audit trail entry.

This window is composed of the Display-Only section and the Tracking Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about record for which adjustment tracking text is being entered or displayed.

Fields	Descriptions
Table	Seven-character name and full name of the table for which the adjustment was made. For searches, select the **Search** button for this field to display the Other Adjustment Tracking Tables List. List Other Adjustment Tracking Tables List
Term	Code of the term for which the adjustment was effective. Display only. For searches, select the **Search** button for this field to display the Other Adjustment

Fields	Descriptions
	Tracking Terms List. List Other Adjustment Tracking Terms List
User	Banner ID of the person who made the adjustment.
Activity Date	Date on which the adjustment was made.

Tracking Text section

Updated: August 27, 2020

Use this section to enter or display the adjustment tracking text for the area specified in the key block of the main window.

Fields	Descriptions
Tracking Text	Text associated with the adjustment. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Activity Date	Date on which the text was entered or modified.

Student Group Adjustments (SMASGRP) page

Updated: August 27, 2020

Use the Student Group Adjustments (SMASGRP) page to enter adjustments to group requirements for an individual student without changing the requirements for the entire group for all the students.

You should create adjustments to a student's group adjustment record only for the components that should be different from the group's standard requirements. For example, if the only group requirements that should be different for a student are an group's additional levels, you should not create group general requirements adjustments.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the Navigation section.

Key block

Updated: August 27, 2020

Use this section to specify the ID, term, and area for which you want to make adjustments.

Fields	Descriptions
ID	Banner® ID of the person for whom you want to adjust group requirements. If you enter an ID that is not defined on the Student Adjustment Library (SMASLIB) page, the system displays a message with an option that opens SMASLIB so that the ID can be added. Select the **Search** button for this field to display the Option List. List Person Search (SOAIDEN) page Count Hits Student Adjustment Filter (SMISLIB) page
Term	Term in which the group adjustments began. Select the **Search** button for this field to display the Option List. List Catalog Term Codes List Duplicate Item Terms Represented in Student Adjustment List
Group	Code of the group for which requirements are being adjusted. Select the **Search** button for this field to display the Option List. List Group Library (SMAGLIB) page Count Hits Existing Group Inquiry (SMIGROP) page

Fields	Descriptions
	Duplicate Item Groups Represented in Student Adjustment List
Catalog	Academic year to which the term belongs. Display only.
Student Level	Student level associated with the group. Display only.
Course Level	'Native' course level associated with the group. Display only.

Navigation section

Updated: August 27, 2020

Use this section to navigate to the window in which you want to make adjustments to the group specified in the key block.

Mouse	Keyboard	Result
General Requirements	Enter/Return/Space bar	Opens the Group General Requirement Adjustments window
Group Text	Enter/Return/Space bar	Opens the Group Text Adjustments window
Additional Levels	Enter/Return/Space bar	Opens the Group Additional Course Level Adjustments window
Restricted Subjects/ Attributes	Enter/Return/Space bar	Opens the Group Restricted Subject/Attribute Adjustments window
Restricted Grades	Enter/Return/Space bar	Opens the Group Restricted Grade Adjustments window
Valid Areas	Enter/Return/Space bar	Opens the Valid Area Adjustments window
Course Attachments	Enter/Return/Space bar	Opens the Group Course/ Attribute Attachment (SMQSGCR) page
All Tracking	Enter/Return/Space bar	Opens the Group Adjustment Tracking window

Default All Detail window

Updated: August 27, 2020

Use the Default All Detail window to copy an existing group's requirements to a student's group adjustment record.

Note: This window is available only if no group-level requirements have been defined for the student's group adjustment record.

When you access this window, the page name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the key block of the Student Group Adjustments (SMASGRP) page.

This window is composed of the Display-Only Block and the Default block.

Display-Only section

Updated: August 27, 2020

This section displays details about the record to which group information is being defaulted.

Fields	Descriptions
ID	Banner ID of the person for whom you want to adjust group requirements.
Term	Term in which the group adjustments began.
Area	Code of the group for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the group.
Course Level	'Native' course level associated with the group.

Default section

Updated: August 27, 2020

Use this section to specify the group from which you want to default all requirements.

Fields	Descriptions
Default From Group	Group from which to copy details. When a

Fields	Descriptions
	valid code is entered, the description is automatically displayed. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy group details. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page
General Requirements	This check box is selected if general requirements exist for the group/term being copied. If you do not want to copy general requirements to the group, clear this check box.
Group Text	This check box is selected if text exists for the group/term being copied. If you do not want to copy text to the group, clear this check box.
Include/Exclude Additional Levels	This check box is selected if additional

Fields	Descriptions
	levels exist for the group/term being copied. If you do not want to copy additional levels to the group, clear this check box.
Restricted Subjects/Attributes	This check box is selected if restricted subjects and attributes exist for the group/ term being copied. If you do not want to copy restricted subjects and attributes to the group, clear this check box.
Restricted Grades	This check box is selected if restricted grades exist for the group/term being copied. If you do not want to copy restricted grades to the group, clear this check box.
Course Attachments	This check box is selected if course attachments exist for the group/term being copied. If you do not want to copy course attachments to the group, clear this check box.

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies detail requirements to the group adjustment record

Group General Requirement Adjustments window

Updated: August 27, 2020

Use the Group General Requirement Adjustments window to enter adjustments to a group's general requirements record.

If you copied values from another group, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Fields	Descriptions
From Term	First term in which this adjusted set of general requirements is in effect. Display only.
To Term	Last term in which this adjusted set of general requirements is in effect. Display only.
Active/Inactive	Option group to indicate whether the group is active or inactive for the term range. The default is `Inactive`. When a group is inactive, it cannot be used for compliance. If a user attempts to perform compliance for an inactive group, an error message is displayed.
Total Required Credits	Minimum total number of credits needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.

Fields	Descriptions
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the group's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the group's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance [SHAGRDE] page) needed to satisfy the group's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional Courses	Minimum number of courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the group's requirements.
Max Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the group's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Max Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the group's requirements.

Fields	Descriptions
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the group's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the group's requirements.
Compliance Credits	Number of credits to be applied towards the program's and area's minimum credit requirement for the group. Use this field to override the actual number of credits that would normally be accumulated by the area to the program. For example, you might need to define a group to use within a graduate program to verify that a student has completed specific undergraduate requirements. To satisfy the program, the student must complete the undergraduate work, but the undergraduate credits/courses (which are entered in the **Compliance Courses** field) do not accumulate toward the graduate program's minimum required credits/courses. To achieve this, you could define the undergraduate requirements as a group with zero compliance credits/courses, and then the work would not accumulate toward the program.
Compliance Courses	Number of courses to be applied towards the program's and area's minimum course requirement for the area. Use this field to override the actual number of courses that would normally be accumulated by the area to the program. An example is provided in the description of the **Compliance Credits** field.
Default Within Indicator	Check box used to indicate whether a course and its attribute(s) can be used to satisfy more than one detail requirement within the group.

Fields	Descriptions
Default Course Reuse	Default course reuse rule to be used by compliance. If a different reuse rule has been designated for an area to which this group is attached, the area-level rule overrides the group-level rule. Values in the pull-down list are `None`, `In`, `Out`, and `Both`. `None` is the default. See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Default Attribute Reuse	Default attribute reuse rule to be used by compliance. If a different reuse rule has been designated for an area to which this group is attached, the area-level rule overrides the group-level rule. Values in the pull-down list are `None`, `In`, `Out`, and `Both`. `None` is the default.
Minimum Course Grade	Code of the minimum grade that must be earned for courses to satisfy the group's requirements. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Default Year Limit	Number of years old a course can be to satisfy the group's requirements. When a compliance request is processed, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses.

Fields	Descriptions
	CAPP checks the earliest term in the furthest year of the course year limit you set. Example: The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.

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Default Group General Requirements window

Updated: August 27, 2020

Use the Default Group General Requirements window to copy an existing group's general requirements to a student's group adjustment record.

Note: This window is available only if no group-level general requirements have been defined for the student's group adjustment record.

When you access this window, the page name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group General Requirement Adjustments window of the Student Group Adjustments (SMASGRP) page.

Fields	Descriptions
Default From Group	Group from which to copy general requirements.

Fields	Descriptions
	Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy general requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies general

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Group Text Adjustments window

Updated: August 27, 2020

Use the Group Text Adjustments window to enter text that describes the group and to indicate a print code that specifies how the text is used in compliance output.

This window is composed of the Display-Only section and the Group Text section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the group text adjustments.

Fields	Descriptions
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies text from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term** field

Group Text section

Updated: August 27, 2020

Use this section to enter or display the text for the group adjustment specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the group. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Default Group Text window

Updated: August 27, 2020

Use the Default Group Text window to copy an existing group's text to another group.

Note: This window is available only if no group-level text has been defined for the student's group adjustment record.

When you access this window, the page name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group Text Adjustments window of the Student Group Adjustments (SMASGRP) page.

Fields	Descriptions
Default From Group	Group from which to copy group text. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy group text. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copieste

Mouse	Keyboard

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Group Additional Course Level Adjustments window

Updated: August 27, 2020

Use the Group Additional Course Level Adjustments window to enter adjustments to included/excluded course levels to a student's group adjustment record.

For included levels, you can also define:

- A minimum grade
- Maximum credits and maximum number of courses

Courses at excluded levels are not considered toward satisfying a group's requirements. Courses at included levels can satisfy group requirements and count toward the group's minimum credit requirements, but they are not used to calculate grade point averages within the group.

This window is composed of the Display-Only section and the Course Level Inclusions/ Exclusions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the group course level inclusions/exclusions adjustments.

Fields	Descriptions
From Term	First term in which this set of inclusions/ exclusions is in effect.
To Term	Last term in which this set of inclusions/ exclusions is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies additional course levels from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term** field

Course Level Inclusions/exclusions block

Updated: August 27, 2020

Use this section to enter or display the course level inclusions/exclusions adjustments for the group specified in the key block of the main window.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level is to be included or excluded. Required.
Level	Code of the course level to be included or excluded. Required. Select the **Search** button for this field to display the Level Codes (STVLEVL) list. List Level Codes (STVLEVL)
Description	Description of the course level. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the group's requirements. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy group requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of

Fields	Descriptions
	the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses from an included course level that can be used to satisfy group requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Default Additional Course Levels to Include/Exclude window

Updated: August 27, 2020

Use the Default Additional Course Levels to Include/Exclude window to copy an existing group's included/excluded course levels to a student's group adjustment record.

Note: This window is available only if no group-level additional course levels have been defined for the student's group adjustment record.

When you access this window, the page name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group Additional Course Level Adjustments window of the Student Group Adjustments (SMASGRP) page.

Fields	Descriptions
Default From Group	Group from which to copy included/excluded course levels. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically

Fields	Descriptions
	displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy included/excluded course levels. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

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Group Restricted Subject/Attribute Adjustments window

Updated: August 27, 2020

Use the Group Restricted Subjects/Attributes Adjustments window to adjust restrictions placed on certain subjects or attributes from being used to satisfy requirements within this group.

Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of subjects and attributes that can be used.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

This window is composed of the Display-Only section and the Subject/Attribute Restrictions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the group subject/attribute restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restricted subjects/attributes is in effect.
To Term	Last term in which this set of restricted subjects/attributes is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies restricted subjects/ attributes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term** field

Subject/Attribute Restrictions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the subject/attribute restrictions adjustments for the group specified in the key block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with the restriction. Select the **Search** button for this field to display the Campus Codes (STVCAMP) list. List Campus Codes (STVCAMP)
College	Code of the college associated with the restriction. Select the **Search** button for this field to display the College Codes (STVCOLL) list. List College Codes (STVCOLL)
Department	Code of the department associated with the restriction. Select the **Search** button for this field to display the Department Codes (STVDEPT) list. List Department Codes (STVDEPT)
Subject	Code of the subject associated with the restriction.

Fields	Descriptions
	Select the **Search** button for this field to display the Subject Codes (STVSUBJ) list. List Subject Codes (STVSUBJ)
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Attribute	Code of the course attribute associated with the restriction. Select the **Search** button for this field to display the Degree Program Attributes (STVATTR) list. List Degree Program Attributes (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value

Fields	Descriptions
	can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the restriction.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Text	This check box is selected if text has been associated with the selected restriction. Display only. Edit Restricted Subject/Attribute Text window

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Default Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Default Restricted Subjects/Attributes window to copy an existing group's restricted subjects and attributes to a student's group adjustment record.

Note: This window is available only if no group-level restricted subjects/attributes have been defined for the student's group adjustment record.

When you access this window, the page name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group Restricted Subject/Attribute Adjustments window of the Student Group Adjustments (SMASGRP) page.

Fields	Descriptions
Default From Group	Group from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy restricted subjects and attributes.

Fields	Descriptions
	Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies restricted subject

Mouse	Keyboard

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Restricted Subject/Attribute Comments window

Updated: August 27, 2020

Use the Restricted Subject/Attribute Comments window to enter descriptive information about the restriction selected in the Group Restricted Subject/Attribute Adjustments window.

This window is composed of the Display-Only section and the Subject/Attribute Restrictions Text Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which group subject/attribute restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.

Fields	Descriptions
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is associated with the restriction, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Attribute	Code of the attribute associated with the restriction.

Subject/Attribute Restrictions Adjustments Text section

Updated: August 27, 2020

Use this section to enter or display the subject/attribute restrictions adjustments text for the group specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first.

Fields	Descriptions
	Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Group Restricted Grade Adjustments window

Updated: August 27, 2020

Use the Group Restricted Grade Adjustments window to define those grades that should be restricted or limited when applying a student's courses toward the group's requirements.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance (SHAGRDE) page as the native course level for the group. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

This window is composed of the Display-Only section and the Grade Restrictions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the group grade restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restricted grades is in effect.
To Term	Last term in which this set of restricted grades is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies restricted grades

Mouse	Keyboard	Result
		from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term** field

Grade Restrictions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the grade restrictions adjustments for the group specified in the key block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy group requirements.
Connector	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy group requirements.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Text	This check box is selected if text has been associated with the selected grade restriction. Display only. Edit Restricted Grade Text window

Mouse	Keyboard	
Comments	Edit	Opens the Restricted

Mouse	Keyboard

G r a d e s T e x t w i n d o w

Default Restricted Grades window

Updated: August 27, 2020

Use the Default Restricted Grades window to copy an existing group's restricted grades to a student's program requirements.

Note: This window is available only if no group-level restricted grades have been defined for the student's group adjustment record.

When you access this window, the page name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the Group Restricted Grade Adjustments window of the Student Group Adjustments (SMASGRP) page.

Fields	Descriptions
Default From Group	Group from which to copy restricted grades.

Fields	Descriptions
	Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy restricted grades. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies restric

Mouse	Keyboard

ted grades to the group

Restricted Grade Comments window

Updated: August 27, 2020

Use the Restricted Grade Comments window to enter descriptive comments for the grade restriction selected in the Group Restricted Grade Adjustments window.

This window is composed of the Display-Only section and the Grade Restrictions Text Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which group grade restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this text is in effect.
Restricted Grade	Code of the restricted grade associated with this text.only.
To Term	Last term in which this text is in effect.

Grade Restrictions Adjustments Text section

Updated: August 27, 2020

Use this section to enter or display the grade restrictions adjustments text for the group specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the grade restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list.

Fields	Descriptions
	List Compliance Print Codes (STVPRNT)

Valid Area Adjustments window

Updated: August 27, 2020

Adjusted group requirements can be defined globally or limited to one or more specific areas.

Use the Valid Area Adjustments window to specify the area(s) for which the group adjustments are valid if they should be limited. If no entries are made in the Valid Area Adjustments window for adjusted group requirements, they are treated as global adjustments and are used instead of the standard group requirements in all compliance evaluations for the student.

This window is composed of the Display-Only section and the Areas section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the area adjustments.

Fields	Descriptions
From Term	First term in which this set of restrictions is in effect.
To Term	Last term in which this set of restrictions is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies area codes from a prior term range to a new effective term range
Maintenance	Duplicate Item	Copies the term code in the Key section to the **To Term** field

Programs section

Updated: August 27, 2020

Use this section to enter or display the area adjustments for the group specified in the key block of the main window.

Fields	Descriptions
Area	Code of the area to be included in the limitation. Select the **Search** button for this field to display the Option List. List Existing Area Inquiry (SMIAREA) page Count Hits Area Library (SMAALIB) page
Description	Description of the area code, automatically displayed when a value is entered in the **Area** field. Display only.

Group Adjustment Tracking window

Updated: August 27, 2020

Use the Group Adjustment Tracking window to view an audit trail of all adjustment actions. One audit trail record is automatically written for each table/ effective term/user/ date combination. You can also enter comments associated with each audit trail entry.

This window is composed of the Display-Only section and the Tracking Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about record for which adjustment tracking text is being entered or displayed.

Fields	Descriptions
Table	Seven-character name and full name of the table for which the adjustment was made.

Fields	Descriptions
	For searches, select the **Search** button for this field to display the Other Adjustment Tracking Tables List. List Other Adjustment Tracking Tables List
Term	Code of the term for which the adjustment was effective. Display only. For searches, select the **Search** button for this field to display the Other Adjustment Tracking Terms List. List Other Adjustment Tracking Terms List
User	Banner ID of the person who made the adjustment.
Activity Date	Date on which the adjustment was made.

Tracking Text section

Updated: August 27, 2020

Use this section to enter or display the adjustment tracking text for the group specified in the key block of the main window.

Fields	Descriptions
Tracking Text	Text associated with the adjustment. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Activity Date	Date on which the text was entered or modified.

Student Adjustment Library (SMASLIB) page

Updated: August 27, 2020

Use the Student Adjustment Library (SMASLIB) page to authorize a student as eligible to receive one or more adjustments to CAPP compliance rules and restrictions. No adjustment of any kind can be applied to a requirement unless the student has a student adjustment record.

The main window opens in query mode to allow you to perform a query (by name or ID) to find out if an entry exists in the Student Adjustment Library. If an adjustment has been made for a student, each applicable check box is selected to indicate which types of adjustments have been made.

Fields	Descriptions
ID	Student's Banner® ID.
Name	Student's name.
Program	Check box used to indicate whether program adjustments exist for the student. Display only. Program adjustments are maintained on the Student Program Adjustments (SMASPRG) page.
Area	Check box used to indicate whether area adjustments exist for the person. Display only. Area adjustments are maintained on the Student Area Adjustments (SMASARA) page.
Group	Check box used to indicate whether group adjustments exist for the person. Display only. Group adjustments are maintained on the Student Group Adjustments (SMASGRP) page.
Target	Check box used to indicate whether target course adjustments exist for the person. Display only.

Fields	Descriptions
	Target adjustments are maintained on the Student Targets, Waivers and Substitutions (SMASADJ) page.
Waiver	Check box used to indicate whether requirement waivers exist for the person. Display only. Waivers are maintained on the Student Targets, Waivers and Substitutions (SMASADJ) page.
Substitution	Check box used to indicate whether requirement substitutions exist for the person. Display only. Substitutions are maintained on the Student Targets, Waivers and Substitutions (SMASADJ) page.

Student Program Adjustments (SMASPRG) page

Updated: August 27, 2020

This page is used to adjust program requirements for a student without changing the requirements for the entire program for all students.

Some examples of program adjustments are:

- Minimum number of credits and courses
- Minimum grade point average required for completion of the program
- Program restrictions

You should create adjustments to a student's program only for the components of the program that should be different from the program's standard requirements. For example, if the only requirements that should be different for a student are the non-course requirements for a program, you should not create program general requirements adjustments.

This page includes the following windows:

- Main window
- Default All Program Information window
- Program General Requirements Adjustments window
- Default Program General Requirements window
- Program Text Adjustments window
- Default Program Text window
- Program Non-Course Requirements Adjustments window
- Default Program Non-Course Requirements window
- Program Additional Course Levels Adjustment window
- Default Additional Course Levels to Include/Exclude window
- Program Required Attributes Adjustments window
- Default Required Attributes window
- Program Restricted Subjects/Attributes Adjustments window
- Default Program Restricted Subject/Attributes window
- Program Restricted Subj/Attr Adjustments Comments window
- Program Restricted Grades Adjustments window
- Default Program Restricted Grade window
- Program Restricted Grades Adjustments Comments window
- Program Area Attachments Adjustments window
- Default Area Attachment and Priority Control window
- Program Adjustments Tracking window

Main window

Updated: August 27, 2020

The main window is composed of the key block and the Navigation section.

Key block

Updated: August 27, 2020

Use this section to specify the ID, term, and program for which you want to make adjustments.

Fields	Descriptions
ID	Banner® ID of the person for whom you want to adjust program requirements. If you enter an ID that is not defined on the Student Adjustment Library (SMASLIB) page, the system displays a message with an option that opens SMASLIB so that the ID can be added. List Person Search (SOAIDEN) page Count Hits Student Adjustment Filter (SMISLIB) page
Name (untitled)	Name associated with the ID, automatically displayed when a value is entered in the **Institution** field. Display only.
Term	Term in which the program adjustments began. List Catalog Term Codes List Duplicate Item Terms Represented in Student Adjustment List
Program	Code of the program for which requirements are being adjusted. List Existing Program Inquiry (SMIPROG) page Count Hits Program Definition Rules (SMAPRLE) page Duplicate Item Programs Represented in Student Adjustment List
Catalog	Academic year to which the term belongs. Display only.
Student Level	Student level associated with the program. Display only.
Course Level	Native course level associated with the program. Display only.

Navigation section

Updated: August 27, 2020

Use this section to navigate to the window in which you want to make adjustments to the program specified in the key block.

Mouse	Keyboard	Result
General Requirements	Enter/Return/Space bar	Opens the Program General Requirements Adjustments window
Text	Enter/Return/Space bar	Opens the Program Text Adjustments window
Non-Course Requirements	Enter/Return/Space bar	Opens the Program Non-Course Requirements Adjustments window
Additional Levels	Enter/Return/Space bar	Opens the Program Additional Course Levels Adjustments window
Required Attributes	Enter/Return/Space bar	Opens the Program Required Attributes Adjustments window
Restricted Subjects/ Attributes	Enter/Return/Space bar	Opens the Program Restricted Subjects/ Attributes Adjustments window
Restricted Grades	Enter/Return/Space bar	Opens the Program Restricted Grades Adjustments window
Attached Areas	Enter/Return/Space bar	Opens the Program Area Attachments Adjustments window
All Tracking	Enter/Return/Space bar	Opens the Program Adjustments Tracking window

Default All Program Information window

Updated: August 27, 2020

Use the Default All Program Information window to copy all of an existing program's requirements to the student's program adjustment record.

Note: This window is available only if no program-level requirements have been defined for the student's program adjustment record.

When you access this window, the page name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the key block of the Student Program Adjustments (SMASPRG) page.

This window is composed of the Display-Only Block and the Default block.

Display-Only section

Updated: August 27, 2020

This section displays details about the record to which program information is being defaulted.

Fields	Descriptions
ID	Banner ID of the person for whom you want to adjust program requirements.
Term	Term in which the program adjustments began.
Program	Code of the program for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the program.
Course Level	Native course level associated with the program.

Default section

Updated: August 27, 2020

Use this section to specify the program from which you want to default all requirements.

Fields	Descriptions
Default From Program	Program from which to copy all

Fields	Descriptions
	requirements. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy all requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page
General Requirements	This check box is selected if general requirements exist for the program/term being copied. If you do not want to copy general requirements to the program, clear this check box.
Program Text	This check box is selected if program text exists for the program/term being copied. If you do not want to copy program text to the program, clear this check box.
Non-Course Requirement	This check box is selected if non-course requirements exist for the program/term

Fields	Descriptions
	being copied. If you do not want to copy non-course requirements to the program, clear this check box.
Additional Levels	This check box is selected if additional levels exist for the program/term being copied. If you do not want to copy additional levels to the program, clear this check box.
Program Attributes	This check box is selected if program attributes exist for the program/term being copied. If you do not want to copy program attributes to the program, clear this check box.
Restricted Subjects	This check box is selected if restricted subjects exist for the program/term being copied. If you do not want to copy restricted subjects to the program, clear this check box.
Restricted Grade	This check box is selected if restricted grades exist for the program/term being copied. If you do not want to copy restricted grades to the program, clear this check box.
Program Area Attachment	This check box is selected if program area attachments exist for the program/term

Fields	Descriptions
	being copied. If you do not want to copy program area attachments to the program, clear this check box.

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies program information from the other program

Program General Requirements Adjustments window

Updated: August 27, 2020

Use the Program General Requirements Adjustments window to enter adjustments to a student's program.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Fields	Descriptions
From Term	First term in which this adjusted set of general requirements is in effect. Display only.
To Term	Last term in which this adjusted set of general requirements is in effect. Display only.
Active/Inactive	Option group to indicate whether the program adjustment is active or inactive for the term range. The default is `Inactive`. When a program is inactive, it cannot be used for compliance.
Captive	Check box used to indicate whether the program is captive.
Single Entity	Check box used to indicate whether the program should be processed using single-entity reuse processing. See the *Reuse* section in the *Common Concepts* chapter of the

Fields	Descriptions
	Banner Student CAPP content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Total Required Credits	Minimum total number of credits needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Total Required Courses	Minimum total number of courses needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits	Minimum number of credits that must be earned at your institution to satisfy the program's requirements.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Courses	Minimum number of courses that must be earned at your institution to satisfy the program's requirements.
Required Institutional Traditional Credits	Minimum number of credits earned at the institution with a traditional grade (as defined on the Grade Code Maintenance [SHAGRDE] page) needed to satisfy the program's requirements.

Fields	Descriptions
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Institutional Traditional Courses	Minimum number of courses earned at the institution with a traditional grade (as defined on SHAGRDE) needed to satisfy the program's requirements.
Maximum Institutional Non-Traditional Credits	Maximum number of credits earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the program's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses	Maximum number of courses earned at the institution with a non-traditional grade (as defined on SHAGRDE) that can be used to satisfy the program's requirements.
Maximum Transfer Credits	Maximum number of transfer credits that can be used to satisfy the program's requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use only one value (**None**) or either value (**Or**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy the program's requirements.
Number Institutional Required... Credits	This field works with the **out of Last Number of Earned Credits** field to establish a minimum number of credits that must be completed at your institution out of a specified number of the most recent of credits earned. For example, if you require that students take at least 15 of their

Fields	Descriptions
	last 120 credits at your institution (meaning you allow them to transfer in no more than 15 out of their last 120 credits earned), you would enter `15` in the **Number Institutional Required Credits** field and `120` in the **out of Last Number of Earned Credits** field.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Number Institutional Required... Courses	This field works with the **out of Last Number of Earned Courses** field to establish a minimum number of courses that must be completed at your institution out of a specified number of the most recent of courses earned. For example, if you require that students take at least 5 of their last 40 courses at your institution (meaning you allow them to transfer in no more than 5 out of their last 40 courses completed), you would enter `5` in the **Number Institutional Required Courses** field and `40` in the **out of Last Number of Earned Courses** field.
...out of Last Number of Earned Credits	This field works with the **Number Institutional Required Credits** field to establish a minimum number of credits that must be completed at your institution out of a specified number of the most recent of credits earned. For example, if you require that students take at least 15 of their last 120 credits at your institution (meaning you allow them to transfer in no more than 15 out of their last 120 credits earned), you would enter `15` in the **Number Institutional Required Credits** field and `120` in the **out of Last Number of Earned Credits** field.
Connector None/ And/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
...out of Last Number of Earned Courses	This field works with the **Number Institutional Required Courses** field to establish a minimum number of courses that must be completed at your institution out of a specified number of the most recent of courses earned. For example, if you require that students take at least 5 of their last 40 courses at your institution (meaning you allow them to transfer in no more than 5 out of their last 40 courses completed), you would enter `5` in the **Number Institutional Required Courses** field and `40` in the **out of Last Number of Earned Courses** field.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the program's requirements. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Course Year Limit	Number of years old a course can be to satisfy the program's requirements. When a compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. Example:

Fields	Descriptions
	The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.
Minimum Program GPA	Lowest acceptable program GPA a student can have to satisfy the program's requirements. This is calculated from the grades received in native-level courses used to satisfy the requirements of the program.
Minimum GPA	Minimum cumulative level GPA required to satisfy the program's requirements, for courses whose level matches the native course level of the program. The GPA is that which is stored in Banner (not calculated "on the fly").

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Default Program General Requirements window

Updated: August 27, 2020

Use the Default Program General Requirements window to copy existing program's general requirements to a student's program adjustment record.

Note: This window is available only if no program-level general requirements have been defined for the student's program adjustment record.

When you access this window, the page name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program General Requirements Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From	Program from which to copy general requirements.

Fields	Descriptions
Program	Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program general requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Program Text Adjustments window

Updated: August 27, 2020

Use the Program Text Adjustments window to enter text that describes a student's program adjustment record and to indicate a print code that specifies how the text is used in compliance output.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

This window is composed of the Display-Only section and the Program Text section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the program text adjustments.

Fields	Descriptions
From Term	First term in which this text is in effect.
To Term	Last term in which this text is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies text from a prior

Mouse	Keyboard	Result
		term range to a new effective term range
Maintenance	Duplicate Field	Ends text

Program Text section

Updated: August 27, 2020

Use this section to enter or display the text for the program adjustment specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the program. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Default Program Text window

Updated: August 27, 2020

Use the Default Program Text window to copy an existing program's text to a student's program adjustment record.

Note: This window is available only if no program-level text has been defined for the student's program adjustment record.

When you access this window, the page name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Text Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy text. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program text. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Program Non-Course Requirements Adjustments window

Updated: August 27, 2020

Use the Program Non-Course Requirements Adjustments window to enter adjustments to non-course requirements for a student's program. Non-course requirements are those that must be satisfied but are not associated with a specific course, such as an oral exam or community service.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

This window is composed of the Display-Only section and the Non-Course Requirements Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the program non-course requirements adjustments.

Fields	Descriptions
From Term	First term in which this set of non-course requirements is in effect.
To Term	Last term in which this set of non-course requirements is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies non-course requirements from another program
Maintenance	Duplicate Field	Ends non-course requirements

Non-Course Requirements Adjustments section

Updated: August 27, 2020

Use this section to enter or display the non-course requirements adjustments for the program specified in the key block of the main window.

Fields	Descriptions
Non-Course Code	Code of the non-course requirement. Required. Select the **Search** button for this field to display the Non-Course Requirements Code Validation (STVNCRQ) list. List Non-Course Requirements Code Validation (STVNCRQ)
Description	Description of the non-course requirement code, automatically displayed when a valid non-course code is entered. Display only.
Non-Course Year Limit	Number of years old a non-course item can be to satisfy the program's requirements. When compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid non-course items. CAPP checks the earliest term in the

Fields	Descriptions
	furthest year of the non-course item year limit you set. Example: The non-course item year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers non-course items back to 200110, which is the first term in the academic year five years back from 2006.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this non-course requirement. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Default Program Non-Course Requirements window

Updated: August 27, 2020

Use the Default Program Non-Course Requirements window to copy an existing program's non-course requirements to a student's program adjustment record.

Note: This window is available only if no program-level non-course requirements have been defined for the student's program adjustment record.

When you access this window, the page name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Non-Course Requirements Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy non-course requirements. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program non-course requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Program Additional Course Levels Adjustment window

Updated: August 27, 2020

Use the Program Additional Course Levels Adjustment window to enter adjustments to additional course levels for a student's program.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

You can specify that courses and course attributes taken at a course level other than the program's native course level can be used by a student's program, or you can exclude courses taken at specific levels. CAPP uses these instructions during compliance to determine which levels (in addition to the native course level of the program) it can use to satisfy the student's program requirements. If you do not specifically include other levels, only courses at the program's native level are used.

Course levels included in a program can be excluded by areas or groups, but course levels excluded from a program cannot be included by areas or groups.

Courses taken at excluded levels are not considered toward satisfying a student's program requirements. Courses at included levels can satisfy program requirements and count toward the program's minimum credit requirements, but they are not used to calculate any grade point averages within the program.

This window is composed of the Display-Only section and the Course Level Inclusions/Exclusions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the program course level inclusions/exclusions adjustments.

Fields	Descriptions
From Term	First term in which this set of additional course levels is in effect.
To Term	Last term in which this set of additional course levels is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies additional course levels from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends additional levels

Course Level Inclusions/Exclusions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the course level inclusions/exclusions adjustments for the program specified in the key block of the main window.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level is to be included or excluded.
Level	Code of the course level to be included or excluded. Required.

Fields	Descriptions
	Select the **Search** button for this field to display the Level Codes (STVLEVL) list. List Level Codes (STVLEVL)
Description	Description of the course level. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the program's requirements. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits from an included course level that can be used to satisfy program requirements.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credit** field or the **Maximum Course** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of credits from an included course level that can be used to satisfy program requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this course level adjustment.

Fields	Descriptions
	Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Default Additional Course Levels to Include/Exclude window

Updated: August 27, 2020

Use the Default Additional Course Levels to Include/Exclude window to copy an existing program's included/excluded course levels to student's program adjustment record.

Note: This window is available only if no program-level additional course levels have been defined for the student's program adjustment record.

When you access this window, the page name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Additional Course Levels Adjustment window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy included/excluded course levels. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy included/excluded course levels. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List

Fields	Descriptions
	Count Hits Existing Program Inquiry (SMIPROG) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies included/excluded cours

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Program Required Attributes Adjustments window

Updated: August 27, 2020

Use the Program Required Attributes Adjustments window to enter adjustments to required course or student attributes for a student's program. For example, a course attribute could be a core requirement; a student attribute could be an honor program or senior standing.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

This window is composed of the Display-Only section and the Required Attributes Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the program required attributes adjustments.

Fields	Descriptions
From Term	First term in which this set of required course and student attributes is in effect.
To Term	Last term in which this set of required course and student attributes is in effect.

Mouse	Keyboard	
Maintenance	Duplicate Record	Copies required attributes from a prio

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Maintenance	Duplicate Field	Ends required attributes

Required Attributes Adjustments section

Updated: August 27, 2020

Use this section to enter or display the required attributes adjustments for the program specified in the key block of the main window.

Fields	Descriptions
Course Attribute	Code of the required course attribute.

Fields	Descriptions
	After a value is entered in this field, the **Attributes Student** field becomes unavailable. Select the **Search** button for this field to display the Degree Program Attributes (STVATTR) list. List Degree Program Attributes (STVATTR)
Student Attribute	Code of the required student attribute. After a value is entered in this field, the **Attributes Course** field becomes unavailable. Select the **Search** button for this field to display the Student Attributes (STVATTS) list. List Student Attributes (STVATTS)
Description	Description of the attribute. Display only.
Required Credits	Number of required credits for a required course attribute. If a student attribute is being defined, this field is unavailable.
Connector None/ And/Or	Select this option button if you do not want a set number of credits or courses. You can enter a value in either the **Required Credit** field or the **Required Course** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**), both values (**And**), or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Courses	Number of courses for a required course attribute.

Fields	Descriptions
	If a student attribute is being defined, this field is unavailable.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Default Required Attributes window

Updated: August 27, 2020

Use the Default Required Attributes window to copy an existing program's required attributes to a student's program adjustment record.

Note: This window is available only if no program-level required attributes have been defined for the student's program adjustment record.

When you access this window, the page name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Required Attributes Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy required attributes. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy required attributes.

Fields	Descriptions
	Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies required attribute

Mouse	Keyboard

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Program Restricted Subjects/Attributes Adjustments window

Updated: August 27, 2020

Use the Program Restricted Subjects/Attributes Adjustments window to restrict certain subjects or attributes from being used to satisfy a student's program requirements.

Restrictions can be absolute (that is, none of the subjects or attributes can be used), or you can limit the number of credits/courses from certain subjects and attributes that can be used.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

A restriction must include at least one of the fields. If more than one restriction is specified (for example, **Subject**, **Course Number Low**, and **Course Attribute**), a course is restricted only if it meets all of the criteria.

This window is composed of the Display-Only section and the Subject/Attribute Restrictions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the program subject/attribute restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restricted subjects/attributes is in effect.
To Term	Last term in which this set of restricted subjects/attributes is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies restricted subjects/ attributes from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends restricted subjects/

Mouse	Keyboard	Result
		attributes

Subject/Attribute Restrictions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the subject/attribute restrictions adjustments for the program specified in the key block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with the restriction. Select the **Search** button for this field to display the Campus Codes (STVCAMP) list. List Campus Codes (STVCAMP)
College	Code of the college associated with the restriction. Select the **Search** button for this field to display the College Codes (STVCOLL) list. List College Codes (STVCOLL)
Department	Code of the department associated with the restriction. Select the **Search** button for this field to display the Department Codes (STVDEPT) list. List Department Codes (STVDEPT)
Subject	Code of the subject associated with the restriction. Select the **Search** button for this field to display the Subject Codes (STVSUBJ) list. List Subject Codes (STVSUBJ)
Course Number Low	Course number that is restricted, or the lowest number in a range

Fields	Descriptions
	of restricted courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of restricted courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Attribute	Code of the attribute associated with the restriction. Select the **Search** button for this field to display the Degree Program Attributes (STVATTR) list. List Degree Program Attributes (STVATTR)
Maximum Credits	Maximum number of credits that can be taken within the restriction.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credit** field or the **Maximum Course** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be taken within the

Fields	Descriptions
	restriction.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Text	This check box is selected if text has been associated with the selected restriction. Display only. Edit Program Restricted Subj/Attr Adjustments Comments window

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Default Program Restricted Subject/Attributes window

Updated: August 27, 2020

Use the Default Program Restricted Subject/Attributes window to copy an existing program's restricted subjects and attributes to a student's program adjustment record.

Note: This window is available only if no program-level restricted subjects/attributes have been defined for the student's program adjustment record.

When you access this window, the page name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Restricted Subject/Attributes Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page

Fields	Descriptions
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Program Restricted Subj/Attr Adjustments Comments window

Updated: August 27, 2020

Use the Program Restricted Subj/Attr Adjustments Comments window to enter descriptive information about the restriction selected in the Program Restricted Subjects/ Attributes Adjustments window.

This window is composed of the Display-Only section and the Subject/Attribute Restrictions Text Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which program subject/attribute restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
To Term	Last term in which this restriction is in

Fields	Descriptions
	effect.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Subject/Attribute Restrictions Adjustments Text section

Updated: August 27, 2020

Use this section to enter or display the subject/attribute restrictions adjustments text for the program specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are

Fields	Descriptions
	printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Program Restricted Grades Adjustments window

Updated: August 27, 2020

Use the Program Restricted Grades Adjustments window to define adjustments to acceptable grades for a student's program. You can use this, for example, to be specific about the grades that can be received for courses used to satisfy requirements.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Example

Updated: August 27, 2020

Let's say that you want to define a program for honors students and want to allow no more than five courses where the student receive a D to be counted towards the program. For this, you would take the following steps.

- Enter the code associated with the D grade in the **Grade** field.
- Select the **None Connector** option button.
- Enter `5` in the **Maximum Courses** field.
  When you restrict a grade, CAPP looks only at that value (in this example, the `D`) and

not the numeric value. You must define each grade restriction individually. You can always exclude grades with numeric values less than a minimum when you create a compliance request. Use restricted grades only when you need to control the use of grades above the allowable minimum for the program.

Grade restrictions defined in this window apply only to those grade codes that have the same course level defined the Grade Code Maintenance (SHAGRDE) page as the native course level for the program. Also, restrictions defined in this window apply only to the specific grade codes being restricted. The restrictions are not applied to grade codes that have a lower numeric value.

This window is composed of the Display-Only section and the Grade Restrictions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for the program grade restrictions adjustments.

Fields	Descriptions
From Term	First term in which this set of restricted grades is in effect.
To Term	Last term in which this set of restricted grades is in effect.

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies restricted grades from a prior term range to a new effective term range
Maintenance	Duplicate Field	End restricted grades

Grade Restrictions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the grade restrictions adjustments for the program specified in the key block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits with the restricted grade that can be used to satisfy program requirements.
Connector	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses with the restricted grade that can be used to satisfy program requirements.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Text	This check box is selected if text has been associated with the selected grade restriction. Display only. Edit Restricted Grade Text window

Mouse	Keyboard	
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Default Program Restricted Grade window

Updated: August 27, 2020

Use the Default Program Restricted Grade window to copy an existing program's restricted grades to a student's program adjustment record.

Note: This window is available only if no program-level restricted grades have been defined for the student's program adjustment record.

When you access this window, the page name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Restricted Grade Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy restricted grades. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy restricted grades. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Process Default	Duplicate Record	Copies restricted grades to the progra

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Program Restricted Grades Adjustments Comments window

Updated: August 27, 2020

Use the Program Restricted Grades Adjustments Comments window to enter descriptive comments for the grade restriction selected in the Program Restricted Grade Adjustments window.

This window is composed of the Display-Only section and the Grade Restrictions Text Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which program grade restrictions adjustments text is being entered or displayed.

Fields	Descriptions
From Term	First term in which this restriction is in effect.
Restricted Grade	Grade that is restricted.
To Term	Last term in which this restriction is in effect.

Grade Restrictions Adjustments Text section

Updated: August 27, 2020

Use this section to enter or display the grade restrictions adjustments text for the program specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the grade restriction. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Program Area Attachments Adjustments window

Updated: August 27, 2020

Use the Program Area Attachments Adjustments window to define area attachment adjustments for a student's program.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

This window is composed of the Display-Only section and the Area Attachments Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays the term range for which program area attachments adjustments are being entered or displayed.

Fields	Descriptions
From Term	First term in which this set of area attachments is in effect.
To Term	Last term in which this set of area attachments is in effect

Mouse	Keyboard	Result
Maintenance	Duplicate Record	Copies area attachments from a prior term range to a new effective term range
Maintenance	Duplicate Field	Ends area attachments

Area Attachments section

Updated: August 27, 2020

Use this section to enter or display the area attachments adjustments for the program specified in the key block of the main window.

Fields	Descriptions
Area	Code of the attached area. Select the **Search** button for this field to display the Option List. List Existing Area Inquiry (SMIAREA) page Count Hits Area Library (SMAALIB) page
Priority	Area's priority within the program. The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order. If a priority has been assigned to an area on the Area Definition (SMAAREA) page, that value defaults into this field when the area's code is entered in the **Area** field, although it can be changed.
Course Re-Use None	Option to indicate that courses applied to the area cannot have been applied to preceding areas and cannot be reused by later areas. When an area is attached to a program, the system automatically defaults the course reuse indicator from the area, but the value can be changed. (Course reuse is specified in the **Default Course Reuse** field of the General Requirements section of SMAAREA.) See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Course Re-Use In	Option to indicate courses that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Course Re-Use Out	Option to indicate that courses cannot have been applied to any requirements in preceding areas, but if used in the current area,

Fields	Descriptions
	can be considered for use in later areas.
Course Re-Use Both	Option to indicate that courses that have been applied to requirements in preceding areas can also be considered for use in the current area and can be considered for use in later areas.
Attribute Re-Use None	Option to indicate that attributes cannot have been used in preceding areas and cannot be reused in later areas. When an area is attached to a program, the system automatically defaults the attribute reuse indicator from the area, but the value can be changed. (Attribute reuse is specified in the **Default Attribute Reuse** field of the General Requirements section of SMAAREA.) See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Attribute Re-Use In	Option to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area, but if used in the current area, cannot be used again in later areas.
Attribute Re-Use Out	Option to indicate that attributes cannot have been applied to any requirements in preceding areas, but if used in the current area, can be considered for use in later areas.
Attribute Re-Use Both	Option to indicate that attributes that have been applied to requirements in preceding areas can also be considered for use in the current area and can be considered for use in later areas.
Within Indicator	Check box used to indicate whether both a course and its attributes can be used within the same area. In this case, the course's credits are used only one time toward the minimum credits required by the area or program. If this check box is cleared, either a course or its attributes can be used within the same area.
Year Rule	Number of years within which a course must be taken for it to be

Fields	Descriptions
	used by an area in the program. If a default year limit has been defined on SMAAREA, that value defaults into this field when the area's code is entered in the **Area** field, although you can change it.
Student Level	Student level associated with the area. Display only.
Course Level	Course level associated with the area. Display only.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward area and program minimum credit requirements, even though the area has been waived. Credits can be entered only when a waiver action code that counts is entered. A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are 'counted' as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward area and program minimum courses requirements, even though the area has been waived. Courses can be entered only when a waiver action code that counts is entered.

Default Area Attachment and Priority Control window

Updated: August 27, 2020

Use the Default Area Attachment and Priority Control window to copy an existing program's area attachments to another program.

Note: This window is available only if no area attachments have been defined for the student's program adjustment record.

When you access this window, the page name changes to Program Requirements (SMQSPDF), although the window can be accessed only from the Program Area Attachments Adjustments window of the Student Program Adjustments (SMASPRG) page.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Fields	Descriptions
Default From Program	Program from which to copy area attachments. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy area attachments. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies attachments to the program

Mouse	Keyboard

adjustment record

Program Adjustments Tracking window

Updated: August 27, 2020

Use the Program Adjustments Tracking window to view an audit trail of all adjustment actions. One audit trail record is automatically written for each table/ effective term/user/ date combination. You can also enter comments associated with each audit trail entry.

This window is composed of the Display-Only section and the Tracking Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about record for which adjustment tracking text is being entered or displayed.

Fields	Descriptions
Table	Seven-character name and full name of the table for which the adjustment was made. For searches, select the **Search** button for this field to display the Other Adjustment Tracking Tables List. List Other Adjustment Tracking Tables List
Term	Code of the term for which the adjustment was effective. Display only. For searches, select the **Search** button for this field to display the Other Adjustment Tracking Terms List. List Other Adjustment Tracking Terms List
User	Banner ID of the person who made the adjustment.
Activity Date	Date on which the adjustment was made.

Tracking Text section

Updated: August 27, 2020

Use this section to enter or display the adjustment tracking text for the program specified in the key block of the main window.

Fields	Descriptions
Tracking Text	Text associated with the adjustment. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Activity Date	Date on which the text was entered or modified.

WebCAPP Rules (SMAWCRL) page

Updated: August 27, 2020

Use the WebCAPP Rules (SMAWCRL) page to build rules for WebCAPP evaluation.

To process compliance evaluations from the Web, you must run the Pipe Initialization Process (SFRPINI). For more information, refer to the *Student Records* chapter of the Banner *Student Self-Service Use* content or to the *Student Information* chapter of the Banner *Faculty Self-Service Use* content on the Documentation center.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the Rules block.

Key block

Updated: August 27, 2020

Use this section to specify the term for which you want to define WebCAPP rules.

Fields	Descriptions
Term Code	Code of the term to which this set of WebCAPP rules applies. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)

Rule section

Updated: August 27, 2020

Use this section to define the WebCAPP rules for the term specified in the key block.

Fields	Descriptions
The following fields are displayed in the What-If Analysis Display section.	
Major 1 Display	Check box used to indicate whether the first concentration code

Fields	Descriptions
Concentration 1	associated with the first major should be displayed for what-if analyses.
Major 1 Display Concentration 2	Check box used to indicate whether the second concentration code associated with the first major should be displayed for what-if analyses.
Major 1 Display Concentration 3	Check box used to indicate whether the third concentration code associated with the first major should be displayed for what-if analyses.
Major 1 Display Department 1	Check box used to indicate whether the department code associated with the first major should be displayed for what-if analyses.
Major 2 Display	Check box used to indicate whether the second major should be displayed for what-if analyses.
Major 2 Display Concentration 1	Check box used to indicate whether the first concentration code associated with the second major should be displayed for what-if analyses.
Major 2 Display Concentration 2	Check box used to indicate whether the second concentration code associated with the second major should be displayed for what-if analyses.
Major 2 Display Concentration 3	Check box used to indicate whether the third concentration code associated with the second major should be displayed for what-if analyses.
Major 2 Display Department 2	Check box used to indicate whether the department code associated with the second major should be displayed for what-if analyses.
Minor 1	Check box used to indicate whether the first minor code should be displayed for what-if analyses.
Minor 2	Check box used to indicate whether the second minor code should be displayed for what-if analyses.
The following fields are displayed in the Evaluation Display section.	
Secondary Curriculum	Check box used to indicate whether secondary curriculum information is to be used for display and processing.
Print Type	Code of the print type to be used for displaying text on evaluations on the Web.

Fields	Descriptions
	This field is used for the original WebCAPP processing or processing that has been modified at your institution. It is not used with XML compliance output processing. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
Compliance Type	Code of the compliance type to be used for deriving print codes to display evaluation text on the Web. This field is required when you want to create XML compliance output. You must select a compliance type for Web display of compliance text. Select the **Search** button for this field to display the Compliance Type Validation (STVCPRT) list. List Compliance Type Validation (STVCPRT)
Student Email	Code of the e-mail type that must be on a students record on the E-mail Address (GOAEMAL) page for the students e-mail address to be displayed on the Web in Faculty and Advisor Self-Service. Select the **Search** button for this field to display the E-mail Type Validation (GTVEMAL) list. List E-mail Type Validation (GTVEMAL)
Faculty Email	Code of the e-mail type that must be on a faculty members or advisors record on the E-mail Address (GOAEMAL) page for the individuals e-mail address to be displayed on the Web in Faculty and Advisor Self-Service. Select the **Search** button for this field to display the E-mail Type Validation (GTVEMAL) list.

Fields	Descriptions
	List E-mail Type Validation (GTVEMAL)
The following field is displayed in the Expanded Requirements section.	
Print Type	Code of the print type to be used to determine the text to display for educational plan. Select the **Search** button for this field to display the Compliance Print Code Validation (STVPRNT) list. List Compliance Print Code Validation (STVPRNT)
The following field is displayed in the Faculty Control section.	
In-Progress Override	Check box used to indicate whether faculty members or advisors can override the default in-progress course usage setting, which is specified on the Compliance Default Parameters (SMADFLT) page.
The following fields are displayed in the Purge Controls section.	
Student Delete	Check box used to indicate whether students can delete compliance requests they created through the Web.
Faculty Delete	Check box used to indicate whether faculty members and advisors can delete compliance requests they created through the Web.
The following fields are displayed below the Purge Controls section.	
User	ID of the user who made the last change.
Activity Date	Date on which the last change was saved.

Area Output Inquiry (SMIAOUT) page

Updated: August 27, 2020

Use the Area Output Inquiry (SMIAOUT) page to view the details of compliance results for an area used by a compliance request.

Use the fields in the key block to specify the student, request number, and area for which you want to review area-level compliance results. The **ID**, **Request Number**, and **Area** fields are the only fields you can enter, and a valid combination must be entered to access compliance results.

The General Requirements section displays the area's general requirements and the student's compliance results. Requirements are displayed exactly as they were applied to the student and are either the original requirements or the adjusted requirements for the student.

Fields displayed in the General Requirements section are generally the same as those in the General Requirements section of the Area Requirements (SMAAREA) page, except that most of the fields are duplicated to display the area requirement (**Required**) and the actual value applied to the area (**Used**) based on the student's work.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the General Requirements section.

Key block

Updated: August 27, 2020

Use this section to specify the ID and number of the compliance request you want to view.

Fields	Descriptions
ID	ID of the student for whom you want to display compliance results. Required. Select the **Search** button for this field to display the Compliance Output Person Search List. List Compliance Output Person Search List
Request Number	Number of the compliance request number for which you want to display compliance results. Required. Select the **Search** button for this field to display the Compliance Requests List. List Compliance Requests List

Fields	Descriptions
Term	Effective term of the compliance request.
Area	Code of the area associated with the compliance request for which information is to be displayed. Required. Select the **Search** button for this field to display the Compliance Output Areas Attached List. List Compliance Output Areas Attached List
Area Level	Student level associated with the area.
Catalog	Academic year to which the term belongs.
Program	Code of the program associated with the compliance request.
Level	Student level associated with the program.

General Requirements section

Updated: August 27, 2020

Use this section to view the area general requirements for the compliance request specified in the key block.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data. If the program's requirements have been adjusted for the student, the adjustment type is displayed in this field.
Total Required Credits Required	Minimum total number of credits needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Total Required Credits Used	Total number of credits earned toward the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).

Fields	Descriptions
	See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Total Required Courses Required	Minimum total number of courses needed to satisfy the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Total Required Courses Used	Total number of courses taken toward the area's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits Required	Minimum total number of credits that must be earned at your institution to satisfy the area's requirements.
Required Institutional Credits Used	Total number of credits earned at your institution toward the area's requirements.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Courses Required	Minimum total number of courses that must be taken at your institution to satisfy the area's requirements.
Required Institutional Courses Used	Total number of courses taken at your institution toward the area's requirements.
Required Institutional Traditional Credits Required	Minimum total number of credits that must be earned at your institution with a traditional grade (as defined on the Grade Code Maintenance [SHAGRDE] page) to satisfy the area's requirements.
Required Institutional Traditional Credits Used	Total number of credits earned at your institution with a traditional grade toward the area's requirements.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).

Fields	Descriptions
Required Institutional Traditional Courses Required	Minimum total number of courses that must be taken at your institution with a traditional grade to satisfy the area's requirements.
Required Institutional Traditional Courses Used	Total number of courses taken at your institution with a traditional grade toward the area's requirements.
Maximum Institutional Non-Traditional Credits Required	Maximum total number of credits that can be earned at your institution with a non-traditional grade (as defined on SHAGRDE) to satisfy the area's requirements.
Maximum Institutional Non-Traditional Credits Used	Total number of credits earned at your institution with a non-traditional grade toward the area's requirements.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses Required	Maximum total number of courses that can be taken at your institution with a non-traditional grade to satisfy the area's requirements.
Maximum Institutional Non-Traditional Courses Used	Total number of courses taken at your institution with a non-traditional grade toward the area's requirements.
Maximum Transfer Credits Required	Maximum number of transfer credits that can be used to satisfy the area's requirements.
Maximum Transfer Credits Used	Maximum number of transfer credits used to satisfy the area's requirements.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Transfer Courses Required	Maximum number of transfer courses that can be used to satisfy the area's requirements.
Maximum Transfer	Maximum number of transfer courses used to satisfy the area's

Fields	Descriptions
Courses Used	requirements.
Compliance Credits Required	Number of credits to be applied towards the program's minimum credit requirement for the area.
Compliance Courses Required	Number of courses to be applied towards the program's minimum course requirement for the area.
Minimum Area GPA Required	Lowest acceptable program GPA a student can have to satisfy the area's requirements.
Minimum Area GPA Actual	Student's actual program GPA, calculated from the grades received in native-level courses used to satisfy the requirements of the area.
Priority	Area's priority within the program. The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order.
Course Reuse	Default course reuse rule to be used by compliance. `B` Both `I` In `N` None `O` Out
Attribute Reuse	Default attribute reuse rule to be used by compliance. `B` Both `I` In `N` None `O` Out

Fields	Descriptions
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the area's requirements.
Year Limit	Number of years old a course can be to satisfy the area's requirements.

Course/Attribute Attachment Results window

Updated: August 27, 2020

Use the Course/Attribute Attachment Results window to view a detailed list of course/attribute attachments for the area. This window is available only if a course or attribute is attached to the area.

This window is composed of the Display-Only section and the Course/Attribute Attachment section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which course/attribute attachments are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Course/Attribute Attachment section

Updated: August 27, 2020

This section displays the course/attribute attachments for the compliance request specified in the key block of the main window.

Fields	Descriptions
Met	Check box used to indicate whether the detail requirement has been met.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts*, chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Rule	User-defined identifier for the rule for this requirement, if applicable. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Course/ Attribute Attachment Rules window. List Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the requirement.
Course Number Low	Course number associated with this requirement or the lowest number in a range. Display only.
Course Number High	Highest number in a range associated with this requirement, if applicable. Display only.
Course Attribute	Code of the required course attribute.
Student Attribute	Code of the required student attribute.
Course Year Rule	Number of years within which the course must be taken to satisfy this requirement. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level.

Fields	Descriptions
	If a year rule is already in effect at a higher level, a lower-level rule can be more restrictive, but not less restrictive.
Minimum Course Grade	Minimum grade earned for the course to satisfy this requirement.
Count In GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy this requirement.
Maximum Credits Per Course	Maximum number of credits for the course to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement.
Must Take Before End	Last term in which a course can be taken to satisfy this requirement.
Use Split Course	Check box used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one.
Credits Required	Number of credits required to satisfy the detail requirement.
Credits Used	Actual number of credits earned toward the detail requirement.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Required	Number of courses required to satisfy the detail requirement.
Credits Used	Actual number of credits taken toward the detail requirement.
Credits Maximum	Maximum number of credits allowed in courses used to satisfy

Fields	Descriptions
	the detail requirement.
Credits Used	Actual number of credits used to satisfy the detail requirement.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Maximum	Maximum number of courses allowed in courses used to satisfy the detail requirement.
Credits Used	Actual number of courses used to satisfy the detail requirement.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied.
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits Maximum	Maximum number of transfer credits from a course or group of courses that can be used to satisfy the detail requirement.
Transfer Credits Used	Actual number of transfer credits used to satisfy the detail requirement.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number

Fields	Descriptions
	of courses could be used to satisfy the detail requirement.
Transfer Courses Maximum	Maximum number of transfer courses that can be used to satisfy the detail requirement.
Transfer Credits Used	Actual number of transfer courses used to satisfy the detail requirement.
Action	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits counted for an adjusted requirement.
Adjusted Courses	Number of courses counted for an adjusted requirement.
Concurrent Enrollment	Check box used to indicate whether concurrent enrollment is allowed to meet this requirement. This indicator applies only to requirements that are used in prerequisite checking. When the check box is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the check box is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Test Code	Code of the test type associated with this requirement.
Score Minimum	Minimum test score that can satisfy this requirement.
Score Maximum	Maximum test score that can satisfy this requirement.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with this requirement, if applicable.
Department	Code of the department associated with this requirement, if applicable.

Course/Attribute Exclusions window

Updated: August 27, 2020

Use the Course/Attribute Exclusions window to view courses/course attributes that cannot be used to satisfy a detail requirement. This window is available only if an exclusion was defined for the detail line in the Course/Attributes Attachments window of the Area Requirements (SMAAREA) page.

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Display-Only section and the Course/Attribute Exclusions section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which course/attribute exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original

Fields	Descriptions
	requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Exclusions section

Updated: August 27, 2020

This section displays the course/attribute exclusions for the compliance request specified in the key block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with this exclusion, if applicable.
College	Code of the campus associated with this exclusion, if applicable.
Department	Code of the department associated with this exclusion, if applicable.
Subject	Code of the subject associated with this exclusion, if any.
Course Number Low	Course number that was excluded, or the lowest number in a range of excluded courses, if defined. Display only.
Course Number High	Highest number in a range of excluded courses, if defined. Display only.
Course Attribute	Code of the course attribute associated with this exclusion, if any.
Student Attribute	Code of the student attribute associated

Fields	Descriptions
	with this exclusion, if any.
Must Take In or After Term	Code of the first term of a range during which the course must have been taken, if used in the exclusion.
Must Take Before Term	Code of the last term of a range during which the course must have been taken, if used in the exclusion.
Action	Code for the adjustment type, if an adjustment was performed on the area.

Include/Exclude Course Level window

Updated: August 27, 2020

Use the Include/Exclude Course Level window to view additional level inclusions or exclusions associated with the detail requirement selected in the Course/Attribute Attachment Results window. This window is available only if additional levels were included or excluded for the course.

Additional levels are always displayed in the window; excluded levels appear only if a course that could have satisfied a requirement was rejected due to an exclusion.

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Display-Only section and the Course Level Inclusions/ Exclusions section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which course level inclusions/ exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if

Fields	Descriptions
	applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course Level Inclusions/Exclusions section

Updated: August 27, 2020

This section displays the course level inclusions/exclusions for the compliance request specified in the key block of the main window.

Fields	Descriptions
Include/Exclude	Option group used to specify whether the course level was included or excluded.

Fields	Descriptions
Level	Code of the course level that was included or excluded.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the detail requirement. Used only for an included level.
Credits Maximum	Maximum number of credits from the included course level that can be used to satisfy the detail requirement.
Credits Used	Number of credits earned toward the detail requirement.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses from the included course level that can be used to satisfy the detail requirement.
Credits Used	Actual number of courses from the included course level that were used to satisfy the detail requirement.
Action	Code for the adjustment type, if an adjustment was performed on the area.

Courses/Attributes Used Toward Requirement window

Updated: August 27, 2020

Use the Courses/Attributes Used Toward Requirement window to view details of courses and attributes used to satisfy the detail requirement selected in the Course/Attribute Attachment Results window.

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Display-Only section and the Courses/Attributes Used section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which used courses/attributes are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the college associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that, when combined with the subject code, defines a specific course, or the lowest number in a range of possible courses, if defined.
Course Number High	Highest number in a range of possible courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Test	Code of the test type associated with the original requirement.
Minimum	Minimum test score that can satisfy the original requirement.
Maximum	Maximum test score that can satisfy the original requirement.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more

Fields	Descriptions
	information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Concurrent	Check box used to indicate whether concurrent enrollment is allowed to be used to satisfy the requirement.
Met	Check box used to indicate whether the detail attachment's requirements are met.

Courses/Attributes Used section

Updated: August 27, 2020

This section displays the used courses/attributes for the compliance request specified in the Key block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with the course(s)/attribute(s) applied to this requirement, if applicable.
College	Code of the campus associated with the course(s)/attribute(s) applied to this requirement, if applicable.
Department	Code of the department associated with the course(s)/attribute(s) applied to this requirement, if applicable.
Subject	Code of the subject associated with the course(s)/attribute(s) applied to this requirement.
Course Number	Course number associated with the course(s)/attribute(s) applied to this requirement.
Course Level	Course level associated with the course(s)/attribute(s) applied to this requirement.
Source	Source of the course(s)/attribute(s) applied to this requirement. Values include: `E` Exam

Fields	Descriptions
	`H` History `I` In-progress `P` Planned `T` Transfer `Z` Student attribute
Course Attribute	Code of the course attribute associated with the course(s)/attribute(s) applied to this requirement, if any.
Student Attribute	Code of the student attribute associated with the course(s)/attribute(s) applied to this requirement, if any.
Credits Available	Number of credits the course had available to apply to the requirement for this detail attachment.
Credits Used	Actual number of credits used toward satisfying the requirement for the course(s)/attribute(s) applied to this requirement.
Grade Code	Code of grade earned for the course associated with the course(s)/attribute(s) applied to this requirement.
Grading Mod	Grade mode associated with the grade code.
Traditional	Indicates whether the grade assigned to the course is a 'traditional' grade, as defined on the Grade Code Maintenance (SHAGRDE) page.
Course Equivalence	Indicates that the course used is equivalent to the one specified in the requirement.
Potential	Indicates whether the course can potentially be used to satisfy the requirement.
Counted In Program	Indicates whether the course counts toward the program's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on).
Counted In Area	Indicates whether the course counts toward the area's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on).

Fields	Descriptions
Counted In Group	Indicates whether the course counts toward the group's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on), if the course is used to satisfy a group's requirements.
Counted In GPA	Indicates whether the course counts toward grade point averages calculated for the program.
Test Code	Code of the test type associated with this requirement. This code is used to indicate that the requirement can be satisfied by achievement of a satisfactory score on a test.
Test Score	Actual score earned on the test.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.

Course/Attribute Text window

Updated: August 27, 2020

Use the Course/Attribute Text window to view text associated with the detail requirement selected in the Course/Attribute Attachment Results window. This window is available only if text exists for the detail requirement.

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Display-Only section and the Course/Attribute Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which used course/attribute comments are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Source	Original source of the compliance curriculum data.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Text section

Updated: August 27, 2020

This section displays the course/attribute comments for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the detail requirement.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Detail Area Rule Requirements window

Updated: August 27, 2020

Use the Detail Area Rule Requirements window to view detail attachment rules, which define very complicated requirements that cannot be easily configured using Boolean logic. This window is available only if a detail attachment rule exists.

You can access this window from the Course/Attribute Attachment Results window.

This window is composed of the Rule Umbrella section and the Rule Detail section.

Rule Umbrella section

Updated: August 27, 2020

Use this section to define the rule umbrella for the rule selected in the Course/Attribute Attachment Results window.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Key Rule	Name assigned to the rule.
Rule Text	Check box used to indicate whether text has been associated with this rule. Use the button to access the Course

Fields	Descriptions
	Attachment Rule Text window.
Description	Description of the rule.
Number of Conditions Required	Number of conditions required for this rule.
Number of Conditions Actual	Actual number of conditions used for this rule.
Required Credits Per Condition	Number of required credits for this condition, if applicable.
Connector (untitled)	Type of connector between the fields. N No connector, so either credits or courses could be used to satisfy the detail requirement. B Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. O Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Required Courses Per Condition	Number of required courses for this condition, if applicable.
Maximum Credits Per Condition	Maximum number of credits that can be used for this condition, if applicable.
Connector (untitled)	Type of connector between the fields. N No connector, so either credits or courses could be used to satisfy the detail requirement. O Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.

Fields	Descriptions
Maximum Courses Per Condition	Maximum number of courses that can be used for this condition, if applicable.
Total Credits Required	Total number of credits required by this entire rule.
Total Credits Used	Actual number of credits used for this entire rule.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Total Courses Required	Total number of courses required by this entire rule.
Total Courses Used	Actual number of courses used for this entire rule.
Total Credits Maximum	Maximum number of credits that can be used by this entire rule.
Total Credits Used	Actual number of credits used for this entire rule.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were

Fields	Descriptions
	required to satisfy the detail requirement. ○ Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Total Courses Maximum	Maximum number of courses that can be used by this entire rule.
Total Courses Used	Actual number of courses used for this entire rule.

Rule Detail section

Updated: August 27, 2020

This section displays the detail for the rule umbrella.

Fields	Descriptions
Met	Check box used to indicate whether the requirements of the rule have been met.
Condition	Condition defined on this row. The system determines conditions based on the way in which the detail lines are defined. For example, all entries using the same set will have a single condition number, because all are part of one condition.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Rule	User-defined identifier for the rule for this requirement, if

Fields	Descriptions
	applicable. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Course/ Attribute Attachment Rules window. Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with this requirement.
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement.
Course Number High	Highest number in a range of courses that can satisfy the requirement.
Course Attribute	Code of the course attribute associated with this requirement, if applicable.
Student Attribute	Code of the student attribute associated with this requirement, if applicable.
Course Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured.
Minimum Course Grade	Minimum grade earned for the course that can satisfy the requirement.
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy the requirement.
Maximum Credits Per Course	Maximum number of credits for the course to satisfy the requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement.

Fields	Descriptions
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement.
Use Split Course	Check box used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one.
Credits Required	Total number of credits required by this condition.
Credits Used	Actual number of credits used for this condition.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Required	Total number of courses required by this condition.
Courses Used	Actual number of courses used for this condition.
Credits Maximum	Maximum number of credits that can be used by this condition.
Credits Used	Actual number of credits used for this condition.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Maximum	Maximum number of courses that can be used by this condition.
Courses Used	Actual number of courses used for this condition.
Compliance Credits	Number of credits that can accumulate toward area and program

Fields	Descriptions
	general requirements after this requirements is satisfied.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied.
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits Maximum	Maximum number of transfer credits that can be used by this condition.
Transfer Credits Used	Actual number of transfer credits used for this condition.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Transfer Courses Maximum	Maximum number of transfer courses that can be used by this condition.
Transfer Courses Used	Actual number of transfer courses used for this condition.
Action	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits counted for an adjusted requirement.
Adjusted Courses	Number of courses counted for an adjusted requirement.
Concurrent Enrollment	Check box used to indicate whether concurrent enrollment is allowed to meet the requirement.
Test Code	Code of the test type associated with the requirement.
Score Minimum	Minimum test score that can satisfy the requirement.
Score Maximum	Maximum test score that can satisfy the requirement.
Campus	Code of the campus associated with the requirement, if

Fields	Descriptions
	applicable.
College	Code of the campus associated with the requirement, if applicable.
Department	Code of the department associated with the requirement, if applicable.

Rule within Rule window

Updated: August 27, 2020

Use the Rule within Rule window to view subrules within detail attachment rules. The fields in this window are identical to those in the Detail Area Rule Requirements window.

You can access this window from the Detail Area Rule Requirements window.

Detail Area Rule Base Text window

Updated: August 27, 2020

Use the Detail Area Rule Base Text window to view text for the course/attribute attachment rule displayed in the Detail Area Rule Requirements window. This window is available only if text exists for the detail attachment rule.

You can access this window from the Detail Area Rule Requirements window.

Fields	Descriptions
Text	Text associated with the detail attachment rule.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Area Text window

Updated: August 27, 2020

Use the Area Text window to view area-level text associated with the area. This window is available only if area-level text exists.

When you enter the window, all available text displays. You can query to display only the text defined for a specific compliance output type. In query mode, the Print List lists only those compliance print codes for which area text exists.

You can access this window from the General Requirements section of the main window.

This window is composed of the Display-Only section and the Area Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which area text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Area Text section

Updated: August 27, 2020

This section displays the area text for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the area.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print

Fields	Descriptions
	Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Area Group Attachment window

Updated: August 27, 2020

Use the Area Group Attachment window to view a list of the groups attached to the area. This window is available only if groups are attached to the area.

You can access this window from the General Requirements section of the main window.

This window is composed of the Display-Only section and the Group Attachments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which group attachments are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Group Attachments section

Updated: August 27, 2020

This section displays the Group Attachments for the compliance request specified in the key block of the main window.

Fields	Descriptions
Met	Check box used to indicate whether the detail requirement has

Fields	Descriptions
	been met.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Rule	User-defined identifier for the rule for this requirement, if applicable. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Course/ Attribute Attachment Rules window. List Course/Attribute Attachment Rules window
Group	Code of the attached group, if applicable. For searches, select the **Search** button for this field to display the Area Group Attachment List. List Area Group Attachment List
Description	Description of the group.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits counted for a waived requirement.
Adjusted Crse	Number of courses counted for a waived requirement.
Reason Rule/Group Not Met	Reason why a group rule or group is not met, if applicable.

Group Attachment Rules window

Updated: August 27, 2020

Use the Group Attachment Rules window to view group attachment rules, which define very complicated requirements that cannot be easily configured using Boolean logic. This window is available only if a group attachment rule exists.

You can access this window from the Area Group Attachment window.

This window is composed of the Rule Umbrella section and the Rule Detail section.

Rule Umbrella section

Updated: August 27, 2020

Use this section to define the rule umbrella for the rule selected in the Area Group Attachment window.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.
Rule	Set based on the rule code entered in the Area Group Attachment window.
Description	Description of the rule.
Rule Text	Check box used to indicate whether text has been associated with this rule. Edit Group Attachment Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.

Mouse	Keyboard	Result
Comments	Edit	Opens the Group Attachment Rule Text window

Rule Detail section

Updated: August 27, 2020

This section displays the detail for the rule umbrella.

Fields	Descriptions
Condition	Condition defined on this row. The system determines conditions based on the way in which the detail lines are defined. For example, all entries using the same set will have a single condition number, because all are part of one condition.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Rule	User-defined identifier for the rule for this requirement, if applicable. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. For searches, select the **Search** button for this field to display the Group Attachment Rules window. Edit Group Attachment Rules window
Group	Code of the attached group. For searches, select the **Search** button for this field to display the Area Group Attachment List.

Fields	Descriptions
	List Area Group Attachment List
Course Re-Use	Course reuse rule used by compliance. `B` Both `I` In `N` None `O` Out
Attribute Re-Use	Attribute reuse rule used by compliance. `B` Both `I` In `N` None `O` Out
Within Ind	Check box used to indicate whether within reuse was allowed. When this check box is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, a lower-level rule can be more restrictive, but not less restrictive.

Group Attachment Rule Text window

Updated: August 27, 2020

Use the Group Attachment Rule Text window to view text for the group attachment rule. This window is available only if text exists for the group attachment rule.

You can access this window from the Group Attachment Rules window.

This window is composed of the Display-Only section and the Group Attachment Rule Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which group attachment rule text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Group Attachment Rule Text section

Updated: August 27, 2020

This section displays the group attachment rule text for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the group attachment rule.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print

Fields	Descriptions
	Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Include/Exclude Course Level window

Updated: August 27, 2020

Use the Include/Exclude Course Level window to view additional course levels (those other than the 'native' course level of the area) for which compliance either included or excluded existing course work for the student. This window is available only if course inclusions/exclusions exist for the area.

If an area has additional included levels, and work at the included level is used to satisfy requirements, the number of used courses/credits are displayed in addition to the rules defined for the additional level. Excluded levels are displayed only if the excluded level also caused a course to be rejected.

You can access this window from the General Requirements section of the main window.

This window is composed of the Display-Only section and the Course Level Inclusions/ Exclusions section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which course level inclusions/ exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Course Level Inclusions/Exclusions section

Updated: August 27, 2020

This section displays the course level inclusions/exclusions for the compliance request specified in the key block of the main window.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level was included or excluded.
Level	Code of the course level that was included or excluded.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the area's requirements. Used only for an included level.
Credits Maximum	Maximum number of credits from an included course level that can be used to satisfy the area's requirements.
Credits Used	Number of credits earned toward the requirement.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses from an included course level that can be used to satisfy the area's requirements.
Courses Used	Actual number of courses from the restricted course level that were used to satisfy the area's requirements.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.

Area Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Area Restricted Subjects/Attributes window to view any area-level course or attribute restriction rules. This window is available only if restricted course/attribute rules exist for the area.

You can access this window from the General Requirements section of the main window.

This window is composed of the Display-Only section and the Area Subject/Attribute Restrictions section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which area subject/attribute restrictions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Area Subject/Attribute Restrictions section

Updated: August 27, 2020

This section displays the area subject/attribute restrictions for the compliance request specified in the key block of the main window.

Fields	Descriptions
Subject	Code of the subject associated with the restriction, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined. Display only.
Course Number High	Highest number in a range of restricted courses, if defined. Display only.
Course Attribute	Code of the course attribute associated with the restriction, if any.
Credits Maximum	Maximum number of credits from the restricted course level that can be used to satisfy area requirements.
Credits Used	Actual number of credits from the restricted course level that were used to satisfy area requirements.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**).

Fields	Descriptions
	See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses from the restricted course level that can be used to satisfy area requirements.
Credits Used	Actual number of courses from the restricted course level that were used to satisfy area requirements.
Action	Code for the adjustment type, if an adjustment was performed on the area.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with this requirement, if applicable.
Department	Code of the department associated with this requirement, if applicable.
Text	Check box used to indicate whether text has been associated with the selected restriction. Edit Area Restricted Subjects/Attributes Text window

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Area Restricted Subjects/Attributes Text window

Updated: August 27, 2020

Use the Area Restricted Subjects/Attributes Text window to view text associated with the restriction selected on the Area Restricted Subjects/Attributes window.

This window is composed of the Display-Only section and the Area Subject/Attribute Restrictions Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which area subject/attribute restrictions text is being viewed.

Fields	Descriptions
Term Effective	Effective term of the compliance request.
Campus	Code of the campus associated with the restriction, if any.

Fields	Descriptions
College	Code of the college associated with the restriction, if any.
Department	Code of the department associated with the restriction, if any.
Subject	Code of the subject associated with the restriction, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the restriction, if any.

Area Subject/Attribute Restrictions Text section

Updated: August 27, 2020

This section displays the area subject/attribute restrictions text for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Area Restricted Grades window

Updated: August 27, 2020

Use the Area Restricted Grades window to view any area-level grade restriction rules. This window is available only if restricted grade rules exist for the area.

You can access this window from the General Requirements section of the main window.

This window is composed of the Display-Only section and the Area Grade Restrictions section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which area grade restrictions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Area Grade Restrictions section

Updated: August 27, 2020

This section displays the area grade restrictions for the compliance request specified in the key block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction.
Credits Maximum	Maximum number of credits with the restricted grade that can be used to satisfy the area's requirements.
Credits Used	Actual number of credits earned with the restricted grade.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.

Fields	Descriptions
Courses Maximum	Maximum number of courses with the restricted grade that can be used to satisfy the area's requirements.
Courses Used	Actual number of courses taken in which the restricted grade was earned.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Text	Check box used to indicate whether text has been associated with the selected restriction. Edit Area Restricted Grades Text window

Mouse	Keyboard	
Comments	Edit	Opens the Area Restric

Mouse	Keyboard

tedGradesTextwindow

Area Restricted Grades Text window

Updated: August 27, 2020

Use the Area Restricted Grades Text window to view text associated with the grade restriction selected on the Area Restricted Grades window.

This window is composed of the Display-Only section and the Area Grade Restrictions Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which area grade restrictions text is being viewed.

Fields	Descriptions
Grade	Code of the grade selected on the Area Restricted Grades window.

Area Grade Restrictions Text section

Updated: August 27, 2020

This section displays the area subject/attribute restrictions text for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Existing Area Inquiry (SMIAREA) page

Updated: August 27, 2020

Use the Existing Area Inquiry (SMIAREA) page to view all areas for which requirements have been defined.

Fields	Descriptions
Area	Code of the area.
Description	Description of the area.
Student Level	Student level associated with the area.
Course Level	'Native' course level associated with the area.
Effective Term	Effective term for the set of general requirements. A separate

Fields	Descriptions
	record is displayed for each set of general requirements for each area.
Active Indicator	Check box used to indicate whether general requirements (and therefore the entire area) are active as of the displayed effective term.

Area Usage By Program Inquiry (SMIAUSE) page

Updated: August 27, 2020

Use the Area Usage By Program Inquiry (SMIAUSE) page to view the program(s) to which an area is attached. The page opens in query mode. After you execute a query, the data displayed in the Attached to Program section is for the record selected in the upper section.

Main window

Updated: August 27, 2020

The main window is composed of the Area Filter section and the Attached to Program section.

Area Filter section

Updated: August 27, 2020

Use this section to specify the areas for which you want to view the programs they are attached to.

Fields	Descriptions
Selected (untitled)	Indicator for the selected record. An asterisk is displayed in this field when you go to the next section so that you can identify the record for which you are viewing search results.
Area	Code of the area.
Description	Description of the area, automatically displayed when a valid area code is entered.
Student Level	Student level associated with the area.

Fields	Descriptions
Course Level	'Native' course level associated with the area.
Dynamic Association	Check box used to indicate whether the **Dynamic** check box on the Area Library (SMAALIB) page is selected for this area. (When the **Dynamic** check box on SMAALIB is selected, the area is available to be selected by non-captive programs based on the area's qualifiers during compliance.)

Attached to Program section

Updated: August 27, 2020

Use this section to view the results of your query.

Fields	Descriptions
Program	Code of the program to which the area is attached.
Description	Description of the program to which the area is attached.
Student Level	Student level associated with the program.
Course Level	Native course level associated with the program.
Curriculum Lock	Check box used to indicate whether the **Locked** check box on the Program Definition Rules (SMAPRLE) page is selected.
Curriculum Dependent	Check box used to indicate whether the **Curriculum Dependent** check box on SMAPRLE is selected.
Curriculum Rule	Check box used to indicate whether a curriculum rule is attached to the program code on the Curriculum Rules (SOACURR) page.

Compliance Results Inquiry (SMICRLT) page

Updated: August 27, 2020

Use the Compliance Results Inquiry (SMICRLT) page to view compliance results. This page allows you to “drill down” through successive levels of detailed compliance information.

You can use Scroll Down from the main window to access the Program Area Compliance Summary window. You can use Scroll Down from the Program Area Compliance

Summary window to access the Area Group Compliance Summary window. You can use buttons from the Program Area Compliance Summary window and the Area Group Compliance Summary window to access the other windows in the page.

- Select the **Courses Used** button to access the Courses Used by Area/Group window.
- Select the **Attributes Used** button to access the Attributes Used by Area/Group window.
- Select the **Courses Unused** button to access the Detail Courses Not Used by Program window.
- Select the **Attribute Unused** button to access the Detail Attributes Not Used by Program window.
- Select the **Tests Used** button to access the Used Test Scores window.
- Select the **Areas Unused** button to access the Areas Not Used by Program window.

From the Courses Used by Area/Group window, you can access the following windows:

- Area/Group Requirements window
- Rejected Courses window
- Compliance Process Order of Courses window

From the Attributes Used by Area/Group window, you can access the following windows:

- Area/Group Requirements window
- Rejected Courses window

From the Detail Courses Not Used by Program window and the Detail Attributes Not Used by Program window, you can access the Rejected Courses window.

Main window

Updated: August 27, 2020

The main window summarizes compliance results, provides a quick status of the compliance, and allows you to access additional information.

The main window is composed of the key block and the Program Compliance Summary section.

Key block

Updated: August 27, 2020

Use this section to specify the student ID and request number for which you want to review compliance results. The **ID** and **Request Number** fields are the only enterable fields, are required, and a valid combination must be entered to access compliance results.

Fields	Descriptions
ID	ID of the student for whom compliance results are to be displayed. Select the **Search** button for this field to display the Compliance Output Person Search List. List Compliance Output Person Search List
Name (untitled)	Name associated with the ID, automatically displayed when a value is entered in the **ID** field. Display only.
Request Number	Compliance request number for which compliance results are to be displayed. Select the **Search** button for this field to display the Compliance Requests List. List Compliance Requests List

Program Compliance Summary section

Updated: August 27, 2020

Use this section to display a brief summary of compliance results and a quick, at-a-glance status of the compliance request specified in the key block.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Fields	Descriptions
Originator ID	ID and name of the originator of the compliance request, if an originator ID was entered when the compliance request was created.
Originator Code	Code and description of the originator of the compliance request, if an originator code was entered when the compliance request was created.

Buttons provide access to compliance results. If requirements have been defined for a category (for example, general requirements or tests) the applicable button (**Met**, **Not Met**, **Used**, or **Unused**) is enabled. If requirements have not been defined for a category, no buttons are enabled and an X appears on the button.

Mouse	Keyboard	Result
General Requirements Met	N/A	Opens the main window of the Program Output Inquiry (SMIPOUT) page
General Requirements Not Met	N/A	Opens the main window of SMIPOUT
Non-Course Requirements Met	N/A	Opens the main window of SMIPOUT
Non-Course Requirements Not Met	N/A	Opens the main window of SMIPOUT
Required Attributes Met	N/A	Opens the main window of SMIPOUT
Required Attributes Not Met	N/A	Opens the main window of SMIPOUT
Areas Met	N/A	Opens the Program Area Compliance Summary window of SMICRLT
Areas Not Met	N/A	Opens the Program Area Compliance Summary window of SMICRLT
Courses Used	N/A	Opens the Courses Used by

Mouse	Keyboard	Result
		Area/Group window of SMICRLT
Courses Unused	N/A	Opens the Detail Courses Not Used by Program window of SMICRLT
Attributes Used	N/A	Opens the Attributes Used by Area/Group window of SMICRLT
Attributes Unused	N/A	Opens the Detail Attributes Not Used by Area/Group window of SMICRLT
Tests Used	N/A	Opens the Used Test Scores window of SMICRLT
Areas Unused	N/A	Opens the Areas Not Used by Program window of SMICRLT

Program Area Compliance Summary window

Updated: August 27, 2020

Use the Program Area Compliance Summary window to view a summary of compliance results for each area used by the program for the compliance request specified in the key block of the main window.

To access this window, place the cursor in the main window, then go to the next block.

This window is composed of the Program block, the Area block, the Requirements block, and the Attachments block.

Program section

Updated: August 27, 2020

This section displays the program and catalog term for the compliance results.

Fields	Descriptions
Program	Code and description of the program

Fields	Descriptions
	evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Area section

Updated: August 27, 2020

This section displays information about the area(s) for the compliance results.

Fields	Descriptions
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Awarded Credits	Number of credits awarded for the area.
Awarded Course	Number of courses awarded for the area.
Area	Code of an area used by the program.
Description	Description of the area.
Attached	Type of attachments (groups or courses) that make up the area's detail requirements.

Requirements section

Updated: August 27, 2020

This section provides buttons to access to compliance results for area requirements.

If details have been defined for a category (for example, general requirements) the applicable button (**Met** or **Not Met**) is enabled. If details have not been defined for a category, no buttons are enabled and an X appears on the button.

Mouse	Keyboard	
General Requirements Met	N/A	Opens the main window of the Area Output

Mouse	Keyboard	
		Inquiry (SMIAOUT) page
General Requirements Not Met	N/A	Opens the main w

Mouse	Keyboard	
		indow of SMIAOUT
Group Requirements Met	N/A	Opens the Area/Group C

Mouse	Keyboard	
		omplianceSummarywindowofSMICRLT
Group Requirements Not Met	N/A	Op

Mouse	Keyboard

ens the Area/Group Compliance Summary

Mouse	Keyboard	
		window of SMICRLT
Detail Requirements Met	N/A	Opens the Course/Att

Mouse	Keyboard

ributeAttachmentResultswindowofSM

Mouse	Keyboard	
		IAOUT
Detail Requirements Not Met	N/A	OpensheCourse/AttributeAtta

Mouse	Keyboard

c h m e n t R e s u l t s w i n d o w o f S M I A O U T

Attachments section

Updated: August 27, 2020

This section provides buttons to access to compliance results for area attachments. If details have been defined for a category (for example, tests) the applicable button (**Used** or **Unused**) is enabled.

If details have not been defined for a category, no buttons are enabled and an X appears on the button.

Mouse	**Keyboard**	
Courses Used	N/A	Opens the Courses Used by Area/Gr

Mouse	**Keyboard**	
		oup window of SMICRLT
Courses Unused	N/A	Opens the Detail C

Mouse	Keyboard

oursesNotUsedbyProgramwindowofSMI

Mouse	Keyboard	
		CRLT
Attributes Used	N/A	Opens the Attributes Used by Area/

Mouse	Keyboard	
		Group window of SMICRLT
Attributes Unused	N/A	Opens the Detai

Mouse	Keyboard

IAttributesNotUsedbyArea/Groupwin

Mouse	Keyboard	
		dow of SMICRLT
Tests Used	N/A	Opens the Used Test Score

Mouse	Keyboard	
		s window of SMICRLT
Areas Unused	N/A	Opens the Areas Not U

Mouse	Keyboard

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Area Group Compliance Summary window

Updated: August 27, 2020

Use the Area Group Compliance Summary window to view a summary of compliance results for each group attached to an area for the compliance request specified in the key block of the main window.

To access this window, in the Program Area Compliance Summary window, place the cursor in the row of the area for which you want to view group details, then go to the next block.

This window is composed of the Program/Area block, the Group block, the Reason Not Met block, the Requirements block, and the Attachments block.

Program/Area section

Updated: August 27, 2020

This section displays the program, catalog term, and area for the compliance results.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.
Area	Code of the area selected in the Program Area Compliance Summary window.

Group section

Updated: August 27, 2020

This section displays information about the group(s) for the compliance results.

Fields	Descriptions
Met	Check box used to indicate whether the requirements have been met for the group.
Set	User-defined identifier for the set to which this requirement belongs, if a set was defined. See the *Sets and Subsets* section in the *Common Concepts*

Fields	Descriptions
	chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if a subset was defined.
Rule	User-defined identifier for the rule for this requirement, if a rule was defined. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules.
Group	Code and description of a group. Select the **Search** button for this field to display the Area Group Attachment List. List Area Group Attachment List
Description	Description of the group.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Awarded Credits	Number of credits awarded for the area.
Awarded Course	Number of courses awarded for the area.

Reason Not Met section

Updated: August 27, 2020

This section displays the reason a group rule or group is not met.

Fields	Descriptions
Reason Rule or Group Not Met	Reason why the group rule or group selected in the Group section is not met, if applicable.

Requirements and Rules section

Updated: August 27, 2020

This section provides buttons to access to compliance results for group requirements and rules.

If details have been defined for a category (for example, general requirements) the applicable button (**Met** or **Not Met**) is enabled. If details have not been defined for a category, no buttons are enabled and an X appears on the button.

Mouse	**Keyboard**	
Group General Requirements Met	N/A	Opens the main window of the

Mouse	Keyboard	
		Group Output Inquiry (SMIGOUT) page
Group General Requirements Not	N/A	Op

Mouse	Keyboard	
Met		ensthemainwindowofSMIGOUT
Group Detail Requirements Met	N/A	Opensthe

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Course/AttributeAttachmentwindowo

Mouse	Keyboard	
		fSMIGOUT
Group Detail Requirements Not Met	N/A	Opens the Course/Attribute A

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		ttachment window of SMIGOUT
Rule Requirements Met	N/A	Opens the A

Mouse	**Keyboard**
Rule Requirements	N/A

reaRuleAttachmentwindowofSMICRLTO

Mouse	Keyboard	
Not Met		pens the Area Rule Attachment window of

Mouse	Keyboard	
		SMICRLT

Attachments section

Updated: August 27, 2020

This section provides buttons to access to compliance results for group attachments. If details have been defined for a category (for example, tests) the applicable button (**Used** or **Unused**) is enabled.

If details have not been defined for a category, no buttons are enabled and an X appears on the button.

Mouse	Keyboard	
Courses Used	N/A	OpenstheC

Mouse	Keyboard

ourses Used by Area/Group window of SMI

Mouse	Keyboard	
		CRLT
Courses Unused	N/A	OpenstheDetailCoursesNotUsedb

Mouse	Keyboard	
		yProgramwindowofSMICRLT
Attributes Used	N/A	OpenstheAt

Mouse	Keyboard	
		t r i b u t e s U s e d b y A r e a / G r o u p w i n d o w o f S

Mouse	Keyboard	
		MICRLT
Attributes Unused	N/A	Opens the Detail Attributes Not

Mouse	Keyboard	
		Used by Area/Group window of SMICRLT
Tests Used	N/A	Op

Mouse	Keyboard

enstheUsedTestScoreswindowofSMICR

Mouse	**Keyboard**	
		LT
Areas Unused	N/A	Opens the Areas Not Used by Program wi

Mouse	Keyboard

ndowofSMICRLT

Courses Used by Area/Group window

Updated: August 27, 2020

Use the Courses Used by Area/Group window to view both courses and course attributes used by the program for the compliance request specified in the Key block of the main window. This window can be accessed from the Program Area Compliance Summary window or the Area Group Compliance Summary window.

- If the window is accessed from the Program Area Compliance Summary window, the system displays all records associated with the program.
- If the window is accessed from the Area Group Compliance Summary window, the system displays all records associated with the area selected in the Area Group Compliance Summary window.

This window displays the records in order by subject/course number. If you want to view the records in order by compliance usage, access the Compliance Process Order of Courses window.

This window is composed of the Program block and the Courses Used block.

Program section

Updated: August 27, 2020

This section displays the program and catalog term for the compliance results.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Courses Used section

Updated: August 27, 2020

This section displays information about the courses used to satisfy requirements.

Fields	Descriptions
Subject	Subject code of the course used to satisfy an area or group requirement. Select the **Search** button for this field to display the Subject Codes List. List Subject Codes List
Course	Number of the course used to satisfy an area or group requirement. Display only. List Subjects and Courses List
Course Attribute	Code of the course attribute associated with the requirement, if any. Select the **Search** button for this field to display the Course

Fields	Descriptions
	Attributes List. List Course Attributes List
CRN	Course reference number of the course used to satisfy the requirement. The field is blank if the course is a planned or transfer course.
Title	Name of the course used to satisfy the requirement.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.
Source	Source of the course used to satisfy the requirement. `History` Institutional course that has already been rolled to Academic History `Transfer` Transfer course `In Progress` In-progress course that has not been graded and rolled to Academic History `Planned` Planned course associated with the compliance request
Course Level	Course level associated with the course. Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Credits Actual	Total number of credits earned in the course.
Credits Used	Number of credits earned in the course that were used to satisfy the requirement.

Fields	Descriptions
	The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grading Mode	Grading mode associated with the grade that the student earned in the course. Grade modes are not displayed for planned and in-progress courses.
Term Code	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Course Level	Course level associated with the course. Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Campus	Code of the campus associated with the course.
College	Code of the college associated with the course.
Department	Code of the department associated with the course.
Traditional	Check box used to indicate whether the grade assigned to the course is a traditional grade, as defined on the Grade Code Maintenance (SHAGRDE) page. The check box is never selected for planned or in progress courses.
Repeat	Check box used to indicate whether the course is a repeated course.
Area	Code of the area in which the course was used to satisfy a requirement. Select the **Search** button for this field to display the Areas Used by

Fields	Descriptions
	Program List. List Areas Used by Program List
Group	Code of the group in which the course was used to satisfy a requirement, if the requirement is associated with a group. Select the **Search** button for this field to display the Used Courses by Group List. List Used Courses by Group List
Area Reuse Course	Default course reuse rule to be used by compliance for the area. `N` None `I` In `O` Out `B` Both
Area Reuse Attribute	Default attribute reuse rule to be used by compliance for the area. `N` None `I` In `O` Out `B` Both
Group Reuse Course	Default course reuse rule used by compliance for the group. `N` None `I` In

Fields	Descriptions
	`O` Out `B` Both
Group Reuse Attribute	Default attribute reuse rule used by compliance for the group. `N` None `I` In `O` Out `B` Both
Count in Program	Check box used to indicate whether the course counts toward the program's totals.
Count in Area	Check box used to indicate whether the course counts toward the area's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on).
Count in Group	Check box used to indicate whether the course counts toward the group's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on), if the course is used to satisfy a group's requirements.
Count in GPA	Check box used to indicate whether the course counts toward grade point averages calculated for the program.
Compliance Credits	Number of credits accumulated toward group, area, and program general requirements, if a specific number of compliance credits have been defined for the requirement.
Compliance Courses	Number of courses accumulated toward group, area, and program general requirements, if a specific number of compliance courses have been defined for the requirement.
Split Course	Check box used to indicate whether the course's credits are split because it exceeds the maximum number of credits allowed toward the requirement.
Applied Indicator	Check box used to indicate whether the course was applied toward the degree associated with the program for the

Fields	Descriptions
	compliance request.
Equivalent Course	Check box used to indicate whether the course used to satisfy the requirement is an equivalent one to the one specified in the requirement.
Potential Usage	Check box used to indicate whether the course can potentially be used to satisfy the requirement. It is selected only when a requirement cannot be completely satisfied by using the course.
Catalog Used	Check box used to indicate whether the requirement specified that all courses in the institution's catalog within a specified range were required to satisfy the requirement.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits accumulated if an adjustment was performed.
Adjusted Courses	Number of courses accumulated if an adjustment was performed.
Source of Adjustment	Source of the adjustment.

Attributes Used by Area/Group window

Updated: August 27, 2020

Use the Attributes Used by Area/Group window to view both student and course attributes used by the program for the compliance request specified in the Key block of the main window. This window can be accessed from the Program Area Compliance Summary window or the Area Group Compliance Summary window.

- If the window is accessed from the Program Area Compliance Summary window, the system displays all records associated with the program.
- If the window is accessed from the Area Group Compliance Summary window, the system displays all records associated with the area selected in the Area Group Compliance Summary window.

This window is composed of the Program block and the Attributes Used block.

Program section

Updated: August 27, 2020

This section displays the program and catalog term for the compliance results.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Attributes Used section

Updated: August 27, 2020

This section displays information about the attributes used to satisfy requirements.

Fields	Descriptions
Student Attribute	Code of the student attribute that was used to satisfy this area or group requirement.
Course Attribute	Code of the course attribute that was used to satisfy this area or group requirement.
Subject	Subject code of the course used to satisfy this area or group requirement. Select the **Search** button for this field to display the Subject Codes List. List Subject Codes List
Course	Number of the course used to satisfy this area or group requirement. Display Only. List Subjects and Courses List

Fields	Descriptions
CRN	Course reference number of the course used to satisfy this requirement. The field is blank if the course is a planned or transfer course.
Title	Name of the course used to satisfy this requirement.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.
Source	Source of the course used to satisfy this requirement. `History` Institutional course that has already been rolled to Academic History `Transfer` Transfer course `In Progress` In-progress course that has not been graded and rolled to Academic History `Planned` Planned course associated with the compliance request
Credits Actual	Total number of credits earned in the course.
Credits Used	Number of credits earned in the course that were used to satisfy this requirement. The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grading Mode	Grading mode associated with the grade that the student earned in the course. Grade modes are not displayed for planned and in-

Fields	Descriptions
	progress courses.
Term	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Course Level	Course level associated with the course. Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Campus	Code of the campus associated with the course.
College	Code of the college associated with the course.
Department	Code of the department associated with the course.
Traditional	Check box used to indicate whether the grade assigned to the course is a 'traditional' grade, as defined on the Grade Code Maintenance (SHAGRDE) page. The check box is never selected for planned or in progress courses.
Repeat	Check box used to indicate whether the course is a repeated course.
Area	Code of the area in which the course was used to satisfy a requirement. Select the **Search** button for this field to display the Areas Used by Program List. List Areas Used by Program List
Group	Code of the group in which the course was used to satisfy a requirement, if the requirement is associated with a group. Select the **Search** button for this field to display the Used Courses by Group List. List Used Courses by Group List

Fields	Descriptions
Area Reuse Course	Default course reuse rule to be used by compliance for the area. N None I In O Out B Both
Area Reuse Attribute	Default attribute reuse rule to be used by compliance for the area. N None I In O Out B Both
Group Reuse Course	Default course reuse rule used by compliance for the group. • N - None • I - In • O - Out • B - Both
Group Reuse Attribute	Default attribute reuse rule used by compliance for the group. • N - None • I - In • O - Out • B - Both
Count in Program	Check box used to indicate whether the course counts toward the

Fields	Descriptions
	programs's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on).
Count in Area	Check box used to indicate whether the course counts toward the area's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on).
Count in Group	Check box used to indicate whether the course counts toward the group's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on), if the course is used to satisfy a group's requirements.
Count in GPA	Check box used to indicate whether the course counts toward grade point averages calculated for the program.
Compliance Credits	Number of credits accumulated toward group, area, and program general requirements, if a specific number of compliance credits have been defined for the requirement.
Compliance Courses	Number of courses accumulated toward group, area, and program general requirements, if a specific number of compliance courses have been defined for the requirement.
Split Course	Check box used to indicate whether the course's credits are split because it exceeds the maximum number of credits allowed toward the requirement.
Applied Indicator	Check box used to indicate whether the course was applied toward the degree associated with the program for the compliance request.
Equivalent Course	Check box used to indicate whether the course used to satisfy the requirement is an equivalent one to the one specified in the requirement.
Potential Usage	Check box used to indicate whether the course can potentially be used to satisfy the requirement. It is selected only when a requirement cannot be completely satisfied by using the course.
Catalog Used	Check box used to indicate whether the requirement specified that all courses in the institution's catalog within a specified range were required to satisfy the requirement.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits accumulated if an adjustment was performed.

Fields	Descriptions
Adjusted Courses	Number of courses accumulated if an adjustment was performed.
Source of Adjustment	Source of the adjustment.

Detail Courses Not Used by Program window

Updated: August 27, 2020

Use the Detail Courses Not Used by Program window to view the courses that were not used by the program for the compliance request specified in the Key block of the main window.

This window can be accessed from the Program Area Compliance Summary window or the Area Group Compliance Summary window.

- If the window is accessed from the Program Area Compliance Summary window, the system displays all records associated with the program.
- If the window is accessed from the Area Group Compliance Summary window, the system displays all records associated with the area selected in the Area Group Compliance Summary window.

Courses not considered by compliance are not reflected as not used. For example, when you enter a compliance request, you specify whether or not applied-to-degree courses will be used, whether or not to include in-progress courses, and the minimum and maximum terms from which to select courses. Any courses falling outside of any of these conditions are not selected, and therefore are not reported as unused.

This window is composed of the Program block and the Courses Not Used block.

Program section

Updated: August 27, 2020

This section displays the program and catalog term for the compliance results.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code,

Fields	Descriptions
	automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Courses Not Used section

Updated: August 27, 2020

This section displays information about the courses that were not used by the program.

Fields	Descriptions
Subject	Subject code of the course that was not used to satisfy this area or group requirement. Select the **Search** button for this field to display the Subject Codes List. List Subject Codes List
Course Number	Number of the course that was not used to satisfy this area or group requirement. Display only. List Subjects and Courses List
CRN	Course reference number of the course that was not used to satisfy this requirement. The field is blank if the course is a planned or transfer course.
Course Title	Name of the course that was not used to satisfy this requirement.
Source	Source of the course that was not used to satisfy this requirement. `History` Institutional course that has already been rolled to Academic History `Transfer` Transfer course

Fields	Descriptions
	`In Progress` In-progress course that has not been graded and rolled to Academic History `Planned` Planned course associated with the compliance request
Term	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grading Mode	Grading mode associated with the grade that the student earned in the course. Grade modes are not displayed for planned and in-progress courses.
Credits Actual	Total number of credits earned in the course.
Credits Available	Number of credits earned in the course. The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Course Level	Course level associated with the course. Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Campus	Code of the campus associated with the course.
College	Code of the college associated with the course.
Department	Code of the department associated with the course.
Traditional	Check box used to indicate whether the grade assigned to the course is a 'traditional' grade, as defined on the Grade Code Maintenance (SHAGRDE) page. The check box is never selected for planned or in progress

Fields	Descriptions
	courses.
Repeat	Check box used to indicate whether the course is a repeated course.

Detail Attributes Not Used by Program window

Updated: August 27, 2020

Use the Detail Attributes Not Used by Program window to view the course attributes that were not used by the program for the compliance request specified in the Key block of the main window.

This window can be accessed from the Program Area Compliance Summary window or the Area Group Compliance Summary window.

- If the window is accessed from the Program Area Compliance Summary window, the system displays all records associated with the program.
- If the window is accessed from the Area Group Compliance Summary window, the system displays all records associated with the area selected in the Area Group Compliance Summary window.

Attributes not considered by compliance are not reflected as not used. For example, when you enter a compliance request, you specify whether or not applied-to-degree courses will be used, whether or not to include in-progress courses, and the minimum and maximum terms from which to select courses. Any attributes falling outside of any of these conditions are not selected, and therefore are not reported as unused.

This window is composed of the Program block and the Attributes Not Used block.

Program section

Updated: August 27, 2020

This section displays the program and catalog term for the compliance results.

Fields	Descriptions
Program	Code and description of the program

Fields	Descriptions
	evaluated for this compliance request.
Program Name (untitled)	Name associated with the program code, automatically displayed when a value is entered in the **Program** field. Display only.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.

Attributes Not Used section

Updated: August 27, 2020

This section displays information about the attributes that were not used by the program.

Fields	Descriptions
Course Attribute	Attribute code of the course that was not used to satisfy this area or group requirement.
Subject	Subject code of the course that was not used to satisfy this area or group requirement.
Course Number	Number of the course that was not used to satisfy this area or group requirement. Display Only. List Subjects and Courses List
CRN	Course reference number of the course that was not used to satisfy this requirement. The field is blank if the course is a planned or transfer course.
Course Title	Name of the course that was not used to satisfy this requirement.
Source	Source of the course that was not used to satisfy this requirement. `History` Institutional course that has already been rolled to Academic History `Transfer` Transfer course

Fields	Descriptions
	`In Progress` In-progress course that has not been graded and rolled to Academic History `Planned` Planned course associated with the compliance request
Credits Actual	Total number of credits earned in the course.
Credits Available	Number of credits earned in the course. The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grading Mode	Grading mode associated with the grade that the student earned in the course. Grade modes are not displayed for planned and in-progress courses.
Term	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Course Level	Course level associated with the course. Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Campus	Code of the campus associated with the course.
College	Code of the college associated with the course.
Department	Code of the department associated with the course.
Traditional	Check box used to indicate whether the grade assigned to the course is a 'traditional' grade, as defined on the Grade Code Maintenance (SHAGRDE) page. The check box is never selected for planned or in progress

Fields	Descriptions
	courses.
Repeat	Check box used to indicate whether the course is a repeated course.

Areas Not Used by Program window

Updated: August 27, 2020

Use the Areas Not Used by Program window to view a list of areas that were not used by the program for the compliance request specified in the key block of the main window. It also provides the reason an area was not used.

To be considered unused, an area must be attached to the program and either be inactive for the catalog term for which compliance was run, or be a dynamic area attached to a non-captive program with area qualifiers that do not match the student's characteristics.

Fields	Descriptions
Area	Code of the area not used by the program.
Reason	Reason that the area was not used by the program.

Used Test Scores window

Updated: August 27, 2020

Use the Test Scores window to view test scores used by the program for the compliance request specified in the key block of the main window.

Fields	Descriptions
Area	Code of the area for which the test was used to satisfy a requirement.
Group	Code of the group for which the test was used to satisfy a requirement, if the requirement is associated with a group.
Test	Code of the test.

Fields	Descriptions
Description	Description associated with the test.
Minimum	Minimum acceptable test score.
Test Score	Actual test score.
Maximum	Maximum acceptable test score.

Area/Group Requirements window

Updated: August 27, 2020

Use the Area/Group Requirements window to view the details of the specific requirement that a used course/attribute satisfied for the compliance request specified in the key block of the main window.

Fields	Descriptions
The following fields display information about the selected course.	
Subject	Subject code of the course used to satisfy this area or group requirement.
Course Number	Number of the course used to satisfy this area or group requirement.
Course Attribute	Code of the course attribute associated with this requirement, if any.
The following fields display information about the definition of the requirement.	
Program	Code of the program associated with this requirement.
Area	Code of the area associated with this requirement.
Group	Code of the group associated with this requirement.
Effective Term	Code of the effective term associated with this requirement.
Met	Check box used to indicate whether this requirement is completely satisfied.
Set	User-defined identifier for the set to which this requirement belongs, if a set was defined. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more

Fields	Descriptions
	information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if a subset was defined.
Rule	User-defined identifier for the rule for this requirement, if a rule was defined. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules.
Subject	Code of the subject used associated with this requirement.
Course Number Low	Course number associated with this requirement or the lowest number in a range.
Course Number High	Highest number in a range associated with this requirement.
Course Attribute	Code of the course attribute associated with this requirement.
Student Attribute	Code of the student attribute associated with this requirement.
Year Rule	Number of years within which a course must be taken for it to be used by an area in the program.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the requirements.
Use Split Course	Check box used to indicate whether this requirement can be satisfied by a split course.
Minimum Credits Per Course	Minimum number of credits that can be earned for the course to satisfy this requirement.
Maximum Credits Per Course	Maximum number of credits that can be earned for the course to satisfy this requirement.
Used Credits	Number of credits used to satisfy this requirement.
Used Courses	Number of courses used to satisfy this requirement.
Used Transfer Credits	Number of transfer credits used to satisfy this requirement.
Used Transfer	Number of transfer courses used to satisfy this requirement.

Fields	Descriptions
Courses	
Required Credits	Minimum number of credits required to satisfy this requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Courses	The minimum number of courses required to satisfy this requirement.
Maximum Credits	Maximum number of credits from a course or group of courses that can be used to satisfy this requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**).
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Count in GPA	Check box used to indicate whether the grade assigned to the course for this requirement counts toward GPAs calculated within the program.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement.
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied.
Compliance Courses	Number of courses that can accumulate toward area and program

Fields	Descriptions
	general requirements after this requirements is satisfied.
Maximum Transfer Credits	Maximum number of transfer credits from a course or group of courses that can be used to satisfy this requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. The **Connector** option button group indicates whether the system should use both values (**And**), either value (**Or**), or only one value (**None**).
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Campus	Code of the campus associated with this requirement.
College	Code of the college associated with this requirement.
Department	Code of the department associated with this requirement.
Transfer	Check box used to indicate whether this requirement can be satisfied by a transfer course.
Originated	Source of this requirement. Original The requirement as originally defined Adjusted The requirement changed as a result of an adjustment
Concurrent Enrollment Allowed	Check box used to indicate whether concurrent enrollment is allowed to meet the requirement.
Test Code	Code of the test type associated with this requirement.
Test Score Minimum	Minimum test score that can satisfy this requirement.
Test Score Maximum	Maximum test score that can satisfy this requirement.

Rejected Courses window

Updated: August 27, 2020

Use the Rejected Courses window to view the courses/attributes that were not applied toward the program for the compliance request specified in the key block of the main window. The reason for rejection is included for each record.

Courses or course attributes can be rejected for the following reasons:

- Campus/Coll/Dept Not Valid for Requirement
- Outside Term Range
- Exceeded Year Rule Limit
- Outside Credits Per Crse Range
- Detail Min Grade Not Met
- Group Min Grade Not Met
- Area Min Grade Not Met
- Program Min Grade Not Met
- Detail Addl. Level Not Met
- Group Addl. Level Not Met
- Area Addl. Level Not Met
- Program Addl. Level Not Met
- Excluded from the Requirement
- Course Level Not Valid for Group/Area/Program
- Group Restricted Subject/Attribute
- Area Restricted Subject/Attribute
- Program Restricted Subject/Attribute
- Group Restricted Grade
- Area Restricted Grade
- Program Restricted Grade
- Transfer Course Not Allowed
- Exceeded Max Transfer Credits/Courses
- Exceeded Max Non-Traditional Credits/Courses

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.
Area	Code of the area for which the course matched a requirement but was rejected.
Group	Code of the group for which the course matched a requirement but was rejected and, therefore, not applied, if the requirement is associated with a group.
Subject	Subject code of the course that matched a requirement but was rejected.
Course Number	Number of the course that matched a requirement but was rejected.
Attribute	Code of the course attribute that matched a requirement but was rejected.
Rejection Reason	The reason the course or course attribute was rejected. Display only.
CRN	Course reference number. Cross-reference number of a rejected course. Display only.
Term	Term in which the rejected course was taken. Display only.

Compliance Process Order of Courses window

Updated: August 27, 2020

Use the Compliance Process Order of Courses window to view both courses and course attributes used by the program for the compliance request specified in the Key block of the main window. This window displays the records in order by compliance usage.

Fields	Descriptions
Program	Code and description of the program evaluated for this compliance request.
Catalog Term	Code and description of the term used for the evaluation for this compliance request.
Subject	Subject code of the course used to satisfy an area or group

Fields	Descriptions
	requirement. For searches, select the **Search** button for this field to display the Subjects Codes List. List Subject Codes List
Crse	Number of the course used to satisfy an area or group requirement. For searches, select the **Search** button for this field to display the Subjects and Courses List. List Subjects and Courses List
Course Attribute	Code of the course attribute associated with the requirement, if any. For searches, select the **Search** button for this field to display the Course Attributes List. List Course Attributes List
CRN	Course reference number of the course used to satisfy the requirement. The field is blank if the course is a planned or transfer course.
Title	Name of the course used to satisfy the requirement.
Concurrency Ind	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.
Source	Source of the course used to satisfy the requirement. `History` Institutional course that has already been rolled to

Fields	Descriptions
	Academic History `Transfer` Transfer course `In Progress` In-progress course that has not been graded and rolled to Academic History `Planned` Planned course associated with the compliance request
Credits Actual	Total number of credits earned in the course.
Credits Used	Number of credits earned in the course that were used to satisfy the requirement. The value in this field is different from the value in the **Credits Actual** field only when the course's credits were split because the student reached the maximum number of credits required.
Grade Code	Grade that the student earned in the course. Grades are not displayed for planned and in-progress courses.
Grade Mode	Grading mode associated with the grade that the student earned in the course. Grades are not displayed for in-progress and planned courses.
Term	Term in which the course was taken, is planned, or to which a transfer course was applied, as appropriate.
Level	Course level associated with the course. Courses at levels other than the native level of the program can satisfy a requirement only if the level is specifically included for the program, area, or group.
Camp	Code of the campus associated with the course.
College	Code of the college associated with the course.
Dept	Code of the department associated with the course.
Trad	Check box used to indicate whether the grade assigned to the

Fields	Descriptions
	course is a traditional grade, as defined on the Grade Code Maintenance (SHAGRDE) page. The check box is never selected for planned or in progress courses.
Repeat	Check box used to indicate whether the course is a repeated course.
Area	Code of the area in which the course was used to satisfy a requirement. For searches, select the **Search** button for this field to display the Areas Used by Program List. List Areas Used by Program List
Group	Code of the group in which the course was used to satisfy a requirement, if the requirement is associated with a group. For searches, select the **Search** button for this field to display the Used Courses by Group List. List Used Courses by Group List
Credits Used	Number of credits earned in the course that were used to satisfy the requirement.
Cnt in Program	Check box used to indicate whether the course counts toward the program's totals.
Area Reuse Course	Default course reuse rule to be used by compliance for the area. `N` None `I` In `O` Out `B` Both

Fields	Descriptions
Area Reuse Attribute	Default attribute reuse rule to be used by compliance for the area. `N` None `I` In `O` Out `B` Both
Group Reuse Course	Default course reuse rule used by compliance for the group. `N` None `I` In `O` Out `B` Both
Group Reuse Attribute	Default attribute reuse rule used by compliance for the group. `N` None `I` In `O` Out `B` Both
Count in Prog	Check box used to indicate whether the course counts toward the programs's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on).
Count in Group	Check box used to indicate whether the course counts toward the group's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on), if the course is used to satisfy a group's requirements.
Count in Area	Check box used to indicate whether the course counts toward the area's general requirement (minimum credits and courses,

Fields	Descriptions
	maximum transfer credits and courses, and so on).
Count in GPA	Check box used to indicate whether the course counts toward grade point averages calculated for the program.
Compliance Credits	Number of credits accumulated toward group, area, and program general requirements, if a specific number of compliance credits have been defined for the requirement.
Compliance Courses	Number of courses accumulated toward group, area, and program general requirements, if a specific number of compliance courses have been defined for the requirement.
Split Course	Check box used to indicate whether the course's credits are split because it exceeds the maximum number of credits allowed toward the requirement.
Applied Ind	Check box used to indicate whether the course was applied toward the degree associated with the program for the compliance request.
Equivalent Course	Check box used to indicate whether the course used to satisfy the requirement is an equivalent one to the one specified in the requirement.
Potential Used	Check box used to indicate whether the course can potentially be used to satisfy the requirement. It is selected only when a requirement cannot be completely satisfied by using the course.
Catalog Used	Check box used to indicate whether the requirement specified that all courses in the institution's catalog within a specified range were required to satisfy the requirement.
Action Code	Code for the adjustment type, if an adjustment was performed on the area.
Adjusted Credits	Number of credits accumulated if an adjustment was performed.
Adjusted Courses	Number of courses accumulated if an adjustment was performed.
Source of Adjustment	Source of the adjustment.

Group Output Inquiry (SMIGOUT) page

Updated: August 27, 2020

Use the Group Output Inquiry (SMIGOUT) page to view the details of compliance results for a group within an area used by a compliance request.

Use the fields in the key block to specify the student, request number, and area for which you want to review area-level compliance results. The **ID**, **Request Number**, **Area**, and **Group** fields are the only enterable fields, and a valid combination must be entered to access compliance results.

The General Requirements section displays the group's general requirements and the student's compliance results. Requirements are displayed exactly as they were applied to the student and are either the original requirements or the adjusted requirements for the student.

Fields displayed in the General Requirements section are generally the same as those in the General Requirements section of the Group Requirements (SMAGROP) page, except that most of the fields are duplicated to display the group requirement (**Required**) and the actual value applied to the group (**Used**) based on the student's work.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the General Requirements section.

Key block

Updated: August 27, 2020

Use this section to specify the ID and number of the compliance request you want to view.

Fields	Descriptions
ID	ID of the student for whom you want to display compliance results. Required. Select the **Search** button for this field to display the Compliance Group Output Person Search List.

Fields	Descriptions
	List Compliance Group Output Person Search List
Request Number	Number of the compliance request number for which you want to display compliance results. Required. Select the **Search** button for this field to display the Compliance Requests List. List Compliance Requests List
Term	Effective term of the compliance request.
Area	Code of the area associated with the compliance request for which information is to be displayed. Required. Select the **Search** button for this field to display the Areas Attached List. List Areas Attached List
Area Level	Native course level of the area.
Catalog	Academic year to which the term belongs.
Group	Code of the group associated with the compliance request for which information is to be displayed. Required. Select the **Search** button for this field to display the Group Attached List. List Group Attached List
Group Level	Native course level of the group.
Group Rule	Rule associated with the group, if any.
Program	Code of the program associated with the compliance request.
Level	Student level associated with the program.

General Requirements section

Updated: August 27, 2020

Use this section to view the group general requirements for the compliance request specified in the key block.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data. If the program's requirements have been adjusted for the student, the adjustment type is displayed in this field.
Total Required Credits Required	Minimum total number of credits needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Total Required Credits Used	Total number of credits earned toward the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Total Required Courses Required	Minimum total number of courses needed to satisfy the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Total Required Courses Used	Total number of courses taken toward the group's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits Required	Minimum total number of credits that must be earned at your institution to satisfy the group's requirements.
Required	Total number of credits earned at your institution toward the

Fields	Descriptions
Institutional Credits Used	group's requirements.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Courses Required	Minimum total number of courses that must be taken at your institution to satisfy the group's requirements.
Required Institutional Courses Used	Total number of courses taken at your institution toward the group's requirements.
Required Institutional Traditional Credits Required	Minimum total number of credits that must be earned at your institution with a traditional grade (as defined on the Grade Code Maintenance [SHAGRDE] page) to satisfy the group's requirements.
Required Institutional Traditional Credits Used	Total number of credits earned at your institution with a traditional grade toward the group's requirements.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Traditional Courses Required	Minimum total number of courses that must be taken at your institution with a traditional grade to satisfy the group's requirements.
Required Institutional Traditional Courses Used	Total number of courses taken at your institution with a traditional grade toward the group's requirements.
Maximum Institutional Non-Traditional Credits Required	Maximum total number of credits that can be earned at your institution with a non-traditional grade (as defined on SHAGRDE) to satisfy the group's requirements.
Maximum Institutional Non-Traditional Credits	Total number of credits earned at your institution with a non-traditional grade toward the group's requirements.

Fields	Descriptions
Used	
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses Required	Maximum total number of courses that can be taken at your institution with a non-traditional grade to satisfy the group's requirements.
Maximum Institutional Non-Traditional Courses Used	Total number of courses taken at your institution with a non-traditional grade toward the group's requirements.
Maximum Transfer Credits Required	Maximum number of transfer credits that can be used to satisfy the group's requirements.
Maximum Transfer Credits Used	Maximum number of transfer credits used to satisfy the group's requirements.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Transfer Courses Required	Maximum number of transfer courses that can be used to satisfy the group's requirements.
Maximum Transfer Courses Used	Maximum number of transfer courses used to satisfy the group's requirements.
Compliance Credits Required	Number of credits to be applied towards the program's minimum credit requirement for the area.
Compliance Courses Required	Number of courses to be applied towards the program's minimum course requirement for the area.
Course Reuse	Default course reuse rule to be used by compliance. Values are `None`, `In`, `Out`, and `Both`.
Attribute Reuse	Default attribute reuse rule to be used by compliance. Values are `None`, `In`, `Out`, and `Both`.
Group Active	Check box used to indicate whether the group is active.
Minimum Course	Code of the minimum grade that must be earned for the course to

Fields	Descriptions
Grade	satisfy the group's requirements.
Course Year Limit	Number of years old a course can be to satisfy the group's requirements.

Group Text window

Updated: August 27, 2020

Use the Group Text window to view group-level text associated with the group. This window is available only if group-level text exists.

When you enter the window, all available text displays. You can query to display only the text defined for a specific compliance output type. In query mode, the Print List lists only those compliance print codes for which group text exists.

You can access this window from the General Requirements section of the main window.

This window is composed of the Display-Only section and the Group Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which group text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Group Text section

Updated: August 27, 2020

This section displays the group text for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the group.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Include/Exclude Course Level window

Updated: August 27, 2020

Use the Include/Exclude Course Level window to view additional course levels (those other than the native course level of the group) for which compliance either included or excluded existing course work for the student. This window is available only if course inclusions/exclusions exist for the group.

If a group has additional included levels, and work at the included level is used to satisfy requirements, the number of used courses/credits are displayed in addition to the rules defined for the additional level. Excluded levels are displayed only if the excluded level also caused a course to be rejected.

You can access this window from the General Requirements section of the main window.

This window is composed of the Display-Only section and the Course Level Inclusions/ Exclusions section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which course level inclusions/ exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.

Fields	Descriptions
Source	Original source of the compliance curriculum data.

Course Level Inclusions/Exclusions section

Updated: August 27, 2020

This section displays the course level inclusions/exclusions for the compliance request specified in the key block of the main window.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level was included or excluded.
Level	Code of the course level that was included or excluded.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the group's requirements. Used only for an included level.
Credits Maximum	Maximum number of credits from an included course level that can be used to satisfy the group's requirements.
Credits Used	Number of credits earned toward the requirement.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses from an included course level that can be used to satisfy the group's requirements.
Courses Used	Actual number of courses from the restricted course level that were used to satisfy the group's requirements.
Action Code	Code for the adjustment type, if an adjustment was performed on the group.

Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Restricted Subjects/Attributes window to view any group-level course or attribute restriction rules. This window is available only if restricted course/attribute rules exist for the group.

You can access this window from the General Requirements section of the main window.

This window is composed of the Display-Only section and the Subject/Attribute Restrictions section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which subject/attribute restrictions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Subject/Attribute Restrictions section

Updated: August 27, 2020

This section displays the subject/attribute restrictions for the compliance request specified in the key block of the main window.

Fields	Descriptions
Subject	Code of the subject associated with the restriction, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the restriction, if any.

Fields	Descriptions
Credits Maximum	Maximum number of credits from the restricted course level that can be used to satisfy the group's requirements.
Credits Used	Actual number of credits from the restricted course level that were used to satisfy the group's requirements.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses from the restricted course level that can be used to satisfy the group's requirements.
Credits Used	Actual number of courses from the restricted course level that were used to satisfy the group's requirements.
Action	Code for the adjustment type, if an adjustment was performed on the group.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with this requirement, if applicable.
Department	Code of the department associated with this requirement, if applicable.
Text	Check box used to indicate whether text has been associated with the selected restriction. Edit Restricted Subjects/Attributes Text window

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utesTextwindow

Restricted Subjects/Attributes Text window

Updated: August 27, 2020

Use the Restricted Subjects/Attributes Text window to view text associated with the restriction selected on the Restricted Subjects/Attributes window.

This window is composed of the Display-Only section and the Group Subject/Attribute Restrictions Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which group subject/attribute restrictions text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this

Fields	Descriptions
	requirement or set of requirements.
Campus	Code of the campus associated with the restriction, if any.
College	Code of the college associated with the restriction, if any.
Department	Code of the department associated with the restriction, if any.
Subject	Code of the subject associated with the restriction, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the restriction, if any.

Group Subject/Attribute Restrictions Text section

Updated: August 27, 2020

This section displays the group subject/attribute restrictions text for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Restricted Grades window

Updated: August 27, 2020

Use the Restricted Grades window to view any group-level grade restriction rules. This window is available only if restricted grade rules exist for the group.

You can access this window from the General Requirements section of the main window.

This window is composed of the Display-Only section and the Grade Restrictions section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which grade restrictions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Grade Restrictions section

Updated: August 27, 2020

This section displays the grade restrictions for the compliance request specified in the key block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction.
Credits Maximum	Maximum number of credits with the restricted grade that can be used to satisfy the group's requirements.
Credits Used	Actual number of credits earned with the restricted grade.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of

Fields	Descriptions
	the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses with the restricted grade that can be used to satisfy the group's requirements.
Courses Used	Actual number of courses taken in which the restricted grade was earned.
Action Code	Code for the adjustment type, if an adjustment was performed on the group.
Text	Check box used to indicate whether text has been associated with the selected restriction. Edit Restricted Grades Text window

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Restricted Grades Text window

Updated: August 27, 2020

Use the Restricted Grades Text window to view text associated with the grade restriction selected on the Restricted Grades window.

This window is composed of the Display-Only section and the Group Grade Restrictions Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which group grade restrictions text is being viewed.

Fields	Descriptions
Grade	Code of the grade selected on the Restricted Grades window.

Group Grade Restrictions Text section

Updated: August 27, 2020

This section displays the group grade restrictions text for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Course/Attribute Attachment window

Updated: August 27, 2020

Use the Course/Attribute Attachment window to view a detailed list of course/attribute attachments for the group. This window is available only if a course or attribute is attached to the group.

This window is composed of the Display-Only section and the Course/Attribute Attachments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which course/attribute attachments are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Course/Attribute Attachments section

Updated: August 27, 2020

This section displays the course/attribute attachments for the compliance request specified in the key block of the main window.

Fields	Descriptions
Met	Check box used to indicate whether the detail requirement has been met.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Rule	User-defined identifier for the rule for this requirement, if applicable. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules.

Fields	Descriptions
	For searches, select the **Search** button for this field to display the Course/Attribute Attachment Rules window. List Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the requirement.
Course Number Low	Course number associated with this requirement or the lowest number in a range.
Course Number High	Highest number in a range associated with this requirement, if applicable.
Course Attribute	Code of the required course attribute.
Student Attribute	Code of the required student attribute.
Course Year Rule	Number of years within which the course must be taken to satisfy this requirement. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, a lower-level rule can be more restrictive, but not less restrictive.
Minimum Course Grade	Minimum grade earned for the course to satisfy this requirement.
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy this requirement.
Maximum Credits Per Course	Maximum number of credits for the course to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement.
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement.

Fields	Descriptions
Use Split Course	Check box used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one.
Credits Required	Number of credits required to satisfy the detail requirement.
Credits Used	Actual number of credits earned toward the detail requirement.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Required	Number of courses required to satisfy the detail requirement.
Courses Used	Actual number of credits taken toward the detail requirement.
Credits Maximum	Maximum number of credits allowed in courses used to satisfy the detail requirement.
Credits Used	Actual number of credits used to satisfy the detail requirement.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Courses Maximum	Maximum number of courses allowed in courses used to satisfy the detail requirement.
Courses Used	Actual number of courses used to satisfy the detail requirement.
Compliance Credits	Number of credits that can accumulate toward area and program

Fields	Descriptions
	general requirements after this requirements is satisfied.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirements is satisfied.
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits Maximum	Maximum number of transfer credits from a course or group of courses that can be used to satisfy the detail requirement.
Transfer Credits Used	Actual number of transfer credits used to satisfy the detail requirement.
Connector (untitled)	Type of connector between the fields. `N` No connector, so either credits or courses could be used to satisfy the detail requirement. `B` Both the minimum number of credits and the minimum number of courses were required to satisfy the detail requirement. `O` Either the minimum number of credits or the minimum number of courses could be used to satisfy the detail requirement.
Transfer Courses Maximum	Maximum number of transfer courses that can be used to satisfy the detail requirement.
Transfer Credits Used	Actual number of transfer courses used to satisfy the detail requirement.
Action	Code for the adjustment type, if an adjustment was performed on the group.
Adjusted Credits	Number of credits counted for an adjusted requirement.
Adjusted Courses	Number of courses counted for an adjusted requirement.
Concurrent Enrollment	Check box used to indicate whether concurrent enrollment is allowed to meet this requirement. This indicator applies only to requirements that are used in prerequisite checking. When the check box is cleared, the prerequisite course must be

Fields	Descriptions
	taken in a term earlier than the one in which registration is attempted. When the check box is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Test Code	Code of the test type associated with this requirement.
Score Minimum	Minimum test score that can satisfy this requirement.
Score Maximum	Maximum test score that can satisfy this requirement.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with this requirement, if applicable.
Department	Code of the department associated with this requirement, if applicable.

Course/Attribute Text window

Updated: August 27, 2020

Use the Course/Attribute Text window to view text associated with the detail requirement selected in the Course/Attribute Attachment window. This window is available only if text exists for the detail requirement.

You can access this window from the Course/Attribute Attachment window.

This window is composed of the Display-Only section and the Course/Attribute Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which course/attribute text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of

Fields	Descriptions
	requirements.
Source	Original source of the compliance curriculum data.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Text section

Updated: August 27, 2020

This section displays the course/attribute text for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the detail requirement.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Additional Levels for Group window

Updated: August 27, 2020

Use the Additional Levels for Group window to view additional level inclusions or exclusions associated with the detail requirement selected in the Course/Attribute Attachment window. This window is available only if additional levels were included or excluded for the course.

Additional levels are always displayed in the window; excluded levels appear only if a course that could have satisfied a requirement was rejected due to an exclusion.

You can access this window from the Course/Attribute Attachment window.

This window is composed of the Display-Only section and the Group Additional Levels section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which group additional levels are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if

Fields	Descriptions
	applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Group Additional Levels section

Updated: August 27, 2020

This section displays the group additional levels for the compliance request specified in the key block of the main window.

Fields	Descriptions
Include/Exclude	Option group used to specify whether the course level was included or excluded.

Fields	Descriptions
Level	Code of the course level that was included or excluded.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the detail requirement. Used only for an included level.
Credits Maximum	Maximum number of credits from the included course level that can be used to satisfy the detail requirement.
Credits Used	Number of credits earned toward the detail requirement.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses from the included course level that can be used to satisfy the detail requirement.
Credits Used	Actual number of courses from the included course level that were used to satisfy the detail requirement.
Action	Code for the adjustment type, if an adjustment was performed on the group.

Course/Attribute Exclusions window

Updated: August 27, 2020

Use the Course/Attribute Exclusions window to view courses/course attributes that cannot be used to satisfy the detail requirement selected in the Course/Attribute Attachment window. This window is available only if exclusion was defined for the detail line in the Course/Attributes Attachments window of the Group Requirements (SMAGROP) page.

You can access this window from the Course/Attribute Attachment window.

This window is composed of the Display-Only section and the Course/Attribute Exclusions section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which course/attribute exclusions are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Exclusions section

Updated: August 27, 2020

This section displays the course/attribute exclusions for the compliance request specified in the key block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with this exclusion, if applicable.
College	Code of the campus associated with this exclusion, if applicable.
Department	Code of the department associated with this exclusion, if applicable.
Subject	Code of the subject associated with this exclusion, if any.
Course Number Low	Course number that was excluded, or the lowest number in a range of excluded courses, if defined.
Course Number High	Highest number in a range of excluded courses, if defined.
Course Attribute	Code of the course attribute associated with this exclusion, if any.
Student Attribute	Code of the student attribute associated with this exclusion, if any.
Must Take In or After Term	Code of the first term of a range during which the course must have been taken, if used in the exclusion.
Must Take Before Term	Code of the last term of a range during which the course must have been taken, if used in the exclusion.
Action	Code for the adjustment type, if an adjustment was performed on the group.

Used Courses/Attributes window

Updated: August 27, 2020

Use the Used Courses/Attributes window to view details of courses and attributes used to satisfy the detail requirement selected in the Course/Attribute Attachment window.

You can access this window from the Course/Attribute Attachment window.

This window is composed of the Display-Only section and the Used Courses/Attributes section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which used courses/attributes are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Campus	Code of the campus associated with this requirement, if applicable.
College	Code of the campus associated with the original requirement, if applicable.
Department	Code of the department associated with the original requirement, if applicable.
Subject	Code of the subject associated with the original requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the original requirement, if any.
Student Attribute	Code of the student attribute associated with the original requirement, if any.
Set	User-defined identifier for the set to which this requirement

Fields	Descriptions
	belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.
Test	Code of the test type associated with the original requirement.
Minimum	Minimum test score that can satisfy the original requirement.
Maximum	Maximum test score that can satisfy the original requirement.
Concurrency	Check box used to indicate whether concurrent enrollment is allowed to be used to satisfy the requirement.
Met	Check box used to indicate whether the detail attachment's requirements are met.

Used Courses/Attributes section

Updated: August 27, 2020

This section displays the used courses/attributes for the compliance request specified in the Key block of the main window.

Fields	Descriptions
Campus	Code of the campus associated with this detail attachment, if applicable.
College	Code of the campus associated with this detail attachment, if applicable.
Department	Code of the department associated with this detail attachment, if applicable.
Subject	Code of the subject associated with this detail attachment.
Course Number	Course number associated with this detail attachment.
Course Level	Course level associated with this detail attachment.
Course Source	Source of the course(s)/attribute(s) applied to this requirement.

Fields	Descriptions
	Values include: `H` History `R` Registration `P` Planned `T` Transfer `E` Exam `Z` Student attribute
Course Attribute	Code of the course attribute associated with this detail attachment, if any.
Student Attribute	Code of the student attribute associated with this detail attachment, if any.
Credits Available	Number of credits the course had available to apply to the requirement for this detail attachment.
Credits Used	Actual number of credits used toward satisfying the requirement for this detail attachment.
Grade Code	Code of grade earned for the course associated with this detail attachment.
Grading Mode	Grade mode associated with the grade code.
Traditional	Indicates whether the grade assigned to the course is a 'traditional' grade, as defined on the Grade Code Maintenance (SHAGRDE) page.
Course Equivalence	Indicates that the course used is equivalent to the one specified in the requirement.
Potential	Indicates whether the course can potentially be used to satisfy the requirement.
Counted in Program	Indicates whether the course counts toward the program's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on).

Fields	Descriptions
Counted in Area	Indicates whether the course counts toward the area's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on).
Counted in Group	Indicates whether the course counts toward the group's general requirement (minimum credits and courses, maximum transfer credits and courses, and so on), if the course is used to satisfy a group's requirements.
Counted in GPA	Indicates whether the course counts toward grade point averages calculated for the program.
Test Code	Code of the test type associated with this requirement. This indicator is used to indicate that the requirement can be satisfied by achievement of a satisfactory score on a test.
Test Score	Actual score earned on the test.
Concurrency Indicator	Indicates whether this course can be taken concurrently with a prerequisite. This indicator applies only to requirements that are used in prerequisite checking.

Existing Group Inquiry (SMIGROP) page

Updated: August 27, 2020

Use the Existing Group Inquiry (SMIGROP) page to view all groups for which requirements have been defined.

Fields	Descriptions
Group	Code of the group.
Description	Description of the group.
Student Level	Student level associated with the group.
Course Level	'Native' course level associated with the group.
Effective Term	Effective term for the set of general requirements. A separate

Fields	Descriptions
	record is displayed for each set of general requirements for each group.
Active Indicator	Check box used to indicate whether general requirements (and therefore the entire group) are active as of the displayed effective term.

Group Usage By Area Inquiry (SMIGUSE) page

Updated: August 27, 2020

Use the Group Usage By Program Inquiry (SMIGUSE) page to view the area(s) to which a group is attached. The page opens in query mode. After you execute a query, the data displayed in the Attached to Area section is for the record selected in the upper section.

Main window

Updated: August 27, 2020

The main window is composed of the Group Filter section and the Attached to Area section.

Area Filter section

Updated: August 27, 2020

Use this section to enter the groups for which you want to view the areas they are attached to.

Fields	Descriptions
Selected (untitled)	Indicator for the selected record. An asterisk is displayed in this field when you go to the next section so that you can identify the record for which you are viewing search results.
Group	Code of the group.
Description	Description of the group, automatically displayed when a valid group code is entered.
Student Level	Student level associated with the group.
Course Level	Native course level associated with the group.

Attached to Area section

Updated: August 27, 2020

Use this section to view the results of your query.

Fields	Descriptions
Area	Code of the program to which the group is attached.
Description	Description of the area to which the group is attached.
Student Level	Student level associated with the area.
Course Level	“Native” course level associated with the area.
Dynamic Indicator	Check box used to indicate whether the **Dynamic** check box on the Area Library (SMAALIB) page is selected for this area. (When the **Dynamic** check box on SMAALIB is selected, the area is available to be selected by non-captive programs based on the area's qualifiers during compliance.)

Program Output Inquiry (SMIPOUT) page

Updated: August 27, 2020

Use the Program Output Inquiry (SMIPOUT) page to view compliance results at the program level for a specific compliance request number.

Use the fields in the key block to specify the student and request number for which you want to review program-level compliance results. The **ID** and **Request Number** fields are the only enterable fields, and a valid combination must be entered to access compliance results.

The General Requirements section displays the program's general requirements and the student's compliance results. Requirements are displayed exactly as they were applied to the student and are either the original program requirements or the adjusted requirements for the student.

Fields displayed in the General Requirements section are generally the same as those in the General Requirements section of the Program Requirements (SMAPROG) page, except that most of the fields are duplicated to display the program requirement (**Required**) and the actual value applied to the program (**Used**) based on the student's work.

Each window for this page is enabled only if data exists for it.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the General Requirements section.

Key block

Updated: August 27, 2020

Use this section to specify the ID and number of the compliance request you want to view.

Fields	Descriptions
ID	ID of the student for whom you want to display compliance results. Required. Select the **Search** button for this field to display the Compliance Output Person Search List. List Compliance Output Person Search List
Request Number	Number of the compliance request number for which you want to display compliance results. Required. Select the **Search** button for this field to display the Compliance Requests List. List Compliance Requests List
Term	Term in which the program requirements began.

Fields	Descriptions
Program	Code of the program associated with the compliance request.
Student Level	Student level associated with the program.
Catalog Year	Academic year to which the term belongs.

General Requirements section

Updated: August 27, 2020

Use this section to view the program general requirements for the compliance request specified in the key block.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data. If the program's requirements have been adjusted for the student, the adjustment type is displayed in this field.
Captive	Check box used to indicate whether the program is captive.
Single Entity	Check box used to indicate whether the program should be evaluated for reuse using single-entity processing.
Total Required Credits Required	Minimum total number of credits needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Total Required Credits Used	Total number of credits earned toward the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer credits.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.

Fields	Descriptions
Total Required Courses Required	Minimum total number of courses needed to satisfy the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Total Required Courses Used	Total number of courses taken toward the program's requirements. This number includes all institutional (both traditional and non-traditional) and transfer courses.
Required Institutional Credits Required	Minimum total number of credits that must be earned at your institution to satisfy the program's requirements.
Required Institutional Credits Used	Total number of credits earned at your institution toward the program's requirements.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Courses Required	Minimum total number of courses that must be taken at your institution to satisfy the program's requirements.
Required Institutional Courses Used	Total number of courses taken at your institution toward the program's requirements.
Required Institutional Traditional Credits Required	Minimum total number of credits that must be earned at your institution with a traditional grade (as defined on the Grade Code Maintenance [SHAGRDE] page) to satisfy the program's requirements.
Required Institutional Traditional Credits Used	Total number of credits earned at your institution with a traditional grade toward the program's requirements.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Required Institutional Traditional Courses Required	Minimum total number of courses that must be taken at your institution with a traditional grade to satisfy the program's requirements.
Required	Total number of courses taken at your institution with a traditional

Fields	Descriptions
Institutional Traditional Courses Used	grade toward the program's requirements.
Maximum Institutional Non-Traditional Credits Required	Maximum total number of credits that can be earned at your institution with a non-traditional grade (as defined on SHAGRDE) to satisfy the program's requirements.
Maximum Institutional Non-Traditional Credits Used	Total number of credits earned at your institution with a non-traditional grade toward the program's requirements.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Institutional Non-Traditional Courses Required	Maximum total number of courses that can be taken at your institution with a non-traditional grade to satisfy the program's requirements.
Maximum Institutional Non-Traditional Courses Used	Total number of courses taken at your institution with a non-traditional grade toward the program's requirements.
Maximum Transfer Credits Required	Maximum number of transfer credits that can be used to satisfy the program's requirements.
Maximum Transfer Credits Used	Maximum number of transfer credits used to satisfy the program's requirements.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**).
Maximum Transfer Courses Required	Maximum number of transfer courses that can be used to satisfy the program's requirements.
Maximum Transfer Courses Used	Maximum number of transfer courses used to satisfy the program's requirements.
Last Number Institutional Required Credits Required	Minimum number of credits that must be completed at your institution out of the number specified in the **out of Last Earned Credits Required** field.

Fields	Descriptions
Last Number Institutional Required Credits Used	Actual number of credits completed at your institution out of the number specified in the **out of Last Earned Credits Required** field.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
Last Number Institutional Required Courses Required	Minimum number of courses that must be completed at your institution out of the number specified in the **out of Last Earned Credits Required** field.
Last Number Institutional Required Courses Used	Actual number of courses completed at your institution out of the number specified in the **out of Last Earned Credits Required** field.
...out of Last Earned Credits Required	Minimum number of credits that must be completed at your institution out of the most recent of credits earned.
...out of Last Earned Credits Used	Actual number of credits that must be completed at your institution out of the most recent of credits earned.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**).
...out of Last Earned Courses Required	Minimum number of courses that must be completed at your institution out of the most recent of credits earned.
...out of Last Earned Courses Used	Actual number of courses that must be completed at your institution out of the most recent of credits earned.
Minimum Program GPA Required	Lowest acceptable program GPA a student can have to satisfy the program's requirements.
Minimum Program GPA Actual	Student's actual program GPA, calculated from the grades received in native-level courses used to satisfy the requirements of the program.
Minimum Course Grade	Code of the minimum grade that must be earned for the course to satisfy the program's requirements.
Minimum GPA Required	Minimum cumulative level GPA required to satisfy the program's requirements.
Minimum GPA Actual	Student's actual cumulative level GPA, calculated from the grades received in native-level courses used to satisfy the requirements of

Fields	Descriptions
	the program.
Course Year Limit	Number of years old a course can be to satisfy the program's requirements. When a compliance is run, the evaluation term entered for the compliance request is used in conjunction with this field to determine how far back to go in a student's academic history to retrieve valid courses. CAPP checks the earliest term in the furthest year of the course year limit you set. Example: The course year limit is five, and the user enters an evaluation term of 200620. When processing the request, CAPP considers courses back to 200110, which is the first term in the academic year five years back from 2006.

Program Text window

Updated: August 27, 2020

Use the Program Text window to view program-level text associated with the program for the compliance request specified in the key block of the main window. This window is available only if program-level text exists.

When you enter the window, all available text displays. You can query to display only the text defined for a specific compliance output type. In query mode, the Print List lists only those compliance print codes for which program text exists.

This window is composed of the Display-Only block and the Program Text section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which program text is being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Program Text section

Updated: August 27, 2020

This section displays the program text for the compliance request specified in the key block of the main window.

Fields	Descriptions
Text	Text associated with the program.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Program Non-Course Requirements Output window

Updated: August 27, 2020

The Program Non-Course Requirements Output window displays information about how program-level non-course requirements were applied to the student's compliance results for the compliance request specified in the Key block of the main window.

Non-course requirements are those that must be satisfied but are not associated with a specific course, such as an oral exam or community service. This window is available only if non-course requirement information exists for the compliance results.

A student's non-course detail information is maintained on the Academic Non-Course (SHANCRS) page.

This window is composed of the Display-Only block and the Non-Course Requirements section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which program-level non-course requirements are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Non-Course Requirements section

Updated: August 27, 2020

This section displays the program-level non-course requirements for the compliance request specified in the key block of the main window.

Fields	Descriptions
Met	Indicates whether the non-course requirement was met.
Non-Course Code	Code of the non-course requirement. For searches, select the **Search** button for this field to display the Non-Course Requirements Codes (STVNCRQ) list. List Non-Course Requirements Codes (STVNCRQ)
Description	Description of the non-course requirement code.
Year Limit	Number of years old a non-course item can be to satisfy the program's requirements.
Status Code	Code associated with the current status of the detail item.
Status Date	Date associated with the current status of the detail item.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.

Program Additional Course Levels to Include/Exclude Output window

Updated: August 27, 2020

Use the Program Additional Course Levels to Include/Exclude Output window to view other course levels to be included in or excluded from the program for the compliance request specified in the Key block of the main window.

This window is available only if additional course level information exists for the compliance results.

If a program has additional included levels, and work at the included level is used to satisfy requirements, the number of used courses/credits and the rules defined for the additional level display. Excluded levels appear only if the excluded level also caused a course to be rejected from use.

This window is composed of the Display-Only block and the Additional Course Levels section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which additional course levels are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Additional Course Levels section

Updated: August 27, 2020

This section displays the additional course levels for the compliance request specified in the key block of the main window.

Fields	Descriptions
Include/Exclude	Option group used to specify whether the course level is to be

Fields	Descriptions
	included or excluded.
Level	Code of the course level that was included or excluded. For searches, select the **Search** button for this field to display the Level Codes (STVLEVL) list. List Level Codes (STVLEVL)
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the program's requirements. Used only for an included level.
Credits Maximum	Maximum number of credits from the included course level that can be used to satisfy program requirements.
Credits Used	Actual number of credits from the included course level that were used to satisfy program requirements.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses from the included course level that can be used to satisfy program requirements.
Credits Used	Actual number of courses from the included course level that were used to satisfy program requirements.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.

Program Required Attributes Output window

Updated: August 27, 2020

Use the Program Required Attributes Output window to view program-level student or course attribute requirements for the compliance request specified in the key block of the main window. This window is available only if required attribute information exists for the compliance results

This window is composed of the Display-Only block and the Program Required Attributes section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which program required attributes are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Program Required Attributes section

Updated: August 27, 2020

This section displays the program required attributes for the compliance request specified in the key block of the main window.

Fields	Descriptions
Met	Indicates whether the attribute requirement was met.
Course Attribute	Code of the required course attribute.
Student Attribute	Code of the required student attribute.
Credits Required	Number of required credits for a required course attribute.
Credits Used	Actual number of credits earned for a required course attribute.
Connector None/ And/Or	Option group used to indicate whether the system used only one value (**None**), both values (**And**), or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.

Fields	Descriptions
Courses Required	Number of required courses for a required course attribute.
Courses Used	Actual number of courses taken for a required course attribute.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.

Program Restricted Subjects/Attributes Output window

Updated: August 27, 2020

Use the Program Restricted Subjects/Attributes Output window to view any program-level course or attribute restrictions for the compliance request specified in the key block of the main window. This window is available only if course or attribute restriction information exists for the compliance results.

This window is composed of the Display-Only block and the Restricted Subjects/ Attributes section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which restricted subjects/attributes are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Restricted Subjects/Attributes section

Updated: August 27, 2020

This section displays the restricted subjects/attributes for the compliance request specified in the key block of the main window.

Fields	Descriptions
Subject	Code of the subject associated with the restriction.

Fields	Descriptions
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses, if applicable.
Course Attribute	Code of the attribute associated with the restriction.
Credits Maximum	Maximum number of credits that can be taken within the restriction.
Credits Used	Actual number of credits earned within the restriction.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses that can be taken within the restriction.
Courses Used	Actual number of courses earned within the restriction.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Text	Check box used to indicate whether text has been associated with the selected restriction. Options Restricted Subject/Attribute Comments window

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Restricted Subject/Attribute Comments window

Updated: August 27, 2020

Use the Restricted Subject/Attribute Comments window to view descriptive information about the restriction selected in the Program Restricted Subjects/Attributes Output window.

This window is composed of the Display-Only section and the Restricted Subject/Attribute Comments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which restricted subject/attribute comments are being viewed.

Fields	Descriptions
Campus	Code of the campus associated with the restriction.
College	Code of the college associated with the restriction.
Department	Code of the department associated with the restriction.
Subject	Code of the subject associated with the restriction.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses.
Course Number High	Highest number in a range of restricted courses.
Course Attribute	Code of the attribute associated with the restriction.

Restricted Subject/Attribute Comments section

Updated: August 27, 2020

This section displays the Restricted Subject/Attribute Comments for the restriction selected in the Program Restricted Subjects/Attributes Output window.

Fields	Descriptions
Text	Text associated with the restriction.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

The Course Alias Low and Course Alias High are read-only fields.

Program Restricted Grade Output window

Updated: August 27, 2020

Use the Program Restricted Grade Output window to view program-level grade restriction for the compliance request specified in the key block of the main windows. This window is available only if course or attribute restriction information exists for the compliance results.

This window is composed of the Display-Only block and the Restricted Grades section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which restricted grades are being viewed.

Fields	Descriptions
Term Effective	Code of the effective term for this requirement or set of requirements.
Source	Original source of the compliance curriculum data.

Restricted Grades section

Updated: August 27, 2020

This section displays the restricted grades for the compliance request specified in the key block of the main window.

Fields	Descriptions
Grade	Code of the grade associated with this restriction.
Credits Maximum	Maximum number of credits with the restricted grade that can be used to satisfy program requirements.
Credits Used	Actual number of credits earned with the restricted grade.
Connector None/Or	Option group used to indicate whether the system used only one value (**None**) or either value (**Or**). See the *Connectors* section in the *Common Concepts* chapter of

Fields	Descriptions
	the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Courses Maximum	Maximum number of courses with the restricted grade that can be used to satisfy program requirements.
Courses Used	Actual number of courses taken in which the restricted grade was earned.
Action Code	Code for the adjustment type, if an adjustment was performed on the program.
Text	Check box used to indicate whether text has been associated with the selected grade restriction. Options Restricted Grade Comment window

Mouse	Keyboard	
Comments	Edit	Opens the Restri

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cted Grade Comments window

Restricted Grade Comment window

Updated: August 27, 2020

Use the Restricted Grade Comment window to view descriptive comments for the grade restriction selected in the Program Restricted Grade Output window.

This window is composed of the Display-Only section and the Restricted Subject/ Attribute Comments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which restricted subject/attribute comments are being viewed.

Fields	Descriptions
Grade	Code of the grade associated with this restriction.

Restricted Subject/Attribute Comments section

Updated: August 27, 2020

This section displays the Restricted Subject/Attribute Comments for the restriction selected in the Program Restricted Grade Output window.

Fields	Descriptions
Text	Text associated with the grade restriction.
Print	Compliance print type associated with the line of text. For searches, select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Program Area Output window

Updated: August 27, 2020

Use the Program Area Output window to view a list of the areas used by the compliance request for the compliance request specified in the key block of the main window. Areas are displayed in the same order that they were used by the compliance process.

This window is composed of the Display-Only block and the Program Used Areas section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record for which used areas are being viewed.

Fields	Descriptions
Attachment Term	Effective term of the compliance request.
Attachment Source	Original source of the compliance curriculum data.

Program Used Areas section

Updated: August 27, 2020

This section displays the used areas for the compliance request specified in the key block of the main window.

Fields	Descriptions
Met	Check box used to indicate whether the area's requirements have been met.
Selected Dynamically	Check box used to indicate whether the area was selected dynamically.
Effective Term	Effective term of the area used for the compliance request.
Priority	Area's priority within the program. The system considers lower number priorities before higher number priorities when running compliance. If two areas are assigned the same priority, the system considers them in alphabetical order.
Student Level	Student level associated with the area.
Course Level	Course level associated with the area.
Used Area	Code of the used area.
Description	Description of the used area.
Action Code	Code for the adjustment type, if an

Fields	Descriptions
	adjustment was performed on the program.
Awarded Credits	Number of credits counted for the adjusted area.
Awarded Courses	Number of courses counted for the adjusted area.

Existing Program Inquiry (SMIPROG) page

Updated: August 27, 2020

Use the Existing Program Inquiry (SMIPROG) page to view all programs for which requirements have been defined.

Fields	Descriptions
Program	Code of the program.
Description	Description of the program.
Student Level	Student level associated with the program.
Course Level	'Native' course level associated with the program.
Effective Term	Effective term for the set of general requirements. A separate record is displayed for each set of general requirements for each program.
Active Indicator	Check box used to indicate whether general requirements (and therefore the entire program) are active as of the displayed effective term.

Student Adjustment Filter (SMISLIB) page

Updated: August 27, 2020

Use the Student Adjustment Filter (SMISLIB) page to view student adjustment records. This page is a query-only version of the Student Adjustment Library (SMASLIB) page.

Fields	Descriptions
ID	Student's Banner® ID.

Fields	Descriptions
Name	Student's name.
Program	Check box used to indicate whether program adjustments exist for the student. Display only. Program adjustments are maintained on the Student Program Adjustments (SMASPRG) page.
Area	Check box used to indicate whether area adjustments exist for the person. Display only. Area adjustments are maintained on the Student Area Adjustments (SMASARA) page.
Group	Check box used to indicate whether group adjustments exist for the person. Display only. Group adjustments are maintained on the Student Group Adjustments (SMASGRP) page.
Target	Check box used to indicate whether target course adjustments exist for the person. Display only. Target adjustments are maintained on the Student Targets, Waivers and Substitutions (SMASADJ) page.
Waiver	Check box used to indicate whether requirement waivers exist for the person. Display only. Waivers are maintained on the Student Targets, Waivers and Substitutions (SMASADJ) page.
Substitution	Check box used to indicate whether requirement substitutions exist for the person. Display only. Substitutions are maintained on the Student Targets, Waivers and Substitutions (SMASADJ) page.

Area Course/Attribute Attachment (SMQSACR) page

Updated: August 27, 2020

Use the Area Course/Attribute Attachment (SMQSACR) page to adjust course/attribute detail requirements for a student's area adjustment records.

The only way to access this page is to select the **Course Attachment** button on the main window of the Student Area Adjustment (SMASARA) page. You cannot access it any other way.

Main window

Updated: August 27, 2020

The main window is composed of the Display-Only section and the Course Attachment section.

Display-Only block

Updated: August 27, 2020

This block display details about the record selected in the key block of the Student Area Adjustment (SMASARA) page.

Fields	Descriptions
ID	Banner® ID of the person for whom you are adjusting area requirements.
Term	Term in which the area adjustments began.
Area	Code of the area for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the area.
Course Level	'Native' course level associated with the area.

Course Attachment section

Updated: March 20, 2025

Use this section to enter or display the course attachments adjustments for the area specified in the Display-Only section.

Fields	Descriptions
From Term	First term in which this set of attachments is in effect. Display only.
To Term	Last term in which this set of attachments is in effect. Display only.
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Course/ Attribute Attachment Rules window.

Fields	Descriptions
	Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Alias Low	The Course Alias Low is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Alias High	The Course Alias High is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
Use Catalog	Check box used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog.

Fields	Descriptions
	If this check box is cleared, compliance will use any course the student has completed (for example, academic history or transfer) in-progress or planned to attempt to meet the requirement.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured.

Fields	Descriptions
	A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. The restriction applies only to grade codes with levels that match the native course level for the area. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy the requirement.
Maximum Credits Per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Check box used to indicate whether the remaining number of credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. Example: A student who is an English major has taken ENGL 1050 (a

Fields	Descriptions
	literature course [attribute = `LIT`] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = `3` and required maximum credits = `3`), and also requires at least 6 credits in literature courses (attribute = `LIT`). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Courses	The minimum number of courses required to satisfy this requirement. Optional.
Maximum Credits	Maximum number of credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the

Fields	Descriptions
	Maximum Courses field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Maximum Transfer Credits	Maximum number of transfer credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	You can enter a value in either the **Maximum Transfer Credits** field or the **Maximum Transfer Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used instead of the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. Example: You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to `0`.

Fields	Descriptions
Concurrent Enrollment Allowed	Check box used to indicate whether concurrent enrollment is allowed to meet this requirement. This indicator applies only to requirements that are used in prerequisite checking. When the check box is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the check box is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Test	Code of the test type associated with this requirement. This field is used to specify that the requirement can be satisfied with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be defined are: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the **Search** button for this field to display the Test Code Validation (STVTESC) list. List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy this requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.
Test Score	Maximum test score that can satisfy this requirement. Required if

Fields	Descriptions
Maximum	a value is entered in the **Test** field. The value entered must be greater than the value entered in the **Test Score Minimum** field and must fall within the valid range of scores for the test type defined on STVTESC.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the college associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the requirement has been waived. Credits can be entered only when a waiver action code that counts is entered. A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are 'counted' as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the requirement has been waived. Courses can be entered only when a waiver action code that counts is entered.

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Mouse	Keyboard

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Maintenance	Duplicate Field	C o p i e s t h e t e r m

Mouse	Keyboard

code in the Key section to the **To Term** fiel

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Default Detail Attachments window

Updated: August 27, 2020

Use the Default Detail Attachments window to copy an existing area's course attachments to another area.

Note: This window is available only if no area-level course attachments have been defined for the student's area adjustment record.

When you access this window, the page name changes to Area Requirements (SMQSADF), although the window can be accessed only from the key block of the Area Course/Attribute Attachment (SMQSACR) page.

Fields	Descriptions
Default From Area	Area from which to copy course attachments. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy course attachments. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List

Fields	Descriptions
	Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies attachments to the area ad

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Include/Exclude Course Level window

Updated: August 27, 2020

You can enter course level inclusions/exclusions that apply to a specific requirement on the Include/Exclude Course Level window.

Detail requirements are already controlled by any level inclusions/exclusions defined at the program or area level. You can be more restrictive than at a higher level, but you cannot override additional level rules defined at a higher level.

This window is composed of the Display-Only section and the Course Level Inclusions/Exclusions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course Level Inclusions/Exclusions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the course level inclusions/exclusions adjustments for the record specified in the Display-Only section.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level is to be included or excluded.

Fields	Descriptions
Level	Code of the level to be included or excluded. Required. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits that can be considered from an included level.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment.

Fields	Descriptions
	Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Course/Attribute Text window

Updated: August 27, 2020

Use the Course/Attribute Text window to enter text for each detail attachment.

This window is composed of the Display-Only section and the Course/Attribute Text Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Text Adjustments section

Updated: August 27, 2020

Use this section to enter or display the course/attribute text adjustments for the record specified in the Display-Only section.

Fields	Descriptions
Text	Text associated with the detail requirement. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first.

Fields	Descriptions
	Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Course/Attribute Exclusions window

Updated: August 27, 2020

Use the Course/Attribute Exclusions window to exclude courses or attributes from a detail requirement.

For example, if you have specified that a range of courses is included but need to exclude two courses within that range, you use this window to define the exclusions.

This window is composed of the Display-Only section and the Course/Attribute Exclusions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.

Fields	Descriptions
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Exclusions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the course/attribute exclusions adjustments for the record specified in the Display-Only section.

Fields	Descriptions
Campus	Campus code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course taken on the specified campus. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)

Fields	Descriptions
College	College code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Department code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)
Subject	Code of the subject being excluded from satisfying the detail requirement. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that is being excluded, or

Fields	Descriptions
	the lowest number in a range of excluded courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Attribute	Code of the course attribute excluded from satisfying the detail requirement. You can define a requirement as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute excluded from satisfying the detail requirement.

Fields	Descriptions
	If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list.

Fields	Descriptions
	List Action Code Validation (STVACTN)

Course/Attribute Attachment Rules window

Updated: August 27, 2020

Use the Course/Attribute Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of conditions. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella section and the Rule Detail section.

Rule Umbrella section

Updated: August 27, 2020

Use this section to define the rule umbrella.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Rule code entered in **Rule** field in the Course/Attribute Attachment window. Display only. Edit Course Attachment Rule Text window
Description	Description of the rule. Required.
Rule Text	Check box used to indicate whether text has been associated with this rule.

Fields	Descriptions
	Use the **Search** button to access the Course Attachment Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.
Required Credits Per Condition	Number of required credits for each condition, if appropriate.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits Per Condition** field or the **Required Courses Per Condition** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Courses Per Condition	Number of required courses for each condition.
Maximum Credits Per Condition	Maximum number of credits that can be used per condition.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits Per Condition** field or the **Maximum Courses Per Condition** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses Per Condition	Maximum number of courses that can be used per condition.

Fields	Descriptions
Total Required Credits	Total number of credits required to satisfy the entire rule.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Total Required Credits** field or the **Total Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Required Courses	Total number of courses required to satisfy the entire rule.
Total Maximum Credits	Maximum number of credits which may be used to satisfy the entire rule.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Total Maximum Credits** field or the **Total Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Maximum Courses	Maximum number of courses that can be used to satisfy the entire rule.

Mouse	Keyboard	
Comments	Edit	Opens

Mouse	Keyboard

theCourseAttachmentRuleTextwindow

Rule Detail section

Updated: August 27, 2020

This section displays the detail for the rule umbrella.

Fields	Descriptions
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if

Fields	Descriptions
	applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List

Fields	Descriptions
Use Catalog	Check box used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog. If this check box is cleared, compliance will use any course the student has completed (for example, academic history or transfer) in-progress or planned to attempt to meet the requirement.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)

Fields	Descriptions
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course that can satisfy the requirement. The restriction applies only to grade codes with levels that match the native course level for the area. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Minimum Credits per Course	Minimum number of credits earned for the course to satisfy the requirement.
Maximum Credits per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Check box used to indicate whether the remaining credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction

Fields	Descriptions
	to be exceeded. Example: A student who is an English major has taken ENGL 1050 (a literature course [attribute = `LIT`] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = `3` and required maximum credits = `3`), and also requires at least 6 credits in literature courses (attribute = `LIT`). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses	The minimum number of courses required to satisfy this requirement. Optional.
Maximum Credits	Maximum number of credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the

Fields	Descriptions
	Maximum Courses field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits	Maximum number of transfer credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	You can enter a value in either the **Transfer Credits** field or the **Transfer Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward area and program general requirements after this requirements is satisfied. The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward area and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/ courses are used instead of the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. Example: You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to `0`.
Action	Code of the action (for example, waive, substitute, eliminate)

Fields	Descriptions
	associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the requirement has been waived. Credits can be entered only when a waiver action code that counts is entered. A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are 'counted' as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the requirement has been waived. Courses can be entered only when a waiver action code that counts is entered.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the college associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not

Fields	Descriptions
	transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)

Course Attachment Rule Text window

Updated: August 27, 2020

Use the Course Attachment Rule Text window to enter text for the course attachment rule. This window is accessed by selecting the **Comments** button for the **Rule Text** field.

Fields	Descriptions
Text	Text associated with the course attachment rule. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text.

Fields	Descriptions
	This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Rule Course/Attribute Text window

Updated: August 27, 2020

Use the Rule Course/Attribute Text window to enter text for the adjusted attachment rule. Access this window by selecting Text from the Options Menu in the Course/Attribute Attachment Rules window. The cursor must be on a row in the lower section of the window.

This window is composed of the Display-Only section and the Rule Course/Attribute Text Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record specified in the main window.

Fields	Descriptions
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.

Fields	Descriptions
Subject	Code of the subject associated with the requirement, if any.
Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Rule Course/Attribute Text Adjustments section

Updated: August 27, 2020

Use this section to enter or display the rule course/attribute text adjustments for the record specified in the Display-Only section.

Fields	Descriptions
Text	Text associated with the adjusted attachment rule. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text.

Fields	Descriptions
	This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Include/Exclude Rule Course Level window

Updated: August 27, 2020

Use the Include/Exclude Rule Course Level window to enter level inclusions/exclusions for the adjusted attachment rule. Access this window by selecting Level from the Options Menu in the Course/Attribute Attachment Rules window. The cursor must be on a row in the lower section of the window.

This window is composed of the Display-Only section and the Rule Course Level Inclusions/Exclusions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record specified in the main window.

Fields	Descriptions
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.

Fields	Descriptions
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
Course Number High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Rule Course Level Inclusions/Exclusions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the Rule Course Level Inclusions/Exclusions adjustments for the record specified in the Display-Only section.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level is to be included or excluded.
Level	Code of the level to be included or excluded. Required. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)

Fields	Descriptions
Description (untitled)	Description associated with the level code, automatically displayed when a value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits that can be considered from an included level.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Rule Course/Attribute Exclusions window

Updated: August 27, 2020

Use the Rule Course/Attribute Exclusions window to enter text for the adjusted attachment rule. Access this window by selecting Exclusions from the Options Menu in the Course/Attribute Attachment Rules window. The cursor must be on a row in the lower section of the window.

This window is composed of the Display-Only section and the Rule Course/Attribute Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record specified in the main window.

Fields	Descriptions
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Low	Course number that is restricted, or the lowest number in a range of restricted courses, if defined.
High	Highest number in a range of restricted courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts*, chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement

Fields	Descriptions
	belongs, if applicable.

Rule Course/Attribute Adjustments section

Updated: August 27, 2020

Use this section to enter or display the Rule Course Level Inclusions/Exclusions adjustments for the record specified in the Display-Only section.

Fields	Descriptions
Campus	Campus code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course taken on the specified campus. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	College code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)

Fields	Descriptions
Department	Department code associated with the course(s) the being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)
Subject	Code of the subject being excluded from satisfying the detail requirement. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that is being excluded, or the lowest number in a range of excluded courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field.

Fields	Descriptions
	Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Attribute	Code of the course attribute excluded from satisfying the detail requirement. You can define a requirement as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute excluded from satisfying the detail requirement. If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply.

Fields	Descriptions
	Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Area Requirements (SMQSADF) page

Updated: August 27, 2020

The Area Requirements (SMQSADF) page is displayed when you choose to default requirements into an area adjustment window. The page itself is not accessible through the navigation menu or Direct Access, and the windows for this page can be accessed only through the Student Area Adjustments (SMASARA) page.

Default All Detail window

Updated: August 27, 2020

Use the Default All Detail window to copy all of an existing area's requirements to the student's area adjustment record.

Note: This window is available only if no area-level requirements have been defined for the student's area adjustment record.

This window can be accessed only from the key block of the Student Area Adjustments (SMASARA) page.

This window is composed of the Display-Only Block and the Default block.

Display-Only section

Updated: August 27, 2020

This section displays details about the record to which area information is being defaulted.

Fields	Descriptions
ID	Banner® ID of the person for whom you want to adjust area requirements.
Term	Term in which the area adjustments began.
Area	Code of the area for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the area.
Course Level	Native course level associated with the area.

Default section

Updated: August 27, 2020

Use this section to specify the area from which you want to default all requirements.

Fields	Descriptions
Default From Area	Area from which to copy all details.

Fields	Descriptions
	Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area details. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page
General Requirements	This check box is selected if general requirements exist for the area/term being copied. If you do not want to copy general requirements to the area, clear this check box.
Area Text	This check box is selected if area text exists for the area/term being copied. If you do not want to copy area text to the area, clear this check box.
Include/Exclude Additional Levels	This check box is selected if additional levels exist for the area/term being copied.

Fields	Descriptions
	If you do not want to copy additional levels to the area, clear this check box.
Restricted Subjects/Attributes	This check box is selected if restricted subjects and attributes exist for the area/term being copied. If you do not want to copy restricted subjects and attributes to the area, clear this check box.
Restricted Grades	This check box is selected if restricted grades exist for the area/term being copied. If you do not want to copy restricted grades to the area, clear this check box.
Group Attachments	This check box is selected if group attachments exist for the area/term being copied. If you do not want to copy group attachments to the area, clear this check box.
Course Attachments	This check box is selected if course attachments exist for the area/term being copied. If you do not want to copy course attachments to the area, clear this check box.

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies area information from the other area

Default Area General Requirements window

Updated: August 27, 2020

Use the Default Area General Requirements window to copy an existing area's general requirements to a student's area adjustment record.

Note: This window is available only if no area-level general requirements have been defined for the student's area adjustment record.

This window can be accessed only from the Area General Requirement Adjustments window of the Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy general requirements. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy general requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies general requirements to the are

Mouse	Keyboard

adjustment record

Default Area Text window

Updated: August 27, 2020

Use the Default Area Text window to copy an existing area's text to a student's area adjustment record.

Note: This window is available only if no area-level text has been defined for the student's area adjustment record.

This window can be accessed only from the Area Text window of the Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy area text.

Fields	Descriptions
	Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy area text. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies text to t

Mouse	Keyboard

he area adjustment record

Default Additional Course Levels to Include/Exclude window

Updated: August 27, 2020

Use the Default Additional Course Levels to Include/Exclude window to copy an existing area's included/excluded course levels to a student's area adjustment record.

Note: This window is available only if no area-level additional course levels have been defined for the student's area adjustment record.

This window can be accessed only from the Include/Exclude Course Level window of the

Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy included/excluded course levels. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy included/excluded course levels. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copiesaddi

Mouse	Keyboard

tional course levels to the area adjust

Mouse	Keyboard

mentrecord

Default Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Default Restricted Subjects/Attributes window to copy an existing area's restricted subjects and attributes to a student's area adjustment records.

Note: This window is available only if no area-level restricted subjects/attributes have been defined for the student's area adjustment record.

This window can be accessed only from the Restricted Subjects/Attributes window of the Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display

Fields	Descriptions
	only.
Area Rules Term	Term from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies restricted subje

Mouse	Keyboard

cts/attributestotheareaadjustment

Mouse	Keyboard

record

Default Restricted Grades window

Updated: August 27, 2020

Use the Default Restricted Grades window to copy an existing area's restricted grades to a student's program requirements.

Note: This window is available only if no area-level restricted grades have been defined for the student's area adjustment record.

This window can be accessed only from the Area Restricted Grades window of the Student Area Adjustments (SMASARA) page.

Fields	Descriptions
Default From Area	Area from which to copy restricted grades. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy restricted grades.

Fields	Descriptions
	Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies restricted grades t

Mouse	Keyboard

otheareaadjustmentrecord

Default Detail Attachments window

Updated: August 27, 2020

Use the Default Detail Attachments window to copy an existing area's course attachments to another area.

Note: This window is available only if no area-level course attachments have been defined for the student's area adjustment record.

This window can be accessed only from the key block of the Area Course/Attribute Attachment (SMQSACR) page.

Fields	Descriptions
Default From Area	Area from which to copy course attachments. Select the **Search** button for this field to display the Existing Area Inquiry (SMIAREA) page. Count Hits Existing Area Inquiry (SMIAREA) page
Description (untitled)	Description associated with the area code, automatically displayed when a value is entered in the **Default From Area** field. Display only.
Area Rules Term	Term from which to copy course attachments. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Area Inquiry (SMIAREA) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies att

Mouse	Keyboard

achments to the area adjustment record

Group Attachment (SMQSAGR) page

Updated: August 27, 2020

Use the Group Attachment (SMQSAGR) page to adjust group attachments for the area being adjusted.

The only way to access this page is to select the **Group Attachment** button on the main window of the Student Area Adjustment (SMASARA) page. You cannot access it any other way.

Main window

Updated: August 27, 2020

The main window is composed of the Display-Only section and the Group Attachment section.

Display-Only block

Updated: August 27, 2020

This block display details about the record selected in the key block of the Student Area Adjustment (SMASARA) page.

Fields	Descriptions
ID	Banner® ID of the person for whom you are adjusting area requirements.
Term	Term in which the area adjustments began.
Area	Code of the area for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the area.
Course Level	'Native' course level associated with the area.
From Term	First term in which this set of attachments is in effect.
To Term	Last term in which this set of attachments is in effect.

Mouse	Keyboard	
Maintenance	Duplicate Record	Copies attachments from a prior term ra

Mouse	Keyboard	
		nge to a new effective term range
Maintenance	Duplicate Field	Copies

Mouse	Keyboard

the term code in the key block to the **ToTe**

Mouse	Keyboard

rmfield

Group Attachment section

Updated: August 27, 2020

Use this section to enter or display the group attachments adjustments for the area specified in the Display-Only section.

Fields	Descriptions
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if

Fields	Descriptions
	applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Group Attachment Rules window. Edit Group Attachment Rules window
Group	Code for the group being attached. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page list. List Existing Group Inquiry (SMIGROP) page
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the group has been waived. Credits can be entered only when a waiver action code that counts is entered. A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are 'counted' as waived. Waiver action codes that do not count waive the original requirement, but the credits

Fields	Descriptions
	associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the group has been waived. Courses can be entered only when a waiver action code that counts is entered.
Course Re-Use	Specify the reuse rules for courses between the groups attached to the area. Valid options are None, In, Out and Both. None is the default. See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Attribute Re-Use	Specify the reuse rules for course attributes between the groups attached to the area. Valid options are None, In, Out and Both. None is the default.
Within Indicator	Check box used to indicate whether within reuse is allowed. When this check box is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

Group Attachment Rules window

Updated: August 27, 2020

Use the Group Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of conditions. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella section and the Rule Detail section.

Rule Umbrella section

Updated: August 27, 2020

Use this section to define the rule umbrella.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Set based on the rule code entered in the Group Attachment and Management window. Display only. Edit Group Attachment Rule Text window
Description	Description of the rule. Required.
Rule Text	Check box used to indicate whether text has been associated with this rule. Use the **Search** button to access the Group Attachment Rule Text window.

Fields	Descriptions
Required Number of Conditions	Number of conditions required for this rule.

Mouse	Keyboard	Result
Comments	Edit	Opens the Group Attachment Rule Text window

Rule Detail section

Updated: August 27, 2020

This section displays the detail for the rule umbrella.

Fields	Descriptions
Condition	Condition defined on this row. Display only. The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement

Fields	Descriptions
	belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Course/ Attribute Attachment Rules window. Edit Course/Attribute Attachment Rules window
Group	Code of the group being attached. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page list. List Existing Group Inquiry (SMIGROP) page
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the group

Fields	Descriptions
	has been waived. Credits can be entered only when a waiver action code that counts is entered. A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are 'counted' as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the group has been waived. Courses can be entered only when a waiver action code that counts is entered.
Course Re-Use	Specify the reuse rules for courses within the group. Valid options are None, In, Out and Both. None is the default. See the *Reuse* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about reuse in CAPP.
Attribute Re-Use	Specify the reuse rules for course attributes within the group. Valid options are None, In, Out and Both. None is the default.
Within Indicator	Check box used to indicate whether within reuse is allowed. When this check box is selected, different components of the same course (for example, the course itself and one of the course's attributes) can both be used within the same group.
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured.

Fields	Descriptions
	A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.

Group Attachment Rule Text window

Updated: August 27, 2020

Use the Group Attachment Rule Text window to enter text for the group attachment rule.

Fields	Descriptions
Text	Text associated with the group attachment rule. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list.

Fields	Descriptions
	List Compliance Print Codes (STVPRNT)

Group Course/Attributes Attachment (SMQSGCR) page

Updated: August 27, 2020

Use the Group Course/Attributes Attachment (SMQSGCR) page to adjust the course/ attribute attachments for a student's group adjustment record.

The only way to access this page is to select the **Course Attachments** button on the main window of the Student Group Adjustments (SMASGRP) page. You cannot access it any other way.

Main window

Updated: August 27, 2020

The main window is composed of the Display-Only section and the Course/Attribute Attachment section.

Display-Only block

Updated: August 27, 2020

This block display details about the record selected in the key block of the Student Group Adjustments (SMASGRP) page.

Fields	Descriptions
ID	Banner® ID of the person for whom you are adjusting group requirements.
Term	Term in which the group adjustments began.
Group	Code of the group for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the group.
Course Level	'Native' course level associated with the group.

Course/Attribute Attachment section

Updated: August 27, 2020

Use this section to enter or display the group attachments adjustments for the area specified in the Display-Only section.

Fields	Descriptions
From Term	First term in which this set of adjusted attachments is in effect. Display only.
To Term	Last term in which this set of adjusted attachments is in effect. Display only.
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts*, chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area.

Fields	Descriptions
	See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Course/ Attribute Attachment Rules window. Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the requirement. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Use Catalog	Check box used to indicate whether the system should use only those courses within the range specified in the **Course Number**

Fields	Descriptions
	Low and **Course Number High** fields that are defined in your course catalog. If this check box is cleared, compliance will use any course the student has completed (for example, academic history or transfer) in-progress or planned to attempt to meet the requirement.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken.

Fields	Descriptions
	When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured. A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. The restriction applies only to grade codes with levels that match the native course level for the group. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Minimum Credits per Course	Minimum number of credits earned for the course to satisfy the requirement.
Maximum Credits per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Check box used to indicate whether the remaining credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded.

Fields	Descriptions
	Example: A student who is an English major has taken ENGL 1050 (a literature course [attribute = `LIT`] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = `3` and required maximum credits = `3`), and also requires at least 6 credits in literature courses (attribute = `LIT`). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Courses	The minimum number of courses required to satisfy this requirement. Optional.
Maximum Credits	Maximum number of credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Maximum Transfer Credits	Maximum number of transfer credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use.

Fields	Descriptions
	You can enter a value in either the **Maximum Transfer Credits** field or the **Maximum Transfer Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Transfer Courses	Maximum number of transfer courses that can be used to satisfy this requirement.
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward group, area, and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward group, area, and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used instead of the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. Example: You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to `0`.

Fields	Descriptions
Concurrent Enrollment Allowed	Check box used to indicate whether concurrent enrollment is allowed to meet the requirement. This indicator applies only to requirements that are used in prerequisite checking. When the check box is cleared, the prerequisite course must be taken in a term earlier than the one in which registration is attempted. When the check box is selected, the prerequisite course can be taken in an earlier term or the same term as the one in which registration is attempted.
Test	Code of the test type associated with the requirement. This field is used to specify that the requirement can be satisfied with a satisfactory test score. If a test requirement is entered, the only other values for the requirement that can be defined are: • **Set** (optional) • **Subset** (optional) • **Test Score Minimum** (required) • **Test Score Maximum** (required) Select the **Search** button for this field to display the Test Code Validation (STVTESC) list. List Test Code Validation (STVTESC)
Test Score Minimum	Minimum test score that can satisfy the requirement. Required if a value is entered in the **Test** field. The value entered must fall within the valid range of scores for the test type defined on STVTESC.
Test Score	Maximum test score that can satisfy the requirement. Required if

Fields	Descriptions
Maximum	a value is entered in the **Test** field. The value entered must be greater than the value entered in the **Test Score Minimum** field and must fall within the valid range of scores for the test type defined on STVTESC.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the college associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the requirement. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and program minimum credit requirements, even though the requirement has been waived. Credits can be entered only when a waiver action code that counts is entered. A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are 'counted' as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the requirement has been waived. Courses can be entered only when a waiver action code that counts is entered.

Mouse	Keyboard	
Maintenance	Duplicate Record	C o p i e s a

Mouse	Keyboard

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Mouse	Keyboard	
		ewe ffective term range
Maintenance	Duplicate Field	Copies the term

Mouse	Keyboard
	code in the Key section to the **ToTerm** field

Mouse	Keyboard

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Default Detail Attachments window

Updated: August 27, 2020

Use the Default Detail Attachments window to copy an existing group's course attachments to another group.

Note: This window is available only if no group-level course attachments have been defined for the student's group adjustment record.

When you access this window, the page name changes to Group Requirements (SMQSGDF), although the window can be accessed only from the key block of the Group Course/Attributes Attachment (SMQSGCR) page.

Fields	Descriptions
Default From Group	Group from which to copy course attachments. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy course attachments. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List

Fields	Descriptions
	Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies attachments to the group a

Mouse	Keyboard

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Additional Course/Attribute Levels to Include/Exclude

Updated: August 27, 2020

Use the Additional Course/Attribute Levels to Include/Exclude window to enter level inclusions/exclusions that apply to a specific detail line requirement.

Detail line requirements are already controlled by any level inclusions/exclusions you have defined at the program, area, and group level. You can be more restrictive at a higher level, but you cannot override additional level rules defined at a higher level.

After additional levels to include or exclude have been entered, asterisks (*) appear on both sides of Course/Attribute Levels on the Options menu.

This window is composed of the Display-Only section and the Course Level Inclusions/ Exclusions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course Level Inclusions/Exclusions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the course level inclusions/exclusions adjustments for the record specified in the Display-Only section.

Fields	Descriptions
Include/Exclude	Option group to specify whether the course level is to be included or excluded.
Level	Code of the level to be included or excluded. Required. Select the **Search** button for this field to display the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Description (untitled)	Description associated with the level code, automatically displayed when a value is entered in the **Level** field. Display only.
Minimum Grade	Code of the minimum grade that must be earned for the course at the specified level to satisfy the requirement. If the course level is being excluded, this field is unavailable. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Maximum Credits	Maximum number of credits that can be considered from an included level.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* section of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Maximum Courses	Maximum number of courses that can be considered from an included level.

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Course/Attribute Text window

Updated: August 27, 2020

Use the Course/Attribute Text window to enter text for each detail attachment. After text has been entered, asterisks (*) appear on both sides of Course/Attribute Text on the Options menu.

This window is composed of the Display-Only section and the Course/Attribute Text Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.

Fields	Descriptions
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Text Adjustments section

Updated: August 27, 2020

Use this section to enter or display the course/attribute text adjustments for the record specified in the Display-Only section.

Fields	Descriptions
Text	Text associated with the requirement. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents.

Fields	Descriptions
	After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Course/Attribute Exclusions window

Updated: August 27, 2020

Use the Course/Attribute Exclusions window to exclude courses or attributes from a detail requirement.

For example, if you have specified that a range of courses is required but need to exclude two courses within that range, you use this window to define the exclusions.

After exclusions have been entered, asterisks (*) appear on both sides of Course/ Attribute Exclusions on the Options menu.

This window is composed of the Display-Only section and the Course/Attribute Exclusions Adjustments section.

Display-Only section

Updated: August 27, 2020

This section displays details about the record specified in the main window.

Fields	Descriptions
From Term	First term in which this requirement is in effect.
To Term	Last term in which this requirement is in effect.
Campus	Code of the campus associated with the requirement, if any.

Fields	Descriptions
College	Code of the college associated with the requirement, if any.
Department	Code of the department associated with the requirement, if any.
Subject	Code of the subject associated with the requirement, if any.
Course Number Low	Course number associated with the requirement, or the lowest number in a range of required courses, if defined.
Course Number High	Highest number in a range of required courses, if defined.
Course Attribute	Code of the course attribute associated with the requirement, if any.
Student Attribute	Code of the student attribute associated with the requirement, if any.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable.

Course/Attribute Exclusions Adjustments section

Updated: August 27, 2020

Use this section to enter or display the course/attribute exclusions adjustments for the record specified in the Display-Only section.

Fields	Descriptions
Campus	Campus code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course taken on the specified campus. Course campus is associated only with

Fields	Descriptions
	institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	College code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified college. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Department code associated with the course being excluded, indicating that the detail requirement cannot be satisfied by a course offered by the specified department. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)
Subject	Code of the subject being excluded from satisfying the detail requirement.

Fields	Descriptions
	Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that is being excluded, or the lowest number in a range of excluded courses. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of excluded courses. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Attribute	Code of the course attribute excluded from satisfying the detail requirement. You can define a restriction as a single course attribute, so that any course with the attribute is excluded, or as a combination of values, so that a course must meet all of the specifications to be excluded. Select the **Search** button for this field to display the Degree Program Attribute

Fields	Descriptions
	Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute excluded from satisfying the detail requirement. If a requirement is for a student attribute, no other exclusions can be defined for this row. Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Must Take In or After Term	Earliest term in which a course can be taken for this exclusion to apply. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken for this exclusion to apply. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)

Fields	Descriptions
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)

Group Course/Attribute Attachment Rules window

Updated: August 27, 2020

Use the Course/Attribute Attachment Rules window if you need to define very complicated requirements that cannot be easily configured using Boolean logic.

Attachment rules use the same variables as other attachments, but add the concept of conditions. Rules allow you to specify the number of conditions that must be satisfied and also allow you to place requirements and restrictions on conditions.

After you define the number of conditions in the upper portion of the window, you must save your changes before you can define the conditions in the lower portion of the window.

This window is composed of the Rule Umbrella section and the Rule Detail section.

Rule Umbrella section

Updated: August 27, 2020

Use this section to define the rule umbrella.

Fields	Descriptions
From Term	First term in which this rule is in effect. Display only.
To Term	Last term in which this rule is in effect. Display only.
Rule	Rule code entered in **Rule** field in the Course/Attribute Attachment window. Display only.

Fields	Descriptions
	Edit Rule Text window
Description	Description of the rule. Required.
Rule Text	Check box used to indicate whether text has been associated with this rule. Use the **Search** button to access the Rule Text window.
Required Number of Conditions	Number of conditions required for this rule.
Required Credits Per Condition	Number of required credits for each condition, if appropriate.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits Per Condition** field or the **Required Courses Per Condition** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.) See the *Connectors* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about connectors.
Required Courses Per Condition	Number of required courses for each condition.
Maximum Credits Per Condition	Maximum number of credits that can be used per condition.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits Per Condition** field or the **Maximum Courses Per Condition** field, or both. Use the **Connector** option button group to indicate whether

Fields	Descriptions
	the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses Per Condition	Maximum number of courses that can be used per condition.
Total Required Credits	Total number of credits required to satisfy the entire rule.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Total Required Credits** field or the **Total Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Required Courses	Total number of courses required to satisfy the entire rule.
Total Maximum Credits	Maximum number of credits which may be used to satisfy the entire rule.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Total Maximum Credits** field or the **Total Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Total Maximum Courses	Maximum number of courses that can be used to satisfy the entire rule.

Mouse	Keyboard	
Comments	Edit	Opens the Rule Text window

Rule Detail section

Updated: August 27, 2020

This section displays the detail for the rule umbrella.

Fields	Descriptions
Data Exists Indicator (untitled)	Indicator for whether data exists for the row. If so, an asterisk (*) is displayed in this field. Display only.
Condition	Condition defined on this row. Display only.

Fields	Descriptions
	The system determines conditions based on the way in which you define the detail lines. For example, all entries using the same set will have a single condition number, because all are part of one condition. Review the condition indicators to determine whether you have defined the detail requirements correctly and to understand how compliance interprets the required number of conditions specified in your rule umbrella.
Set	User-defined identifier for the set to which this requirement belongs, if applicable. The value can be alphanumeric, but must begin with an alpha character. See the *Sets and Subsets* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site for more information about sets and subsets.
Subset	User-defined identifier for the subset to which this requirement belongs, if applicable. The value must be a three-digit number. If only one or two digits are entered, the system inserts leading zeroes to cause the subset to sort properly.
Rule	User-defined identifier for the rule for this requirement, if applicable. The system does not validate codes entered in this field; you must therefore be careful not to use the same code for different rules within the same area. See the *Rules* section in the *Common Concepts* chapter of the *Banner Student CAPP* content in the *Banner Student Use* content in

Fields	Descriptions
	the Ellucian Documentation site for more information about rules. Select the **Search** button for this field to display the Course/ Attribute Attachment Rules window. Edit Course/Attribute Attachment Rules window
Subject	Code of the subject associated with the required course. Select the **Search** button for this field to display the Subject Validation (STVSUBJ) list. List Subject Validation (STVSUBJ)
Course Number Low	Course number that, when combined with the subject code, is a specifically required course, or the lowest number in a range of courses that can satisfy the requirement. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Course Number High	Highest number in a range of courses that can satisfy the requirement. A value can be entered in this field only if a value has been entered in the **Course Number Low** field. Select the **Search** button for this field to display the Existing Courses List. Count Hits Existing Courses List
Use Catalog	Check box used to indicate whether the system should use only those courses within the range specified in the **Course Number Low** and **Course Number High** fields that are defined in your course catalog.

Fields	Descriptions
	If this check box is cleared, compliance will use any course the student has completed (for example, academic history or transfer) in-progress or planned to attempt to meet the requirement.
Course Attribute	Code of the course attribute associated with this requirement, if applicable. You can define a requirement as a single course attribute, so that any course with the attribute satisfies the requirement, or as a combination of values, so that a course must meet all of the specifications to satisfy the requirement. Select the **Search** button for this field to display the Degree Program Attribute Validation (STVATTR) list. List Degree Program Attribute Validation (STVATTR)
Student Attribute	Code of the student attribute associated with this requirement, if applicable. If a requirement is for a student attribute, the only other values for the requirement that can be defined are: • **Set** • **Subset** • **Compliance Credits** • **Compliance Courses** Select the **Search** button for this field to display the Student Attribute Validation (STVATTS) list. List Student Attribute Validation (STVATTS)
Year Rule	Number of years within which the course must be taken. When compliance is performed, the evaluation term is used to determine the term from which year rule limits are measured.

Fields	Descriptions
	A year rule can also be defined at the program, area, or group level. If a year rule is already in effect at a higher level, you can be more restrictive in the detail requirement, but you cannot be less restrictive at a lower level.
Minimum Grade	Minimum grade earned for the course to satisfy the requirement. The restriction applies only to grade codes with levels that match the native course level for the group. Minimum grades can also be defined at the program, area, or group level. If a minimum grade is already in effect at a higher level, you can be more restrictive for the detail requirement, but you cannot be less restrictive at a lower level. Select the **Search** button for this field to display the Grade Code Maintenance (SHAGRDE) page. List Grade Code Maintenance (SHAGRDE) page
Minimum Credits Per Course	Minimum number of credits earned for the course to satisfy the requirement.
Maximum Credits Per Course	Maximum number of credits for the course to satisfy the requirement.
Use Split Courses	Check box used to indicate whether the remaining credits from a course that was partially used to satisfy another requirement can be used to satisfy this one. Course credits are split only when a requirement or restriction has a maximum number of credits. The **Maximum Credits** field controls whether a course will be split if it has more credits than are required to satisfy a requirement or would cause a restriction to be exceeded. Example: A student who is an English major has taken ENGL 1050 (a

Fields	Descriptions
	literature course [attribute = `LIT`] that can be taken for variable credits based on the amount of outside reading) for 4 credits. The English major requires exactly 3 credits in ENGL 1050 (required minimum credits = `3` and required maximum credits = `3`), and also requires at least 6 credits in literature courses (attribute = `LIT`). If the literature attribute requirement allows split courses to be used, the remaining 1 credit from ENGL 1050 would be applied to the attribute requirement.
Required Credits	Minimum number of credits required to satisfy the requirement.
Connector None/ And/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Required Credits** field or the **Required Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use both values (**And**), either value (**Or**), or only one value (**None**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Required Courses	The minimum number of courses required to satisfy this requirement. Optional.
Maximum Credits	Maximum number of credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Maximum Credits** field or the **Maximum Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Maximum Courses	Maximum number of courses that can be used to satisfy this

Fields	Descriptions
	requirement.
Must Take In or After Term	Earliest term in which a course can be taken to satisfy this requirement. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Must Take Before Term	Last term in which a course can be taken to satisfy this requirement. If a value is entered, it must be equal to or greater than the start term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Use Transfer Courses	Check box used to indicate whether transfer work can be used to satisfy this requirement.
Transfer Credits	Maximum number of transfer credits from a course or range of courses that can be used to satisfy this requirement. A maximum number of credits specified in this field could cause a course to be split and the remaining credits applied to requirements that allow split courses to be used.
Connector None/Or	Option group to indicate which value(s) the system should use. You can enter a value in either the **Transfer Credits** field or the **Transfer Courses** field, or both. Use the **Connector** option button group to indicate whether the system should use only one value (**None**) or either value (**Or**). (If using the **None** connector, a value can be entered in only one of the two fields.)
Transfer Courses	Maximum number of transfer courses that can be used to satisfy

Fields	Descriptions
	this requirement.
Count in GPA	Check box used to indicate whether work used to satisfy this requirement should be used in GPA calculations.
Compliance Credits	Number of credits that can accumulate toward group, area, and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of credits used.
Compliance Courses	Number of courses that can accumulate toward group, area, and program general requirements after this requirement is satisfied. The value can be higher or lower than the actual number of courses used. When compliance credits/courses are specified, the detail requirements are processed normally, but the compliance credits/courses are used instead of the actual credits/courses. Compliance credits/courses are used only in the calculation of group, area, or program total required credits/courses. Example: You require that a student take at least two physical education courses, but the physical education credits do not accumulate toward the requirements for the degree. You define the requirement to include the courses that satisfy the requirement, but set compliance credits and courses to `0`.
Action	Code of the action (for example, waive, substitute, eliminate) associated with this adjustment. Select the **Search** button for this field to display the Action Code Validation (STVACTN) list. List Action Code Validation (STVACTN)
Adjusted Credits	Number of credits that can accumulate toward group, area, and

Fields	Descriptions
	program minimum credit requirements, even though the requirement has been waived. Credits can be entered only when a waiver action code that counts is entered. A waiver action code that counts is one in which the requirement is waived and the credits that were associated with the original requirement are counted as waived. Waiver action codes that do not count waive the original requirement, but the credits associated with the original requirement need to be made up from elsewhere.
Adjusted Courses	Number of courses that can accumulate toward group, area, and program minimum courses requirements, even though the requirement has been waived. Courses can be entered only when a waiver action code that counts is entered.
Campus	Code of the campus associated with the requirement, if the course must be taken on a specific campus to satisfy the requirement. Course campus is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
College	Code of the college associated with the requirement, if the course must be taken at a specific college to satisfy the requirement. Course college is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the College Validation (STVCOLL) list. List College Validation (STVCOLL)
Department	Code of the department associated with the requirement, if the course must be taken within a specific department to satisfy the

Fields	Descriptions
	requirement. Course department is associated only with institutional work, not transfer work. Select the **Search** button for this field to display the Department Validation (STVDEPT) list. List Department Validation (STVDEPT)

Rule Text window

Updated: August 27, 2020

Use the Rule Text window to enter text for the course attachment rule.

Fields	Descriptions
Text	Text associated with the course attachment rule. There is no word-wrap in the lines. When you reach the line limit, the cursor stays in the same position and types over the last character.
Print	Compliance print type associated with the line of text. This allows you to specify which lines are printed on different compliance documents. After the text is saved, the system displays the rows in print code order when you query the information. Lines with no print code appear first. Select the **Search** button for this field to

Fields	Descriptions
	display the Compliance Print Codes (STVPRNT) list. List Compliance Print Codes (STVPRNT)

Group Requirements (SMQSGDF) page

Updated: August 27, 2020

The Group Requirements (SMQSGDF) page is displayed when you choose to default requirements into a group adjustment window. The page itself is not accessible through the navigation menu or Direct Access, and the windows for this page can be accessed only through the Student Group Adjustments (SMASGROP) page.

Default All Detail window

Updated: August 27, 2020

Use the Default All Detail window to copy an existing group's requirements to a student's group adjustment record.

Note: This window is available only if no group-level requirements have been defined for the student's group adjustment record.

This window can be accessed only from the key block of the Student Group Adjustments (SMASGROP) page.

This window is composed of the Display-Only Block and the Default block.

Display-Only section

Updated: August 27, 2020

This section displays details about the record to which group information is being defaulted.

Fields	Descriptions
ID	Banner® ID of the person for whom you want to adjust group

Fields	Descriptions
	requirements.
Term	Term in which the group adjustments began.
Area	Code of the group for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the group.
Course Level	Native course level associated with the group.

Default section

Updated: August 27, 2020

Use this section to specify the group from which you want to default all requirements.

Fields	Descriptions
Default From Group	Group from which to copy details. When a valid code is entered, the description is automatically displayed. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy group details. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry

Fields	Descriptions
	(SMIGROP) page
General Requirements	This check box is selected if general requirements exist for the group/term being copied. If you do not want to copy general requirements to the group, clear this check box.
Group Text	This check box is selected if text exists for the group/term being copied. If you do not want to copy text to the group, clear this check box.
Include/Exclude Additional Levels	This check box is selected if additional levels exist for the group/term being copied. If you do not want to copy additional levels to the group, clear this check box.
Restricted Subjects/Attributes	This check box is selected if restricted subjects and attributes exist for the group/term being copied. If you do not want to copy restricted subjects and attributes to the group, clear this check box.
Restricted Grades	This check box is selected if restricted grades exist for the group/term being copied. If you do not want to copy restricted grades to the group, clear this check box.

Fields	Descriptions
Course Attachments	This check box is selected if course attachments exist for the group/term being copied. If you do not want to copy course attachments to the group, clear this check box.

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies detail requirements to the group adjustment record

Default Group General Requirements window

Updated: August 27, 2020

Use the Default Group General Requirements window to copy an existing group's general requirements to a student's group adjustment record.

Note: This window is available only if no group-level general requirements have been defined for the student's group adjustment record.

This window can be accessed only from the Group General Requirement Adjustments window of the Student Group Adjustments (SMASGROP) page.

Fields	Descriptions
Default From Group	Group from which to copy general requirements. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.

Fields	Descriptions
Group Rules Term	Term from which to copy general requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies general requireme

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Default Group Text window

Updated: August 27, 2020

Use the Default Group Text window to copy an existing group's text to another group.

Note: This window is available only if no group-level text has been defined for the student's group adjustment record.

This window can be accessed only from the Group Text Adjustments window of the Student Group Adjustments (SMASGROP) page.

Fields	Descriptions
Default From Group	Group from which to copy group text. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy group text. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	
Process Default	Duplicate Record	C

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Default Additional Course Levels to Include/Exclude window

Updated: August 27, 2020

Use the Default Additional Course Levels to Include/Exclude window to copy an existing group's included/excluded course levels to a student's group adjustment record.

Note: This window is available only if no group-level additional course levels have been defined for the student's group adjustment record.

This window can be accessed only from the Group Additional Course Level Adjustments window of the Student Group Adjustments (SMASGROP) page.

Fields	Descriptions
Default From Group	Group from which to copy included/excluded course levels. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy included/excluded course levels. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List

Fields	Descriptions
	Count Hits Existing Group Inquiry (SMIGROP) page

Mouse	Keyboard	
Process Default	Duplicate Record	Copies additional course levels

Mouse	Keyboard

to the group adjustment record

Default Restricted Subjects/Attributes window

Updated: August 27, 2020

Use the Default Restricted Subjects/Attributes window to copy an existing group's restricted subjects and attributes to a student's group adjustment record.

Note: This window is available only if no group-level restricted subjects/attributes have been defined for the student's group adjustment record.

This window can be accessed only from the Group Restricted Subject/Attribute Adjustments window of the Student Group Adjustments (SMASGROP) page.

Fields	Descriptions
Default From Group	Group from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

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Default Restricted Grades window

Updated: August 27, 2020

Use the Default Restricted Grades window to copy an existing group's restricted grades to a student's program requirements.

Note: This window is available only if no group-level restricted grades have been defined for the student's group adjustment record.

This window can be accessed only from the Group Restricted Grade Adjustments window of the Student Group Adjustments (SMASGROP) page.

Fields	Descriptions
Default From Group	Group from which to copy restricted grades. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy restricted grades. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

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Process Default	Duplicate Record	Copies rest

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Default Detail Attachments window

Updated: August 27, 2020

Use the Default Detail Attachments window to copy an existing group's course attachments to another group.

Note: This window is available only if no group-level course attachments have been defined for the student's group adjustment record.

This window can be accessed only from the key block of the Group Course/Attributes

Attachment (SMQSGCR) page.

Fields	Descriptions
Default From Group	Group from which to copy course attachments. Select the **Search** button for this field to display the Existing Group Inquiry (SMIGROP) page. Count Hits Existing Group Inquiry (SMIGROP) page
Description (untitled)	Description associated with the group code, automatically displayed when a value is entered in the **Default From Group** field. Display only.
Group Rules Term	Term from which to copy course attachments. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Group Inquiry (SMIGROP) page

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chments to the group adjustment record

Program Requirements (SMQSPDF) page

Updated: August 27, 2020

The Program Requirements (SMQSPDF) page is displayed when you choose to default requirements into a program adjustment window. The page itself is not accessible through the navigation menu or Direct Access, and the windows for this page can be accessed only through the Student Program Adjustments (SMASPRG) page.

Default All Program Information window

Updated: August 27, 2020

Use the Default All Program Information window to copy all of an existing program's requirements to the student's program adjustment record.

Note: This window is available only if no program requirements have been defined for the student's program adjustment record.

This window can be accessed only from the key block of the Student Program Adjustments (SMASPRG) page.

This window is composed of the Display-Only Block and the Default block.

Display-Only section

Updated: August 27, 2020

This section displays details about the record to which program information is being defaulted.

Fields	Descriptions
ID	Banner® ID of the person for whom you want to adjust program requirements.
Term	Term in which the program adjustments began.
Program	Code of the program for which requirements are being adjusted.
Catalog	Academic year to which the term belongs.
Student Level	Student level associated with the program.
Course Level	Native course level associated with the program.

Default section

Updated: August 27, 2020

Use this section to specify the program from which you want to default all requirements.

Fields	Descriptions
Default From Program	Program from which to copy all requirements. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy all requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page
General Requirements	This check box is selected if general requirements exist for the program/term being copied. If you do not want to copy general requirements to the program, clear this check box.
Program Text	This check box is selected if program text exists for the program/term being copied.

Fields	Descriptions
	If you do not want to copy program text to the program, clear this check box.
Non-Course Requirement	This check box is selected if non-course requirements exist for the program/term being copied. If you do not want to copy non-course requirements to the program, clear this check box.
Additional Levels	This check box is selected if additional levels exist for the program/term being copied. If you do not want to copy additional levels to the program, clear this check box.
Program Attributes	This check box is selected if program attributes exist for the program/term being copied. If you do not want to copy program attributes to the program, clear this check box.
Restricted Subjects	This check box is selected if restricted subjects exist for the program/term being copied. If you do not want to copy restricted subjects to the program, clear this check box.
Restricted Grade	This check box is selected if restricted grades exist for the program/term being copied.

Fields	Descriptions
	If you do not want to copy restricted grades to the program, clear this check box.
Program Area Attachment	This check box is selected if program area attachments exist for the program/term being copied. If you do not want to copy program area attachments to the program, clear this check box.

Mouse	Keyboard	Result
Process Default	Duplicate Record	Copies program information from the other program

Default Program General Requirements window

Updated: August 27, 2020

Use the Default Program General Requirements window to copy existing program's general requirements to a student's program adjustment record.

Note: This window is available only if no program-level general requirements have been defined for the student's program adjustment record.

This window can be accessed only from the Program General Requirements Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy general requirements. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page

Fields	Descriptions
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program general requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Default Program Text window

Updated: August 27, 2020

Use the Default Program Text window to copy an existing program's text to a student's program adjustment record.

Note: This window is available only if no program-level text has been defined for the student's program adjustment record.

This window can be accessed only from the Program Text Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy text. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy program text. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List

Fields	Descriptions
	Count Hits Existing Program Inquiry (SMIPROG) page

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Default Program Non-Course Requirements window

Updated: August 27, 2020

Use the Default Program Non-Course Requirements window to copy an existing program's non-course requirements to a student's program adjustment record.

Note: This window is available only if no program-level non-course requirements have been defined for the student's program adjustment record.

This window can be accessed only from the Program Non-Course Requirements Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy non-course requirements. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program**

Fields	Descriptions
	field. Display only.
Program Rules Term	Term from which to copy program non-course requirements. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Default Additional Course Levels to Include/Exclude window

Updated: August 27, 2020

Use the Default Additional Course Levels to Include/Exclude window to copy an existing program's included/excluded course levels to student's program adjustment record.

Note: This window is available only if no program-level additional course levels have been defined for the student's program adjustment record.

This window can be accessed only from the Program Additional Course Levels Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy included/excluded course levels. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy included/excluded course levels. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List

Fields	Descriptions
	Count Hits Existing Program Inquiry (SMIPROG) page

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Default Required Attributes window

Updated: August 27, 2020

Use the Default Required Attributes window to copy an existing program's required attributes to a student's program adjustment record.

Note: This window is available only if no program-level required attributes have been defined for the student's program adjustment record.

This window can be accessed only from the Program Required Attributes Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy required attributes. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy required attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List

Fields	Descriptions
	Count Hits Existing Program Inquiry (SMIPROG) page

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Default Program Restricted Subject/Attributes window

Updated: August 27, 2020

Use the Default Program Restricted Subject/Attributes window to copy an existing program's restricted subjects and attributes to a student's program adjustment record.

Note: This window is available only if no program-level restricted subjects/attributes have been defined for the student's program adjustment record.

This window can be accessed only from the Program Restricted Subjects/Attributes Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy restricted subjects and attributes. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Default Program Restricted Grade window

Updated: August 27, 2020

Use the Default Program Restricted Grade window to copy an existing program's restricted grades to a student's program adjustment record.

Note: This window is available only if no program-level restricted grades have been defined for the student's program adjustment record.

This window can be accessed only from the Program Restricted Grades Adjustments window of the Student Program Adjustments (SMASPRG) page.

Fields	Descriptions
Default From Program	Program from which to copy restricted grades. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy restricted grades. Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Default Area Attachment and Priority Control window

Updated: August 27, 2020

Use the Default Area Attachment and Priority Control window to copy an existing program's area attachments to another program.

Note: This window is available only if no area attachments have been defined for the student's program adjustment record.

This window can be accessed only from the Program Area Attachments Adjustments window of the Student Program Adjustments (SMASPRG) page.

If you copied values from another program, the defaulted values are displayed in the appropriate fields, but you can change them if desired.

Fields	Descriptions
Default From Program	Program from which to copy area attachments. Select the **Search** button for this field to display the Existing Program Inquiry (SMIPROG) page. Count Hits Existing Program Inquiry (SMIPROG) page
Description (untitled)	Description associated with the program code, automatically displayed when a value is entered in the **Default From Program** field. Display only.
Program Rules Term	Term from which to copy area attachments.

Fields	Descriptions
	Select the **Search** button for this field to display the Catalog Term Codes List. List Catalog Term Codes List Count Hits Existing Program Inquiry (SMIPROG) page

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Student Prior Activities (SOAACTC) page

Updated: March 16, 2023

Add or update prior activities (higher education, sports, and learning) for a person.

You do not need a person to have a recruiting or admissions record. You can create, copy, and delete records using this page.

Key block

Updated: March 16, 2023

Enter the person's ID.

Fields	Description
ID	Identification number of the person for whom the appointment is scheduled. You can also use this field to search for or create a new person record.

Student Prior Activities section

Updated: March 16, 2023

Enter the student's priority activity details.

Fields	Description
Activity Code	Code of the activity. This is an LOV based field and the values are defined in the STVACTC table.
Source	Source of the record, read-only. When you save the record, this field displays the source.
Activity Start Date	Start date of the activity.
Activity End Date	End date of the activity.
Activity Description	Text box to enter the description of the activity.

Administrator Role Rules (SOAADAS) page

Updated: August 27, 2020

This page allows you to define a combination of rules to be used in assigning different administrators (recruiter, reader, alumni recruiter, etc.) to high school and person records.

The page allows institutions to use many fields available within Banner® to determine how a specific administrative role should be assigned. Examples of fields which are included are: college code, campus, level, home address state, EPS market code, geographic region code, high school code, degree, program, ethnicity, gender, etc.

The page can be entered in query mode, allowing you to see which rules have been defined for the administrator ID in the key.

- If you enter a role in the key, only rules matching that value are displayed.
- If an effective term is entered in the key, all rules for that effective term and earlier are displayed.
- If the **Active Only** check box is checked, only active rules for this administrator ID are displayed.

To create a new rule for the administrator ID in the key, enter the appropriate effective term and role for the new rule in the Rule Definitions section. The system automatically creates the rule number after the new rule assignments have been saved.

Access the Assignment Rules section, and define the specific elements that govern the new rule.

The fields that are available have been predefined in the Administrator Assignment Data Element Validation (STVADDA) page. The logic is an OR condition within like data elements and an AND condition between different data elements. If more than one rule ID exists for an administrator/role combination, OR logic is used between the rules.

Fields	Descriptions
Active	Rules can be inactivated by unchecking the **Active** check box in the Rule Definitions section. Only rules that are active can be modified in the Assignment Rules section.
Data Element	Use List from the **Data Element** field to see the Administrator Assignment Data Element Codes Lookup button.
Operator	The **Operator** field can be set to either "=" equal or "<>" not equal.
From Value	Use List from the **From Value** field to assign the appropriate value for the corresponding data element.
To Value	You may designate a range of values for a data element using List from the **To Value**

Fields	Descriptions
	field, for example a ZIP Code range of 06000 to 06599.

Administrator's Assignments (SOAAINF) page

Updated: August 27, 2020

This page displays the IDs and names of everyone assigned to the administrator/role combination identified in the Key block.

For example, if Russell Jones is a recruiter for Banner® University, and using the Administrator Role Rules (SOAADAS) page was assigned as the recruiter for all high schools in Michigan, then SOAAINF would display all IDs having recruiting records which had been entered into Banner for a specific term, that had associated high schools with an address in Michigan. The page obtains this information by querying the SORAROL table for the administrator ID, role, and term in the key.

Use the Remember ID item in the Options Menu to carry one of the IDs to another page.

Assign Administrator window

Updated: August 27, 2020

Use the Assign Student item in the Options Menu to access the Assign Administrator window. This window is used to view and assign an administrator to the person in this window's **ID** field. The administrator who is assigned is the ID in the key of the main window.

Person Appointments/Contacts (SOAAPPT) page

Updated: August 27, 2020

Add or update appointments, contacts, and application details for a person.

A person is not required to have a recruiting or an admissions record. An appointment may be scheduled to occur on campus or at a source. Appointments may be scheduled before occurring or recorded after they have occurred.

The result of the appointment determines whether a contact is created for the appointment based on the result code (STVRLST) that is entered. If the contact qualifies the person for communication plan material for an admissions or recruiting record, that will also be generated automatically. If a contact was created by the appointment result, it will not be deleted.

Key block

Updated: August 17, 2023

Specify the person's ID and appointment start and end dates.

Fields	Descriptions
ID	Identification number of the person for whom the appointment is scheduled. You can also use this field to search for or create a new person record.
Appointment Range Start Date	Beginning date of the person's appointment.
End Date	Last date of the person's appointment.

Main window

Updated: August 17, 2023

Use this window to add and update appointments, application details, and a contact person.

Fields	Descriptions
Appointments section	
Appointment Date	Person's scheduled contact or appointment date with the institution. The current date defaults, but may be changed. The source of this value is the current database date.
From Time	Start time of the person's scheduled appointment. The time must be entered using the HHMM format on a 24-hour clock. For example, a start time of 10:30 AM should be entered as 1030. An end time of 3:30 PM should be enter as 1530.

Fields	Descriptions
To Time	End time of a person's scheduled appointment. The time must be entered using the HHMM format on a 24-hour clock. For example, an end time of 11:30 AM should be entered as 1130; an end time of 3:30 PM should be entered as 1530.
Contact	How the person was notified of the appointment. If a contact type is entered, and the result entered for the appointment should generate a contact, the contact will appear in the Contact section after the appointment result is saved. If a contact is generated in the Contact section, any new materials associated with an active communication plan for that student which includes the contact in the material rules will automatically be generated. After the result code is entered, a new contact type may not be entered, if it was previously blank. The contact type can be deleted, but not changed. Choices come from the Contact Code Validation (STVCTYP) list of values.
Interviewer	ID that belongs to the interviewer for the appointment. Either an interviewer or a recruiter may be associated with the appointment, but not both.
Recruiter	Code for the recruiter associated with the appointment. Either an interviewer or recruiter must be associated with an appointment, but not both. Choices come from the Recruiter Identification Validation (STVRECR) list of values.
Source Code	Source associated with the appointment. After the result code is entered, a new source code may not be entered if it was previously blank, and an existing source code may not be changed to a different source code. The source code, however, may be deleted. Choices come from Source/Background Institution Code

Fields	Descriptions
	(STVSBGI) list of values.
Interview Results	Result of the interview. If a contact is associated with the appointment, and if the result code is flagged to generate a contact, a contact record is created and displays in the **Contact Type** field of the Contacts section. Choices come from the Appointment Result Validation (STVRSLT) list of values.
Application Details section You can view this section when the interview details from DfE comes to Banner.	
Admissions Application Number	Displays the admissions application number.
Interview ID	Interviewer's ID for the appointment.
Decision Code	Decision code that implies the decision applied for application (codes are displayed from the STVAPDC page).
Term	Term code.
Contacts section Records all contacts between the person and the institution. When a contact is entered, materials to be mailed are generated automatically based on the material rules created on the Material (SOAMATL) page. If material is created that only requires a specific contact to exist, and no other material rules are used, then when that contact is added for a person the material is generated on the Student Mail (SUAMAIL) page only if the material is also part of the person's communication plan.	
Contact Type	Type of contact between the institution and the person. Contacts may be entered directly, or created when a contact is associated with an appointment and the result code of the interview is flagged to generate a

Fields	Descriptions
	contact. More than one contact with the same contact code may be entered if the contact dates are different. The contact code entered may automatically generate materials depending on the person's communication plan and the rules for generating materials on the Materials Rules (SOAMATL) page. Choices come from the Contact Type Code (STVCTYP) list of values.
Contact Date	Date the contact type was entered. The default is the current date. Use the format DD-MON-YYYY.

Create a contact or appointment

Updated: August 17, 2023

You can create a contact or an appointment.

Procedure

1. Access the Person Appointments/Contacts (SOAAPPT) page.
2. In the Key block, specify the person's details for which you want to create an appointment, application, and contact person detail.
3. Go to the **Appointments** section.
4. Enter the start date and end date of the appointment.
5. Enter or search for the interviewer ID.
6. Enter the application details.
7. Go to the **Contacts** section.
8. Enter or search for the contact type.
9. Save the record.

Administrator Role (SOAAROL) page

Updated: August 27, 2020

This page is used to display all the administrative roles assigned to the ID in the Key block.

Because individuals can hold more than one type of administrative role, this page allows you to see all the roles that have been assigned to different individuals. This page is populated with data from the SORAROL table.

Attendance Tracking Meeting Rule Setup (SOAATMT) page

Updated: August 27, 2020

Use the Attendance Tracking Meeting Rule Setup (SOAATMT) page to define attendance tracking meeting rules for CRNs, if required.

This page is optional and provides a specific method of control for faculty members. When you save a record, the system creates an attendance tracking rule record for the chosen class meeting session of the CRN.

This page allows an institution to configure attendance tracking at the meeting level. They can fine tune their meeting tracking requirements, while protecting the higher level tracking configuration set up on SOAATRK for term, part of term, subject, and course.

This page is composed of the following sections:

- Key block
- Section Details
- Section Meetings
- Attendance Tracking Meeting Rule

Key block

Updated: August 27, 2020

Use the key block to enter the term and CRN for the attendance tracking meeting rule.

Fields	Description
Term	Code and description of the term for the attendance tracking rule.
CRN	CRN number and description for the attendance tracking meeting rule.

Section Details

Updated: August 27, 2020

Use the Section Details information to view the course data for the rule.

Fields	Description
Subject	Subject of the course.
Course Number	Course number.
Title	Course title.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Campus	Campus where the course is offered.
Schedule Type	Schedule type associated with the course.
Part of Term	Part of term for the course.
Credit Hours	Credit or contact hours of the course.
Total Students	Total number of students registered in the section of the course.
Total Current Students	Current total of students registered in the section of the course who are active, not withdrawn.
Active Rule	Attendance tracking meeting rule ID and details that apply to the CRN. Displayed are the rule ID, tracking unit method, whether Self-Service access is enabled, and the start and end dates.

Fields	Description
	This is the rule that will be applied if no data is stored in this page. Changes to meetings on this page will take precedence over the rule displayed.

Section Meetings

Updated: August 27, 2020

Use the Section Meetings information to view the meeting type, date, day, and time data for the rule.

Fields	Description
Meeting Type	Code of the CRN/section meeting to which the rule applies.
Start Date	Date when attendance tracking begins.
End Date	Date when attendance tracking ends.
Monday	Check box used to indicate that the section meets on Monday.
Tuesday	Check box used to indicate that the section meets on Tuesday.
Wednesday	Check box used to indicate that the section meets on Wednesday.
Thursday	Check box used to indicate that the section meets on Thursday.
Friday	Check box used to indicate that the section meets on Friday.
Saturday	Check box used to indicate that the section meets on Saturday.
Sunday	Check box used to indicate that the section meets on Sunday.
Start Time	Time when attendance tracking begins.
End Time	Time when attendance tracking ends.

Fields	Description
Session	Session identifier of the class session meeting. This comes from the `SSRMEET_CATEGORY` column.

Attendance Tracking Meeting Rule

Updated: August 27, 2020

Use this section of the page to enter or display tracking and Self-Service data for the section meeting record selected in the Section Meetings information. The records in the Attendance Tracking Meeting Rule section of the page are child records of the master records in the Section Meetings information.

The **Display Class** and **Tracking Unit** fields are required for attendance tracking. The **Track Class Attendance**, **Tracking Start Date**, and **Tracking End Date** fields are used to determine whether the faculty member has view only access or can enter data and for what date range.

When a rule exists in SOAATMT for the CRN and meeting combination, it applies to the student and the faculty member. When a rule does not exist in SOAATMT for the CRN and meeting combination, then the rules in SOAATRK are evaluated for the student and faculty member. When no applicable rule exists in either SOAATMT or SOAATRK, the CRN and meeting are not displayed. Classes are only displayed for rules that are set up by term, to limit the number of terms displayed to the students.

Fields	Description
Display Class	Check box used to indicate whether attendance tracking is active for the CRN and term combination in the key block. Default is checked or Y.
Tracking Unit	Code of the unit (method) used to record attendance for the rule. Valid values are: Present/Absent, Hours Present, Hours Absent. These are saved to the database as 001, 002, and 003 respectively.

Fields	Description
Track Class Attendance	Check box used to indicate whether attendance recording is available for the meeting in Self-Service. Default is checked or Y. When this indicator is unchecked, the records are not displayed in Self-Service. This field serves as a master control for quickly turning Self-Service access on or off.
Tracking Start Date	Date when attendance recording begins in Self-Service for the meeting. This date should be equal to or later than the meeting start date. Attendance can only be recorded for meetings that have already occurred. These date settings allow the display of a CRN in the Banner Faculty and Advisor Self-Service pages for this date range, but data entry is not permitted until the first meeting has occurred.
Tracking End Date	Date when attendance recording ends in Self-Service for the meeting. Attendance can only be recorded for meetings that have already occurred. These date settings allow the display of a CRN in the Banner Faculty and Advisor Self-Service pages for this date range, but data entry is not permitted until the first meeting has occurred.

Attendance Tracking Rule Setup (SOAATRK) page

Updated: August 27, 2020

Use the Attendance Tracking Rule Setup (SOATTRK) page to define and maintain attendance tracking rules. When you save a record, the system creates an attendance tracking rule record.

You can set up attendance tracking at different levels, such as by term, subject, course, CRN, or part of term. This allows you to define the setup at any time, without the need for post-registration setup.

When rules are entered for a term, a number of checks are performed to ensure that no duplicates exist based on the combination of term, part of term, subject, course number, or CRN values.

In addition to these regular checks (such as you cannot have two part of term rules for the same part of term), a unique check is performed for course numbers. Specifically, you cannot have a rule for a course number and a second rule for the same course number combined with a subject. For example, if you have a rule for course number '123', you cannot also have a rule for 'MATH 123'.

This page is composed of the following sections:

- Key block
- Attendance Tracking Rule

Key block

Updated: August 27, 2020

Use the key block to enter the term for the attendance tracking rule.

Fields	Description
Term	Code and description of the term for the attendance tracking rule.

Attendance Tracking Rule

Updated: August 27, 2020

Use the Attendance Tracking Rule section to enter the part of term, subject, course or

CRN, tracking, and Self-Service data for the rule. These items are not required but can be used to specify the attendance tracking setup.

The **Display Class** and **Tracking Unit** fields are required for attendance tracking. You must turn on attendance tracking for the rule and define the tracking method. Check the **Display Class** indicator to display classes to faculty members so they can verify their assignments. Faculty members can view their assigned classes before the term begins based on the start date of the rule and the meeting start date. Start dates for term, part of term, or CRN, are not considered. When the current date is between the rule start and end dates, the class is displayed. When the current date is equal to or after the first meeting date, attendance can be taken.

The **Track Class Attendance**, **Tracking Start Date**, and **Tracking End Date** fields are used to determine whether the faculty member has view only access or can enter data and for what date range. When the date is within the defined date range, data entry is allowed. When it is not with the defined date range, users can only view the data.

Check the **Track Class Attendance** indicator and set up the **Tracking Start Date** and **Tracking End Date** fields to activate attendance tracking. Clear the **Track Class Attendance** indicator to turn off attendance tracking. You do not need to modify the **Tracking Start Date** and **Tracking End Date** fields.

Fields	Descriptions
Rule Code	Attendance tracking rule code. This is a unique sequence number assigned to the rule. It allows users to determine which rule is in use for a CRN.
Part of Term	Part of term code for the term in the Key block.
Subject	Subject code for the course.
Course Number	Course number.
CRN	Course reference number assigned to the section of the course.
Display Class	Check box used to indicate whether attendance tracking is active for the rule. Default is checked or Y.
Tracking Unit	Code of the unit (method) used to record attendance for the rule. Valid values are: Present/Absent, Hours Present, Hours Absent.

Fields	Descriptions
	These are saved to the database as 001, 002, and 003 respectively.
Track Class Attendance	Check box used to indicate whether attendance recording is available for the rule and level in Self-Service. Default is checked or Y. When this indicator is cleared, the records are not displayed in Self-Service. This field serves as a master control for quickly turning Self-Service access on or off.
Tracking Start Date	Date when attendance recording begins in Self-Service for the rule. This date should be equal to or later than the meeting start date. Attendance can only be recorded for meetings that have already occurred. These date settings allow the display of a CRN in the Banner Faculty and Advisor Self-Service pages for this date range, but data entry is not permitted until the first meeting has occurred.
Tracking End Date	Date when attendance recording ends in Self-Service for the rule. Attendance can only be recorded for meetings that have already occurred. These date settings allow the display of a CRN in the Banner Faculty and Advisor Self-Service pages for this date range, but data entry is not permitted until the first meeting has occurred.

Web Application Term Display Control (SOAATRM) page

Updated: August 27, 2020

This page is used to specify the terms for which Student Self-Service admissions applications can be submitted and the calendar periods in which applications can be submitted for each term.

The information on this page allows each institution to control when admissions applications can be submitted through the Web. Multiple date ranges are allowed for a specific term, as long as the date ranges for each entry do not overlap. Multiple terms can be available at the same time.

Fields	Descriptions
Term	Use the **Term** field to specify the term for which application availability dates are to be maintained. One term may have more than one set of application availability dates, as long as the dates do not overlap. Required. Must be valid on the Term Code Validation (STVTERM) page. List Term Code Validation (STVTERM)
Description	The **Description** field displays the description of the term code.
Start Date	Use the **Start Date** field to specify the beginning date of a date range in which Web admissions applications will be available for the specified term. Must be entered in a valid date format and be a valid date. Required.
End Date	Use the **End Date** field to specify the ending date of a date range in which Web admissions applications will be available for the specified term. Must be entered in a valid date format, be a valid date, and be greater than the Start Date. Required.
Activity Date	**Activity Date** is system-maintained. It is set to the system date when a record is added or changed.

Source/Background Institution Year (SOABGIY) page

Updated: August 27, 2020

The Source/Background Institution Year Page is used to capture yearly information about a source or background institution. Much of the information captured is not validated to allow for flexibility. All of the data are dependent on calendar year, providing a historical record of the information.

The Source or Background Institution Base (SOASBGI) page must be established before using this page.

Characteristics window

Updated: August 27, 2020

Use this window to enter and maintain information regarding source characteristics. This window is accessed using the Characteristics item in the Options Menu.

Degrees window

Updated: August 27, 2020

Use this window to enter and maintain information regarding degrees offered by the source institution. This window is accessed using the Degrees Offered item in the Options Menu.

Diplomas window

Updated: August 27, 2020

Use this window to enter and maintain information regarding diplomas offered by the source institution. This window is accessed using the Diplomas Offered item in the Options Menu.

Test Results window

Updated: August 27, 2020

Use this window to enter the source institution's mean test scores. This window is accessed using the Mean Test Scores item in the Options Menu.

Transfer Articulation Institution (SOABGTA) page

Updated: August 27, 2020

The purpose of the Transfer Articulation Institution Page is to capture and maintain information pertaining to the transfer institution and its articulation practices, calendar type, transfer levels, and any comment information.

The key to the page is the institution code and the effective term associated with the transfer information. Transfer institution information can be built for either a college or high school.

The transfer institution must be established on the Source/Background Institution Validation (STVSBGI) page before building data on this page. Valid transfer levels must be established on this page before creating the valid transfer grades on the Transfer Code Maintenance (SHATGRD) page.

Mouse	**Keyboard**	
Maintenance (General Information)	Duplicate Record	Copy General Information
Maintenance (General Information)	Duplicate Item	End Gen

Mouse	Keyboard	
		eral Information
Maintenance (Transfer Level)	Duplicate Record	Copy Transfer Level
Maintenance	Duplicate Item	E

Mouse	Keyboard	
(Transfer Level)		ndTransferLevel

Institution Accreditation window

Updated: August 27, 2020

This window is used to maintain information on the transfer institution's accreditation status and comments.

Mouse	Keyboard	Result
Maintenance (Accredita-tion)	Duplicate Record	Copy Accreditations
Maintenance (Accredita-tion)	Duplicate Item	End Accreditations
Maintenance (Program Accredita-tion)	Duplicate Record	Copy Program Accreditations
Maintenance (Program Accredita-tion)	Duplicate Item	End Program Accreditations

Mouse	Keyboard	Result
Maintenance (Comments)	Duplicate Record	Copy Comments
Maintenance (Comments)	Duplicate Item	End Comments

Calendar Day Information (SOACALD) page

Updated: August 27, 2020

Use the Calendar Day Information (SOACALD) page to enter or display information specific to each day on each campus for institutional reporting.

For each day, you can define a day type, which can indicate the terms in which the day falls. Five day attributes can also be assigned to a day. These attributes can be defined by your institution as needed. Examples of day attributes are instructional days, a holidays, exam days, and so on.

After entering day information for one campus, you can copy these values to different campuses. You can copy from campus to campus only within the year specified in the Key block. To copy, enter the desired year and campus and then use Duplicate Record.

Note: This page does not tie into any other Schedule module functionality or schedule exclusions.

Main window

Updated: August 27, 2020

This window is composed of the key block and the Day Attribute Information section.

Key block

Updated: August 27, 2020

Use this section to specify the year and campus for which you want to define day attributes.

Fields	Descriptions
Year	Calendar year in YYYY format.
Campus	Code of the campus.

Fields	Descriptions
	Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)

Day Attribute Information section (California Localization)

Updated: August 27, 2020

Use this section to define day attributes for dates within the calendar year specified in the key block.

The day attribute fields in this block can be used to maintain information about a day that is specifically required by the institution. These fields and the supporting validation forms allow you to determine which additional data must be maintained regarding the day. Each of the day attribute codes is supported by one of the Day Attribute (Number) Validation Pages (STVATRA through STVATRE), which are used to maintain institution-specific information. **Day Attribute One** values are derived from the Day Attribute One Validation (STVATRA) page, **Day Attribute Two** values are derived from the Day Attribute Two Validation (STVATRB) page, and so on through **Day Attribute Five** and the Day Attribute Five Validation (STVATRE) page.

Fields	Descriptions
Date	Date to which the attributes in this block apply. The date must be in the calendar specified in the key block. 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.
Day	Day associated with the date, automatically displayed when a valid value is entered in the **Date** field. Display only.
Day Type	Code for the day type. Code of the date's principal term. This field is not used in any processing within the Schedule

Fields	Descriptions
	module, therefore, you can use this field as needed for institutional reporting. Select the **Search** button for this field to display the Institutional Type of Day Validation (STVDAYT) list. List Institutional Type of Day Validation (STVDAYT)
Day Attribute One	Code for day attribute one. Select the **Search** button for this field to display the Day Attribute One Validation (STVATRA) list. List Day Attribute One Validation (STVATRA)
Day Attribute One Description	Description of the day attribute, automatically displayed when a valid value is entered in the **Day Attribute One** field. Display only.
Day Attribute Two	Code for day attribute two. Select the **Search** button for this field to display the Day Attribute Two Validation (STVATRB) list. List Day Attribute Two Validation (STVATRB)
Day Attribute Two Description	Description of the day attribute, automatically displayed when a valid value is entered in the **Day Attribute Two** field. Display only.
Day Attribute Three	Code for day attribute three. Select the **Search** button for this field to display the Day Attribute Three Validation (STVATRC) list. List Day Attribute Three Validation (STVATRC)
Day Attribute Three Description	Description of the day attribute, automatically displayed when a valid value is entered in the **Day Attribute Three** field. Display only.
Day Attribute Four	Code for day attribute four.

Fields	Descriptions
	Select the **Search** button for this field to display the Day Attribute Four Validation (STVATRD) list. List Day Attribute Four Validation (STVATRD)
Day Attribute Four Description	Description of the day attribute, automatically displayed when a valid value is entered in the **Day Attribute Four** field. Display only.
Day Attribute Five	Code for day attribute five. Select the **Search** button for this field to display the Day Attribute Five Validation (STVATRE) list. List Day Attribute Five Validation (STVATRE)
Day Attribute Five Description	Description of the day attribute, automatically displayed when a valid value is entered in the **Day Attribute Five** field. Display only.
Copy To Year	Year to which to copy the current values. This must be the same year as in the key block.
Campus	Code of the campus to which the current values should be copied. After you have entered values in the **Copy To Year** and **Campus** field, you can perform a Duplicate Record to copy the values. You cannot perform a Duplicate Record until the current record is saved.
Activity Date	Date on which the record was last updated. Display only.

California Localization

The field and description apply to California only.

Fields	Descriptions
Day Type	Code of the date's principal term.
Instruction Status	Code of the type of instructional day (primary, secondary, or neither).
Instruction Status	Description associated with the instructional day type code.

Fields	Descriptions
Description	
Flex Status	Code of the flex status.
Flex Status Description	Description associated with the flex status code.
Census Status in Primary Term	Code indicating whether the date is the first census day for the primary term.
Census Status in Primary Term Description	Description associated with the census status code.
Holiday Status	Code of the holiday status.
Holiday Status Description	Description associated with the holiday status code.
Exam Status	Code of the final exam status.
Exam Status Description	Description associated with the final exam status code.

Complementary Activity Program Rules (SOACAPR) page

Updated: June 17, 2021

Create and define the complementary activity program rules for a particular category and activity.

Key block

Updated: June 17, 2021

Specify the program code and the term for which you want to create the Complementary Activity program rules.

Field	Description
Program	Banner program code for which the Complementary Activities general requirements are defined.
Term	Effective term code from which the Complementary Activities general requirements are defined for the program.

Base block

Updated: June 17, 2021

Enter the Complementary Activity program rule details for the program code and term specified in the key block.

Field	Description
Program and Term Rules section	
Required Hours	Required number of hours to be taken to complete the Complementary Activities general requirements for the specified program.
Required Credits	Required number of credits to be taken to complete Complementary Activities general requirements for the specified program. **Note:** You need to either enter the Required Hours or Required Credits only.
Equivalent Credits	Number of hours a student must submit to be in compliance with one credit.
Category Rules for the Program section	
Category Code	Code that identifies the Complementary Activity category code for the program. The codes are listed in the LOV from the STVACCG page.
Category Description	Category code description.
Category Hours	Required number of hours which must be taken to complete the Complementary Activities category requirements for the program. **Note:** If you decide to enter the Required Hours in the Program and Term Rules section, you need to enter the Category Hours. The Category Hours should not exceed the Required Hours entered in the Program and Term Rules section.
Category Credits	Required number of credits which must be taken to complete the Complementary Activities category requirements for the program.

Field	Description
	Note: If you decide to enter the Required Credits in the Program and Term Rules section, you need to enter the Category Credits. The Category Credits should not exceed the Required Credits entered in the Program and Term Rules section.
Activity Rules for the Program section	
Activity Code	The code that identifies the Complementary Activities activity code for the program. The codes are listed in the LOV from the STVACTC page.
Activity Description	Activity code description.
Activity Hours	Required number of hours which must be taken to complete Complementary Activities activity requirements for the program. **Note:** The Activity Hours should not exceed the Category Hours entered in the Category Rules for the Program section.
Activity Credits	Required number of credits which must be taken to complete Complementary Activities activity Requirements for the program. **Note:** The Activity Credits should not exceed the Category Credits entered in the Category Rules for the Program section.

Complementary Activities Submission Admissions (SOACASA) page

Updated: June 17, 2021

Approve or reject the complementary activity submissions.

Key block

Updated: June 17, 2021

Specify the student's complementary activity submission record details for which you want to approve or reject.

Field	Description
ID	Student’s sequence identification number to uniquely identify a record.
Program	Program code of the submitted complementary activity.
Term	Term code of the submitted complementary activity.
Category Code	Category code of the submitted complementary activity.

Base block

Updated: June 17, 2021

Approve or reject complementary activity submission for the student details specific in the key block.

Field	Description
Complementary Activities Submission section	
ID	Student’s sequence identification number to uniquely identify a record.
Name	Student's name associated with the student's unique sequence identification number.
Category Code	Category code of the submitted complementary activity.
Activity Code	Activity code of the submitted complementary activity.
CA Request ID	Sequence number to uniquely identify a record.
Submission Date	Date of complementary activity submission.
Student Comments	Comment given by the student for the submitted complementary activity.
Document Submitted Indicator	Check box used to indicate whether a document has been submitted or not for the complementary activity.
Status	Status code of the submitted complementary activity.
Approval/Rejection Comment	Approval or rejection comment given by the admin for the submitted complementary activity.
Approved Hours	Hours approved for the submitted complementary activity.
Approval/Rejection Date	Date of approval or rejection of the submitted complementary activity.
Complementary Activities Summary section (Display only)	

Field	Description
By Program Required Hours	Activity summary of the required hours for a program.
By Program Hours Submitted	Activity summary of the program hours submitted.
By Program Approved Hours	Activity summary of the program approved hours for a program.
By Category Required Hours	Activity summary of the required hours for a category.
By Category Hours Submitted	Activity summary of the category hours submitted.
By Category Approved Hours	Activity summary of the approved hours for a category.

Complementary Activities Submission Rules (SOACASR) page

Updated: June 17, 2021

Associate the activity code to the document type.

Field	Description
Activity Code Rules section	
Activity Code	The code that identifies a complementary activity. The codes are listed in the LOV from the STVACTC page.
Activity Code Description	Activity code description.
Category Code	Category code of the submitted complementary activity.
Minimum Hours	Minimum number of hours a student can submit for the complementary activity.
Maximum Hours	Maximum number of hours a student can submit for the complementary activity.
Activity Document Types section	
Document Code	The code that identifies the complementary activity document type. The codes are listed in the LOV from the STVCADT page.
Document Description	Description of the complementary activity document type

Field	Description
	code.

Communication Plan Collector (SOACCOL) page

Updated: August 27, 2020

This page displays those people who have been added to the collector file for batch processing of communication plans.

Records are sorted alphabetically within the date of creation (day, month, year). The Communication Plan Processing Report (SORCPLN) updates these changes for communication plans in the collector file. Update the changes online by performing a Count Filter Hits function from the record you want to update.

The batch collector file is updated with communication plan information when the Electronic Prospect Load Process (SRTLOAD) is run, when the Student Type Update Report (SHRTYPE) is run, when the Admissions Decision Calculation Report (SARBDSN) is run if student records are created, or when changes are made to the general student information after a registration record exists.

Fields	Descriptions
Module	Pulldown list with the code of the module for the collector record. Valid values are: Recruiting saved to the database as R Admissions saved to the database as A Student saved to the database as S None saved to the database as Null
Term	Code of the term for the recruiting or application record.
Sequence Number	Administrative identifier, either the sequence number for the recruit or the admissions application number for the applicant.

Communication Plan Change window

Updated: August 27, 2020

The user may perform a Count Filter Hits function for a recruiting record with an Add New Comm Plan or Change Comm Plan status in the **Action** field of the main window to display and process communication plan changes in this window.

When Generate materials is displayed in the main window's **Action** field for a recruiting record, the Count Filter Hits function processes the communication plan changes and generates the materials. The window does not display in this instance.

Note: To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the page.

Fields

Updated: August 27, 2020

This section is used to define Category Code information.

The section contains the following fields:

Fields	Descriptions
Communication Plan	The communication plan code. List Communication Plan Validation (STVCPLN)
Description	Description of the plan code.
Recruit, Applicant, Learner	Radio group which displays the module the plan exists in: Recruit, Applicant, or Learner.
Term	The recruit term or the admissions term for the plan. If the plan is in Recruiting (radio group is set to Recruit), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (radio group is set to Applicant), the List function accesses the Admissions Application Summary (SAASUMI) page.

Fields	Descriptions
	If the plan is in General Student (radio group is set to Learner), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Sequence Number	The sequence number or the application number for the plan. If the plan is in Recruiting (radio group is set to Recruit), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (radio group is set to Applicant), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (radio group is set to Learner), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Active Plan	Check box indicates when checked that the communication plan is active. Only active communication plans display in this window. You can inactivate a plan by unchecking the **Active Plan** check box.
Pending Mail	Indicates whether mail exists for the plan. When the communication plan is first added, the field is blank, because the materials have not been created. This value cannot be changed. Choices are:

Fields	Descriptions
	checked-Unsent mail exists for the communication plan. This value is stored in the database as Y. unchecked-No pending mail exists for the plan. This value is stored in the database as N.
Delete Mail	Indicate whether to delete mail for the communication plan. This field can be changed to Y (checked) if there is pending mail for the plan and the **Active Plan** check box has been unchecked. This field cannot be changed when the **Active Plan** check box is checked because of processing that takes place when materials are created. Missing materials are created for all active communication plans. If you delete the mail on an active plan, the materials are recreated when you save the plan. If the **Active Plan** check box is checked, and the **Delete Mail** field is checked, the communication plan is deleted from the Communication Plan Assignment (SOAPLAN) page, along with any existing mail on the Student Mail (SUAMAIL) page. Choices are: checked-Delete communication plan mail. This value is stored in the database as Y. unchecked-Do not delete communication plan mail. This value is stored in the database as N.

Options

Updated: August 27, 2020

The following navigation options are available on the Communication Plan Change window.

Option	Description
Student Mail	Use the Student Mail item in the Options Menu to access the Student Mail

Option	Description
	(SUAMAIL) page to update/view mail for the current ID in the key block of the application page.
Return	Use the **Return** button or the Return to (Applicant, Recruit, or Prospect) item in the Options Menu to go back to the **Term** field on the main window of the application page. If the plan was initiated when a record was removed, the process will continue. This option will not return you to the main window if there are pending changes in the window. All changes must be saved before returning.
Start Over Button	Use the Start Over Button function to do a complete page rollback. The cursor will be returned to the Key of the application page. This function will not return you to the main window if there are pending changes in the window. All changes must be saved before returning. To access the Communication Plan Change window, all changes must have been saved on the application page, except in the case of the record being removed. If you do not make any changes in the Communication Plan Change window, you will not be prompted to save your changes.

Functions and Updatable Fields window

Updated: August 27, 2020

You may use Oracle functions to modify communication plan records.

Action	Description
Delete old plans	Use the Remove Record function. This will also automatically delete pending materials.
Insert new plan	Use the Insert Record function. You must enter the plan code and select the module. If the module is Recruiting or Admissions, you must also enter a term and sequence number.
Update plan	Change the active status and delete pending mail by changing the value of the **Active Plan** check box to checked or unchecked and the **Pending Mail** check box to checked or unchecked.
Next and Scroll Up	These functions are not allowed in the Communication Plan Change window. To navigate back to the main window of the application page, press the **Return** button**,** select the Return to (Applicant, Recruit, or Prospect) item in the Options Menu, or use the Duplicate Item function. All changes must be saved before exiting the Communication Plan Change window.

Communication Group (SOACGRP) page

Updated: August 27, 2020

Use this page to assign material codes to a communication group.

For example, suppose your institution decides to distribute athletic brochures. Instead of adding each athletic brochure to the communication plan individually, you can use group code processing to accomplish the same task. On SOACGRP, enter the group code for athletic brochures, then add the material codes for football brochures, baseball brochures, and field hockey brochures. Each material in this group is now associated with the communication plan.

Materials are generated based on a person's attributes of being a recruit, an applicant, or a student. When materials are changed for a group, all plans that use those materials are automatically changed as well. Groups of materials are set up, added to communication plans, and maintained at the group level. Overrides may occur at the plan level.

Note: You must establish communication group codes on the Communications Group Validation (STVCGRP) page before assigning material codes to them.

Main window

Updated: August 27, 2020

Use this window to assign materials to a communication group.

Key block

Updated: August 27, 2020

Use the key block to choose the appropriate communication group.

Fields	Descriptions
Communication Group	Group of related materials for use with communication plan. This value comes from the Communications Group Validation (STVCGRP) list. Select Valid Group Codes from the Option List, or use List to display valid values from STVCGRP. You can confirm that the code you selected is part of a communication plan by choosing Display Communication Plans from the Option List and reviewing the available plans. You can also use Count Filter Hits to display the plans. If there is no value in the **Communication Group** field, all communication groups and their associated plans are displayed for the query.

Plan Materials section

Updated: August 27, 2020

Use the Plan Materials section to select the materials you want to associate with a communication group.

Fields	Descriptions
Material Code	Material(s) to be sent.

Fields	Descriptions
	Choices come from the Material Codes (STVMATL) list. The material must first be defined on the Material (SOAMATL) page before you can add it to a communication group.
Wait Days	Number of days that must pass before materials are sent. Choices are: 0 (default) - 365-Number of days that must pass before materials are sent. 999-These materials are on hold. You cannot send these materials until the hold is removed.

Assign material codes to a communication group

Updated: August 27, 2020

You can assign the material codes to a communication group.

About this task

Procedure

1. Access the Communication Group (SOACGRP) page.
2. Enter the group code for the communication group.
3. Go to the Plan Materials section.
4. Enter the codes for materials you want to add to this group.
5. If appropriate, enter the number of days that need to pass before these materials are sent.

6. Repeat steps 4 and 5 for each material you want to add.
7. Save.

Curriculum Mapping (SOACMAP) page

Updated: August 27, 2020

Use this page to map Banner curriculum rules to external admission codes.

The page is primarily used for Australian clients to map Banner curricula (base rule and major rule) to Tertiary Admissions Center (TAC) course codes, and by UK clients to map Banner curricula (base rule and major rule) to Department for Education (DfE) course codes.

Curriculum mapping allows the clients to successfully populate correct curriculum rule numbers into electronic admissions tables when loading admissions application files from these external sources.

Curriculum mapping rules are saved for an academic year and can be copied to a different academic year using the SOPCROL Process.

The data is saved to the SKRPOFR table.

Key block

Updated: August 27, 2020

Use the key block to specify the academic year of the mapping rules.

Fields	Description
Academic Year	Code and description of the academic year of the curriculum mapping rules.

Curriculum Mapping section

Updated: August 27, 2020

Use the Curriculum Mapping section to create rules to map Banner curriculum (base and major rule) to external admission codes.

The same base curriculum and major combination can be mapped to multiple Admit Course codes as long as they are from different Admit Category codes or are in different terms

Fields	Description
Term	Term code for the curriculum mapping record.
Program	Program code for the curriculum mapping record.
Campus	Campus code for the curriculum mapping record. **Note:** If the campus has been specified for the base curriculum rule of the Program, it will be automatically populated here and cannot be changed.
Recruit	Indicates whether the curriculum rule is ON or OFF for module control for the Recruit module. Display only.
Admissions	Indicates whether the curriculum rule is ON or OFF for module control for the Admissions module. Display only.
Major	Major code for the curriculum mapping record.
Admit Category	Admissions category code for the curriculum mapping record.
Admit Course	Course code for admissions category for the curriculum mapping record.
Part of Term	Part of term for the curriculum mapping record.
Expiry Date	Expiry date for the curriculum mapping record.
Cohort	Cohort code for the curriculum mapping record.
Source/Background Institution	Source/Background Institution for the curriculum mapping record.
Full or Part Time	Full Time or Part Time indicator for the curriculum mapping record. Choices are: • Full Time • Part Time • None
Session	Session code for the curriculum mapping record.
Student Type	Student type for the curriculum mapping record.

Fields	Description
Residence	Residence code for the curriculum mapping record.
Rate	Rate code for the curriculum mapping record.
CRICOS Course	Australian regulatory CRICOS code for the curriculum mapping record. Click this button to open the CRICOS Code Validation window, where you can select the CRICOS record that is valid for the program and academic year in the Key block. **Note:** You can assign the same CRICOS code to multiple curriculum mapping records.
TCSI Course	Australian regulatory reporting course code associated with the curriculum mapping record. Display only.
National ID	Australian regulatory reporting National ID associated with the curriculum mapping record. Display only.
Active	Check box used to specify whether the curriculum mapping record is active.
Quota Count	Head count quota for the curriculum mapping record. The value entered in this field is for information purposes only; it is not used in any system processing.
Quota Load	Load quota for the curriculum mapping record. The value entered in this field is for information purposes only; it is not used in any system processing.
Offers	Number of offers for the curriculum mapping record. The value entered in this field is for information purposes only; it is not used in any system processing.
Enrolled	Number of enrolled students for the curriculum mapping record. The value entered in this field is for information purposes only; it is not used in any system processing.
Expected Acceptance Percentage	Expected percentage of acceptances for the curriculum mapping record. The value entered in this field is for information purposes only; it is not used in any system processing.
Enforce Lapse Date	Check box used to indicate whether to enforce a lapse date for completion of enrollment for the curriculum. (For information only.)

Fields	Description
	Use this indicator to record that a particular curriculum mapping record uses a lapse date for completion of the enrollment process. The indicator can be used in letters and e-mails to inform students that there is a date after which their offer will lapse. The actual lapse date would be included in any such letter as a run-time variable.
HELP types	Australian Commonwealth assistance types associated with the program that are effective for the term. Display only. Displays from the HELP Types section on the SKADRCO page.

Communication Rules (SOACOMM) page

Updated: August 27, 2020

Use this page to establish the rules for a communication plan.

These rules are requirements that must be met before a person can be assigned to a communication plan. You can set up a communication plan using one rule only, or you can set up plans specific to each campus, level, college, and degree combination or to the person's stage of processing in Recruiting, Admissions, or General Student.

You can build communication plan rules for curricula beyond the primary curriculum. SOACOMM allows the designation of primary, secondary, or any curricula for the rule to be applied.

To change a person's plan, establish their status with a recruiting, admissions, or general student record, or change their campus, level, college, or degree information.

Note: If a recruiting level is not defined during the Electronic Prospect Load Process (SRTLOAD), the default value of level 00 will be assigned to each of the added recruiting records. If you choose to use this defaulted level value and intend to use communication plan processing, you need to create communication plan rules for the 00 level on the Communication Plan Rules (SOACOMM) page. Otherwise, your newly created recruits will not be assigned to a communication plan. It is also important to note that the defaulted level value of 00 is also used when initially creating recruiting records on the Prospect Information (SRARECR) page and the Quick Recruit (SRAQUIK) page.

Main window

Updated: August 27, 2020

Use this window to establish the rules for a communication plan. Any fields in this window that are left blank are treated as wildcards.

Fields	Descriptions
Level	Required level of education, for example, UG (undergraduate) or GR (graduate). Choices come from the Level Code Validation (STVLEVL) list.
Campus	Campus to which the person (recruit, student, or applicant) must be assigned. Choices come from the Campus Validation (STVCAMP) list.
College	College within the institution that the student must attend, such as the College of Arts and Sciences or the College of Nursing. Choices come from the College Validation (STVCOLL) list.
Degree	Degree that the student must have earned. Choices come from the Degree Code Validation (STVDEGC) list.
Program	Program in which the student is assigned. Choices come from Program Definition Rules (SMAPRLE) list.
Field of Study Type	Field of study type for the curriculum. The delivered value for the field is NULL, and the

Fields	Descriptions
	default is MAJOR. List Learner Field of Study Type (GTVLFST)
Field of Study Code	Code for the field of study. List All Major Codes (STVMAJR) Help Curriculum Rules (SOACURR) page
Department	Department in which the student is assigned. Choices come the Department Code Validation (STVDEPT) list.
Curricula	Pulldown field used to specify if the curricular elements defined on the rule must come from the primary curriculum record, secondary curriculum record, or any curricula. The delivered value for the field is Primary. Valid values are: Primary Secondary Any The default value is Primary.
Recruit (Recruiting)	Recruiting communication plan associated with the rules defined on the page for campus, level, college, or degree. Choices come from the Communication

Fields	Descriptions
	Plan Validation (STVCPLN) list.
Admissions	Admissions communication plan associated with the rules defined on the page for campus, level, college, or degree. Choices come from the Communication Plan Validation (STVCPLN) list.
Student	Student communication plan associated with the rules defined on the page for campus, level, college, or degree. Choices come from the Communication Plan Validation (STVCPLN) list.

View communication plans

Updated: August 27, 2020

You can view the communication plans.

About this task

Procedure

1. Access the Communication Rules (SOACOMM) page.
2. Scroll to navigate to the plan you are interested in.
3. View the rules established for this plan.
4. Exit.

Establish rules for the automatic assignment of people to communication plans

Updated: August 27, 2020

You can establish the rules to automatically assign people to the communication plans.

About this task

Procedure

1. Access the Communication Rules (SOACOMM) page.
2. Select the campus, level, college, and degree information that you want to establish for a communication plan.
3. Select the communication plan to associate with the information you selected in step 2.
4. Save.

Non-Person Search (SOACOMP) page

Updated: August 27, 2020

The Non-Person Search page is called by all non-person related pages which require an ID number. This page is used to determine the correct ID number for a non-person using the query capabilities of the system.

The name, change indicator (an indicator to record name and ID changes-blank for the current record), and name type are also 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. Use the Search Using Sounds Like choice in the Tools menu to access this window.

All non-person IDs available to all other pages will be displayed on this page. The creation of these names/IDs occurs in the General Person Identification page (SPAIDEN).

Perform a soundex search

Updated: August 27, 2020

Use the Soundex Search window to query the database for non-person names that are approximate matches for the name entered in the **Sounds Like…Name** field. Soundex searches are not case sensitive.

Procedure

To use the soundex search, enter a name in the **Sounds Like...Name** field, and search.

Result: The search data will be displayed in the main window. The system returns the data in the main window as possible selections for the name searched.

Communication Plan (SOACPLN) page

Updated: August 27, 2020

Use this page to assign individual materials or groups of materials to a communication plan.

Groups of materials are set up, added to communication plans, and maintained at the group level. Overrides may occur at the plan level. Materials assigned to a plan which are also included in groups of materials assigned to a plan, are not duplicated when mailed.

Main window

Updated: August 27, 2020

Use this window to assign materials and their associated wait days to a communication plan.

Key block

Updated: August 27, 2020

Use the key block to choose a communication plan.

Fields	Descriptions
Communication Plan	Name of the communication plan. A communication plan identifies standard materials to be sent at pre-defined time intervals. Choices come from the Communications Plan Validation (STVCPLN) list.

Materials section

Updated: August 27, 2020

Use the Materials section to select the materials you want to associate with the communication plan and then assign the wait days.

Fields	Descriptions
Material Code	Specific material to be sent for a plan. Choices come from the Material Codes (STVMATL) list. A material must first be defined on the Material (SOAMATL) page before you can add it to a communication plan.
Wait Days	Number of days that must pass before materials are sent for a plan. Choices are: 0 (default) - 365-Number of days that must pass before materials are sent. 999-Indicates a hold. You cannot send these materials until the hold is removed.

Communication Group window

Updated: August 27, 2020

Use this window to select group codes for a communication plan and associate these codes with groups of materials you selected in the Materials section.

Tip: To access this window from the Materials section, choose Scroll Down.

Fields	Descriptions
Group Code	Code that you want to associate with materials you selected in the Materials

Fields	Descriptions
	section. Choices come from the Group Validation (STVCGRP) list, or you may display materials for that code.

Assign individual material and groups of materials to a communication plan

Updated: August 27, 2020

You can assign individual material or groups of materials to a communication plan.

About this task

Procedure

1. Access the Communication Group (SOACPLN) page.
2. Choose a communication plan.
3. Go to the Materials section.
4. Choose the materials to be included in this communication plan.
5. If appropriate, enter the number of days that need to pass before materials are sent.
6. Go to the Communication Group section.
7. Choose the group code you want to associate with the selected materials.
8. Save.

Applicant Course Summaries (SOACRSS) page

Updated: August 27, 2020

Use this page to enter or review the course hour summaries for different groups of courses taken at other institutions.

Course summaries will be loaded by the AMCAS (American Medical College Application

Service) data load process, but can also be added manually online. Course Summary Types are loaded (or entered) for the person in the Key block, and are validated against the Applicant Course Summary Type Validation (STVCRSS) page.

A course summary can be stand-alone, or it can be associated with an institution source code (high school or college), an admissions application, or both. If a course summary is associated with a specific school, entry of an institution source code from the Source/ Background Institution Filter-Only (SOISBGI) page is available from SOACRSS. If a course summary is associated with a specific application, entry of both a valid term and a valid application number is required.

You may navigate to the Admissions Application Summary (SAASUMI) page, the High School Information (SOAHSCH) page, and the Prior College Summary (SOAPCOQ) page from SOACRSS to review application, high school, and prior college information which exists for the person.

Main window

Updated: August 27, 2020

Use this window to enter or select information about course hours earned by an applicant.

Key block

Updated: August 27, 2020

Use the key block to enter the applicant's ID.

Fields	Descriptions
ID	Applicant's ID and name for whom course summary types are loaded. Choices come from the Person Search (SOAIDEN) page.

Course Summary section

Updated: August 27, 2020

Use the Course Summary section to enter or select information about course summary hours earned by an applicant and course summary types taken by the applicant.

Fields	Descriptions
Course Summary	Code and description of course hours taken by an applicant. Choices come from the Course Summary Codes (STVCRSS) list.
Summary Hours	Number of course hours earned by the applicant for course summary types. Choices are: 0 (default) - 999999.9-Number of course hours earned.
School	Institution code for the school where the applicant earned these course hours. When you save a record without entering a school code in this field, the system uses 999999 as the default value. This value comes from the Source/Background Institution Filter-Only (SOISBGI) page. It can be changed. Choices are: 999999 (default)
School Description	Name of school where the applicant earned these course hours.
Application Number	Specific application associated with these course hours. When you select an application from the Admissions Application Summary (SAASUMI) page, the system retrieves both the application number and its associated term code. Both fields must exist for the application to be valid. If you save a record without entering a value in this field, the system uses 00 as the default value. This value comes from the Admissions Application Summary (SAASUMI) page. Choices are: 00 (default)-No specific application. You can change the value that appears in this field. If you enter an incorrect combination of application number and term code in a record, the system displays an appropriate error

Fields	Descriptions
	message.
Term	Term of the application associated with these course hours. When you select an application from the Admissions Application Summary (SAASUMI) page, the system retrieves both the application number and its associated term code. Both fields must exist for the application to be valid. If you save a record without entering a value in this field, the system uses 999999 as the default value. It can be changed. Valid values come from the Term Code Validation (STVTERM) page. Choices are: 999999 (default) If you enter an incorrect combination of application number and term code in a record, the system displays an appropriate error message.
Activity Date	Last date that information was entered on this page. The date is system-maintained and cannot be changed.

Enter course hour information for an applicant

Updated: August 27, 2020

You can enter the course hour information for an applicant.

About this task

Procedure

1. Access the Applicant Course Summaries (SOACRSS) page.
2. Enter the applicant's ID.
3. Go to the next section.
4. Choose the type of course hour information you want to enter.

Note: When you select a code for course hours, its associated description also displays.

5. Enter the number of hours, the school where these hours were earned, the relevant application code, and the relevant school term for these course hours.
6. Save.

Review course hour information for an applicant

Updated: August 27, 2020

You can review the course hour information for an applicant.

About this task

Procedure

1. Access the Applicant Course Summaries (SOACRSS) page.
2. Enter the applicant's ID.
3. Go to the next section.
4. Choose the type of course hour information you want to review.

   Note: When you select a code for course hours, its associated description also displays.
5. Review the information.
6. Exit.

Continuant Student Centric Period Rule (SOACSCP) page

Updated: August 27, 2020

Use this page to view and maintain continuant student centric period rules by term and student type.

The keys to the page are rule term and student type. These rules are used to process student type updates for student centric periods. When a cycle has been assigned to a student centric period, and that period is then assigned to a term on SOACSCP, the cycle cannot be changed on the page. When a term has been assigned to a student centric period, and that period is then assigned to a student for the term header record, the term cannot be removed from SOACSCP.

Continuant student centric period rules should be defined for all student types that are updated by the Student Type Update Process (SHRTYPE). This includes student type codes that have a different value in the **Next Student Type** field than in the **Code** field on STVSTYP. Academic history must exist for a registered student in the period, in order for the student type updates to occur when SHRTYPE is run.

Main window

Updated: August 27, 2020

The main window contains the key block and the Data block.

Key block

Updated: August 27, 2020

Use this section to enter the term and student type for the rule.

Field	Description
Term	Term code for the continuant student centric period rule. List Term Code Validation (STVTERM)
Student Type	Student type for the continuant student centric period rule. List Student Type Code Validation (STVSTYP) Count Hits Continuant SCP Filter (SOQCSCP) page

Data section

Updated: August 27, 2020

Use this section to enter or view the continuant student centric period for the rule.

Field	Description
Continuant Student Centric Period	Continuant student centric period for the

Field	Description
	rule. Academic history must exist for a registered student in the period, in order for the student type updates to occur when SHRTYPE is run. List Student Centric Period (SOBSCPC)
Description	Description of the continuant student centric period for the rule.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Curriculum Rules Control (SOACTRL) page

Updated: August 27, 2020

Use the Curriculum Rules Control (SOACTRL) page to set various options related to the use of the curriculum rules and to set the severity level of curriculum checking for the associated Banner Student System modules.

You can also set up the number of curricula and fields of study allowed by module for majors, minors, concentrations, and also set up study paths.

This page is composed of the following sections:

- Curriculum Rules
- Number of Curricula Allowed
- Institutional Defaults
- Study Paths
- Prerequisite By Program

Curriculum Rules

Updated: August 27, 2020

This topic lists the options for curriculum rules, curriculum checking error severity, and error severity on learner curriculum updates. Use the Curriculum Rules section to access this area of the page.

Use the **Show All Options** button to expand all the sections of the Curriculum Rules information. Use the **Hide All Options** button to close all the sections of the Curriculum Rules information.

Curriculum Rules information options are provided so you can quickly access the information you need. Click on the option (such as Curriculum Error Checking Severity) to view that section of the Curriculum Rules information. Click the option again (such as Curriculum Error Checking Severity) to close that section of the Curriculum Rules information.

The following sub sections are available from this page:

- Curriculum Rules - Use this section to define the overall curriculum processing rules.
- Curriculum Error Checking Severity - Use this section to define error checking by module and for CAPP compliance.
- Error Severity on Learner Curriculum Updates - Use this section to define error checking on the learner curriculum records.

Curriculum Rules (Processing Controls)

Updated: August 27, 2020

Use this sub section of the SOACTRL page to define the overall curriculum processing rules.

Fields	Descriptions
Require Program Code on Curriculum Rules	Radio group that indicates whether programs are used in conjunction with curriculum rules. If so, every new and existing curriculum rule must contain a program code. The option cannot be set to Yes unless every curriculum rule contains a program code. Every new curriculum rule must contain a program code. Choices are:

Fields	Descriptions
	Yes - Programs are used in conjunction with curriculum rules. You have assigned a program to every curriculum rule. You are not be able to build new curriculum rules unless you assign a program to the base rule. No - Programs are not necessarily used in conjunction with curriculum rules. Consequently, program code is an optional field for new and existing curriculum rules.
Perform Curriculum Checking	Radio group that indicates whether curriculum rules are enforced. This feature is also referred to as curriculum checking. When you add or update a curriculum record in Recruiting, Admissions, General Student, Academic History, or CAPP, the system validates that the curriculum is in effect on the Curriculum Rules (SOACURR) page. Choices are: Yes - Curriculum rules are applied based upon the **Error Severity** flags for each module set on SOACTRL and the module controls set for each base curriculum rule on Curriculum Rules (SOACURR) page. No - Curriculum checking is not performed. If you are using CAPP features (**Require Program Code on Curriculum Rules** is set to Yes), you must also have curriculum rule checking in effect. When **Require Program Code on Curriculum Rules** is set to No, **Perform Curriculum Checking** may be either Yes or No.
Attach Concentrations to Majors	Radio group that indicates how concentrations can be attached to curriculum rules. Choices are:

Fields	Descriptions
	Yes - Concentrations can be attached to major/ department rules and to base curriculum rules. When attached to a major/department rule, a concentration is valid only within the specified major/department rule. No - Concentrations cannot be attached directly to major/department rules, although they can be attached to base curriculum rules. Concentrations attached directly to base curriculum rules are valid for any majors within the base curriculum rule.
Create or Update Outcome Record with Primary Learner Curriculum	Radio group that sets the value of the **Primary** check box default on the Curriculum Rules (SOACURR) page. The **Primary** check box setting in the curriculum rule is the default value for the **Roll Learner** radio group on the General Student (SGASTDN) page. When that field is set to D, the system creates or updates a degree record in the Degrees and Other Formal Awards (SHADEGR) page in Academic History from the primary curriculum record in General Student. Choices are: Yes - **Primary** check box is checked by default on the Curriculum Rules (SOACURR) page. No - **Primary** check box is unchecked by default on the Curriculum Rules (SOACURR) page.
Create or Update Outcome Record with Secondary Learner Curricula	Radio group that sets the value of the **Secondary** check box default on the Curriculum Rules (SOACURR) page. The **Secondary** field in the curriculum rule is the default value for the **Roll Learner** radio group on the

Fields		Descriptions
		General Student (SGASTDN) page. When that field is set to D, the system creates or updates a degree record in the Degrees and Other Formal Awards (SHADEGR) page in Academic History from the secondary curriculum records in General Student. Choices are: Yes - **Secondary** check box is checked by default on the Curriculum Rules (SOACURR) page. No - **Secondary** check box is unchecked by default on the Curriculum Rules (SOACURR) page.
	Display current outcome curriculum by term	The check box used to indicate whether to display the current outcome curriculum record first by term followed by the sequence number within priority. This indicator must be set before the outcome conversion is run.
	Enable Study Paths	The check box used to indicate whether study paths can be created at the institution level for all admissions applications. The default value is unchecked (N).
Enable Curriculum Start and End Dates		Check box group used to enable/disable a Curriculum Start and End Date entry window and Field of Study Start and End Date entry window on SRARECR, SAAADMS, SGASTDN, SFAREGS and SHADEGR to input curriculum start and end dates.
	Recruiting	Check box used to enable/disable Curriculum Start and End Date entry window and Field of Study Start and End Date entry window for Recruiting.
	Admissions	Check box used to enable/disable Curriculum Start and End Date entry window and Field of Study Start and End Date entry window for Admissions.
	Learner	Check box used to enable/disable Curriculum Start and End Date entry window and Field of Study Start and End Date entry window for Learner records.

Fields		Descriptions
	Outcome	Check box used to enable/disable Curriculum Start and End Date entry window and Field of Study Start and End Date entry window for Outcome records.

Curriculum Checking Error Severity

Updated: August 27, 2020

Use this sub section to define error checking by module and for CAPP compliance.

Fields	Descriptions
Recruiting	Radio group that indicates the severity of curriculum checking in the Recruiting module. Choices are: Fatal - System does not allow a curriculum combination that is not defined and locked on the Curriculum Rules (SOACURR) page. Warning - Generates a message that the curriculum combination is not valid, and gives the user the option to continue or cancel. No Checking - Curriculum rules are not checked, and no message is displayed.
Admissions	Radio group that indicates the severity of curriculum checking in the Admissions module. Choices are: Fatal - System does not allow a curriculum combination that is not defined and locked on the Curriculum Rules (SOACURR) page. Warning - Generates a message that the curriculum combination is not valid, and gives the user the option to continue or cancel. No Checking - Curriculum rules are not checked, and no message is displayed.
Learner	Radio group that indicates the severity of curriculum checking in the General Student module. Choices are: Fatal - System does not allow a curriculum combination that is not

Fields	Descriptions
	defined and locked on the Curriculum Rules (SOACURR) page. Warning - Generates a message that the curriculum combination is not valid, and gives the user the option to continue or cancel. No Checking - Curriculum rules are not checked, and no message is displayed.
Outcome	Radio group that indicates the severity of curriculum checking in the Academic History module. Choices are: Fatal - System does not allow a curriculum combination that is not defined and locked on the Curriculum Rules (SOACURR) page. Warning - Generates a message that the curriculum combination is not valid, and gives the user the option to continue or cancel. No Checking - Curriculum rules are not checked, and no message is displayed.
CAPP Compliance Request	Error severity of curriculum checking for compliance requests in CAPP has just one value, Fatal. It cannot be changed. Consequently, if the **Perform Curriculum Checking** option is `Yes`, the system validates that the curriculum combination used for a compliance evaluation is in effect on the Curriculum Rules (SOACURR) page. Otherwise, the system does not permit the compliance evaluation.

Error Severity on Learner Curriculum Update

Updated: August 27, 2020

Use this sub section to define error checking on learner curriculum records.

These controls work with the controls in the Number of Curricula Allowed section that define the number of curricula allowed per learner module. For example, if a learner applies to and is accepted into a third curriculum, but only two current and active learner curricula are allowed, the new curriculum is copied to the learner module and are assigned an INACTIVE/OVERLOAD status code.

Here are the controls you can set for setting learner curriculum updates.

Fields	Descriptions
Inactivate Current Curriculum in Same Term	Radio group that determines the type and severity of any error messages issued when an admissions decision generates a learner curriculum that would inactivate an existing current and active learner curriculum with the same effective term. Valid values are: Fatal - The system issues a fatal error message informing you that you cannot proceed without changing the application preference or curriculum priority on the application you are processing, because it causes an existing learner curriculum to become inactive/non-current. Warning - The system issues a warning message informing you that the decision you are about to apply causes an existing curriculum to become inactive/non-current. You have the option to continue or cancel. • Clicking on Continue copies the existing curriculum record with a curriculum status of ADMITREPLACE and then insert the new curriculum record and the application decision record. • Clicking on Cancel allows you to cancel the application decision and adjust the application's preference value or the admissions curriculum priority as needed to avoid making changes to existing learner curricula. No Checking - The system does not check for messages when you enter a decision that causes an existing curriculum to become inactive/non-current.
Inactivate Current Curriculum in Different Term	Radio group that determines the type and severity of any error messages issued when an admissions decision generates a learner curriculum that would inactivate an existing current and

Fields	Descriptions
	active learner curriculum with an earlier effective term. Valid values are: Fatal - The system issues a fatal error message informing you that you cannot proceed without changing the application preference or curriculum priority on the application you are processing, because it will cause an existing learner curriculum to become inactive/non-current. Warning - The system issues a warning message informing you that the decision you are about to apply causes an existing curriculum with an earlier effective term to become inactive/non-current. You have the option to continue or cancel. • Clicking on Continue copies the existing curriculum record with a curriculum status of ADMITREPLACE, and then insert the new curriculum record and the application decision record. • Clicking on Cancel allows you to cancel the application decision and adjust the application's preference value or the admissions curriculum priority as needed to avoid making changes to existing learner curricula. No Checking - The system will not check for messages when you enter a decision that causes an existing curriculum with an earlier effective term to become inactive/non-current.
Cause a Curriculum Overload	Radio group that determines the type and severity of any error messages issued when an admissions decision generates a learner curriculum with a curriculum status value of OVERLOAD, because the number of curricula or fields of study allowed has been exceeded. Valid values are: Fatal - The system issues a fatal error message informing you that you cannot proceed, because it would cause a learner curriculum

Fields	Descriptions
	or field of study record to be created with an OVERLOAD status. To process the application decision, you would need to inactivate the curriculum or field of study on the admissions application that would cause the overload. Warning - The system issues a warning message informing you that the decision you are about to apply causes a learner curriculum or field of study record to be created with an OVERLOAD status. You have the option to continue or cancel. • Clicking on Continue copies the admissions curriculum and field of study record(s) with a curriculum status of OVERLOAD to the General Student module and then insert the application decision record. • Clicking on Cancel allows you to cancel the application decision and inactivate the admissions curriculum and field of study record(s) as needed to avoid causing a curriculum overload in the General Student module. No Checking - The system does not check for messages when you enter a decision that causes a learner curriculum or field of study record to be created with an OVERLOAD status.
Delete Learner Curriculum	Check box used to control whether the learner curriculum record with same term as the learner effective term (SGASTDN) can be automatically deleted. The learner record cannot be deleted if a curriculum exists for the same term and effective term that is also current in a future learner effective term.

Example of how to verify a learner curriculum update

This example demonstrates the impact of the different application preference generation values. The applicant has an existing application in term 202110 with a preference of *1* and a second existing application in term 202030 with a preference of *3*. The applicant is submitting a new application for term 202110.

Effective Term	SORLCUR Term	SORLCUR Sequence and Curriculum	Current	Active
200443	200443	1 BA-HISTORY	Y	Y
200520	none exists			

Note: Because there are two active records for the learner, you cannot delete the SGBSTDN record for term 200443, because the curriculum record is also current for term 200520.

Number of Curricula Allowed

Updated: August 27, 2020

Use the Number of Curricula Allowed section to specify by module the number of curricula that can be used and the associated fields of study. The Number of Curricula Allowed section is used to access this section of the page.

Note: Only the primary and secondary curriculum values are populated by the Backfill API.

Fields	Descriptions
Learner Module	Banner module for which the number of curricula, majors, minors, and concentrations are being defined.
Maximum Allowed	Number of active curricula allowed for the module.
System Required	Check box used to determine which values are required by the system. If the **System Required** check box is checked, the record cannot be deleted.

Number of Fields of Study Allowed

Updated: August 27, 2020

This sub section to set up the number of fields of study that are allowed for majors, minors, and concentrations by learner module.

This sub section of the page uses the SORLMFS table. The Number of Curricula Allowed section can be used to access this section of the page.

Note: Only the primary and secondary curriculum values are populated by the Backfill API.

The value of zero can be entered for a non-major field of study type. This prevents users from adding active and current fields of study for that type. An SOBLMOD record which defines the learner module and number of curriculum allowed must exist before defining fields of study counts on SORLMFS. The field display on the transcript provides the means for suppressing individual 'other' fields of study from the transcript.

Fields	Descriptions
Learner Module Code	Banner module that defines the number of curricula, majors, minors, and concentrations.
Field of Study	Field of study for the curriculum rule.
Maximum Allowed	Maximum number of field of study types allowed. Enter 1 - 999 for majors and 0 - 999 for all other types.
Display on Transcript	Check box used to display the field of study on the transcript.
System Required	Check box used to determine which values are required by the system. The record cannot be deleted if the **System Required** check box is selected.

Institutional Defaults

Updated: December 15, 2023

The individual defaults page contains the default curriculum priority, the default curriculum status, and default application preference generation. These defaults are for Student Overall.

This section of the page uses the SORLMFS table. Use the Number of Curricula Allowed section to access this section of the page.

Enter **zero** for a non-major field of study type. Using zero prevents users from adding active and current fields of study for that type. An SOBLMOD record defines the learner module and number of curriculum allowed must exist before defining fields of study counts on SORLMFS. The field display on the transcript provides the means for suppressing individual and other fields of study from the transcript.

Default Priority Setup

The Default Priority Setup subsection contains default priority setup information. The priority default values for the priority are defined at the institution level and include the initial priority number and the incremented priority value for new records.

Field	Descriptions
Starting Priority Number	Default starting priority number. Values must be from 1 - 9999.
Priority Increment	Default priority increment. Values must be from 1 - 9999.

Default Curriculum Status

The default priority setup and default curriculum status information. The curriculum status default values are defined at the institution level and include the default active and inactive statuses for new records added.

Fields	Descriptions
Active Status	Default active curriculum status code and description.
Inactive Status	Default inactive curriculum status code description.

Default Application Preference Generation

The default application preference generation setup information controls the application preference for any new admissions.

The default generation method is defined at the institution level and controls the if and how an application preference is generated for any new admissions applications that are added without a preference number.

You can select the preference generation method by selecting the appropriate option.

Fields	Descriptions
None	No application preference number is generated.

Fields	Descriptions
Like Term	The generated preference number is one greater (+1) than the current maximum preference number for all applications for the student for the term of the application. If the student has either no other applications for this term or all the applications are without a preference number, the generated preference is 1.
All Terms	The generated preference number is one greater (+1) than the current maximum preference number for all applications for the student. If the student has either no other applications or all the applications are without a preference number, the generated preference is 1.

Examples that show the impact of different application generation values

This example demonstrates the impact for a student in term 202110 that has a preference of 1 and also in term 202030 with a preference of 3.

Application preference generation value	Preference on a new application	Reason
None	Blank	The preference generation is not enabled.
Like Term	2	When looking for like terms, another application with a preference of 1 (1+1) is found.
All Terms	4	When looking for all terms, we find two other

Application preference generation value	Preference on a new application	Reason
		applications, the one with the highest preference number, which is 3 (3+1) is selected.

Integration Controls

The Integration Controls subsection contains two check boxes that control whether or not a relevant integration is allowed to make learner curriculum updates for a term in which the student is registered. The integration controls do not have any impact on the behavior of any Banner Admin or Self-Service pages. Use the check boxes only for integrations.

Fields	Descriptions
Allow learner curriculum changes in registration term	If the **Allow learner curricula changes in registration term** check box is cleared, then the processes using an integration cannot change learner curricula for a student for a term in which the student is registered If the **Allow learner curricula changes in registration term** check box is selected, then the processes using an integration can change the learner curricula for a student for a term in which the student is registered, depending on the settings of the controls on the SOACURR page. See the *Base Curriculum Rules* section in the *Curriculum Rules (SOACURR) page* for more information.
Allow changes to learner status fields that do not impact registration in registration term	If the **Allow changes to learner status fields that do not impact registration in registration term** check box is cleared, then

Fields	Descriptions
	the processes using an integration cannot change learner status fields for a student for a term in which the student is registered. If the **Allow changes to learner status fields that do not impact registration in registration term** check box is selected, then the processes using an integration can change the learner status fields for a student for a term in which the student is registered, but only those learner status fields that do not impact registration.

Study Paths

Updated: August 27, 2020

Use this section to create rules for how study path names are displayed in the Study Path information on SGASTDN and SFAREGS and also in the lists of valid values that are displayed in the Registration module.

In this section you can select data elements (column names) from a view, add the punctuation used to separate them, and determine their display order.

Field	Description
Sequence	Number that indicates the order the column is to appear in the study path name.
Field Name	Column name from the SOVSPNM view used in the study path.
Separator	Value used to separate the column values in the study path name. Use ^ for a space.

Prerequisite by Program

Updated: August 27, 2020

When you are running registration, you have the option to require prerequisite checking by program.

To enable this functionality, select the Perform Prerequisite By Program Checking check box. Use the Term Restriction check box to perform the prerequisite checking for the term defined on the Program Requirements (SMAPROG) page. Use the Program Requirements (SMAPROG) page to select whether you want prerequisite checking to occur at the Catalog level, Program level, or at the Program and Course level.

Field	Description
Perform Prerequisite By Program Checking	Select this **check box** if you are using the Program option in registration and you want to check for prerequisites.
Term Restriction	Select this **check box** to restrict the prerequisite term on SCAPPRQ to correspond to the program term on SMAPROG.

Continuant Terms Rule (SOACTRM) page

Updated: August 27, 2020

The purpose of the Continuant Terms Rule Page is to provide the rules for which terms constitute consecutive enrollment. The rules on this page must be established before running the Student Type Update Process (SHRTYPE).

Curriculum Rules (SOACURR) page

Updated: August 27, 2020

This page is used to view or create curriculum rules.

The key to this page is term, which is optional. If you enter the term in the key, the page only shows you the rules which are valid for that term; no future term rules are displayed. If entered, the value in the **Term** field does not control or filter data displayed in the windows for module control, majors and departments, concentrations, and minors rules.

For more information on using curriculum rules, please refer to the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site.

Main window

Updated: August 27, 2020

The page is entered in query mode. You may search on term, program, level, campus, college, or degree to display base rule information. This data is sorted in alpha order if a program exists. If not, base rules are sorted in numeric order by rule number.

Note: It is important to understand what is meant by "base curriculum information" when you are building curriculum rules. Base curriculum information consists of program, campus, level, college, and degree. These items work on the same concept as catalog base information.

The Curriculum Rules (SOACURR) page checks with the Program Definition Rules (SMAPRLE) page when you try to attach a program to a rule. The program is not required unless the **Require Program Code on Curriculum Rules** radio group on the Curriculum Rules Control (SOACTRL) page is set to Yes. When program is used on a rule, the level, campus, college, and degree have to match what has been defined on SMAPRLE. If the campus on SMAPRLE is blank, all campuses are valid for the rule. The information defaults back into SOACURR from the Lookup button window for SMAPRLE.

You are permitted to attach majors to base rules or majors/departments when the radio group for **Attach Concentrations to Majors** on SOACTRL on has been set to Yes. To attach majors to base rules, select the base rule and then select the Rule-Based Concentrations section to access the Rule-Based Concentrations window.

To attach concentrations to majors/departments, select the rule associated with the major/department in which you are interested. Then select the Majors and Departments section to access the Majors and Departments window. Select the major for which you want to attach a concentration, and then select the Rule-Based Concentrations section to access the Rule-Based Concentrations window.

You may navigate among the secondary windows of SOACURR using the window tabs. Use an Edit function, the **Return** button, or the Base Curriculum Rules section from the additional windows to return to the main window.

The **Study Path** check box is displayed when the **Enable Study Paths** check box on SOACTRL is checked (Y). This check box is used to indicate whether study paths are enabled for the curriculum rule during the admission acceptance process.

Study paths are created when:

- The **Enable Study Paths** indicator on SOACTRL is checked (Y), the curriculum on SOACURR is valid, and the **Study Path** indicator on SOACURR is checked (Y) for the curriculum.
- The **Enable Study Paths** indicator on SOACTRL is checked (Y), and the curriculum is not valid per SOACURR rules.

Study paths are not created when:

- The **Enable Study Paths** indicator on SOACTRL is unchecked (N).
- The **Enable Study Paths** indicator on SOACTRL is checked (Y), the curriculum on SOACURR is valid, but the **Study Path** indicator on SOACURR is unchecked (N).

Key block

Updated: August 27, 2020

The following field is in the key block.

Fields	Descriptions
Term	Term for which to view or create curriculum rules. List Term Code Validation (STVTERM) This field can be left blank to view all curriculum rules.

Base Curriculum Rules section

Updated: August 27, 2020

The following fields are in the Base Curriculum Rules section.

Fields	Descriptions
Base Rule Number	System-assigned rule number.
Program	Code of the program associated with the base curriculum rule. If a program code is entered, it must be valid on the Program Definition Rules

Fields	Descriptions
	(SMAPRLE) page and must be curriculum-dependent (the **Curriculum Dependent** check box for the program is checked on SMAPRLE). List Existing Programs
Level	Code of the student level associated with the base curriculum rule. Required. If a program code is or will be attached, its level code must match the level code entered for the base curriculum rule. List Level Code Validation (STVLEVL)
Campus	Code of the campus associated with the base curriculum rule. If no campus code is entered, the base curriculum rule is valid for all campuses. List Campus Validation (STVCAMP)
College	Code of the college associated with the base curriculum rule. Required. If a program code is or will be attached, its college code must match the college code entered for the base curriculum rule. List College Validation (STVCOLL)
Degree	Code of the degree associated with the base curriculum rule. Required. If a program code is or will be attached, its

Fields	Descriptions
	degree code must match the degree code entered for the base curriculum rule. List Degree Code Validation (STVDEGC)
Effective Term	Term in which the base program rule takes effect. List Term Code Validation (STVTERM)
Primary	Check box used to indicate that degree records should be created or updated by the Grade Roll process (SHRROLL) if the base curriculum values are present in a student's primary curriculum (general student record). If the **Create or Update Degree with Primary Curriculum** field on the Curriculum Rules Control (SOACTRL) page is set to `Yes`, this check box defaults to checked, but it can be changed.
Secondary	Check box used to indicate that degree records should be created or updated by the SHRROLL process if the base curriculum values are present in a student's secondary curriculum (general student record). If the **Create or Update Degree with Secondary Curriculum** field on SOACTRL is set to `Yes`, this check box defaults to checked, but it can be changed.
Locked	Check box used to indicate that the curriculum rule has been completely

Fields	Descriptions
	defined. Curriculum rules are not completely defined until the base rule has been saved and all appropriate attachments and module controls have been saved. The default is unchecked or unlocked. Only rules that are locked can be assigned to a student. If you unlock the rule, it is no longer available to be assigned to a person.
Study Path	Check box used to indicate whether study paths are enabled for the curriculum rule during the admission acceptance process. The default is N. This field is displayed when the **Enable Study Paths** check box on SOACTRL is checked (Y).
Allow change in registration term	If the **Allow change in registration term** check box is cleared for a curriculum rule, then the processes using an integration cannot change a student's learner curriculum for this curriculum rule for a term in which the student is registered, even if the **Allow learner curricula changes in registration term** check box is selected on the SOACTRL page. If the **Allow change in registration term** check box is selected for a curriculum rule, then the processes using an integration can change a student's learner curriculum for this curriculum rule for a term in which the student is registered, if the **Allow learner curricula changes in registration term** check box is selected on the SOACTRL

Fields	Descriptions
	page. See the *Integration Controls* section in the *Curriculum Rules Control (SOACTRL) pages* for more information.
Allow transfer in	If the **Allow transfer in** check box is cleared, then the processes using an integration cannot make curriculum changes to move the students into this curriculum. If the **Allow transfer in** check box is selected, then the processes using an integration can make curriculum changes to move the students into this curriculum.

Majors and Departments window

Updated: August 27, 2020

Use this window to attach majors to rules. The base rule displays at the top of the window. You can access this window using the Majors and Departments section.

Each base curriculum rule can have one or more valid major attachments at any given point in time. Data values will not be able to be saved in a module when curriculum rules are in effect unless the fields match values in a locked base curriculum rule and in an attached major/department rule. Major/department attachments can also change over time. For example, some majors may be discontinued, and so the attachment would no longer be valid in Recruiting and Admissions, but would need to remain valid in General Student, Academic History, and CAPP until all current students had graduated. At that time, the attachment would no longer be valid in any module.

You can copy attached majors/departments to a new effective term or end them as of a given term. The message No Effective Terms Found appears in the window until at least one record is added for an initial term range (e.g., 199501 - 999999). If the record is copied or ended, creating multiple effective term records (e.g, 199501 - 199601 and 199601 - 999999), the message Multiple Effective Terms Present will display in the window. A List function from the **From Term** field will display the major/department rule effective terms which exist. When attempting to copy or end a rule, the list of terms presented will not include terms which have already been used for copying or ending.

Even though the base rule to which a major is attached may be valid for a given term and module, only some of the majors attached may be valid. Majors may be turned on and off over time in Recruiting, Admissions, General Student, Academic History, and CAPP using the checkboxes in this window.

A major may have concentrations attached. These display in the **Concentration** field. Majors are usually formed within departments, and concentrations are usually formed within majors. When string of asterisks (****) is displayed in the **Concentration** field, it indicates that multiple concentrations are attached to that major. To view the concentrations for a major, perform a Help function from the **Major** field.

Majors and departments can be set up and used separately. The combination of major and department is also valid.

Use the EDI Cross-Reference Curriculum Rules (SOAXCUR) page to define valid curricula which can be displayed on the Web admissions application and also to define the description which should display. You can access SOAXCUR from the Options Menu on SOACURR.

Note: To use both Web Admissions Application processing and receive EDI admissions applications, the programs of study for which an applicant can apply must be defined on SOACURR, cross-referenced to valid EDI values on the EDI Cross-Reference Curriculum Rules (SOAXCUR) page, be in effect for the term for which the application is submitted, and be valid for Admissions processing. Web and EDI application processing use the college, degree, and major from the curriculum rule to populate these fields in the applications created.

Majors and Departments section

Updated: August 27, 2020

The following fields are defaulted in from the rule in the Base Curriculum section.

Fields	Descriptions
From Term	First term in which the base curriculum rule is in effect. Display only.
To Term	Last term in which the base curriculum rule

Fields	Descriptions
	is in effect. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.
Level	Code of the student level associated with the base curriculum rule, if one has been assigned. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.
Degree	Code of the degree associated with the base curriculum rule. Display only.

The following fields are updateable for the majors and departments.

Fields	Descriptions
From Term	First term in which this major/department rule is in effect. List Module Control Effective Terms Help Major/Dept Rule Effective Terms Dup Record Copy Current Rule Dup Item End Current Rule
To Term	Last term in which this major/department rule is in effect. Display only.
Major	Code of a major associated with the base curriculum rule. When a valid code is entered in this field, the description of the major is automatically displayed in the **Major** field at the bottom of the window.

Fields	Descriptions
	List All Major Codes Help Major-Dependent Concentrations window
Department	Code of the department associated with the major for the base curriculum rule. When a valid code is entered in this field, the description of the department is automatically displayed in the **Department** field at the bottom of the window. List Department Validation (STVDEPT)
Concentration	Concentration associated with this major/ department rule. If more than one concentration has been associated with this rule, **** is displayed in this field. Display only.
Recruiting	Check box used to indicate whether this major/department rule is valid for the Recruiting module.
Admissions	Check box used to indicate whether this major/department rule is valid for the Admissions module.
General Student	Check box used to indicate whether this major/department rule is valid for the General Student module.
Academic History	Check box used to indicate whether this major/department rule is valid for the Academic History module.
CAPP	Check box used to indicate whether this major/department rule is valid for CAPP.
Major Rule	Description of the major associated with the selected base curriculum rule. Display only.

Electronic Data Interchange and Self-Service section

Updated: August 27, 2020

Use this section to set up Electronic Data Interchange (EDI) and Web control items for Web admissions and EDI application processing, maintain the display title for curricula which are Web-enabled, and define the values which will allow EDI data to be translated to valid Banner® curricula.

The **Generate Identification** maintenance button is used to generate values for the **EDI Level** and **EDI Identification** fields. The button is enabled when these fields are blank and can be used to facilitate data entry for EDI codes that have been established on SOAXREF for the EDI degree code, EDI identification, and EDI field of study qualifier code (level).

The button creates the EDI degree code, EDI identification, and EDI field of study qualifier code values for you. The entries will be found under the STVMAJR label on SOAXREF. The button performs the following tasks:

- generates a unique value for the curriculum and the field of study, and
- inserts degree and level qualifiers into SOAXREF under the STVMAJR label.

Fields	Descriptions
Display on Self-Service	Check box which indicates if the major is to be displayed in Self-Service.
Auto Student	Check box which indicates if learner and curriculum records should be created during the Quick Start process.
Self-Service Description	Free format text field used to enter a description that will appear in Self-Service.
EDI Degree	EDI degree level code. List EDI Degree Level Codes
EDI Level	EDI level qualifier field of study code. List EDI Field of Study Qualifier Codes
EDI Identification	EDI field of study identification code. List EDI Field of Study Identifier Codes

Mouse	Keyboard	
Generate Identification	N/A	Generate values for curriculum/fieldo

Mouse	Keyboard

fstudy. Insertsdegree/levelqualifie

Mouse	Keyboard

rs into SOAXREF.

Major-Dependent Concentrations window

Updated: August 27, 2020

Use this window to view concentrations attached to a major.

You can access this window using the Major-Dependent Concentrations section. The base rule and specific major display at the top of the window. The concentrations attached to the major can be turned on and off over time, using the checkboxes for the modules.

You can access this window only if the **Attach Concentrations to Majors** radio group on SOACTRL is set to Yes, and the Major-Dependent Concentrations section is displayed from the Majors and Departments window.

You can copy attached concentrations to a new effective term or end them as of a given term. The message No Effective Terms Found appears in the window until at least one record is added for an initial term range (e.g., 199501 - 999999). If the record is copied or ended, creating multiple effective term records (e.g., 199501 - 199601 and 199601 -

999999), the message Multiple Effective Terms Present will display in the window. A List function from the **From Term** field will display the concentration rule effective terms which exist. When attempting to copy or end a rule, the list of terms presented will not include terms which have already been used for copying or ending.

The system will interpret a window with no data as an indicator that all concentrations are valid for the major. To specify that no concentrations are valid, a value (e.g., XCON - No Concentrations Valid) should be created on the Major, Minor, Concentration Code Validation (STVMAJR) page and entered in this window for the specific major where no concentrations are valid.

Use an Edit function from the **From Term** field to access the Majors and Departments window, or select the Majors and Departments section.

Concentrations section

Updated: August 27, 2020

The following fields are defaulted in from the rule in the Base Curriculum section.

Fields	Descriptions
From Term	First term in which the base curriculum rule is in effect. Display only.
To Term	Last term in which the base curriculum rule is in effect. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.
Level	Code of the student level associated with the base curriculum rule, if one has been assigned. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.
Degree	Code of the degree associated with the base curriculum rule. Display only.

The following fields are defaulted in from the Majors and Departments section.

Fields	Descriptions
From Term	First term in which the major/department rule is in effect. Display only.
To Term	Last term in which the major/department rule is in effect. Display only.
Major	Code of a major associated with the base curriculum rule. Display only.
Major Rule	Description of the major associated with the selected base curriculum rule. Display only.
Department	Code of the department associated with the major for the base curriculum rule, if one has been defined. Display only.

The following fields are updateable for the major-dependent concentrations.

Fields	Descriptions
From Term	First term in which this concentration rule is in effect. List Term Code Validation (STVTERM) Help Concentration Rule Effective Terms Edit Majors/Department Rules window Dup Record Copy Current Rule Dup Item End Current Rule
To Term	Last term in which this concentration rule is in effect. Display only.
Concentrations	Code of the concentration associated with the major/department rule. When a valid code is entered, the description is automatically displayed.

Fields	Descriptions
	List All Concentration Codes
Recruiting	Check box used to indicate whether this major/department/concentration rule is valid for the Recruiting module.
Admissions	Check box used to indicate whether this major/department/concentration rule is valid for the Admissions module.
General Student	Check box used to indicate whether this major/department/concentration rule is valid for the General Student module.
Academic History	Check box used to indicate whether this major/department/concentration rule is valid for the Academic History module.
CAPP	Check box used to indicate whether this major/department/concentration rule is valid for CAPP.
Concentration Rule	Description of the concentration associated with the selected base curriculum rule. Display only.
Activity Date	Date on which the record was last saved. Display only.

Electronic Data Interchange and Self-Service section

Updated: August 27, 2020

Use this section to set up Electronic Data Interchange (EDI) and Web control items.

The **Generate Identification** maintenance button is used to generate values for the **EDI Level** and **EDI Identification** fields. The button is enabled when these fields are blank and can be used to facilitate data entry for EDI codes that have been established on SOAXREF for the EDI degree code, EDI identification, and EDI field of study qualifier code (level).

The button creates the EDI identification and EDI field of study qualifier code values for you. The entries will be found under the STVMAJR label on SOAXREF. The button performs the following tasks:

- generates a unique value for the curriculum and the field of study
- inserts degree and level qualifiers into SOAXREF under the STVMAJR label

Fields	Descriptions
Display on Self-Service	Check box which indicates if the major is to be displayed in Self-Service.
Self-Service Description	Free format text field used to enter a description that will appear in Self-Service.
EDI Level	EDI level qualifier field of study code. List EDI Field of Study Qualifier Codes
EDI Identification	EDI field of study identification code. List EDI Field of Study Identifier Codes

Rule-Based Concentrations window

Updated: August 27, 2020

Use this window to view concentrations attached to rules.

You can access this window using the Rule-Based Concentrations section. The window is accessible regardless of how the radio group for **Attach Concentrations to Majors** on the Curriculum Control (SOACTRL) page has been set. The base rule information is displayed at the top of the window.

You can copy concentration rules to a new effective term or end them as of a given term. The message No Effective Terms Found appears in the window until at least one record is added for an initial term range (e.g., 199501 - 999999). If the record is copied or ended, creating multiple effective term records (e.g., 199501 - 199601 and 199601 - 999999), the message Multiple Effective Terms Present will display in the window. A List function from the **From Term** field will display the concentration rule effective terms which exist. When attempting to copy or end a rule, the list of terms presented will not include terms which have already been used for copying or ending.

The system will interpret a window without data as an indicator that all concentrations are valid for the rule. To specify that no concentrations are valid, a value (e.g., XCON - No Concentrations Valid) should be created on the Major, Minor, Concentration Code

Validation (STVMAJR) page and entered in this window for the rule.

Concentrations section

Updated: August 27, 2020

The following fields are defaulted in from the rule in the Base Curriculum section.

Fields	Descriptions
From Term	First term in which the base curriculum rule is in effect. Display only.
To Term	Last term in which the base curriculum rule is in effect. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.
Level	Code of the student level associated with the base curriculum rule, if one has been assigned. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.
Degree	Code of the degree associated with the base curriculum rule. Display only.

The following fields are defaulted in from the Majors and Departments section.

Fields	Descriptions
From Term	First term in which the major/department rule is in effect. Display only.
To Term	Last term in which the major/department rule is in effect. Display only.
Major	Code of a major associated with the program. Display only.
Major Rule	Description of the major associated with the selected base curriculum rule. Display

Fields	Descriptions
	only.
Department	Code of the department associated with the major for the program. Display only.

The following fields are updateable for the rule-based concentrations.

Fields	Descriptions
From Term	First term in which this concentration rule is in effect. List Term Code Validation (STVTERM) Help Concentration Rule Effective Terms Edit Majors/Department Rules window Dup Record Copy Current Rule Dup Item End Current Rule
To Term	Last term in which this concentration rule is in effect. Display only.
Concentrations	Code of the concentration associated with the concentration rule. When a valid code is entered, the description is automatically displayed. List All Concentration Codes
Recruiting	Check box used to indicate whether this concentration rule is valid for the Recruiting module.
Admissions	Check box used to indicate whether this concentration rule is valid for the Admissions module.
General Student	Check box used to indicate whether this concentration rule is valid for the General

Fields	Descriptions
	Student module.
Academic History	Check box used to indicate whether this concentration rule is valid for the Academic History module.
CAPP	Check box used to indicate whether this concentration rule is valid for CAPP.
Concentration Rule	Description of the concentration associated with the selected base curriculum rule. Display only.
Activity Date	Date on which the record was last saved. Display only.

Electronic Data Interchange and Self-Service section

Updated: August 27, 2020

Use this section to set up Electronic Data Interchange (EDI) and Web control items.

The **Generate Identification** maintenance button is used to generate values for the **EDI Level** and **EDI Identification** fields. The button is enabled when these fields are blank and can be used to facilitate data entry for EDI codes that have been established on SOAXREF for the EDI degree code, EDI identification, and EDI field of study qualifier code (level).

The button creates the EDI identification and EDI field of study qualifier code values for you. The entries will be found under the STVMAJR label on SOAXREF. The button performs the following tasks:

- generates a unique value for the curriculum and the field of study, and
- inserts degree and level qualifiers into SOAXREF under the STVMAJR label.

Fields	Descriptions
Display on Self-Service	Check box which indicates if the major is to be displayed in Self-Service.
Self-Service Description	Free format text field used to enter a description that will appear in Self-Service.
EDI Level	EDI level qualifier field of study code.

Fields	Descriptions
	List EDI Field of Study Qualifier Codes
EDI Identification	EDI field of study identification code. List EDI Field of Study Identifier Codes

Minors window

Updated: August 27, 2020

Use this window to attach curriculum minors directly to the base rule. The base rule information displays at the top of the window. You can access this window using the Minors section.

You can copy attached minors to a new effective term or end them as of a given term. The message No Effective Terms Found appears in the window until at least one record is added for an initial term range (e.g., 199501 - 999999). If the record is copied or ended, creating multiple effective term records (e.g., 199501 - 199601 and 199601 - 999999), the message Multiple Effective Terms Present will display in the window. A List function from the **From Term** field will display the minor rule effective terms which exist. When attempting to copy or end a rule, the list of terms presented will not include terms which have already been used for copying or ending.

The system will interpret a window with no data as an indicator that all minors are valid for the rule. To specify that no minors are valid, a value (e.g., XMIN - No Minors Valid) should be created on the Major, Minor, Concentration Code Validation (STVMAJR) page and entered in this window for the specific rule where no minors are valid.

Minors section

Updated: August 27, 2020

The following fields are defaulted in from the rule in the Base Curriculum section.

Fields	Descriptions
From Term	First term in which the base curriculum rule is in effect. Display only.

Fields	Descriptions
To Term	Last term in which the base curriculum rule is in effect. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.
Level	Code of the student level associated with the base curriculum rule, if one has been assigned. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.
Degree	Code of the degree associated with the base curriculum rule. Display only.

The following fields are updateable for the minors.

Fields	Descriptions
From Term	First term in which this minor rule is in effect. List Term Code Validation (STVTERM) Help Minor Rule Effective Terms Edit main window Dup Record Copy Current Rule Dup Item End Current Rule
To Term	Last term in which this minor rule is in effect. Display only.
Minors	Code of the minor associated with the base curriculum rule. When a valid code is entered, the description is automatically displayed.

Fields	Descriptions
	List All Concentration Codes
Recruiting	Check box used to indicate whether this minor rule is valid for the Recruiting module.
Admissions	Check box used to indicate whether this minor rule is valid for the Admissions module.
General Student	Check box used to indicate whether this minor rule is valid for the General Student module.
Academic History	Check box used to indicate whether this minor rule is valid for the Academic History module.
CAPP	Check box used to indicate whether this minor rule is valid for CAPP.
Minor Rule	Description of the minor associated with the selected base curriculum rule. Display only.
Activity Date	Date on which the record was last saved. Display only.

Electronic Data Interchange and Self-Service section

Updated: August 27, 2020

Use this section to set up Electronic Data Interchange (EDI) and Web control items.

The **Generate Identification** maintenance button is used to generate values for the **EDI Level** and **EDI Identification** fields. The button is enabled when these fields are blank and can be used to facilitate data entry for EDI codes that have been established on SOAXREF for the EDI degree code, EDI identification, and EDI field of study qualifier code (level).

The button creates the EDI identification and EDI field of study qualifier code values for you. The entries will be found under the STVMAJR label on SOAXREF. The button performs the following tasks:

- generates a unique value for the curriculum and the field of study, and
- inserts degree and level qualifiers into SOAXREF under the STVMAJR label.

Fields	Descriptions
Display on Self-Service	Check box which indicates if the major is to be displayed in Self-Service.
Self-Service Description	Free format text field used to enter a description that will appear in Self-Service.
EDI Level	EDI level qualifier field of study code. List EDI Field of Study Qualifier Codes
EDI Identification	EDI field of study identification code. List EDI Field of Study Identifier Codes

Module Control window

Updated: August 27, 2020

Use this window to set the module controls on a base rule.

You can access this window using the Module Control section. The base rule information displays at the top of the window. Module control settings are term effective. If multiple term ranges exist for a base curriculum rule, the message Multiple Effective Terms is displayed in the window.

This window is used to set the validity of a rule in a given module as of the from term. So, rules can be turned on and off over time by module using the radio group for the selected module(s). You will receive the Fatal or Warning message if you try to assign a rule inappropriately, provided one of those options is set on SOACTRL.

Each base curriculum rule can be valid or not in each of the modules in which curriculum checking is performed. The validity of base rules in different modules can also change over time. For example, some programs may be discontinued, and so the base rule would no longer be valid in Recruiting and Admissions, but would need to remain valid in General Student, Academic History, and CAPP until all current students had graduated. At that time, the base rule would no longer be valid in any module.

The following fields are defaulted in from the rule in the Base Curriculum section.

Fields	Descriptions
Curriculum Rule	Description of the module curriculum rule associated with the selected base curriculum rule. Display only.
Program	Code of the program associated with the base curriculum rule, if one has been assigned. Display only.
Level	Code of the student level associated with the base curriculum rule, if one has been assigned. Display only.
Campus	Code of the campus associated with the base curriculum rule. Display only.
College	Code of the college associated with the base curriculum rule. Display only.
Degree	Code of the degree associated with the base curriculum rule. Display only.

The following fields are updateable for the module controls.

Fields	Descriptions
From Term	First term in which this set of module control settings is in effect. List Module Control Effective Terms
To Term	Last term in which this set of module control settings is in effect.
Recruiting	Option group that indicates whether the base curriculum rule is in effect for the Recruiting module for the specified term code range. `On` The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. `Off` The combination of the fields defined by the base rule and its attachments is not in effect.
Admissions	Option group that indicates whether the base curriculum rule is in effect for the Admissions module for the specified term code range.

Fields	Descriptions
	`On` The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. `Off` The combination of the fields defined by the base rule and its attachments is not in effect.
General Student	Option group that indicates whether the base curriculum rule is in effect for the General Student module for the specified term code range. `On` The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. `Off` The combination of the fields defined by the base rule and its attachments is not in effect.
Academic History	Option group that indicates whether the base curriculum rule is in effect for the Academic History module for the specified term code range. `On` The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. `Off` The combination of the fields defined by the base rule and its attachments is not in effect.
Curriculum, Advising, and Program Planning	Option group that indicates whether the base curriculum rule is in effect for CAPP for the specified term code range. `On` The combination of fields defined by the base rule and its attachments is in effect, as long as the base rule is locked. `Off` The combination of the fields defined by the base rule and its attachments is not in effect.

Address Summary (SOADDRQ) page

Updated: August 27, 2020

Use this page to display all address information associated with a person or a non-person, such as a vendor. This page is query only, and fields on SOADDRQ cannot be changed.

Addresses are displayed in the following order:

- All active or current addresses in type order
- Future addresses in type order
- All inactive addresses ordered by type, from date, to date, and status

Prerequisite

An address must exist for the ID. You can add address information for the ID on the General Person Identification (SPAIDEN) page.

Main window

Updated: August 27, 2020

Use this window to query on existing address information for an ID.

Key block

Updated: August 27, 2020

Use the key block to enter the ID of the person or non-person for the address information query. The page can only be used in query mode, and no updates can be made.

Field	Description
Confidential (Confidential Message)	Displays when the **Confidential (Indicator)** check box is checked on the General Person (SPAPERS) page. Confidentiality may be requested by the student or determined by institution policy.

Field	Description
Deceased (Deceased Message)	Displays when the **Deceased (Indicator)** check box is checked on the General Person page (SPAPERS). You may process data for a person who is deceased.
ID	ID and name of the person or non-person for the address information query. Choices come from the Person Search (SOAIDEN) page or the Non-Person Search (SOACOMP) page.

Address section

Updated: August 27, 2020

Use the Address section to view the existing addresses for the ID in type order.

Field	Description
Address Type	Displays the code for the type of address associated with the ID. Examples include mailing, billing, business. You cannot update this field, but you may view the Address Type Validation (STVATYP) list to see the address type description for the code in the field. The value comes from the **Address Type** field in the Address window on the General Person Identification (SPAIDEN) page.
Sequence Number	Used to display the internal sequence number that is assigned to each address type associated with the ID. It cannot be changed. This value comes from the **SequenceNumber** field in the Address window on the General Person Identification (SPAIDEN) page.
Source	Displays the source code for the address record. Examples include individual, registrar, phonathon, return mail. It cannot be changed.

Field	Description
	This value comes from the **Source** field in the Address window on the General Person Identification (SPAIDEN) page.
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 Street Line 2 Street Line 3 Street Line 4	Displays the street address for the address type for the ID. This information cannot be changed. This information comes from the **House Number**, **Street Line 1**, **Street Line 2**, **Street Line 3**, and **Street Line 4** fields in the Address window on the General Person Identification (SPAIDEN) page.
City	Displays the city in the address for the address type for the ID. It cannot be changed. This value comes from the **City** field in the Address window on the General Person Identification (SPAIDEN) page.
Inactive Address	Check box that indicates whether the status of the address type is not active or active for the ID. It cannot be changed. Choices are: • Checked = Address type is inactive for the ID. • Not checked = Address type is active for the ID. This value comes from the **Inactive Address** check box in the Address window on the General Person Identification (SPAIDEN) page.
From Date	Date from which address type is active or inactive for the ID. If blank, the address type is effective. It cannot be changed. This value comes from the **From Date** field in the Address window on the General Person Identification (SPAIDEN) page.
To Date	Date to which address type is active or inactive for the ID. If

Field	Description
	blank, the address type is effective. It cannot be changed. This value comes from the **To Date** field in the Address window on the General Person Identification (SPAIDEN) page.
State	Displays the state or province in the address for the address type for the ID. It cannot be changed. This value comes from the **State or Province** field in the Address window on the General Person Identification (SPAIDEN) page.
ZIP/Postal Code	Displays the ZIP or postal code in the address for the address type for the ID. It cannot be changed. This value comes from the **ZIPor Postal Code** field in the Address window on the General Person Identification (SPAIDEN) page.
Nation	Displays the nation code and description in the address for the address type for the ID. It cannot be changed. These values come from the **Nation** field in the Address window on the General Person Identification (SPAIDEN) page.

Filter on an address from the Key block

Updated: August 27, 2020

An address must exist for the ID. You can add address information for the ID on the Identification page (SPAIDEN).

Procedure

1. Enter an ID in SOADDRQ or select one from the Person Search (SOAIDEN) page or the Non-Person Search (SOACOMP) page.
2. Go to the next section to view existing address records for the ID.

Note: If an expected address record is not displayed, add it on the Identification (SPAIDEN) page.

Filter on an address from another page

Updated: August 27, 2020

An address must exist for the ID. You can add address information for the ID on the Identification (SPAIDEN) page.

Procedure

1. Access SOADDRQ from the application page you are using, such as SRAQUIK or SAAQUIK.
2. View the existing address records.
3. You can exit to select the record and take it back to the application page.

   Note: If an expected address record is not displayed, add it on the Identification (SPAIDEN) page.

Student System Distribution Initialization (SOADEST) page

Updated: August 27, 2020

Use this page to enter the intended destination of hardcopy student schedules, invoices, academic transcripts, enrollment verification reports, and compliance results requested during the terminal session.

You can designate the selection criteria used in the sleep/wake routines when processing schedules, invoices, and transcripts. Enrollment verifications are not printed using sleep/wake processing, but the printer to be used may be set up from this field.

This page is displayed the first time you enter any Registration, Accounts Receivable, Academic History (transcript request), or CAPP (compliance request) module page during a session. Entries are stored for the current Banner® session only. To change distribution designations after exiting the Student System Distribution Initialization (SOADEST) page during a session, you must re-access the page directly. The page appears again during your next session whenever you attempt to access one of the same module forms.

Values entered on SOADEST must correspond to the institution's defined sleep/wake selection criteria. Your institution's technical support staff must create report distribution selection criteria before being entered on SOADEST. If the user is not going to be generating any sleep/wake routines this page can be bypassed by the Exit button or function.

Note: To use % as a parameter option for printer destination, you will need to designate it as a valid printer on the Printer Code Validation (GTVPRNT) page. Please be aware, however, that designating % as a valid printer and making it the printer destination will route all requests to that one printer, regardless of the printer destination selected by an individual user on the Student System Distribution Initialization (SOADEST) page. The % remains a valid parameter option for the printer destination when running the above processes outside of sleep/wake mode.

Fields	Descriptions
Schedules	Hardcopy output destination of student schedules requested during the session. Choices come from the Printer Validation (GTVPRNT) list of values.
Invoices	Hardcopy output destination of invoices requested during the session. Choices come from the Printer Validation (GTVPRNT) list of values.
Transcripts	Hardcopy output destination of transcripts requested during the current session. Choices come from the Printer Validation (GTVPRNT) list of values.
Enrollments	Hardcopy output destination of enrollment verification reports requested during the current session. Choices come from the Printer Validation (GTVPRNT) list of values.
Compliance	Hardcopy output destination for compliance results requested during the session. Choices come from the Printer Validation (GTVPRNT) list of values.

Specify the destination of hardcopy requests for compliance results

Updated: August 27, 2020

You can specify the destination of hard copy requests for the compliance results.

About this task

Procedure

1. Access the Student System Distribution Initialization (SOADEST) page.
2. Use List from the **Schedules**, **Invoices**, **Transcripts**, **Enrollments**, or **Compliance** fields to display a list of values for the selected field.
3. Select the output destination from the pulldown list.
4. Select the X to exit out of the page.

Duplicate Material Rules (SOADPMR) page

Updated: August 27, 2020

Use this page to define the rules in the Recruiting, Admissions, and General Student modules that apply to the assignment of duplicate materials for a student for a communication plan. You can define separate duplicate checking parameters for each module.

Prerequisite

Updated: August 27, 2020

Before you can use SOADPMR, you must first define values on the Duplicate Material Rule Code Validation (STVDPMR) page.

Following are the considerations for the set-up and use of the rules:

- When considering whether or not to assign a material, communication plan processing will first determine if the material has ever been assigned to the person before.
- If the material has never been assigned to the person, it will be assigned.
- If the material has been assigned to the person and is still pending, the material will not be assigned, regardless of the module attempting to assign the material.
- If the material has been printed for the person, plan processing will determine whether the material has a duplicate rule code. Duplicate rule codes are attached to a material on the Material (SOAMATL) page. If the material has no duplicate rule code

attached, no duplicates of the material are allowed and the material will not be assigned.

- If the material has a duplicate rule code, the rule's effective date on the Duplicate Material Rules (SOADPMR) page will be checked. Only rules with an effective date less than or equal to the processing date will be applied.
- If an effective rule is found for the material, the duplicate rule parameters for the module attempting to assign the material will be checked.
- The time interval after the most recent date printed for the material will be checked. If the existing material's print date plus the rule's interval days is less than or equal to the processing date, the material may be assigned again, depending on the **Within** and **Across (Term Indicators)** and the **Override Date**. If the date printed plus the interval days is greater than the processing date, the material will not be assigned.
- If a potential duplicate passes the interval check, the term code being used to attempt to assign the material will be checked against the term code of already printed copies of the material.
- If the material has already been printed for the same term and the **Within (Term Indicator)** is checked or Y, the material will be assigned again. If the **Within (Term Indicator)** is unchecked or N, the material will not be assigned again, unless the **Override Date** has passed.
- If the material has already been printed for a different term and the **Across (Term Indicator)** is checked or Y, the material will be assigned again. If the **Across (Term Indicator)** is unchecked or N, the material will not be assigned again, unless the **Override Date** has passed.

  Note: Duplicate rules for the Student module do not include the **Within** and **Across (Term Indicators)** because materials assigned by Student module Communication Plan processing all contain the term code '999999'. Materials assigned by Student module plan processing use this code, because student records are effective-term records, not term-specific records.
- If all other duplicate checking has prevented the material from being assigned, but the **Override Date** for the module attempting to assign the material is less than or equal to the processing date plus any wait days for the material, the material will be assigned.

The following fields are on this page:

Fields	Descriptions
Rule	Code associated with the duplicate material rules. When a code has been defined, it cannot be changed. Choices come from the Duplicate Material Code Validation (STVDPMR) list.
Effective Date	Effective date for the duplicate material rules. When performing duplicate material checking, if the effective date of a material's duplicate rule is greater than the processing date, no further duplicate checking will be performed and no duplicate material will be assigned. The system date will default to the effective date when a new duplicate rule is added, but may be changed to another date if desired.
Recruiting Interval (Days)	Number of days that must pass before new materials are assigned. If duplicate materials are always permitted in Recruiting module plan processing, set this interval to 0 and the **Recruiting Within (Term Indicator)** and the **Recruiting Across (Term Indicator)** to checked or Y. Choices are: 0 (default) - A new duplicate rule is added. This value can be changed. 0-999 - Number of days that must pass before new materials are assigned.
Recruiting Within (Term Indicator)	Check box that indicates whether duplicate materials are assigned within the same term in the Recruiting module, if duplicate checking is allowed under the rule code for the module. The **Recruiting Within (Term Indicator)** will default to unchecked or N when a new duplicate rule is added, but can be changed to checked or Y to allow duplicates within the same term. If duplicates should always be allowed in recruiting module plan processing, interval days should be set to 0 (zero), and both the within term and across term Indicators should be set to checked or Y. Choices are: checked (default) - Duplicate materials are assigned within the same term. You can change the value in this field if duplicates are

Fields	Descriptions
	permitted within the same school term. unchecked - Duplicate materials are not assigned within the same term.
Recruiting Across (Term Indicator)	Check box that indicates whether duplicate materials are assigned across terms in the Recruiting module, if duplicate checking is allowed under the rule code for the module. The **Recruiting Across (Term Indicator)** will default to unchecked or N when a new duplicate rule is added, but can be changed to checked or Y to allow duplicates across terms. If duplicates should always be allowed in recruiting module plan processing, interval days should be set to 0 (zero), and both the Within Term and Across Term Indicators should be set to checked or Y. Choices are: checked (default) - Duplicate materials are assigned across terms. You can change the value in this field if duplicates are permitted within the same school term. unchecked - Duplicate materials are not assigned across terms.
Recruiting Override Date	Duplicate materials are assigned on or after this date. The settings for the **Recruiting Interval (Days)**, **Recruiting Within (Term)**, and **Recruiting Across (Term)** fields have no impact. If entered, plan processing in the Recruiting module will assign a duplicate material if the processing date plus wait days for the material is greater than or equal to the override date.
Admissions Interval (Days)	Number of days that must pass before new materials are assigned. If duplicate materials are always permitted under the rule code in Admissions module plan processing, set this interval to 0 and the **Admissions Within (Term Indicator)** and the **Admissions Across (Term Indicator)** to checked or Y. Choices are: 0 (default) - A new duplicate rule is added. You can change the

Fields	Descriptions
	value in this field. 0-999 - Number of days that must pass before new materials are assigned.
Admissions Within (Term Indicator)	Check box that indicates whether duplicate materials are assigned within the same term for the Admissions module, if duplicate checking is allowed under the rule code for the module. This indicator will default to unchecked or N when a new duplicate rule is added, but can be changed to checked or Y to allow duplicates within the same term. If duplicates should always be allowed in admissions module plan processing, interval days should be set to 0 (zero), and both the **Admissions Within (Term Indicator)** and **Admissions Across (Term Indicator)** should be set to checked or Y. Choices are: checked - Duplicate materials are assigned within the same term. unchecked (default) - Duplicate materials are not assigned within the same term. You can change the value in this field.
Admissions Across (Term Indicator)	Check box that indicates whether duplicate materials are assigned across terms for the Admissions module, if duplicate checking is allowed under the rule code for the module. The **Admissions Across (Term Indicator)** will default to unchecked or N when a new duplicate rule is added, but can be changed to checked or Y to allow duplicates across terms. If duplicates should always be allowed in admissions module processing, interval days should be set to 0 (zero), and both the W **Admissions Within (Term Indicator)** and **Admissions Across (Term Indicator)** should be set to checked or Y. Choices are:

Fields	Descriptions
	checked (default) - Duplicate materials are assigned across terms. You can change the value in this field. unchecked - Duplicate materials are not assigned across terms.
Admissions Override Date	Duplicate materials are assigned on or after this date. The settings for the **Admissions Interval (Days)**, **Admissions Within (Term)**, and **Admissions Across (Term)** fields have no impact. If entered, plan processing in the Admissions module will assign a duplicate material if the processing date plus wait days for the material is greater than or equal to the override date.
Student Interval (Days)	Number of days that must pass before new materials are assigned. If duplicate materials are always permitted under the rule code in General Student module plan processing, set this interval to 0. (There are no Within Term and Across Term Indicators associated with student module duplicate checking rules because materials assigned by student module plan processing are not assigned for a specific term.) Choices are: 0 (default) - A new duplicate rule is added. 0-999 - Number of days that must pass before new materials are assigned.
Student Override Date	Duplicate materials for student modules are assigned on or after this date. The setting for the **Student Interval (Days)** field has no impact. If entered, plan processing in the General Student module will assign a duplicate material if the processing date plus wait days for the material is greater than or equal to the override date.

Define the rules for the assignment of duplicate materials

Updated: August 27, 2020

You can define the rules for the assignment of duplicate materials.

About this task

Procedure

1. Access the Duplicate Material Rules (SOADPMR) page.
2. Enter values in the **Rule** field and the **Effective Date** field.
3. Enter values for the associated module interval days, the module within indicator, and the module across indicator. You can also enter values for the module override dates.
4. Save.

Electronic Applicant Search (SOAEIDN) page

Updated: August 27, 2020

This page is used to perform name or ID searches on data in the electronic admissions holding tables. The page is accessed through the menu or by using a List function from the **Web ID** field in the Key block of the Electronic Application Submitted (SAAETBL) page.

When accessed, the page displays in query mode. Enter the criteria you want to search by, and then perform the query. The data displayed will be exactly as provided by the person in the electronic application. It may not conform to any of your institution's data standards, nor does it necessarily reflect the ID or name which has or will be loaded into the Banner® permanent tables. Queries are performed using the exact criteria specified, and case and spacing are important.

Fields	Descriptions
Web ID	Use the **Web ID** field to enter the Web ID for which you want to search. Or, after a query has been performed, the field displays the Web ID used when an electronic admissions application was created.
Last Name	Use the **Last Name** field to enter the last name of an electronic admissions application for which you want to search. Or, after a

Fields	Descriptions
	query has been performed, the field displays the last name specified by the applicant.
First Name	Use the **First Name** field to enter the first name of an electronic admissions application for which you want to search. Or, after a query has been performed, the field displays the first name specified by the applicant.
Middle Name	Use the **Middle Name** field to enter the middle name of an electronic admissions application for which you want to search. Or, after a query has been performed, the field displays the middle name specified by the applicant.
Birth Date	Use the **Birth Date** field to enter the birth date of an electronic admissions application for which you want to search. Or, after a query has been performed, the field displays the birth date specified by the applicant.
Record Type	Use the **Record Type** field to specify the type of electronic application records for which you want to search. N indicates applications submitted through unsecured Web processing. S indicates applications submitted through secured Web processing. Or, after a query has been performed, the field displays the source type for the displayed applicant.

HTML Letter Rules (SOAELTL) page

Updated: August 27, 2020

This rules page is used to record the letters that can be generated as email. The letter must first be entered on SOAELTL before it can be formatted on the Format HTML Letter Rules (SOAELTR) page.

Fields	Descriptions
Letter	The **Letter (Code)** used may be any valid letter code from GTVLETR.
Module	The **Module** field value must be a value recorded in the HTML Letter Module Validation (STVELMT) page.

Format HTML Letter Rules (SOAELTR) page

Updated: August 27, 2020

This page is used to construct letters using formatting commands and free page text. When constructed, the letter is ready for the Admissions office staff to send by email.

Use the **Copy Letter** button in the Key block to create letters that are similar to one another.

The **Formatting**, **Variable**, and **Text** fields are not required, but you will be prompted to enter a value in at least one of the fields. If you do not manually enter a value in the **Sequence Number** field, one will be filled in when you Save. Rows having the same sequence number will be flagged as not valid. To avoid this problem, consider entering the sequence number during the initial sequencing and increment each one by five or ten. This will make it easier to add new lines at a later time. The automatic sequencing uses increments of ten. You can also use the **Auto Sequence** button under the **Sequence Number** field to automatically re-sequence and save the records.

Use the **Display Letter** button in the main block to view the letter after it has been formatted, without actually having to send an email message or create a Web application. When you have finished reviewing the letter, use the **Return** button to go back to the main window of SOAELTR.

Fields	Descriptions
Letter Code	The **Letter Code** in the Key block must be for a letter which has been defined on GTVLETR and SOAELTL.
Sequence Number	The **Sequence Number** determines the order in which the lines appear in the letter. Use the **Auto Sequence** button to automatically re-sequence and save the records.
Formatting	The **Formatting** field is a pulldown list with basic formatting descriptions.
Variable	The **Variable** field is for a column name from the view that corresponds to the module, which is maintained on STVELMT for the letter. The List function shows the columns for the view identified on STVELMT. The source of the column names is the

Fields	Descriptions
	`ALL_TAB_COLUMNS` table.
Text	The **Text** field is a free format area where you can add text. The text expands to 250 characters and has an Edit function which will display the Oracle editor. If you are creating a customized Signature Page for the Web, you can also include HTML commands in this text field.

Enrollment Planning Service Rules (SOAEPSC) page

Updated: August 27, 2020

This page allows you to set up rules for each EPS code by state, ZIP/PC, county, or city. Only the **State/Province Code** field is required. These rules are for specific region criteria and apply only to high school addresses.

Existing/Incoming Application Mapping (SOAEQUI) page

Updated: August 27, 2020

Use this page for exception processing, if there are certain combinations of student/Web applicant data for which you don't want to allow a student record to be inserted.

If an incoming Quick Start record is not matched to a record on this page, a student record will be inserted. If a combination record exists on this page and a match is made with an incoming Quick Start application, no student record will be inserted, and whatever letter code is present for the record on SOAEQUI will be displayed to the Web applicant on the Signature Page. If no letter code exists, the letter code associated with the DEFAULT letter type on SAAWADF will be displayed for the Web applicant. If no letter code is associated with the DEFAULT letter type, the default Web Tailor Signature Page will display.

Main window

Updated: August 27, 2020

The main window contains the key block and the Existing Student Data/Incoming Data block.

Key block

Updated: August 27, 2020

The fields in the Key block are optional but can be used to query for existing records that match the entered criteria.

Each field has a Lookup button from which you may select a valid value for the query. The existing term and incoming term are effective terms. Each set of existing student data and incoming data equals a record that is joined for term, level, college, degree, program, and major.

Existing Student Data/Incoming Data section

Updated: August 27, 2020

Fields for existing and incoming student data have Lists of Values from which to select a valid value. The Lookup button for the **Letter Code** field displays the letters defined on SOAELTL with a module code of S.

Fields	Descriptions
Priority	The **Priority (Number by Term)** field designates the priority to be used when an applicant matches to multiple rules. The rule with the highest priority will be used (along with its associated letter code). One (1) is the highest priority.
Student Status	The **Student Status** field displays the student status to be matched against the incoming Web applicant's existing student record.
Academic Status	The **Academic Status** field displays the academic status to be matched against the incoming Web applicant's existing academic status. If an override academic end of term status exists for the most recent student record, it will be used. If none exists, then the academic status from SHAINST will be used.
Registration Status	The **Registration Status** field displays the

Fields	Descriptions
	enrollment status to be matched against the incoming Web applicant's existing enrollment status.
End Term	The **End Term** fields for both records are used to end an effective term. You can end a given rule and replace it with something similar but not exactly equal to the current rule.
User ID	The value in the **User ID** field represents the last user ID to update the record.
Activity Date	The value in the **Activity Date** field represents the last date on which a record was updated.

Faculty/Advisor Process Rules (SOAFACS) page

Updated: August 27, 2020

This page is used to set up process rules for process/role access and evaluation in Self-Service.

Within a rule, you can restrict faculty member and advisor access to Self-Service as needed by role (faculty or advisor), active process, overall access, student PIN, relationship to student or CRN, primary instructor or advisor, attribute type, or advisor type. Each rule, with the exception of the ENTERGRADES rule, can be customized for a faculty member or an advisor to control access to the various processes set up on the Process Control Code Validation (STVPROC) page and associated Self-Service options. The ENTERGRADES process is available for faculty only. Processes include Self-Service options that relate to viewing or updating student information such as schedules, test scores, grades, holds, transcripts, and compliance evaluations. You can also control access to grade entry by faculty.

The following fields are on this page.

Field	Description
Process	Process code and description for the faculty/advisor process rule.

Field	Description
	List Process Code Control Validation (STVPROC)
Faculty or Advisor	Designates if the process rule is for a faculty member or advisor. Valid values are Faculty or Advisor. The ENTERGRADES process is available for faculty only.
Process Available on Self-Service	Check box used to indicate whether the process rule is active for the faculty member or advisor in Self-Service. When this indicator is checked, and faculty members or advisors meet the process rule, they have access to the process. When this indicator is unchecked, faculty members and advisors cannot access the process, but they can see the link to the process. A message is displayed indicating they do not have access to the process.
All Access	Check box used to indicate that no security is invoked for the process, and faculty members and advisors are able to view all available student information in Self-Service. When this indicator has been checked, you cannot activate the settings for the other indicators except for the **Process Available on Self-Service** indicator. The **All Access** indicator must be unchecked to set the other indicators to checked or unchecked and activate those settings for the rule.
PIN Control	Check box used to indicate whether the student's PIN needs to be entered to access the process rule in Self-Service. When checked, the PIN is required. The **PIN Control** check box is not available for the DISPLAYGRADES or ENTERGRADES process rules.
Relationship	Check box used to require that the faculty member or advisor

Field	Description
	must have a teaching (CRN) or advising (ID) relationship with the student, to access the process rule in Self-Service. For example, when a faculty member is teaching a section in which the student is enrolled, and the Web page is displayed based on the student's ID, that faculty member can access the process. Or, when a faculty member is assigned to teach a section, and the Web page is displayed based on the CRN, that faculty member can access the process.
Primary	Check box used to require that the faculty member or advisor must be the primary instructor or primary advisor for the student to access the process rule in Self-Service. The faculty member must be the primary instructor on SSASECT to access the process. The advisor must be the primary advisor on SGAADVR to access the process.
Attribute Type Checking	Check box used to require that the faculty attribute type or advisor type must be checked to access the process rule in Self-Service. For faculty members, the system checks the attribute on SIAINST and then cross-references it to SOAFAPC. For advisors, the system checks the advisor type on SGAADVR and then cross-references it to SOAFAPC.
System Required	Check box is used to specify whether the code is required by the system. If this check box is checked, the record cannot be deleted. When this check box is checked, it cannot be unchecked. For this page, all delivered processes are system-required.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Role Based Access Rule Control Page Control (SOAFAPC) page

Updated: August 27, 2020

This page is used in Electronic Grade Book processing with Faculty and Advisors Self-Service to attach a process code (and thereby grant Web access if attribute or advisor type checking is turned on) to a faculty attribute or advisor type.

These attributes/types are then assigned to a faculty member or advisor.

Main window

Updated: August 27, 2020

The main window contains the key block and the Access Role Processing section.

Key block

Updated: August 27, 2020

Use the key block to enter a process code directly, or to select a code you may use List from the **Process** field to display a list of valid values.

Fields	Descriptions
Term	The term entered in the **Term** field is the starting term that this relationship is going to be effective, or if querying on an existing code, this is the term you want to query on

Access Role Processing section

Updated: August 27, 2020

Use this section to enter and maintain information relative to a term range.

If you want to change the definitions and create a new effective term range or end the current definitions, enter the starting term in the Key block, perform a Go button, then select the **Maintenance** button. An Option List is displayed giving you the option to End Process Rules or Copy Process Rules. If you choose to End or Copy Process Rules, the term in the Key block will be entered in the **To Term** field. This means that this rule is active from the **From Term** to the terms up to but not including the **To Term**. When you Copy Process Rules, a new record is created with the term in the Key block assigned to the **From Term** in the page.

Fields	Descriptions
Role	This field allows you to enter a process rule specific to faculty or advisors. The values of F or A are delivered for the roles of F (Faculty Member) and A (Advisor). The assignment of attributes to non-faculty/advisor roles (i.e., role values other than F or A) is prohibited. Other roles can be created on STVROLE and included in the building of rules associated to a process. List Role Definition Validation (STVROLE)
Attribute/Type	This field is used to determine what faculty attribute or advisor type you want to attach the process type to. If the value in the **Role** field is A, the Advisor Type Validation (STVADVR) page is displayed. If the value in the **Role** field is F, the Faculty Member Attributes Code Validation (STVFATT) page is displayed.
Description	This is the attribute/type description as defined in STVADVR or STVFATT.
Active	This field defines whether the attribute/type is active for this term range based on if the check box is checked or unchecked.
Include	This field is used to include all faculty members and advisors in this attribute/type, when the option button is selected.
Exclude	This field is used to exclude all faculty members and advisors with this attribute/type, when the option button is selected.

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Available Faculty By Term Filter (SOAFAVQ) page

Updated: August 27, 2020

This page is used to query and view available faculty information by category, staff, contract, college, or department.

This is a stand alone query page which may also be accessed from the *FACULTY menu.

You can access SOAFAVQ from the SGAASST page. To do so, use a Help function from the **Supervisor** field in the Assistantship/Fellowship/Internship information or from the **Coordinator** field in the Tasks and Comments window. You may also use the Available Faculty by Term Filter item in the Options Menu.

You can access SOAFAVQ from the SHACOMI page. To do so, use a Help function from the **Member** field in the Committee/Service Members information. You may also use the Available Faculty by Term Filter item in the Options Menu.

Final Exam Dates (SOAFNDT)

Updated: August 27, 2020

The Final Exam Dates page is used to define final exam dates for Parts of Term and Individual CRNs or both.

The final exam dates defined can then be used by the Clearinghouse Extract Report (SFRNLSC) to report the enrollment dates for students, inclusive of final exam dates.

Main Window

Updated: August 27, 2020

The main window contains the key block, Part of Exam Dates and CRN Final Exam Dates.

Key block

Updated: August 27, 2020

Use the key block to enter the term code for which Part of Term Exam Dates and CRN Final Exam Dates can be added.

Field	Description
Term	Code and description of the term.

Term Dates

Updated: August 27, 2020

This section displays the term start and end dates.

Field	Description
Term Start Date	Date the term begins as listed on STVTERM. Display only.
Term End Date	Date term ends as listed on STVTERM. Display only.

Part of Term Final Exam Dates

Updated: August 27, 2020

Use this section to add final exam dates for part of term. The part of term must exist on SOATERM to be added in this section.

Field	Description
Part of Term	Part of term code for Part of Term Final Exam Dates.
Description	Part of term description. Display only.
Start Date	Part of term start date. Display only.
End Date	Part of term end date. Display only.
Number of Weeks	Length of the part of term in weeks. Display only
Finals Start Date	Date when finals begin for the part of term.
Finals End Date	Date when finals end for the part of term.
Census One Date	Designates that census one enrollment be calculated for the part of term. Display only.
Census Two Date	Designates that census two enrollment be calculated for the part of term. Display only.
Incomplete Extension Date	Extension/expiration date when incomplete final grades become eligible to replace final grades during automated incomplete grade processing. This date serves as a default date when incomplete grades are assigned to a student.

Field	Description
	The date can vary by part of term, is optional, and can remain null. The date will be null for old term records and can be left null for all terms when automated incomplete grade processing is not in use. When the rules on SHAINCG indicate that automated incomplete grade processing is active for a term, with default grades on SHAGRDE that can be entered or overridden by faculty members, the extension date is also defaulted for the term or part of term that matches the CRN. Display only.
Section Override	Check box used to indicate whether the start and end dates and census one and two freeze dates can be update don SSASECT for the part of term. • When checked, these dates can be overridden on SSASECT. • When unchecked, these dates cannot be overridden and will default to the dates associated with this part of term. Display only.

CRN Final Exam Dates

Updated: August 27, 2020

Use this section to add CRN final exam dates for CRN(s). Only CRNs that exist for the TERM shown in the key block can be inserted into this section.

Field	Description
CRN	Course reference number.
Subject	Code for the subject associated with CRN Final Exam dates. Display Only.
Course	Course code for the course associated with the subject. Display only.
Title	Course subject title. Display only.
Section	Course section code. Display only.
Part of Term	Part of term code for CRN. Display only.

Field	Description
Section Begin Date	Begin date for section. Display only.
Section End Date	End date for section. Display only.
Number of Weeks	Number of weeks for CRN. Display only.
Section Finals Start Date	Date when finals begin for the CRN.
Section Finals End Date	Date when the finals end for the CRN.
Enrollment	Enrollment participants for the CRN. Display only.

Guardian Information (SOAFOLK) page

Updated: August 27, 2020

Use this page to enter information about a student's parent or legal guardian.

Prerequisite

Before you can use SOAFOLK, you must enter student information on the Identification (SPAIDEN) page.

Main window

Updated: August 27, 2020

Use this window to enter or view contact information about a student's parent or legal guardian, including their address and phone number.

Key block

Updated: August 27, 2020

You must enter a valid student ID in the key block before you can access the Parent/Guardian Information block.

Fields	Descriptions
ID	ID and name for the student whose information is on this page. Choices come from the Identification (SPAIDEN) page. Select a

Fields	Descriptions
	name to return to the SOAFOLK Page.

Parent/Guardian Information section

Updated: August 27, 2020

Use the Parent/Guardian Information section to enter and review the student's parent or guardian address and phone contact information.

Fields	Descriptions
Prefix	Prefix used by the student's parent or guardian (for example, MS, MRS, MR, or DR). This is a free page field. You can enter any prefix you choose.
Last Name Prefix	Prefix that precedes a last name (for example, 'Von' in the last name 'Von Hintz'). This is a free page field. You can enter any last name prefix you choose.
Last Name	Last name of the student's parent or guardian. This is a free page field. You can enter any last name in this field.
First Name	First name of the student's parent or guardian. This is a free page field. You can enter any first name in this field.
Middle Initial	Middle initial of the student's parent or guardian. This is a free page field. You can enter any letter in this field.
Suffix	Suffix used by the student's parent or guardian (for example, Jr., III, or M.D.). This is a free page field. You can enter any applicable suffix in this field.
Deceased	Check box that indicates whether the student's parent or guardian is deceased. Choices are: checked - The parent or guardian is deceased. unchecked (default) - The parent or guardian is not deceased. When this check box is checked, the system deletes all address information for the parent or guardian from this page.
Relationship	Relationship between the parent or guardian and the student. Choices come from the Relationship Validation (STVRELT) list.

Fields	Descriptions
Degree	Degree earned by the student's parent or guardian. You can enter any degree you choose. There is no list of values associated with this field.
Employer	Employer of the student's parent or guardian. This is a free page field. You can enter any employer name in this field.
Title	Job title for the student's parent or guardian. This is a free page field.
Address Type	Type of address for the student's parent or guardian (for example, temporary address, parent's address, or guardian's address). Choices come from the Address Type Validation (STVATYP) list.
From Date	First date this address is effective. If this field is left blank, the address is effective until an end date is specified. This value comes from the **From** field on the Identification (SPAIDEN) page.
To Date	Last date this address is effective. If this field is left blank, the address is always effective. This value comes from the **To** field on the Identification (SPAIDEN) page.
Sequence	Sequence number the system assigns to the address. This value comes from the Identification (SPAIDEN) page and cannot be changed.
Source	Source for the address information. This value comes from the **Source** field on the Identification (SPAIDEN) page.
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	First line of the street address.

Fields	Descriptions
	This field comes from the Identification (SPAIDEN) page.
Street Line 2	Second line of the street address. This field comes from the Identification (SPAIDEN) page.
Street Line 3	Third line of the street address. This field comes from the Identification (SPAIDEN) page.
Street Line 4	Fourth line of the street address. This field comes from the Identification (SPAIDEN) page.
City	City of residence. This value comes from the Identification (SPAIDEN) page.
State/Province	State or province of residence. This value comes from the Identification (SPAIDEN) page.
ZIP/Postal Code	ZIP or postal code. This value comes from the Identification (SPAIDEN) page.
County	County of residence. This value comes from the Identification (SPAIDEN) page.
Nation	Country of residence. This value comes from the Identification (SPAIDEN) page.
Status	Code that indicates whether the address is active. Choices are: checked - The address is inactive.

Fields	Descriptions
	unchecked (default) - The address is active. This value comes from the **Inactive** field on the Identification (SPAIDEN) page.
Telephone Type	Type of residence associated with this phone number (for example, car or business). This value comes from the **Type** field on the Identification (SPAIDEN) page.
Telephone (Country Code)	International country code. This value comes from the **Phone** field on the Identification (SPAIDEN) page.
Telephone (Area Code)	Area code. This value comes from the **Phone** field on the Identification (SPAIDEN) page.
Telephone (Number)	Phone number. This value comes from the **Phone** field on the Identification (SPAIDEN) page.
Telephone (Extension)	Phone extension. This value comes from the **Phone** field on the Identification (SPAIDEN) page.
More Phone Numbers Exist	Check box that indicates whether the student's parent or guardian has additional phone numbers. Choices are: checked - Additional phone numbers exist. unchecked (default) - Additional phone numbers do not exist.

Geographic Region Rules (SOAGEOR) page

Updated: August 27, 2020

The Geographic Region Rules (SOAGEOR) page is used to establish rules for the geographic region and geographic region division codes entered in the Key block.

You must create the processing rules which are used to determine the geographic regions associated with each person based on the address information. Geographic regions can be retrieved by entering valid geographic regions and division codes. The rules consist of valid type codes with associated values set for each type code entered.

The geographic region codes must be established in the Geographic Region Code Validation (STVGEOR) page, and the geographic region division codes must be established in the Geographic Region Division Code Validation (STVGEOD) page before the rules for SOAGEOR can be established.

The Key block is used to enter the geographic region codes and geographic region division codes (which are validated against STVGEOR and STVGEOR respectively). Valid geographic region codes and division codes must be entered before you can move into the next block on the page.

- Use Count Filter Hits or select the Filter Geographic Regions item in the Options Menu when you are in the **Region** field to access the Geographic Region Filter (SOAQGEO) page for existing region and division information. Use List to see a list of valid region codes for this field.
- Use Count Filter Hits or select the Filter Geographic Regions item in the Options Menu when you are in the **Division** field to access the Geographic Region Filter (SOAQGEO) page for existing region and division information. Use List to see a list of valid division codes for this field.

The Geographic Region Rules block is used to add, delete, and update the rules that you may set up for the geographic codes entered in the Key block. The rules consist of valid type codes with associated values that have been set for each of the type codes.

Fields	Descriptions
Type	The **Type** field specifies the geographic region type code which corresponds to the ranges specified in the value fields. Valid types for this field are CITY, STATE, COUNTY, NATION, and ZIP.

Fields	Descriptions
Value A	The **Value A** field specifies the starting range for the type of geographic region. If you enter a state in the **Value A** field, the value in the **Value B** field must match that state code. If you enter a city code in the **Value A** field, you must enter a state code in the **Value B** field. Use List from the **Value A** field to view a list of valid state/province codes from STVSTAT.
Value B	The **Value B** field specifies the ending range for the type of geographic region. Use List to view a list of valid state/province codes from STVSTAT. Use Count Filter Hits to view a list of valid nation codes from STVNATN. You may also use the **Search** feature to access the Option List and then select either List of States or List of Nations.

Applicant GPA Types (SOAGPAT) page

Updated: August 27, 2020

Use this page to enter or review grade point averages (GPAs) for an applicant.

GPA types will be loaded by the AMCAS (American Medical College Application Service) data load process, but can also be added manually online. GPA Types are loaded (or entered) for the person in the Key block, and are validated against the Applicant GPA Type Validation (STVGPAT) page.

A GPA type record can be stand-alone, or it can be associated with an institution source code (high school or college), an admissions application, or both. If a GPA type record is associated with a specific school, entry of an institution source code (SBGI) from the Source/Background Institution Filter-Only (SOISBGI) page is available from SOAGPAT. If a GPA type record is associated with a specific application, entry of both a valid term and a valid application number is required.

You may navigate to the Admissions Application Summary (SAASUMI) page, the High School Information (SOAHSCH) page, and the Prior College Summary (SOAPCOQ) page from SOAGPAT to review application, high school, and prior college information which exists for the person.

Main window

Updated: August 27, 2020

Use this window to enter or access different types of GPAs for an applicant.

Key block

Updated: August 27, 2020

You must enter an ID in the key block before you can access the main window and view the grade point average records for that applicant.

Fields	Descriptions
ID	ID for the applicant whose GPA information is on this page. When you select an ID, the name for the applicant also displays.

Applicant GPA Types block

Updated: August 27, 2020

Use the Applicant GPA Types block to enter or access different types of GPAs for the applicant whose ID is in the Key block.

Fields	Descriptions
GPA Type	Type of GPA for the student. When you select a GPA type, the associated description displays automatically. Valid values come from the Applicant GPA Type Validation (STVGPAT) page.
GPA	The applicant's numeric GPA. Choices are 0.000000000 - 99,999,999,999,999.999999999. The default is .000000000.
+/- Used (Plus/ Minus Scale Used Indicator)	Check box that indicates whether the GPA contains grades that include either a plus or a minus and have been scaled. Choices are: checked - The GPA includes grades with a plus or minus. unchecked (default) - The GPA does not include grades with a plus or minus.
School	Source/background institution code for the high school or college where the student earned this GPA. When you save a record

Fields	Descriptions
	without entering a school code in this field, the system saves 999999 in this field. Choices are: 999999 (default). The value that appears when you save a record without entering a school code in this field. You can change this value. This value comes from the Source/Background Institution Filter-Only (SOISBGI) page.
School Description	Name of the high school or college where the student earned this GPA.
Application Number	Identifies the specific application associated with this applicant's GPA. When you select an application from the Admissions Application Summary (SAASUMI) page, the system retrieves both the application number and the term code associated with the application. Both fields must exist for the application to be valid. (The only exception to this is if the application number is 00.) Choices are: 00 (default). No specific application is associated with this GPA. This value displays when you save a record without entering a value in this field. You can change this value. If you enter an incorrect combination of application number and term code in a record, the system displays an appropriate error message. This value comes from the Application Summary (SAASUMI) page.
Term	Applicant term associated with this GPA. When you select an application from the Admissions Application Summary (SAASUMI) page, the system retrieves both the application number and the term code associated with the application. Choices are: 999999 (default). This value displays when you save a record without entering a value in this field. You can change this value.

Fields	Descriptions
	If you enter an incorrect combination of application number and term code in a record, the system displays an appropriate error message. This value comes from the Term Code Validation (STVTERM) page.
Activity Date	Date that this record was last updated. This date is system-maintained and cannot be changed.

Access GPA records

Updated: August 27, 2020

You can access the GPA records and add an ID.

About this task

Procedure

1. Access the Applicant GPA Types (SOAGPAT) page.
2. Enter a valid ID in the **ID** field.
3. Go to the Applicant GPA Types section. Any GPA type records that exist for this applicant will display.

Enter GPA records

Updated: August 27, 2020

You can enter the values for the GPA records.

About this task

Procedure

1. Access the Applicant GPA Types (SOAGPAT) page.

2. Enter a valid ID in the **ID** field.
3. Go to the Applicant GPA Types section.
4. Select a GPA type from the list of valid values.
5. Go to the **GPA** field and enter the appropriate GPA in 99,999,999,999,999.999999999 format.
6. If the school from which the GPAs were generated used plus or minus codes, select the **+/- Used** check box.
7. Select a school from SOISBGI.
8. Select an appropriate application number and application from SAASUMI.
9. Save.

View the name of the school associated with a specific GPA record

Updated: August 27, 2020

You can view the name of the associated with a specific GPA record.

About this task

Procedure

1. Access the Applicant GPA Types (SOAGPAT) page.
2. Enter a valid ID in the **ID** field.
3. Go to the Applicant GPA Types section.
4. Select the GPA record in which you are interested.
5. View the name of the school associated with this GPA record. GPA types loaded through the AMCAS load process have a default school code of 999999.
6. Exit.

HEA Graduate Outcome Survey (SOAHEGO) page

Updated: June 20, 2024

The SOAHEGO page allows administrators to enter the graduate outcome survey on behalf of the student and view the survey answers.

Key block

The Key block contains the fields where you can specify the details for which you want the administrator to do the graduate outcome survey.

Field	Description
Survey Reference	Survey reference number. The List of Values (LOV) field displays all the survey reference numbers that are available for the HEA Graduate Outcomes survey for you to select.
ID	Student ID. When you click the LOV field, the SOAIDEN page appears and you can select the desired student ID for the survey purposes.

Main block

Updated: June 20, 2024

Contains multiple types of questionnaires related to the Graduate Outcomes survey that the administrators can take on behalf of the student.

The page contains the following:

- Survey Answers window: If the survey is already submitted for the details selected in the Key block, this window appears with the questions and answers.
- Main block: If the survey is not submitted, administrators need to enter the answer the survey questions and view the results.

Field names in the Main block (common in all the windows):

- Mandatory: Y indicates that this is a mandatory set of questions that the administrators need to answer.
- Answer Value: The administrator selects the appropriate answer value option for the student from the LOV field.
- Open Answer: Free text box field for the administrators to enter the answers.

  Note: Depending upon the questions that the administrator selects, the Answer Value and Open Answer columns gets enabled or disabled.

Window Names	Description
Your Current Situation	List of questions related to the student's current situation. Depending upon the selected values, the corresponding window in this Main block gets enabled for taking the survey.
Employment Full-time	List of questions related to the student's full time employment details. This window gets enabled when the administrator selects the Working full-time option from the Answer Value field in the Your Current Situation window.
Employment Part-time	List of questions related to the student's part time employment details. This window gets enabled when the administrator selects the Working part-time option from the Answer Value field in the Your Current Situation window.
Employment - Due to start a job	List of questions related to the student's employment that is due to start a job. This window gets enabled when the administrator selects the Due to start a job in the next 3 months option from the Answer Value field in the Your Current Situation window.

Window Names	Description
Further study Full-time	List of questions related to the student's employment that is due to start a job. This window gets enabled when the administrator selects the Due to start a job in the next 3 months option from the Answer Value field in the Your Current Situation window.
Other Activity - Unemployed	List of questions related to the student's other unemployed activity. This window gets enabled when the administrator selects the Unemployed and looking for work option from the Answer Value field in the Your Current Situation window.
Other Activity	List of questions related to the student's other activity. This window gets enabled when the administrator selects the Other Activity (e.g. engaged in home duties, retired from employment, unable to work due to illness or disability, travelling, volunteering etc.) option from the Answer Value field in the Your Current Situation window.
Contact details section	List of questions related to the student's contact details. The window is enabled, by default. In this window, administrators can save the responses of the survey after answering all the questions.

Student Help Balances (SOAHELP) page

Updated: December 12, 2024

Displays the HELP balance information of the student.

Fields	Description
HELP Limit	Limit of any Commonwealth assistance that a student can have in their lifetime.
Pending Balance	Balance amount that is available in the lifetime limit.
Available Balance	Balance of Commonwealth assistance that remains available for the student.
Max Help Loan Amount	Total help loan amount used at the institution.
Notification message	Latest notification received from TCSI to see if there are any loan notification for the student.

Hold Information (SOAHOLD) page

Updated: August 27, 2020

The Hold Information (SOAHOLD) page is used to assign holds to a person or entity. Hold information is used in the Registration, Academic History, and Accounts Receivable modules.

Hold type codes are created and maintained on the Hold Type Code Validation (STVHLDD) page. These codes use a series of indicators to specify how the person or entity is affected by the hold. Holds may prevent registration or graduation, or the production of transcripts, enrollment verification documents, and grade mailers. Holds can also affect admissions applications, compliance, and Accounts Receivable information. 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.

The user ID and date information for the person who last updated the hold record is displayed in a message at the bottom of the page. The message contains Last Updated By: User ID on DD-MON-YYYY.

Key block

Updated: August 27, 2020

Use the Key block to enter the student's ID for whom you want to add or view holds.

Fields/Buttons	Descriptions
ID	ID and name of the student for whom holds exist or need to be added.

Hold Details

Updated: March 16, 2023

Use this section of the page to add holds for the student in the key block.

Fields	Descriptions
Hold Sequence	Auto generated hold sequence number.
Hold Type	Hold type code and description.
Reason	Hold reason. This field is optional and is used to specify a free-format reason for the hold.
Release Indicator	When checked, indicates the release of this hold may only be performed by the user who entered it. When unchecked, the hold can be released by any user.
Amount	Amount of hold fee. Values use format 0.00 to 9999.99.
From	Start date for which the hold is active. The default is the system date.
To	End date for which the hold is active. The default is the system date.
Origination Code	Origination code and description for the hold, such as the office that generated the hold (Student Accounts Office, Bursar's Office, Library, and so on).

Related reference

- Student APIs

High School Information (SOAHSCH) page

Updated: August 27, 2020

Use this page 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

Updated: August 27, 2020

Use this window to enter high school information.

Key block

Updated: August 27, 2020

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 section

Updated: August 27, 2020

Use the High School Details section 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 section to access this area from a secondary window.

Fields	Descriptions
High School	High school code for the prospect/applicant. Choices come from the Source/Background Institution Filter-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

Fields	Descriptions
	Enrollment Planning Service Code Validation (STVEPSC) page.
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.
College Preparation	Check box that indicates whether the high school curriculum completed was college preparatory or not. Choices are: checked - College preparatory. This value is stored in the database as Y. unchecked - Not college preparatory. This value is stored in the database as N.
Admissions Request	Links high school transcripts with admissions checklist items in the Checklist window of the Admissions Application (SAAADMS) page. If the following conditions are met, the checklist item received date is updated when the transcript receive date or the

Fields	Descriptions
	request codes are entered or updated. • The admission request code entered on this page 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 (SAAADMS) page, 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. Choices come from the **Request Code** field on the Admission Request Code Validation (STVADMR) list of values.

High School Subjects window

Updated: August 27, 2020

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

Fields	Descriptions
Subject	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.
Subject Grade	Grade earned by the student for high school subjects. Use alphabetic characters only.
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

Fields	Descriptions
	format.

High School Address window

Updated: August 27, 2020

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

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.

Enter high school information for a student

Updated: August 27, 2020

You can enter the information of high school for a student.

About this task

Procedure

1. Access the High School Information (SOAHSCH) page.

2. Enter the student's ID.
3. Go to the High Information section.
4. Enter or search for the high school.
5. Save.

   Note: The other fields on this page, 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 (SOAIDEN) page

Updated: August 27, 2020

The Person Search page may be accessed from all pages that require an ID number in the key block. This page 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. Use the Search Using Sounds Like choice in the Tools menu to access this window.

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

If you want to enter a case sensitive query for your search, in the **CaseSensitive Filter** radio group, select Yes, and then enter your query.

Perform a soundex search

Updated: August 27, 2020

Use the Soundex Search window to query the database for non-person names that are approximate matches for the name entered in the **Sounds Like…Last Name** or **Sounds**

Like…First Name fields or both. Soundex searches are not case sensitive.

Procedure

To use the soundex search, enter a name in the **Sounds Like…Name** field, and search.

You can view detail for the ID and access the Person Search Detail (SOAIDNS) page from the **ID** field in the main window, or use Search and Display More Detail from the Tools menu to access SOAIDNS from the Soundex Search window.

Result: The search data will be displayed in the main window.

Person Search Detail (SOAIDNS) page

Updated: August 27, 2020

Use this page to further determine the correct student to be used for processing by querying on person information and viewing related student information.

The Person Search Detail page is called from the Person Search (SOAIDEN) page when student-related information is accessed for a specific record.

A second function, the soundex search, is provided in the Soundex Search section. This search allows the user to enter information (or partial information) for a "sounds like" search and query the database for names that are approximate matches for the name entered in the **SoundsLike…LastName** field or the **First Name** field. To use the soundex search, enter a name in the **SoundsLike…LastName** field or the **FirstName** field, and perform a Filter function. The filtered data will be displayed in the first section of the window. The information in the General Student and Address Details sections is the detail for the record selected in the top section of the window.

Note: Soundex searches are not case sensitive.

The creation of the persons and their address information occurs on the General Person Identification (SPAIDEN) page. You can use the Common Matching Entry (GOAMTCH) page to create a person after checking to see if they are a match to an existing Banner® ID. The General Student (SGASTDN) page maintains the detailed general student information.

Note: To exit and return with the value, you must select the Add Person to Database [SPAIDEN] item from the Related menu.

The section navigation order on the page is:

- SPRADDR
- SOUNDEX
- SGBSTDN
- SFBETRM
- SOVLCUR
- SOVLFOS

Main window

Updated: August 27, 2020

The main window contains the Person Detail, Soundex Search, Address Details, General Learner, Registration Terms, Curricula Summary, and Field of Study Summary sections.

Person Detail section

Use this section to enter person information for the query such as ID, name, birth date and gender.

Soundex Search section

Use this section to search on a potential name, when you are not sure of the exact name. The results display in the Person Detail Section where you can select the record.

Address Details section

Use this section to view detailed address information for the person.

Field	Description
From Date	Effective start date for the address associated with the person.
To Date	Effective end date for the address associated with the person.
Inactive Indicator	Indicator that identifies if address information is inactive. Valid value is I (Inactive).

General Learner section

Use this section to view general student information such as status, residence, and class.

Registration Terms section

Use this section to view terms with registration records for the person.

Curricula Summary section

This section is display only for the ID in the key block and displays a summary of curricula data. This section displays the most recent curriculum data for each priority if the curriculum row is ACTIVE.

The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing. The curricula summary information comes from the general student record. The summary sections are populated when the SGBSTDN record for the person is queried.

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 section title to identify these two rows. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

Field	Description
Priority	Priority number that defines the curriculum rank.
Term	Term code for the module's curriculum record.
Program	Program for the module's curriculum record.
Catalog	Catalog term code for the module's curriculum record.
Student Type	Student type code entered specifically for the curriculum record.
Rate	Rate code entered specifically for the curriculum record.
Level	Level for the module's curriculum record.
Campus	Campus for the module's curriculum record.
College	College for the module's curriculum record.
Degree	Degree for the module's curriculum record.
End	Term code for the end of the curriculum.

Field	Description
Outcome Key	For the learner record, this is the sequence number of the outcome (degree) the curriculum was rolled to. For the outcome record, this is the key sequence number the curriculum belongs to.
Admission Type	Admission type code entered specifically for the curriculum record.
Admission	Admission term code entered specifically for the curriculum record.
Matriculation	Matriculation term code entered specifically for the curriculum record.

Field of Study Summary section

This section is display only for the ID in the key block and displays a summary of field of study data. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

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.

Field	Description
Priority	Priority number that defines the field of study rank.
Term	Term code for the field of study. This value defaults from the Curriculum section.
Type	Type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration.
Field of Study	Major, minor, or concentration code for the field of study.
Department	Department code for the field of study.
Attached to Major	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 CONCENTRATION.

Integration Partner Rules (SOAINTG) page

Updated: August 27, 2020

This page is used to define integration partner rules for integration partner processing, such as competency-based education with Brainstorm or continuing education with Elevate.

Term-based rules can be created for each integration partner code defined on the Integration Partner System Rules (GORINTG) page. Only one term code and integration partner code rule combination can exist at a time. Multiple rules can exist for an integration partner code when they are set up as between terms. Records cannot be deleted when the integration partner code is set up on the Schedule (SSASECT) page for the term.

Main window

Updated: August 27, 2020

The main window contains the key block and the Integration Partner Rules block.

Key block

Updated: August 27, 2020

Use the key block to enter the term and integration partner code for the rule.

Fields	Descriptions
Term	Term code for the rule. List - Term Code Validation (STVTERM)
Integration Partner	Integration partner code for the external partner for the rule. List - Integration Partner System Rules (GORINTG) page

Integration Partner Rules section

Updated: August 27, 2020

This section is used to define integration partner rules.

Use this section to set up rules for two specific processing areas:

- when a final grade is received for the student from an integration partner
- for the override of duration units on open learning sections

  Note: Final grade processing will be supported in a future release.

Fields	Descriptions
Roll Final Grade and Calculate GPA	Radio group used to indicate whether processing can automatically roll the final grade and calculate the GPA when a final grade is received from an integration partner such as Brainstorm. Values are `Yes` or `No`. This option is available for all sections that are associated with the integration partner code and term, whether a section is a traditional section, an open learning section, or an open learning section with override duration. Final grade validation and processing are performed by the Grade Entries API.
Allow Override Duration on Open Learning Registration Sections	Radio group used to indicate whether processing can override the duration units on open learning sections during registration. Values are `Yes` or `No`. When set to `Yes`, the user can check the **Override Duration** indicator on SSASECT when the section is defined as an open learning section and the integration partner and term code match the Key section information.

Language Proficiency Details (SOALANP) page

Updated: August 19, 2021

Record a student's ability to communicate in a given language.

Field	Description
Language Identifier	Describes the language in which the student's proficiency is recorded. Select the language identifier code from the Native Language Validation (STVLANG) page.
Language Identifier Description	Language identifier description.
Proficiency Type	Type of proficiency the student has in the language indicated in Language Proficiency. Select the language proficiency type from the Language Proficiency Type (STVLPTY) page.
Proficiency Type Description	Description of the language proficiency.
Proficiency Level	Student's ability to speak in the language indicated in Language Proficiency. Select the language proficiency level from the Language Proficiency Level (STVLPLV) page.
Proficiency Level Description	Description of the proficiency level.

Material (SOAMATL) page

Updated: August 27, 2020

Use this page to choose materials to be sent to a person and to determine who will receive these materials.

Materials include such diverse items as admission packets, housing information, scholarship information, and brochures about extracurricular activities. The recipient of these materials must meet all required criteria defined on this page.

For example, suppose you want to send scholarship information pamphlets to students who received a score of 700 or better on the Math SAT and who are new freshmen at your institution. You can use this page to indicate these specific requirements.

If a rule or condition applies to a person, they will be sent the corresponding material. Automatic mailing of materials is based on a person's attributes and the status of their recruiting record, admissions application, or general student record. When rules are created for any of the elements, that check box will be checked by the system.

Rules have an OR condition within a rule type, and rules have an AND condition among rule types. For example, in the Material Rules information, the codes which determine the rules for each field, such as the **Department** field, follow the OR condition. The codes which determine the rules for all the fields in the Material Rules section, from department through student type, follow the AND condition in relation to each other.

Main window

Updated: August 27, 2020

Use this window to define the materials to be distributed and establish rules for distribution of these materials.

Key block

Updated: August 27, 2020

The fields in the Key block identify the material to be distributed. The Key block may also contain information about groups of materials in addition to communication plans associated with the material.

Fields	Descriptions
Material	Material to be defined or distributed. When you select a material code, its associated description displays automatically. You must define the material code before you can define the rules in the Material Rules block.

Fields	Descriptions
	Values come from the Material Code Validation (STVMATL) list.
Plans	Button or Count Filter Hits to access Communication Plans Using This Material list. View plans that use the material code entered in the **Material** field, and Save to select one.
Groups	Button or Count Filter Hits to access Communication Groups Using This Material list. View groups that use the material code entered in the **Material** field, and Save to select one.

Material section

Updated: August 27, 2020

The information in the Material section defines what types of materials are produced for the material code and indicates whether the material is assigned by a communication plan or entered directly on the Student Mail (SUAMAIL) page.

Fields	Descriptions
Material	Material to be defined or distributed. When you select a material code, its associated description displays automatically. You must define the material code before you can define the rules in the Material Rules section. Values come from the Material Code Validation (STVMATL) list.
Plans	Use Search or Count Filter Hits to access the Communication Plans Using This Material list. View plans that use the material code entered in the **Material** field, and Save to select one.
Groups	Use Search or Count Filter Hits to access the Communication Groups Using This Material list. View groups that use the

Fields	Descriptions
	material code entered in the **Material** field, and Save to select one.

Material section

Updated: August 27, 2020

The information in the Material section defines what types of materials are produced for the material code and indicates whether the material is assigned by a communication plan or entered directly on the Student Mail (SUAMAIL) page.

Fields	Descriptions
Published or Generated	Indicates whether the materials to be sent are published materials (that is, off the shelf) or system-generated. For system-generated materials, you must also enter a code in the **Letter** Field in the section labelled Generated Materials Only. Choices are: P - Materials are published materials. G - Materials are system-generated.
Duplicate Material Rule	Indicates whether Communication Plan processing can assign duplicates of material and identifies the rules to be used in the processing of duplicate materials. When you select a material rule, its associated description displays. If this field is blank, the Communication Plan cannot assign duplicate materials. Choices come from the Duplicate Material Code Validation (STVDPMR) list.

Fields	Descriptions
Allow duplicate entry on SUAMAIL	Check box that indicates whether you can enter requests for duplicate materials on the Student Mail (SUAMAIL) page. You can enter additional requests for materials only when printed dates have been set for all other requests. Choices are: checked (default) - You can enter requests for duplicate materials on SUAMAIL. unchecked - You cannot enter requests for duplicate materials on SUAMAIL.
Letter (Code)	Identifies a standard letter that will be produced for the material you have selected. A description of this code appears in the field beside the code. You can enter a value in this field for system-generated materials only, that is, the **Published or Generated** field must contain a value of G. Choices come from the Letter Code Validation (GTVLETR) page.
Initials	Contains initials for the person responsible for signing the letter. After you select initials, the name associated with the initials displays. You can enter a value in this field for generated materials only, that is, the **Published or Generated** field must contain a value of G. Choices come from the Initial Code Validation (STVINIT) list.
Override Initials	Check box that indicates whether the

Fields	Descriptions
	default signature initials can be overridden by entering a different initial code on the Student Mail (SUAMAIL) page. You can enter a value in this field for generated materials only, that is, the **Published or Generated** field must contain a value of G. Choices are: checked (default) - You cannot override the initials entered in the **Initials** field. unchecked - You can override the initials entered in the **Initials** field.

Material Rules section

Updated: August 27, 2020

The Material Rules section contains rules that you can define to designate who will receive the materials selected in the Material section.

Use the **Data/No Data** buttons for each rules type to display the associated window. Use Scroll Down from within the rule windows to cycle through all the rules. Use List from within each rule window to see the valid ranges for the rule.

Fields	Descriptions
Department	Contains information about the student or prospective student's department.
Major	Contains information about the primary field of student for the student or prospective student.
Contacts	Contains information about the method used to contact the student or prospective student.
Interests	Contains information about the outside interests of the student or prospective student.

Fields	Descriptions
Attributes	Contains a description of the student or prospective student's academic status (for example, FY for first-year students, SY for second-year students).
Gender	Identifies the gender of the student or prospective student.
State or Province	Identifies the state or province where the student or prospective student lives.
Ethnicity	Identifies the ethnic type of the student or prospective student.
Legacy	Indicates the relationship to the student or prospective student of other family members who were students here, such as sister, daughter, or father.
Citizenship	Identifies the citizenship status of the student or prospective student.
Recruit Type	Identifies the status of the prospective student, for example, Class of '96.
Test Scores	Contains the specific test scores required, for example, ACT Math.
Admission Type	Indicates the type of admission, for example, Early Admission.
Admission Decision	Identifies the status of the application decision, for example, Application Rejected.
Student Type	Identifies the type of student, for example, Reinstated Undergrad.
Source	Identifies the source of the student or prospective student.
Application Status	Identifies the application status of the student or prospective student.
EPS Code	Identifies the EPS market of the student or prospective student.
Region or Division	Identifies the geographic region and division of the student or prospective

Fields	Descriptions
	student.

Department Rule window

Updated: August 27, 2020

This window contains information about the department for the student or prospective student. To open this window, select the **Department** button in the Material Rules section.

Fields	Descriptions
Department	Contains information about the department for the student or prospective student. Choices come from the Department Validation (STVDEPT) list.

Major Rule window

Updated: August 27, 2020

This window identifies the primary field of study for the student or prospective student. To open this window, select the **Major** button in the Material Rules section.

Fields	Descriptions
Major	Primary field of study for the student or prospective student.

Contact Rule window

Updated: August 27, 2020

This window identifies the initial method used to contact the student or prospective student. To open this window, select the **Contacts** button in the Material Rules section.

Fields	Descriptions
Contact	Initial method used to contact the student or prospective student. Choices come from the Contact Code Validation (STVCTYP) list.

Interest Rule window

Updated: August 27, 2020

This window contains outside interests of the student or prospective student. To open this window, select the **Interests** button in the Material Rules section.

Fields	Descriptions
Interest	Outside interests of the student or prospective student. Choices come from the Outside Interests Code Validation (STVINTS) list.

Attribute Rule window

Updated: August 27, 2020

This window identifies a specific attribute, such as the student's academic status (for example, FY for first-year students, or SY for second-year students). To open this window, select the **Attributes** button in the Material Rules section.

Fields	Descriptions
Attributes	Identifies a specific attribute, such as the student's academic status (for example, FY for first-year students, or SY for second-year students). Choices come from the Student Attribute Validation (STVATTS) list.

Gender Rule window

Updated: August 27, 2020

This window contains the gender of the student or prospective student. To open this window, select the **Gender** button in the Material Rules section.

Fields	Descriptions
Gender	Gender of the student or prospective student. Choices are: M - male

Fields	Descriptions
	F - Female N - Not available

State or Province Rule window

Updated: August 27, 2020

This window contains the state or province where the student or prospective student lives. To open this window, select the **State or Province** button in the Material Rules section.

Fields	Descriptions
State or Province	State or province where the student or prospective student lives. Choices come from the State/Province Code Validation (STVSTAT) list.
Address Type	Type of address available for the student or prospective student. Choices come from the Address Type Validation (STVATYP) list.

Ethnic Rule window

Updated: August 27, 2020

This window contains the ethnic type of the student or prospective student. To open this window, select the **Ethnicity** button in the Material Rules section.

Fields	Descriptions
Ethnicity	Ethnic type of the student or prospective student. Choices come from the Ethnic Code Validation (STVETHN) list.

Legacy Rule window

Updated: August 27, 2020

This window contains information about relatives of the student who attended this institution. To open this window, select the **Legacy** button in the Material Rules section.

Fields	Descriptions
Legacy	Relatives who were students at this institution, such as sister, daughter, or father. Choices come from the Legacy Code Validation (STVLGCY) list.

Citizenship Rule window

Updated: August 27, 2020

This window contains information about the student or prospective student's citizenship. To open this window, select the **Citizenship** button in the Material Rules section.

Fields	Descriptions
Citizenship	The student or prospective student's citizenship. Choices come from the Citizen Type Validation (STVCITZ) list.

Recruit Type Rule window

Updated: August 27, 2020

This window contains the status of the prospective students, for example, Class of '96. To open this window, select the **Recruit Type** button in the Material Rules section.

Fields	Descriptions
Recruit Type	Status of the prospective students, for example, Class of '96. Choices come from the Recruiting Type Validation (STVRTYP) list.

Test Score Rule window

Updated: August 27, 2020

This window contains specific types of test scores that must be attained. To open this window, select the **Test Scores** button in the Material Rules section.

Fields	Descriptions
Test Score	Specific type of test scores required. Choices come from the Test Score Validation (STVTESC) list.
Minimum (Test Score)	Number value indicating the minimum test score acceptable. Choices are 0-99.
Maximum (Test Score)	Number value indicating the maximum test score required. Choices are 0-99.

Admission Type Rule window

Updated: August 27, 2020

This window specifies the type of admission. To open this window, select the **Admission Type** button in the Material Rules section.

Fields	Descriptions
Admission Type	Type of admission. Choices come from the Admission Type Validation (STVADMT) list.

Admission Decision Rule window

Updated: August 27, 2020

This window contains information about the status of the application decision. To open this window, select the **Admission Decision** button in the Material Rules section.

Fields	Descriptions
Admission Decision	Status of the application decision, for example, application rejected. Choices come from the Admission Application Decision Code Validation (STVAPDC) list.

Student Type Rule window

Updated: August 27, 2020

This window contains information about the student type. To open this window, select the **Student Type** button in the Material Rules section.

Fields	Descriptions
Student Type	Student type. Choices come from the Student Type Validation (STVSTYP) list.

Source Rule window

Updated: August 27, 2020

This window contains information about the source. To open this window, select the **Source** button in the Material Rules section.

Fields	Descriptions
Source	The source code required for the material code. Entering a source code will ensure that only people with this source code will receive the material. Choices come from the Source/Background Institution Code Validation (STVSBGI) list.

Application Status Rule window

Updated: August 27, 2020

This window contains information about the application status. To open this window, select the **Application Status** button in the Material Rules section.

Fields	Descriptions
Appl Status (Application Status)	Application status code. Entering a status code will ensure that only people with this application status code will receive the material. Choices come from the Admission Application Status Code (STVAPST) list.

EPS Market Rule window

Updated: August 27, 2020

This window contains information about the enrollment planning services code. To open this window, select the **EPS Code** button in the Material Rules section.

Fields	Descriptions
EPS Code	Enrollment Planning Services Code. Can specify what EPS codes are eligible for the material. Choices come from the Enrollment Planning Service Code Validation (STVEPSC) list.

Geographic Region and Division Rule window

Updated: August 27, 2020

This window contains information about the geographic region and division. To open this window, select the **Region or Division** button in the Material Rules section.

Fields	Descriptions
Region	Geographic Region Code associated with an address. Can be associated with a person address, source/background institution address, or both. Choices come from the Geographic Region Code Validation (STVGEOR) list.
Division	The Geographic Division code associated with an address. Can be associated with a person address, source/background institution address, or both. Choices come from the Geographic Region Division Code Validation (STVGEOD) list.
Address Source	Address source code radio group. Use the geographic region/division codes to only look at addresses by **Person**, **SBGI (Source/Background Institution)**, or to look at **Both**.

Fields	Descriptions
	Values are saved to the database as: R1 (Person) R2 (Source/background Institution (SBGI)) R3 (Both)

Define the materials to be distributed and establish rules for a distribution of materials

Updated: August 27, 2020

You can define the materials to be distributed and establish rules for distributing the materials.

About this task

Procedure

1. Access the Material (SOAMATL) page.
2. Enter the material code.
3. Go to the Material section.
4. Enter G or P in the **Published or Generated** field. Enter values in the rest of the fields in this section.
5. If the materials to be distributed are system-generated, perform the following steps. (If not, go to the next step.)
    a. Go to the **Letter** field in the Generated Materials Only section.
    b. Enter a letter code in the **Letter** field. Enter values in the rest of the fields in this section.
6. Go to the Material Rules section.
7. Select the button for each relevant topic in this section and establish specific rules that apply to the materials to be distributed.

8. Save.

Mass Entry Audit (SOAMAUD) page

Updated: August 27, 2020

Use this page to query and view the results of a mass entry event.

The audit data that is displayed comes from the SOBMAUD and SORMAUD tables. You can query mass entry sessions by mass entry page name, user ID, and date the event was entered. You can then view the search criteria and the updated and inserted values in the Search/Update window. The processing results are displayed in the Results window with any associated status or result messages and whether the record was manually added.

The mass entry process updates the mass entry tables with result codes and associated result messages. The **Update** radio group in the Results window shows whether the update was successful (Yes), partially or not successful (No), or that no updates were considered (None). The **Message** field displays the related message for the update.

The SOBMAUD and SORMAUD audit tables are updated when the mass entry updates are processed in real time on a mass entry page. The tables are also updated when job submission batch processing (SORMEBP) is run for updates that have been held for later processing. The SORMECL table is also updated when SORMEBP is run.

Main window

Updated: August 27, 2020

The main window contains the Key block and the Sessions section. Use the Sessions section to access this window from other windows on the page.

Key block

Updated: August 27, 2020

Use this section to enter information for the mass entry session query. If these fields are left blank, all mass entry sessions will be displayed. The session data displayed is from real time updates, and pending or completed job submission updates.

Fields	Descriptions
Submit Date From	Start date for the query range. This is the date that the updates occurred or that the updates were held for job submission.
Submit Date To	End date for the query range. If not entered, this defaults to the current date.
User ID	Banner® ID of user who performed the updates. All records that have been initiated or completed are displayed for this ID.
Page Name	Banner mass entry page on which the updates took place. List Object Maintenance (GUAOBJS) page

Sessions section

Updated: August 27, 2020

Use this section to view mass entry session records from the SOBMAUD table that are returned by the query in the key block. The data includes the mass entry page name, user ID, processing start date and timestamp, processing end date and timestamp, and batch ID used for job submission.

Fields	Descriptions
Date Initiated	Date and time the updates were started.
User ID Initiated	ID of user who performed the updates. List All Oracle Users
Date Completed	Date and time the updates were completed.
User ID	ID of user who completed the updates. This ID can be different from the user who started the updates, especially if the updates were held for job submission. List All Oracle Users
Page Name	Banner mass entry page on which the updates took place.

Fields	Descriptions
	List Object Maintenance (GUAOBJS) page
Description (untitled)	Banner mass entry page descriptive name.
Batch Process ID	Batch process identifier, system generated by the mass entry page when updates were held for job submission. List All Oracle Users. Selection of an ID will display all batch process IDs associated with the query.

Search/Update window

Updated: August 27, 2020

Use this window to review the search and update criteria for the mass entry session selected in the main window.

The search and update criteria come from the mass entry page where the records were searched on/updated or from the job submission updates that were written to the SORMAUD table. The date, time, and user ID information is repeated for the record from the main window.

Fields	Descriptions
Date Initiated	Date and time the updates were started.
User ID Initiated	ID of user who performed the updates.
Date Completed	Date and time the updates were completed.
User ID Completed	ID of user who completed the updates. This ID can be different from the user who started the updates, especially if the updates were held for job submission.
Page Name	Banner mass entry page on which the updates took place.
Description (untitled)	Banner mass entry page descriptive name.
Batch Process ID	Batch process identifier, system generated by the mass entry page when updates were held for job submission.

Fields	Descriptions
Search Criteria Column	Mass entry data element name used in the search criteria.
Search Criteria Value	Mass entry value entered in the search criteria.
Update Criteria Column	Mass entry data element name used in the update criteria.
Update Criteria Value	Mass entry value entered in the update criteria.

Results window

Updated: August 27, 2020

Use this window to view the update results of the search by student ID, including result messages and whether updates were successful (Yes), partially or not successful (No), or not considered (None).

Records are listed in name order by last name, then first name, then middle name. The results detail that is displayed in this window changes based on the mass entry page used in the session.

- When SAAMAPP is used, the **Application Number** and **Admission Term** fields are displayed.
- When SGAMSTU is used, the **Effective Term** field is displayed.
- When SGAMSPT is used, the **Sport** and **Search Term** fields are displayed.
- When SHAMDEG, SHAMCAT, SHAMDIP, and SHAMUDI are used, the **Sequence Number** field is displayed.
- When SHAMUCA is used, the **Ceremony** and **Ceremony Term** fields are displayed.

You can navigate to directly display and review individual result messages for consecutive records without using Enter and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click OK when you are done, and then press the Tab key to view the message for the next record. Continue to click OK and press the Tab key to review as many messages as you want.

Fields	Descriptions
Date Initiated	Date and time the updates were started.
User ID Initiated	ID of user who performed the updates.
Date Completed	Date and time the updates were completed.
User ID Completed	ID of user who completed the updates. This ID can be different from the user who started the updates, especially if the updates were held for job submission.
Page Name	Banner mass entry page on which the updates took place.
Description (untitled)	Banner mass entry page descriptive name.
Batch Process ID	Batch process identifier, system generated by the mass entry page when updates were held for job submission.
ID	ID of the student.
Name	Name of student.
Display of fields below from **Application Number** to **Ceremony Term** is determined by which mass entry page was used.	
Application Number	Admissions application number for the record. Displayed when detail is from SAAMAPP.
Admission Term	Term of admission for the record. Displayed when detail is from SAAMAPP.
Effective Term	Effective term for the record. Displayed when detail is from SGAMSTU.
Sport	Sport code for the record. Displayed when detail is from SGAMSPT.
Search Term	Search term for the record. Displayed when detail is from SGAMSPT.
Sequence Number	Degree (outcome) record sequence number for the record. Displayed when detail is from SHAMDEG, SHAMCAT, SHAMDIP, and SHAMUDI.
Ceremony	Ceremony for the record. Displayed when detail is from SHAMUCA.
Ceremony Term	Term for the ceremony for the record. Displayed when detail is from SHAMUCA.
Hold	Check box used to indicate whether holds exist. This field is informational only and will not prevent updates.

Fields	Descriptions
Manually Added	Check box used to indicate whether the ID was added manually on a mass entry page.
Update Status (untitled)	Radio group that indicates whether changes for the record were successfully saved and the parent page was updated, were not successfully saved and the parent page was not updated, were partially saved and the parent page was partially updated, or that no processing of updates was considered for the record. Valid values are: Yes, No, Partial, None.
Message	Displays results related messages, for successful, partially successful, or unsuccessful updates. Use the **Edit** button to open the Edit window and view the full text.
Process Ind (Indicator)	Check box that indicates whether the student's updates were processed.
Conf (Confidential)	Check box used to indicate whether the student's information is confidential. This field is informational only and does not prevent updates.
Deceased	Check box used to indicate whether the student is deceased. This is informational only and will not prevent processing from taking place, unless the record is from SAAMAPP.

Open Learning Section Default Rules (SOAORUL) page

Updated: August 27, 2020

Use the Open Learning Section Default Rules (SOAORUL) page to create sections and section rules for open learning courses.

It is mandatory to enter the registration dates; however, the registration status codes, extension, and refund processing are optional. If extension and refunding rules are not defined here, it will be necessary to manually enter this information on SSARULE after the section has been created. Information in this page does not depend on part of term data, and does not rely on static processing dates.

Note: If revisions are made to the information in this page, those changes will only be reflected for new sections when they are created and will not impact existing sections that meet the course or course/section characteristics in addition to the section characteristics.

This page is composed of the following sections:

- Key block
- Registration Date Defaults
- Default Registration Status Code Definition
- Default Extension Processing Rules
- Default Refunding Rules Definition

Key block

Updated: August 27, 2020

Use the key block to enter the term for the section default rules. Use the **Copy** button to copy a set of rules to the term in the key block.

Fields/Buttons	Descriptions
Term	Term code and description of the term to be associated with the section default rules.
Copy	Button used to open the Copy Term window and copy rules from an existing term to a term that does not have any open learning section control information on SOAORUL.

Copy Term window

Updated: August 27, 2020

Use this window to duplicate open learning section controls from an existing term and copy them to a term that does not have any controls.

To open this window, enter a term in the key block and click the **Copy** button.

- The **Copy** button is enabled for a term that does not have any existing data.
- The **Copy** button is disabled for a term that has existing data.

Fields/Buttons	Descriptions
From Term	Term from which control information will be copied. The term entered must have existing information on SOAORUL.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy control information for the term in the **From Term** field to the term in the key block.

Registration Date Defaults

Updated: August 27, 2020

The rules entered here act as a basis for registration status codes, refunding rules, and extension rules.

This section of the page is used to define the course and section characteristics, in addition to the dates to be defaulted into the **Registration Dates From**, **Registration Dates To**, **Learner Start Dates First, Learner Start Dates Last**, **Census One Freeze Date**, and **Census Two Freeze Date** fields on SSASECT when a new CRN is created. The default dates are associated with a department, campus, college, schedule type, and instructional method to create date range default rules for a distinct population of sections.

To associate registration status codes, extension rules, and refund rules, select the record with the appropriate course and section characteristics, and use the tabs for Default Registration Status Code Definition, Default Extension Processing Rules, or Default Refunding Rules Definition to access the child records in each section.

Fields	Descriptions
College	Course college code and description for the rule.
Department	Course department code and description for the rule.
Campus	Section campus code and description for the rule.
Schedule Type	Section schedule type code and description for the rule.
Instructional Method	Section instructional method code and description for the rule. Required.
Start Date	Date of the first day that registration will be open to students.
End Date	Date of the last day that registration for the section will be accepted.

Fields	Descriptions
Census Date 1	Census one date for the rule. Required.
Census Date 2	Census two date for the rule. Not required.
Override	Check box used to allow a user to override the start and end dates defined here when a new section record is created on SSASECT.

Default Registration Status Code Definition

Updated: August 27, 2020

Use this section of the page to define the various status codes that will be available to the registration processes.

The only enterable fields in this section are the **Status Code**, **Usage Cutoff From (Percentage)**, and **Usage Cutoff To (Percentage)**. The other fields display the corresponding data from the Course Registration Status Code Validation (STVRSTS) page. This section of the page displays child records for the record selected in the Registration Date Defaults section.

If extensions are permitted for this section, a status code defined for use in extension processing (where the **Extension Indicator** in STVRSTS is checked and the **Withdrawal Indicator** is unchecked) must be defined. If academic policy permits the drop of or withdrawal from extensions, it will be necessary to define a separate extension withdrawal code (where the **Extension Indicator** and the **Withdrawal Indicator** in STVRSTS are checked) and corresponding refunding rules.

Note: Status codes defined for use with extensions will not be enterable in any of the registration processes.

Fields	Descriptions
Status Code	Registration status code and description associated with the identifying criteria for the rule.
Usage Cutoff From (Percentage)	Usage cutoff from percentage. This field determines when this status code is available for use. As open learning processing is based on individual student progress in a course, the usage cutoff percentages as a range are used to determine if the status code will be available during the

Fields	Descriptions
	time elapsed since, or the time remaining until, the student's start date of the course. If pre-registration is permitted, and policy allows the use of a particular code from the day the student registers until a date specified by the **Usage Cutoff To** field as described below, enter NULL in this field. Negative values may be used in this field for those codes that are permitted for only a limited amount of time before the student starts class. For example, if a status code is to take effect one week before the student starts a ten week course, set the value of this field to -10. A value of 0 (zero) in this field signifies that the status code is available from the day the student starts class, until the date determined by the value in the **Usage Cutoff To** field. If a value is entered into this field, it is mandatory that a value be entered into the **Usage Cutoff To** field. It is not mandatory to define any of the usage cutoff fields. If not defined, the status code will always be available for use. For more examples of how to set the usage cutoff fields, please refer to the *Banner Open Learning Registration* content in the Ellucian Documentation site.
Usage Cutoff To (Percentage)	Usage cutoff to percentage. This field completes the usage cutoff percent range. This field is required when the **Usage Cutoff From** field is populated. Negative values may be used in this field for status codes that are permitted only before the student starts class. For example, if a status code is to be available from the date the student registers until one week before the student starts a ten week course, set the **Usage Cutoff From** field to NULL, and set this field to -10. A value of 0 (zero) in this field signifies that the code may be used

Fields	Descriptions
	until the day before the student starts class. For example, if a status code is to be available for the entire time before the student starts class, set the **Usage Cutoff From** field to NULL, and set this field to 0. It is not mandatory to define any of the usage cutoff fields. If not defined, the status code will always be available for use. For more examples of how to set the usage cutoff fields, please refer to the *Banner Open Learning Registration* content in the Ellucian Documentation site.
Effect by Student Status	Check box used to specify if this registration status code can be overwritten with a student enrollment status code.
Allow Entry	Check box that displays the setting of the **Allowed to Enter** check box on STVRSTS for the status code.
Count in Enrollment	Check box that displays the setting of the **Count in Enrollment** check box on STVRSTS for the status code.
Web Indicator	Check box that displays the setting of the **Web Indicator** check box on STVRSTS for the status code.
Withdrawal Indicator	Check box that displays the setting of the **Withdrawal Indicator** check box on STVRSTS for the status code.
Extension	Check box that displays the setting of the **Extension Indicator** check box on STVRSTS for the status code.
Print on Schedule	Check box that displays the setting of the **Print on Schedule** check box on STVRSTS for the status code.
Voice Response	Value of the **Status Type** field on STVRSTS for the status code.

Default Extension Processing Rules

Updated: August 27, 2020

Use this section of the page to define an extension processing rule. You can only access this section if the **Extension Indicator** is checked for the status code on STVRSTS. This section of the page displays child records for the record selected in the Default Registration Status Code Definition section.

Fields	Descriptions
Extension Percent	Used to calculate the amount of time the student's registration will be extended based on the duration and duration unit assigned to the original registration. Enter a number between 0 and 100. For example, a student is registered for a course with a duration of ten weeks. The student's expected completion date needs to be extended. If the extension rule is expressed as 100%, the student would be granted a ten-week extension. However, if the rule was defined as 50%, the completion date would only be extended by five weeks.
Detail Code	Detail code and description used to assess extension fees on the student's accounts receivable account.
Amount	Extension fee amount that will be assessed to the student based on the fee type specified on this page.If a detail code has been assigned an amount on TSADETC, that amount is defaulted in and can be overridden.
Fee Type	Fee type code and description to be used when calculating monies for the extension.
Override Indicator	Check box used by SSARULE to determine if the values defaulted from here can be changed.

Default Refunding Rules Definition

Updated: August 27, 2020

This section of the page is used to define refunding rules for status codes that will be available for drop or withdrawal processing. This section of the page displays child records for the record selected in the Default Registration Status Code Definition section.

Note: In the section level rules, there is a second refunding criteria, duration complete, that can be defined in place of the percent complete information entered here. As the duration is defined at the section level, and validation is required to ensure that the duration assigned in the rule corresponds to that defined at the section, the duration complete information cannot be defined at this time.

Fields	Descriptions
Percent Complete	Value used to determine the appropriate refund percentage. When applied to an individual registration, the student's elapsed time from the start date of the registration will be calculated and compared to this value. Enter a value between `–100` and `100`. For example, your institutional policy states that the learner is entitled to an 80% tuition refund if the course is dropped between 0 and 10% complete (exclusive). 10 would be entered in this field, and 80 would be entered in the **Tuition Refund** field. When the fee assessment process is triggered, if the student had completed less than 10% of the duration of the course, this rule would be invoked. This allows non-term-based courses to have registration start dates that span a date range, and it provides for flexible course durations. Refunding rules for traditional courses are used to control the amount of the refund the student will receive based on the drop/ withdrawal being processed between set dates. This is possible because all students in an individual class start on the same date. However, in the case of open learning course registration records, this is not possible, as registration start dates span a date range. To impose a set period of time for processing would penalize some learners. Therefore, using percent complete provides a means of equalizing the refunding rules, and providing for flexible course durations.
Tuition Refund	Used to calculate the tuition refund. Enter a value between 0 and 100 percent for the calculation of the

Fields	Descriptions
	tuition refund. This refund percentage will be used in determining the student's financial indebtedness to your institution.
Fee Refund	Used to calculate the fee refund. Enter value between 0 and 100 percent for the calculation of the fee refund. This refund percentage will be used in determining the student's financial indebtedness to your institution.
Extension Refund	Used to calculate the extension refund. Enter a value between 0 and 100 percent for the calculation of the extension fee refund. This refund percentage will be used in determining the student's financial indebtedness to your institution.
Override Indicator	Check box used by SSARULE to determine if the values defaulted from here can be changed.

Prior College (SOAPCOL) page

Updated: August 27, 2020

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 by the General Person Identification Page (SPAIDEN) before 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

Updated: August 27, 2020

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

Prior College and Degree section.

Key block

Updated: August 27, 2020

Use this section to enter the ID for which you want to see prior college information.

Prior College section

Updated: August 27, 2020

Use this section 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 section

Updated: August 27, 2020

Use this section 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 (STVEGOL) page. (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

Updated: August 27, 2020

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 section and checklist data exists for the ID in the key.

Majors, Minors, Concentrations window

Updated: August 27, 2020

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 section 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 section

Updated: August 27, 2020

Use this section to view major information for the student.

Minors section

Updated: August 27, 2020

Use this section to view minor information for the student.

Concentrations section

Updated: August 27, 2020

Use this section to view concentration information for the student.

Prior College Address window

Updated: August 27, 2020

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 section 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.

Prior College Summary (SOAPCOQ) page

Updated: August 27, 2020

This is a stand alone query page which is used to query information about a person's prior college experience, such as degrees, number of hours, and GPA. A person must be added to the system through the General Person Identification (SPAIDEN) page before querying this page.

Prior College Enrollment Summary (SOAPCSM) page

Updated: August 27, 2020

This page calls a view that generates the prior college data to be displayed. The view calculates the percentages for the appropriate fields. The page is entered in query mode.

The key block contains a source/background institution code, which is required.

The Source/Background Institution Summary Block contains the summary information for the institution in the key, such as a term code, a level code, a campus code, a college code, a program code, a major code, and a student type code, which are optional. The fields in this block are queryable.

If the term code is left blank, then the page displays all pertinent data for the source/ background institution code in the key for all available terms beginning with the most current term. If the term code is entered, the page displays all pertinent information for that term only.

Fields	Descriptions
Number of Prospects	Number of prospects for the term.
Number of Applicants	Number of applicants for the term.
Number Accepted	Number of applicants accepted for admission, (**Institution Acceptance** flag checked on STVAPDC).
Percentage of Acceptances	Percentage of acceptances, (number of acceptances to number of applicants).
Number of Confirmations	Number of student confirmations, (those having decision code of "applicant accept" selected). Students are added to this counter if they have the decision code that is entered in the **External Code** field of the GTVSDAX record with an **Internal Code** of DEPOPAID and a **Group (Code)** of DEPOSIT.
Percentage of Confirmations	Percentage of confirmations, number of confirmed students to number of accepted applicants.

At the bottom of the window, the totals for the query are listed by **Number of Prospects**, **Number of Applicants**, **Number (of Applicants) Accepted**, **Percentage of Acceptances**, **Number of (Student) Confirmations**, and **Percentage of Confirmations**.

Persona Rule Control (SOAPERS) page

Updated: August 27, 2020

The Persona Rule (SOAPERS) page is used to create and maintain rules for personas used with Banner Student Self-Service Registration. Personas rules control what pages can be accessed in Self-Service by a user and what tasks can be performed.

Fields	Descriptions
Persona	Persona code and description from STVPERS.
Web Tailor Role	Role from Banner Web Tailor that corresponds to the persona code.
Access Code	Radio group used to select the role designated when the user logs in to Self-Service. Values are: • Administrator (saved to the database as A) • Faculty (saved to the database as F) • Anonymous (saved to the database as N) • Proxy (saved to the database as P) • Student (saved to the database as S)
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked

Persona Release Hold Type (SOAPHLD) page

Updated: August 27, 2020

This page is delivered for use with a future release of Banner Student Advising Student Profile 9.x.

The Persona Release Hold Type (SOAPHLD) page is used to assign hold types to user roles (personas) so that specific types of holds can be released for a student. Only one record per hold type is allowed.

This page is used with the Banner Student Advising Student Profile application. It is not used with Banner Student 8.x processing.

Main window

Updated: August 27, 2020

The main window contains the data section.

Fields	Descriptions
Hold Type	Release hold type code and description. Hold types used must have the **Web Indicator** checked on the Hold Type Code Validation (STVHLDD) page. List Hold Type Code Validation (STVHLDD) page
Persona	Persona code and description for the code associated with the hold type. Supported role values are: `FACULTYINSTRUCTOR`, `FACULTYADVISOR`, `FACULTYBOTH`. List Persona Codes (STVPERS)
Active	Check box used to indicate whether the persona is active for the release hold type. The default value is checked.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.
User	ID of the user who last updated the record. Display only.

Communication Plan Assignment (SOAPLAN) page

Updated: August 27, 2020

Use this page to assign a communication plan to a person with a recruiting record, admissions application record, or general student record.

A communication plan follows a person through the recruiting and admissions cycle, and may be turned on or off online as processing changes, or as the plan changes according to the communication plan rules. Plans can be inactivated and deleted from this page.

A person may have multiple communication plans assigned to them which are differentiated by term code and application or sequence number. The term code is associated with recruiting or admissions status, while the application or sequence number identifies the specific recruiting record or admissions application.

Main window

Updated: August 27, 2020

Use this window to assign a communication plan.

Key block

Updated: August 27, 2020

Use the key block to select an ID.

Fields	Descriptions
ID	Identification number and description used to access the person online. This code comes from the **ID** field on the Identification (SPAIDEN) page.

Fields	Descriptions
	Perform an extensive name search before creating a new person record.

Assignment block

Updated: August 27, 2020

Use Assignment block to assign a communication plan to the person in the Key block.

Fields	Descriptions
Plan	Communication plan code and description for the actual plan(s) assigned to the prospect, applicant, or student. Plans are separated by term code and application, or by sequence number. Choices come from the Communication Plan Code Validation (STVCPLN) page. To query, add, or delete materials and groups of materials associated with a communication plan, use the Communication Plan (SOACPLN) page. Select Create Materials from the Options Menu or perform a Count Filter Hits function from the **Plan** field to create materials for a new communication plan for the person whose ID is in the Key block. The message Material Creation Completed appears when this is done.
Plan Type (untitled)	Provides additional information on how a record came to be part of a person's communication plan that is assigned in the Recruiting, Admissions, or General Student module. Choices are: Recruiting - A recruiting plan can originate from the Quick Recruit (SRAQUIK) page or the Prospect Information (SRARECR) page. Admissions - An admissions plan can originate from the Quick Entry (SAAQUIK) page or the Admissions Application (SAAADMS) page.

Fields	Descriptions
	Student - A student plan can originate from the General Student (SGASTDN) page.
Term	Term code associated with the recruiting record or application. This field defaults based on the term of the recruiting, admissions, and general student record from which the communication plan assignment was made. Choices come from the Term Code Validation (STVTERM) list of values.
Sequence Number	Sequence number associated with the specific recruiting record or application. This field defaults based on the sequence number of the recruiting, admissions, and general student record from which the communication plan assignment was made.
Active	Indicates whether the corresponding communication plan is active or not. Multiple communication plans may be active for a person, and multiple communication plans may be active for a person in a single module. Choices are: checked - The communication plan is active. The person has active materials for the associated communication plan ready to be processed on the Student Mail (SUAMAIL) page through Letter Generation. This value is stored in the database as Y. Y is the default. unchecked - The corresponding communication plan is inactive. The person no longer receives materials as part of that plan. This value is stored in the database as N.
Mail Exists	Indicates whether mail is pending or not. When the **Mail Exists** check box is checked, the materials are posted automatically to the Student Mail (SUAMAIL) page through Letter Generation based on the plan code that generated those materials. (Materials may be sent manually after a plan is assigned to a person, materials are created, and the rules for the materials meet the criteria for addition to SUAMAIL.) Choices are: checked - Pending mail exists. This value is stored in the database

Fields	Descriptions
	as Y. unchecked - No pending mail exists. This value is stored in the database as N. N is the default. Based on existence of mail on GURMAIL if the GURMAIL print date is blank, and mail is associated with the communication plan code assigned to the person.

Create a communication plan assignment

Updated: August 27, 2020

You can create a communication plan assignment.

About this task

Procedure

1. Access the Communication Plan Assignment (SOAPLAN) page.
2. Enter the student's ID.
3. Go to the Assignment section.
4. Enter the plan code.
5. Save.

   Note: Communication plans can only be created for valid recruiting or application record combinations.

HEA Regulatory Programme and Course Details (SOAPRCD) page

Updated: August 27, 2020

Use this page to store the faculty and course details for the Higher Education Authority

(HEA) programmes.

Note: This page is primarily intended to be used by institutions in Ireland who need to report the programme or course details to the HEA regulatory body.

Key Block

Updated: June 20, 2024

Use this block to enter the programme code for which you want to store the faculty and course details.

Field	Description
Programme	Programme Code. Click the drop-down list to select the programme code from the SMAPRLE pop-up window.
Rollover Program and Course	Copies all the latest program and course details from the SOAPRCD page to the current system academic year.

Base Block

Updated: August 27, 2020

Use this block to record the programme and course details for HEA.

Field	Description
PROGRAMME DETAILS section	
Anticipated Length	(Required). Anticipated duration of programme in years. The expected length of programme is an indication of the normal elapsed time from the commencement of study to the completion of the instance, even if the student instances have different lengths of study, due to the direct entry into the second year. The length study time includes holiday time and will include time for examinations. The anticipated length depends on the student's mode of study. If the student has more than one mode of study for a given programme the following rules apply:

Field	Description
	• Programme with a full-time mode of study, the anticipated length is based on full-time attendance • Programme with a part-time mode of study, the anticipated length is based on part-time attendance • Programme with a distance education mode of study, without full-time or part-time modes of study, the anticipated length of the programme is based on part-time attendance • Programmes of indeterminate length, for example, PhD programmes, an approximate estimate is made for the anticipated length
Programme Type	(Required). Structure of the programme, for example, Undergraduate Certificate and PhD. Click the LOV to select the code.
NQAI Award Level	(Required). NQAI Award Level that ranges from 1 to 10. Click the LOV to select the code.
Exclude from Reporting	Check box used to indicate whether the programme needs to be excluded for reporting.
FACULTY DETAILS section	
Faculty Code	(Required). Institution’s code for faculty. Click the LOV to select the code.
Faculty Title	Name of faculty or school that is operating the programme. Display only.
COURSE DETAILS section	
Course Code	(Required). Institution’s code for the course. **Note:** All major codes will be displayed in the STVMAJR page. All

Field	Description
	the attached the majors and minors that are associated to the selected programme will be displayed in the SOACURR page. Institutions can select the course code as desired. Click the LOV to select the code.
Academic Year	Academic year of the course. Ensure that you maintain the academic year of a course, every year, for the HEA report to fetch information that is relevant to an academic year.
ISCED Code	(Required). International Standard Classification of Education Code. Click the LOV to select the code.
CAO Code	Code of a Course (CAO) code.
Teacher Training	(Required). Identifies the teacher training courses. Click the LOV to select the code.
Co-ordinating Institution	Identifies coordinating bodies for courses. Click the LOV to select the code.
Awarding Body	(Required). Awarding body for the course. Click the LOV to select the code.
Funding Indicator	Identifies specially funded courses. Click the LOV to select the code.
Course Class	(Required). Course markers for general/vocational courses and academic/professional classifications as per the DES/EC grant scheme requirement.

Field	Description
	Click the LOV to select the code.
Course Completion Credits	(Required). Credits required for successful course completion.
Full Time Credits	(Required). Normal number of full-time credits required for the course per year.
Subject 1	First subject of the course. Click the LOV to select the code.
Subject 2	Second subject of the course. Click the LOV to select the code.
Subject 3	Third subject of the course. Click the LOV to select the code.
Subject 4	Fourth subject of the course. Click the LOV to select the code.
Outreach	Check box used to identify if the course is run in off-campus sites. Note: Courses that are run in off-campus sites involves a degree of attendance by the student.
Add-on Indicator	Check box used to identify if the course is an add-on course. Note: An add-on course is an undergraduate course accepting students who have received recognition and credit for a previously attained higher education award.
Structured PhD	Check box used to identify if the course is a structured PhD course.

Campus Security User Profile (SOAPROF) page

Updated: August 27, 2020

Use the Campus Security User Profile (SOAPROF) page to enter or display the users that are allowed to update the schedule information for a particular campus.

A user can be associated with only a single campus or can be allowed to modify all the schedule information, regardless of the campus. All forms in the Schedule module validate the user against this page before permitting changes; this prevents updates to any schedule information that is not associated with the campus assigned to the user's profile.

Main window

Updated: August 27, 2020

This window is composed of the User ID Campus section and the User ID Name section.

User ID Campus section

Updated: August 27, 2020

Use this section to associate a user ID with a campus.

Fields	Descriptions
Selected (untitled)	An asterisk is displayed in this field when a record is selected and you are in the User ID Name section. It identifies the user for which name information is being entered or displayed in the User ID Name section.
User ID	ID of the user permitted to modify schedule information for the campus specified in the **Campus** field. Select the **Search** button for this field to display the User Identification (GUAIDEN) page. List User Identification (GUAIDEN) page

Fields	Descriptions
Campus	Code of the campus for which the user is permitted to make schedule modifications. Leave this field blank if the user is permitted to make schedule modifications to all campuses. You cannot enter multiple records for the same user. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
Description	Description of the campus code, automatically displayed when a valid value is entered in the **Campus** field. Display only.
Activity Date	Date on which the record was last updated. Display only.

User ID Name section

Updated: August 27, 2020

Use this section to display the name(s) associated in the system with the user selected in the User ID Campus section.

Fields	Descriptions
User ID Name	Name(s) associated with the user. Display only.

Geographic Region Filter (SOAQGEO) page

Updated: August 27, 2020

The Geographic Region Filter (SOAQGEO) page is used to query all existing geographic region and division codes that have rules established on the Geographic Region Rules (SOAGEOR) page.

This page can be accessed from the Key block of SOAGEOR using Count Filter Hits or selecting the Filter Geographic Regions item in the Options Menu. An appropriate region/ division combination can be brought back to SOAGEOR to view or change the rules.

This page is updated whenever a region and division combination has a rule entered on the Geographic Region Rules (SOAGEOR) page.

Fields	Descriptions
Region	The **Region** field can be queried on SOAQGEO. This field specifies the geographic region code.
Division	The **Division** field can be queried on SOAQGEO. This field specifies the geographic region division for the region code.

External API Connection Information (SOAREST) page

Updated: August 27, 2020

The External API Connection Information (SOAREST) page is used to create and maintain external API codes and server connections used with third party products that need to talk to Banner Self-Service. This page should be set up and monitored by technical administrators.

This page can be used with registration planning to allow Banner Self-Service to connect with third party degree audit systems such as Degree Works. The Degree Works Student Educational Plan (SEP) information or other third party degree audit system plans are displayed in Banner Student Self-Service. External API codes for registration planning must exist on the External API Information Validation (STVREST) page. A system-required code of RPL has been delivered for use with registration planning and connections to Degree Works.

This page is composed of the External API Connection Information section.

External API Connection Information

Updated: August 27, 2020

Use the External API Connection Information to create and maintain the external API server connection codes and login data.

Fields	Descriptions
Code	External API information code and description.
Username	Username used to log in to the API server connection.
Password	Password used to log in to the API server connection. When a record is copied on this page, you need to supply a password. The password is not automatically copied. The field allows for a maximum of 30 characters. Passwords that are larger than 30 characters are truncated. Masking is used, so any truncation is not visible. Data entry is prevented after 30 characters have been entered. The Item Properties information for the field indicates a maximum of 128 characters. However, that number accounts for the password encryption when the record is saved.
URL	URL for the API server connection. The field allows for a maximum of 2,000 characters. URLs that are larger than 2,000 characters are truncated. Masking is not used, so any truncation is visible. The field does not expand to show the entire 2,000 character display, but this can be viewed in the SOBREST table. Enter the following for the URL:

Fields	Descriptions
	`serverURL:serverPort/DWPath/api/plans` For example: • http://myDWServer1.uni.com:8080/dwservice/planner/api/plans • http://myDWServer2.uni.com:8080/myservice/dwplannerservice/planner/api/plans
Timeout	Controls timeout until a connection is established or when waiting for data to be retrieved. When set to 0 or Null, the timeout is not used. In this case there is no limit on SOAREST, so the selected browser's default timeout is used.

Role Assignment (SOAROLE) page

Updated: August 27, 2020

Use the Role Assignment (SOAROLE) page to assign one or multiple roles to an individual.

The prerequisites for role assignment are: you must have a person record (SPRIDEN) in Banner®, and you must be defined on the Enterprise Access Control Table (GOBEACC). Role assignment allows Role-Based Security to include faculty and advisors, in addition to any individual identified by the institution.

Main window

Updated: August 27, 2020

The main window contains the key block and the Role Assignment block.

Key block

Updated: August 27, 2020

Enter values in the **ID** and **Term** fields. Use the **Search** feature to access SOAIDEN and search for an appropriate ID. Use Exit With Value to select an ID, or you may enter one directly. You may also search for an ID while in the **ID** field.

You can display a list of values from the **Term** field. Use Exit With Value to select a term, or you may enter one directly. Use Count Filter Hits to access the Enterprise Access Control (GOAEACC) page.

Perform a Scroll Down function to access the Role Assignment Block.

Role Assignment block

Updated: August 27, 2020

To update the information in this block, the term in the Key block should be equal to the value in the **From Term** field (the effective term).

At this point, the **Maintenance** button is not active. If the term in the Key block is between the values in the **From Term** and **To Term** fields, the **Maintenance** button is active, and you may modify or copy the existing entries to another effective term.

Use List from the **Role** field to display a list of valid values. You may use Exit With Value to select a code, or you may enter a code directly. If the role is active for the term range, check the **Active (Indicator)**.

Source/Background Access (SOASBGA) page

Updated: August 27, 2020

The Source/Background Access (SOASBGA) page is used to create institution-specific information that includes host name, remote directory, user name, and password information for the File Transfer Protocol (FTP) location for the XML transcript transmission.

The page also includes an indicator that controls whether the transcript transmission will use the specific information on SOASBGA or the default FTP location information on SHACTRL.

Note: Password information is encrypted when entered and is not accessible without being unencrypted.

Fields	Descriptions
Source or Background Institution	Source/background institution code of the institution sending the XML transcript. List Source or Background Institution Filter-Only (SOISBGI) page
Host Name	Host name to which the FTP process can connect to transmit the XML transcript, such as `ediserver.reg.utexas.edu`.
Remote Directory	Remote directory on the host to which the FTP process can connect to transmit the XML transcript, such as `/usr/local/tran/ftp/testftp`.
Username	Username of the host who is exporting the XML transcript to the remote system.
Password	Password of the host who is exporting the XML transcript to the remote system. The password is encrypted when entered and is not accessible without any unencryption.
Use Default Location	Check box used to indicate whether or not to use the default FTP location defined on SHACTRL for this institution. If the **Use Default (FTP) Location** check box is unchecked (set to N), then the FTP information in this page will be used for XML transcript transmissions. If no information is entered in SOASBGA, or if the **Use Default (FTP) Location** check box is checked (set to Y), then the FTP information on SHACTRL will be used to transmit the transcript file.

Source or Background Institution Base (SOASBGI) page

Updated: August 27, 2020

The Source or Background Institution Base Page is used to capture general information, such as address, comments, and contacts, about a source or background institution. Most of the information captured is not validated to allow for flexibility.

The address information provided on this page is displayed in Academic History and Admissions. The codes on the Source/ Background Institution Validation (STVSBGI) page must be established first. The validation page indicates the type of entity (high school or college) and whether the entity is a source for the institution.

When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation (GTVZIPC) page 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/Postal Code is entered manually.

Fields	Descriptions
Comments	The **Comments** field is 4,000 characters long and has autowrap capability. Use the **Comments** edit button for easier entering, editing, and searching of text.

Source/Background Institution Summary (SOASBSM) page

Updated: August 27, 2020

This page calls a view that generates the high school data to be displayed. The view calculates the percentages for the appropriate fields. The page is entered in query mode.

The key block contains a source/background institution code, which is required.

The Source or Background Institution Summary Block contains the summary information for the institution in the key, such as a term code, a level code, a campus code, a college code, a program code, a major code, and a student type code, which are optional. The fields in this block are queryable.

If the term code is left blank, then the page displays all pertinent data for the source/

background institution code in the key for all available terms beginning with the most current term. If the term code is entered, the page displays all pertinent information for that term only.

Fields	Descriptions
Class Size	The number of seniors, obtained from `SORBDMO_NO_OF_SENIORS` on SOABGIY if available for the correct year. If no value exists in this field for the correct year, the program will try to use the **Class Size** field (`SORHSCH_CLASS_SIZE`) on SOAHSCH for any ID selected in the query. Regardless of which class size field is used, the **Graduation Date** field (`SORHSCH_GRADUATION_DATE`) must be filled in.
Number of Prospects	Number of prospects for the term.
Number of Applicants	Number of applicants for the term.
Percentage of Applicants	Percentage of applicants, rate of number of applicants to senior class or high school size.
Number Accepted	Number of applicants accepted for admission, (**Institution Acceptance** flag checked on STVAPDC).
Percentage of Acceptances	Percentage of acceptances, (number of acceptances to number of applicants).
Number of Confirmations	Number of student confirmations, (those having decision code of "applicant accept" selected). Students are added to this counter if they have the decision code that is entered in the **External Code** field of the GTVSDAX record with an **Internal Code** of DEPOPAID and a **Group (Code)** of DEPOSIT.

Fields	Descriptions
Percentage of Confirmations	Percentage of confirmations, number of confirmed students to number of accepted applicants.

At the bottom of the window, the totals for the query are listed by **Number of Prospects**, **Number of Applicants**, **Number (of Applicants) Accepted**, **Percentage of Acceptances**, **Number of (Student) Confirmations**, and **Percentage of Confirmations**.

HEA Student Course and Funding Details (SOASCFD) page

Updated: August 27, 2020

Use this page to store the student's course and funding details.

Note: This page is primarily intended to be used by institutions in Ireland who need to report the student details to the HEA regulatory body.

Key Block

Updated: August 27, 2020

Use this block to enter the student details for whom you want to record the course and funding details.

Field	Description
ID	(Required). Student ID.
Admit Term	(Required). Admit term code a learner was admitted to curriculum. Click the LOV to select a combination of programme and course (field of study) associated with the student in an admit term in the SGASTDN page.
Programme Code	Code of the Programme. Display only.
Course Code	Code of the course. Display only.

Base Block

Updated: June 28, 2023

Use this block to enter the student's course and funding details for the specific student record entered in the Key block.

Field	Description
YEAR ON COURSE DETAILS section	
Year on course	(Required). Year of the course the student is in. Click the LOV to select the code.
Description	Description of the course. Display only.
Academic Year	Academic year identifier. Click the LOV to select the academic year from the STVACYR page associated with the year on course of the student.
Description	Description of the year identifier. Display only.
Current Year Credits	Student's credits accumulated in the current academic year.
Accumulated Credits	Student's credits accumulated so far. **Note:** Institutions must maintain the current year credits and the accumulated credits for the HEA returns. Note:
STUDENT DETAILS – Student Information section	
Non-Standard Attendance	Identifies the non-standard attendance of incoming visiting students. Click the LOV to select the code.
Up-Skilling Initiative	Identifies whether the record relates to a student who has entered through a Government initiative to provide up-skilling training and support as identified by the institute admission records. Click the drop-down list to select the code.

Field	Description
Exchange	Identifiers for the following: • Incoming exchange students • Outgoing exchange students • Graduates that had a period of higher education-related study or training (including work placements) abroad (including Erasmus/other exchange programmes), representing a minimum of 15 ECTS credits or lasting a minimum of three months. Click the LOV to select the code.
COURSE INFORMATION section	
Grade	Classification of the award obtained by graduates. Click the LOV to select the code.
Non-Standard Award	An award code for graduates whose award obtained is different to the aim of the programme, as defined in the programme type field in the programme file.Click the LOV to select the code. **Note:** Institutions can use this field only for graduates whose actual award does not correspond with the aim of the programme. If populated, this field has the primacy over the Programme Type code in the SOAPRCD page.
Mode of Study	(Required). Mode of study for the course of the student. Click the LOV to select the code.
PREVIOUS ACADEMIC HISTORY section	
Highest Qualification	Highest qualification the student has attained before entry to this course. Click the LOV to select the code. **Note:** A student's highest qualification on entry is not necessarily that which was required for entry to the programme of study.

Field	Description
Entry Basis	Basis on which the student was accepted for entry to their course. Click the LOV to select the code. **Note:** Institutions must maintain the entry basis information for the HEA returns.
FEES AND FUNDING INFORMATION section	
Free Fees Initiative	Check box used to indicate where the student is in receipt of the free fees under the Free Fees initiative.
Non-EU Fee	Check box used to indicate whether the student is paying the non-EU fee (Economic fee). Note: Institutions can allow either Free Fees Initiative or Non-EU Fee to the students.
Fund for Students with Disability	Check box used to identify whether the record relates to a student who has funding through the Fund for Students with a Disability.
Student Grant/DES Grant Type	Identifies full-time students who are in receipt of: • A student grant through the Student Universal Support Ireland (SUSI) (applicable from 2012/2013 academic year)). • 2) Some assistance under Department of Education grant schemes (applicable for the 2011/2012 academic year and previous years) Click the LOV to select the code.

Student Centric Period Term Control (SOASCPT) page

Updated: August 27, 2020

Use the Student Centric Period Term Control (SOASCPT) page to define the terms and the financial aid year and process associated with student centric periods for a cycle.

You can also query on existing rules by student centric period code or student centric period cycle code. Existing student centric period codes are displayed in descending order in the Student Centric Period section of the page. Each period is associated with a cycle code from the Student Centric Period Cycle Validation (STVSCPC) page.

A unique combination of student centric period code, cycle designator code, and term code must exist. You cannot associate a specific term to the same cycle in two different student centric periods.

The Associated Term Codes section of the page displays the term codes associated with each record in ascending order. Multiple terms can be associated with a student centric period. You must save any changes in the Student Centric Period section before accessing the Associated Term Codes section.

When students are associated with the cycle and term in general student (SGBSTDN record) or academic history (SHRTTRM record), and you attempt to change the cycle code in the Student Centric Period section or delete a record from the Associated Term Codes section, an error will be displayed. The record cannot be changed or deleted.

Note: Term codes should be numeric, in the format YYYYTT, and the codes must be constructed so that they maintain the appropriate sequence of terms. Term codes are displayed in descending order, with the highest term first.

This page is composed of the following sections:

- Student Centric Period
- Associated Term Codes

Student Centric Period

Updated: August 27, 2020

Use this section of the page to view or enter student centric period rules or query on existing rules by student centric period code or student centric period cycle code.

Field	Description
Student Centric Period Code	Student centric period code for the rule.
Description	Description of the student centric period code for the rule.
Cycle	Student centric period cycle for the rule.
Student Centric Period Start Date	The beginning date of the student centric period. This defaults to the earliest start

Field	Description
	date for all terms within the student centric period. You can change the beginning date to any date.
Student Centric Period End Date	The end date of the student centric period. This defaults to the last end date for all terms within the student centric period. You can change to end date to any date.
Financial Aid Process Year	(optional) Code of the aid year with which this student centric period is associated. This defaults to the value from the (STVTERM) page for the controlling term, but you can change this to another financial aid year. This field is optional and not required for Banner Financial Aid processing.
Financial Aid Period	Code for the financial aid period, if applicable. This field is optional and not required for Banner Financial Aid processing.

Associated Term Codes

Updated: August 27, 2020

Use this section of the page to view the term records associated with the rules in the Student Centric Period section.

Field	Description
Term Code	Term code and description associated with the period term control rule in the Student Centric Period section of the page. Existing term codes cannot be changed, but new term codes can be added and associated with period term control rules.
Term Control	Check box used to indicate whether the

Field	Description
	associated term is the primary term used for the student centric period.

Application Supplemental Information (SOASUPL) page

Updated: August 27, 2020

Use this page to enter information that supplements the detail on the Admissions Application (SAAADMS) page. The American Medical College Application Service (AMCAS) load process updates certain fields on this page automatically. You can also enter data manually.

Before you can use SOASUPL, you must define the information on the Application User-defined Flags/Fields (SAAAUDF) page. The descriptions you enter for any of the ten flags on SAAAUDF also display on the User Defined Flags and Fields window in SOASUPL.

Main window

Updated: August 27, 2020

Use this window to enter supplemental information for an application.

Key block

Updated: August 27, 2020

All fields in the key block must contain values before you can access the main window containing the supplemental or agency data.

Fields	Descriptions
ID	ID for the application whose information is on this page.
Term	Term for with the application with which the supplemental data is associated. Valid values come from the Term Code Validation (STVTERM) page. Use Count Filter Hits to access SAASUMI and select an application. When an application is selected from SAASUMI, both the application number and the term code are retrieved. Both

Fields	Descriptions
	fields must exist for the application to be valid. (The only exception to this is if the application number is 00.) A valid combination of term and application must exist to be able to proceed to the next block of the page.
Application Number	Number of the application for which you want to enter additional information for the ID and term. Use Count Filter Hits to access SAASUMI and select an application. When an application is selected from SAASUMI, both the application number and the term code are retrieved. Both fields must exist for the application to be valid. (The only exception to this is if the application number is 00.) A valid combination of term and application must exist to be able to proceed to the next block of the page.

Supplemental or Agency Data section

Updated: August 27, 2020

The American Medical College Application Service (AMCAS) load process updates some fields on Supplemental/Agency Data section automatically. You can also enter data manually to allow for later matching to the same application or provide data not stored in Banner®.

Fields	Descriptions
Admission County	Applicant's county of residence at the time of admission. Choices come from the County Code Validation (STVCNTY) list.
Rural County Indicator	Check box that indicates whether the applicant's county of residence is classified as rural. Choices are: checked - Yes, this is a rural county. unchecked (default) - No, this is not a rural county.

Fields	Descriptions
Admission State	Applicant's state or province of residence at the time of admission. Choices come from the State/Province Code Validation (STVSTAT) list.
Admission Nation	Applicant's country of residence at the time of admission. Choices come from the Nation Validation (STVNATN) list.
Birth City	City in which the applicant was born. You can enter the name of any city. No list of values exists for this field.
Birth County	County in which the applicant was born. Choices come from the County Code Validation (STVCNTY) list.
Rural County Indicator	Check box that indicates whether the applicant's county of birth is classified as rural. Choices are: checked - Yes, this is a rural county. unchecked (default) - No, this is not a rural county.
Birth State	State or province where the applicant was born. Choices come from the State/Province Code Validation (STVSTAT) list.
Birth Nation	County where the applicant was born. Choices come from the Nation Validation (STVNATN) list.
Admit School	Institution listed as the primary undergraduate college from AMCAS or the primary high school. Choices come from the Source/Background Institution Filter-Only (SOISBGI) page.
Self-Reported Ethnicity	Applicant's self-described ethnic origin. Choices come from the Ethnicity Codes (STVETHN) list.
Special Consideration	Reason that the applicant is requesting special consideration at the time of admission. Choices come from the Special Consideration Codes (STVESEL) list.
AMCAS ID	ID used for AMCAS processing.
AMCAS Bio Number	Applicant's AMCAS biographical number.
Hispanic Indicator	Check box that indicates whether the applicant's race values equal Y in the AMCAS data file. Choices are:

Fields	Descriptions
	checked-Yes, the applicant's race values equal Y. unchecked-No, the applicant's race values do not equal Y.
Under-Represented Minority Indicator	Check box that indicates whether the applicant's ethnicity values equal Y in the AMCAS data file. Choices are: checked-Yes, the applicant's ethnicity values equal Y. unchecked-No, the applicant's ethnicity values do not equal Y.
Number of Dependents	Applicant's number of dependents at the time of admission. Choices are 0 - 99.
Agency File Number	A unique number assigned to each AMCAS applicant. You can change the value that displays in this field.
Agency Application Year	Year that the agency processed the admissions application. Choices are 0 - 99.
Year Applied 1	Most recent year that the applicant applied for admission. Choices are 0 - 99.
Year Applied 2	An earlier year that the applicant applied for admission. Choices are 0 - 99.
Year Applied 3	An earlier year that the applicant applied for admission. Choices are 0 - 99.
Year Applied 4	An earlier year that the applicant applied for admission. Choices are 0 - 99.
Agency Fee Waived	Check box that indicates whether the agency that processed the admissions application waived the processing fee. Choices are: checked - The agency waived the processing fee. unchecked (default) - The agency did not waive the processing fee.
Cycle Added	Agency processing cycle that the applicant was added for this

Fields	Descriptions
	school. Choices are 0 - 999.
Cycle Changed	Agency processing cycle that the application was changed. Choices are 0 - 999.
Last Agency Report Date	Last date that the agency received information about the application.
Effective Date	Date when the applicant's supplemental information was loaded from AMCAS. During the load process, the existing value in this field is compared with the effective date on the AMCAS data file: If the effective date on the incoming data is later than the effective date already in this field, then the incoming information is loaded. If the effective date on the incoming data is equal to or earlier than the effective date in this field, then the incoming information is not loaded. This value comes from the AMCAS load process. It cannot be changed.
Next MCAT Date	Date when the next MCAT test will be taken.
Application Type	AMCAS application type for this application.

User Defined Flags and Fields window

Updated: August 27, 2020

This section is used to define flags and fields.

Use this section to:

- Determine whether user-defined flags are relevant for this application.
- Display the value of any user-defined fields for this application.

User-defined flags and fields are set up on the Application User-defined Flags/Fields (SAAAUDF) page.

Fields	Descriptions
Flags 1 - 10	Fields that indicate whether user-defined flags are relevant for this application. When you position your cursor in one of these fields, the description of the associated flag appears to the right. User-defined flags are set up on the Application User-defined Flags/Fields (SAAAUDF) page. Choices are: N or blank (default) - The answer to an application-specific question is no. Y - The answer to an application-specific question is yes.
Flags Description	Description of the user-defined flags. When you position your cursor in one of the **Flags** fields, the description of the associated flag appears in this field. This description comes from the **Flag (Description)** fields in the main window of the Application User-defined Flags/Fields (SAAAUDF) page. It cannot be changed.
Description Number 1 - 20	Descriptions of user-defined fields. These descriptions come from the **Institutional Data (Description**) fields in the Application User Defined Field Description window on the Application User-defined Flags/Fields (SAAAUDF) page for the institutional data elements for the effective term of the flag/field description rules. They cannot be changed.
Value Number 1 - 20	Value of each user-defined field for this application for the institutional data element from SAAAUDF for the effective term of the flag/field description rules.

AMCAS Multiple Race/Ethnicity Codes window

Updated: August 27, 2020

Use this window to enter race and ethnicity codes for the applicant.

AMCAS Race Codes section

Updated: August 27, 2020

Use the AMCAS Race Codes section to enter race codes for the applicant.

Fields	Descriptions
1	Race code 1 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
2	Race code 2 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
3	Race code 3 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
4	Race code 4 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
5	Race code 5 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
6	Race code 6 for the applicant. Choices come from the Ethnicity Codes

Fields	Descriptions
	(STVETHN) list.
7	Race code 7 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
8	Race code 8 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
9	Race code 9 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
10	Race code 10 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.

AMCAS Ethnic Codes section

Updated: August 27, 2020

Use the AMCAS Ethnic Codes section to enter ethnic codes for the applicant.

Fields	Descriptions
1	Ethnic code 1 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
2	Ethnic code 2 for the applicant.

Fields	Descriptions
	Choices come from the Ethnicity Codes (STVETHN) list.
3	Ethnic code 3 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
4	Ethnic code 4 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
5	Ethnic code 5 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
6	Ethnic code 6 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
7	Ethnic code 7 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
8	Ethnic code 8 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.
9	Ethnic code 9 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.

Fields	Descriptions
10	Ethnic code 10 for the applicant. Choices come from the Ethnicity Codes (STVETHN) list.

Procedure - Add additional information for an applicant

Updated: August 27, 2020

You must define the fields on the Application User-defined Flags/Fields (SAAAUDF) page before you can enter values in the fields of the User Defined Flags and Fields window.

About this task

Procedure

1. Access the Application Supplemental Information (SOASUPL) page.
2. Enter the identifying number for the applicant in the **ID** field.
3. Enter the applicant's term in the **Term** field.
4. Use a Count Filter Hits from the **Application Number** field to access the Admissions Application Summary (SAASUMI) page and choose the application for which you want to add information.
5. Go to the Supplemental or Agency Data section.
6. Enter any new or changed information.
7. Go to the User Defined Flags and Fields window.

   Note: One way to do this is by selecting Scroll Down.
8. Enter any new or changed information.
9. Go to the AMCAS Multiple Race/Ethnicity Codes window.

   Note: One way to do this is by selecting Scroll Down.
10. Enter any new or changed information.

11. Save.

SUSI File Maintenance (SOASUSI) page

Updated: August 27, 2020

Use this page to display all the imported values from the Registration, Validation, and Verification file.

The SOASUSI page helps the administrator to display the imported values of various fields for the file type selected. The file types that SUSI application supports are as follows:

- Registration file
- Validation file
- Verification file

User can choose any of the above file type and perform the following operations:

- View the student details of the selected file in two views, which are single record view and multiple record view.
- Modify few fields based on the file type. If the fields impacts the third party contracts, the contracts will be updated/created on TSAACCT page as well.

There are certain fields in which user can make changes or edits. These fields for each file type are listed as follows:

Registration file:

- Registered & Progressing
- Eligible for Free Fees
- Fees Payable Amount
- Comments
- Other Funding

Validation file:

- Eligible for Free Fees
- Fees Payable Amount
- Comments
- Other Funding

Verification file:

- Registered and Progressing
- Fees Payable Amount
- Comments and Other Funding

Key Block

Updated: August 27, 2020

Use the key block to choose the imported file for which you want to display the imported values.

Note: Enter the file name without any file extension on the **File ID** field.

Field	Description
File ID	Enter the file name which you want to display the imported values or click on the ellipsis to select the required file from the list of values.
File Type	Shows the type of file you have selected.

SUSI file maintenance section

Updated: September 21, 2023

Use the SUSI file maintenance section to display the student records.

You can click on the Toggle button to select between two types of view for displaying all the records:

- Grid View - Displays multiple records in different rows in a tabular format.
- Detailed View - Singe record is displayed.

Registration and Verification files

The fields and their descriptions are common for the Registration and Verification files which are as follows:

Field	Description
Student ID	Unique identification number of the student.
Last Name	Last name of the student.
First Name	First name of the student.
Date of Birth	Date of birth of the student.
Status	This status indicates if the record is matched in Banner.
SUSI Application Number	Unique identification number for the SUSI application.
PPSN	Personal Public Service Number of the student.
CAO Number	Central Applications Office (CAO) number of student.
Graduate Type	The level of the student for the effective term.
Registered & Progressing	Status which indicates if the student is registered and progressing for the course in the current term.
Course Code	Code of the program.
Course Description	Description of the program.
Course Type	Indicates whether the student is a full or part-time student.
Previous Year of Course	The previous year of the course the student has attended.
Current Year of Course	The year of the course the student is currently attending
Course Level	Indicates the level of the course.
Eligible for free fees	Indicates the free fee eligibility of the student.
Previous SUSI Rate Code	Previous SUSI award rate code.
Current SUSI Rate Code	Current SUSI award rate code.
Fees Payable Percent	The percentage at which the award amount will be calculated for the student.
Fees Payable	The award amount payable to the student.

Field	Description
Amount	
Other Funding	Indicates if the student receives other funding or scholarship.
Comments	Text field for entering and displaying comments about the student record.
College Code	Unique college identification code.
Registration Last Updated	The date when the record was last updated by SUSI.
File ID	Unique file identification number for a file. The file ID is same for all the student record that are in the same file.

Validation file

Including most of the common fields present in the Registration and Verification files, the Validation file have some additional fields. The fields and descriptions for the Validation file are as follows:

Field	Description
Verified	Check box to verify if the Student Universal Support for Ireland (SUSI) record is verified.
Student ID	Unique identification number of the student.
Last Name	Last name of the student.
First Name	First name of the student.
Status	This status indicates if the record is matched in Banner.
SUSI Application Number	Unique identification number for the SUSI application.
Graduate Type	The level of the student for the effective term.
Course Code	Code of the program.
Previous Year of Course	The previous year of the course the student has attended.
Current Year of Course	The year of the course the student is currently attending
Eligible for free fees	Indicates the free fee eligibility of the student.
Previous SUSI Rate Code	Previous SUSI award rate code.

Field	Description
Current SUSI Rate Code	Current SUSI award rate code.
Fees Payable Percent	The percentage at which the award amount will be calculated for the student.
Eligible Maximum Amount	The eligible maximum award amount payable to the student.
Fees Payable Amount	The maximum award amount payable to the student.
Other Funding	Indicates if the student receives other funding or scholarship.
Comments	Text field for storing and displaying comments about the student record.
Decision	Decision from SUSI regarding the commitment to pay the grant for the student.
Comments to College	Comments indicating agreed fee amounts, further action required or in some cases explaining the decision status.
Processed by SUSI	Date when the student record was read by SUSI.
File ID	Unique file identification number for a file. The file ID is same for all the student record that are in the same file.

Student Term Break (SOATBRK) page

Updated: August 27, 2020

This page is used to provide a method for institutions to define break periods within the period of enrollment, student centric period, or term.

A break period less than five calendar days is considered part of the period of enrollment. A break period that is equal to or more than five calendar days is not counted as part of the period of enrollment. Banner® uses the break periods defined for the term to determine the percent attended when a student withdraws from the institution.

Break days will be determined as entered on SOATBRK and the SORTBRK table on a term basis. All consecutive calendar days (including weekends) must be entered within any vacation period for this feature to function correctly. (Example: Classes do not meet on weekends. Thanksgiving vacation days include Thursday, Friday, and the following Monday. A total of five calendar days – Thursday, Friday, Saturday, Sunday, and Monday – must be entered on SOATBRK.)

The page will not:

- permit an overlap in dates for break periods, (that is, the start date cannot be between start and end of another period),
- allow consecutive break periods (records) to be entered, (that is, the start date cannot be end date plus one of another period), or
- permit break days to be entered as start and end dates of term.

The Student Withdrawal (SFAWDRL) page, where the Title IV withdrawal date is entered, will display the appropriate break days (greater than or equal to five consecutive days), and this value will be used to calculate the attend percentage.

Key block

Updated: August 27, 2020

Enter a term during which you want to define the break rule.

Fields	Descriptions
Term	Enter the term in which you want to define the break period. Code of the term as defined on the Term Code Validation (STVTERM) page.
Start Date	Start date of the term. Display only.
End Date	End date of the term. Display only.

Break Rules section

Updated: August 27, 2020

Use this section to build the rules for the break periods.

Fields	Descriptions
Description	Description of the break period (for example, Spring Break). This field allows update, insert, and query.
Start	Start Date. First day of the break period.

Fields	Descriptions
	This field allows update, insert, and query.
End	End Date. Last day of the break period. This field allows update, insert, and query.
Total Days	Total number of days of the break period. Banner generates this value based on the values in the **Start** and **End** fields. You can change it only by changing the value in the **Start** and **End** fields. This is a calculated non-database field, calculated as the `END_DATE` minus the `START_DATE`, plus one.
User	ID of the user who created or last modified the break definition. This field is display-only.
Activity Date	Date on which the break period was created or last modified. This field is display-only.

Test Score Equivalency (SOATEQU) page

Updated: August 27, 2020

This page is term driven. It is used to associate an actual test code, test score, and test score source to its equivalent test code and test score.

The source of the test score is used to indicate whether the score should be considered official for use in the rating calculation. Multiple test score source codes can be defined to qualify as official. Because a prospective student may submit more than one set of test scores, the highest score is the one used in the calculation process.

Fields	Descriptions
Term	Enter the effective term for which this equivalency takes effect. This term is in effect until a new, greater term is created. This is a required field.

Fields	Descriptions
	List Term Code Validation (STVTERM)
Test Source	Enter the source of the test score. This is a required field. The incoming test record must have a source matching one defined on SOATEQU in order for an equivalent test record to be stored. List Test Source Code Validation (STVTSRC)
Test Code	Enter the test score code. This field is required. List Test Code Validation (STVTESC)
Test Score	Enter the test score. This value is validated against the minimum/ maximum ranges and the numeric position from STVTESC if they exist.
Equivalent Test Code	Enter the equivalent test code. This field is required. List Test Code Validation (STVTESC)
Equivalent Test Score	Enter the equivalent test score. This value is validated against the minimum/maximum ranges and the numeric position from STVTESC.
User ID	This is the ID of the user who created the record. This field is display only.
Activity Date	This is the date the record was created. This field is display only.

The equivalency lookup process uses the information on this page whenever test scores are loaded through the Banner® data load process, are entered on the Test Score Information (SOATEST) page, or are pushed to Banner by Web Admissions processing using SARETMT, SAAEAPS, or the Quick Start process.

Term Control Page (SOATERM)

Updated: August 27, 2020

Use the Term Control (SOATERM) page to establish controls for a specific term. These controls affect the following areas: catalog, schedule, registration, registration fee assessment, and telephone registration processing.

Before entering information on this page, a term must be created on the Term Code Validation (STVTERM) page. This page must be completed before the catalog and schedule can be built and before registration can take place.

This page is composed of the following sections:

- key block
- Term Information
- Base Part of Term
- Access Management
- Structured Registration Controls
- Projected Registration Controls

Key block

Updated: August 27, 2020

Use the key block to enter the term for which rules are to be created or maintained. Use the **Copy** button to copy a set of rules to the term in the key block.

Fields/Buttons	Descriptions
Term	Term code and description for the term controls.
Copy	Button used to open the Copy Term window and copy rules from an existing term to a term that does not have any term control information on SOATERM.

Copy Term window

Updated: August 27, 2020

Use this window to duplicate term controls from an existing term and copy them to a term that does not have any controls on SOATERM.

To open this window, enter a term in the key block and click the **Copy** button.

- The **Copy** button is enabled for a term that does not have any existing data.
- The **Copy** button is disabled for a term that has existing data.

Fields/Buttons	Descriptions
From Term	Term from which control information will be copied. The term entered must have existing information on SOATERM.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy the control information for the term in the **From Term** field to the term in the key block.

Term Information

Updated: August 27, 2020

Use this section of the page to view and set up controls for a term.

Use the **Show All Options** button to expand all the sections of the Term Information. Use the **Hide All Options** button to close all the sections of the Term Information. Use the Term Management section to access this area of the page.

Fields/Buttons	Descriptions
CRN Starting Sequence Number	One-up starting sequence number for the course reference number for the term controls.
Show All Options	Button used to display all the sections of the page associated with the term information. When the show all choice is selected, the button name changes to **Hide All Options**.
Hide All Options	Button used to hide all the sections of the page associated with the term information. When the hide all choice is selected, the button name changes to **Show All Options**.

Term Information options are provided so you can quickly access the information you need. Click on the option (such as Registration) to view that section of the Term

Information. Click on the option again (such as Registration) to close that section of the Term Information.

The following options are available:

- Registration
- Registration Fee Assessment
- Title IV Date Source
- Error Checking
- Self-Service Options
- Registration Model
- Self-Service Fee Assessment
- Self-Service Planning
- Control Settings
- Class Option Change Controls
- Grade Display Controls
- Faculty and Advisor Controls
- WebCAPP Controls
- Catalog Search Controls
- Schedule Content Display Control

Registration

Updated: August 27, 2020

Use this section of the Term Information to view and set up overall registration controls.

Fields	Descriptions
In Progress	Check box used to indicate whether courses that are being taken during the current term can be used to fulfill prerequisite requirements. If you check the

Fields	Descriptions
	box, then an in progress course is treated as if the course is completed. After a course is graded, it is no longer considered an in-progress course, and it is then checked against the rules in SSAPREQ.
Permit	Check box used to indicate whether registration is permitted for the term in the Key block.
Calculate Time Status	Check box used to indicate whether the system performs time status calculations online and inserts or updates time status records when an update occurs on the Student Course Registration (SFAREGS) page, the Registration Mass Entry (SFAMREG) page, and in telephone registration processing, if it is in use.
Include Attempted Hours	Check box used to indicate whether to include the attempted hours (which were registered in a prior term) toward the class calculation displayed in the Student window of SFAREGS. Course sections with class restrictions use the class calculation value on SFAREGS to determine registration eligibility. You can select the Update Student's Term Information item in the Options Menu from the Status or Registration blocks on SFAREGS to access the Student window. Attempted hours are also used in conjunction with class requirements placed on reserve seats on SSASECT. Attempted hours are never included in the class calculation displayed on the General Student (SGASTDN) page. The hours considered as attempted hours

Fields	Descriptions
	in the class calculation for registration include the following: • courses registered in a prior term • graded or ungraded courses • graded courses not yet rolled to history After a course in a prior term has been graded and rolled to history, it will not be considered in attempted hours.
Future Terms for Repeats	Check box used to indicate whether registration records from future terms (SFRSTCR) should be included in repeat checking. Check (set to Y) to include records from both past and future terms. Clear (set to N) to only use records from past terms.
Study Path Required	Check box used to indicate whether the study path is required for registration.
Calculated Drop	The option to control Calculated Drop. If the Calculated Drop indicator is turned ON, then all traditional sections in that term will be evaluated against the Calculated Drop rules. When Calculated Drop is OFF, Calculated Drop rules are ignored. Calculated Drop may be OFF while setting up rules for the process. OLR Sections are excluded from Calculated Drop functionality. The Registration Mass Entry page (SFAMREG) is also excluded from Calculated Drop functionality.
Hold Password	Registration password used to override

Fields	Descriptions
	holds.
Re-Admit	Registration re-admit term. Enter the term the student must have attended to register for classes in this term. The system verifies that the student has a SFBETRM record with an enrollment status code where the **Affect Headcount (Indicator)** is checked (STVESTS) for the term code entered as the re-admit term or for a term code that is later than the term that was entered.

Registration Fee Assessment

Updated: August 27, 2020

Use this section of the Term Information to view and set up registration fee assessment controls.

Fields	Descriptions
On-line Fee Assessment	Check box used to indicate whether online registration fee assessment is active for the term.
Process Credits Online	Select this option when you have selected the Online Assessment option and you would like any credits the student has to be included in the calculation. Credits include exemptions, contracts, and deposits.
Track by CRN	Check box used to indicate whether tracking of charges by CRN is used for registration fee assessment.
Refund by Total	Check box used to turn on refund by total processing in registration fee assessment.
Allow Swapping	Check box used to turn on course/hours swapping on a term-by-term basis for registration fee assessment.
Section Fees by Study Path	Check box used to apply study path data to a section fees charge when a study path exists in registration.

Fields	Descriptions
	When a CRN has section fees in SSADETL, and the course in registration has an associated study path, and the **Section Fees by Study Path** check box is checked (set to Y), the following processing occurs. The fee assessment process stores the study path sequence number in the SFRFAUD table and displays it on the SFAFAUD page. The process posts the study path sequence number to the TBRACCD table with the section fee charge and displays it on the TSAAREV page with the section fee charge. When the no study path exists for the course in registration and the **Section Fees by Study Path** check box is unchecked (set to N), no study path information is populated in SFRFAUD or TBRACCD.
Reverse Non-Tuition/Fee Charges	Check box used to indicate whether registration fee assessment can reverse non-tuition or non-fee charges for detail codes with a category code other than TUI or FEE. This is for refunding using STVRSTS codes, not STVESTS codes. Using either the Registered, Not Paid Process (SFRRNOP) or performing a manual deletion of an SFBETRM record does not consider the indicator setting on SOATERM. The non-tuition/fee charges will be reversed, even if the FAREVNFR rule on GTVSDAX is enabled.
Effective Date	Date you want charges to become effective in accounts receivable, when using post-dated fees for a future date.
Original Charge Cutoff Date	Date through which all assessments are considered original charges on all student accounting transactions. This is not a null field and is defaulted to the `STVTERM_START_DATE` when creating a new record. The field can be updated. This information is used in Title IV processing.

Title IV Date Source

Updated: August 27, 2020

Use this section of the Term Information to view and set up the Title IV date source control.

Fields	Descriptions
Date Source	Radio group that indicates the Title IV date source. Choices are: Term Date or Part of Term Dates. The default is Term Date. Based on how the institution sets this, either the `STVTERM_START_DATE` and `END_DATE` will be used on SFAWDRL as the enrollment start and enrollment end dates, or the `min_start_date` (part of term) and `max_end_date` (part of term) that go with the student's course registrations for the term will be used for enrollment start and enrollment end dates. This information is used in Title IV processing.

Error Checking

Updated: August 27, 2020

Use this section of the Term Information to view and set the error checking controls for the term in the key.

You can set up error checking by Student Options, Section Options, or Section Restriction Options. Student Options can be set to Fatal or No Check. Section Options and Section Restriction Options can be set to Fatal, Warning, or No Check.

When No Check is selected for the **Links** radio group, the Unsatisfied Links Report (SRFLINK) can be run after registration is completed to produce a list of students who have unsatisfied or missing section links for the term. The report is a post-registration batch alternative to an online fatal check for unsatisfied or missing links during registration processing.

Fields	Descriptions
The following fields are in the Student Options information.	
Duplicates	Radio group used to set duplicate course warning severity to Fatal or No Check.
Links	Radio group used to set linked course warning severity to Fatal or No Check.
Corequisites	Radio group used to set corequisite course warning severity to Fatal or No Check.
Prerequisites	Radio group used to set prerequisite course warning severity to Fatal or No Check.
Minimum Hours	Radio group used to set minimum course hours warning severity to Fatal or No Check.
Maximum Hours	Radio group used to set maximum course hours warning severity to Fatal or No Check.
Time	Radio group used to set course time conflict warning severity to Fatal or No Check.
Mutual Exclusion	Radio group used to set course mutual exclusion warning severity to Fatal or No Check.
The following fields are in the Section Options information.	
Approval	Radio group used to set approval warning severity to Fatal, Warning, or No Check.
Capacity	Radio group used to set capacity warning severity to Fatal, Warning, or No Check.
Repeat Hours	Radio group used to set repeat hours warning severity to Fatal, Warning, or No Check.
Repeat Limit	Radio group used to set repeat limit warning severity to Fatal, Warning, or No Check.
Holds	Radio group used to set holds warning severity to Fatal, Warning, or No Check.
The following fields are in the Section Restriction Options information.	
Department	Radio group used to set department warning severity to Fatal, Warning, or No Check.
Field of Study	Radio group used to set field of study warning severity to Fatal, Warning, or No Check.

Fields	Descriptions
College	Radio group used to set college warning severity to Fatal, Warning, or No Check.
Level	Radio group used to set level warning severity to Fatal, Warning, or No Check.
Class	Radio group used to set class warning severity to Fatal, Warning, or No Check.
Campus	Radio group used to set campus warning severity to Fatal, Warning, or No Check.
Degree	Radio group used to set degree warning severity to Fatal, Warning, or No Check.
Program	Radio group used to set program warning severity to Fatal, Warning, or No Check.
Student Attribute	Radio group used to set student attribute warning severity to Fatal, Warning, or No Check.
Cohort	Radio group used to set cohort warning severity to Fatal, Warning, or No Check.

Self-Service Options

Updated: August 27, 2020

Use this section of the Term Information to view and set up Self-Service controls for class lookup, conditional add and drop, drop last class, automatic drop, and administrative drop.

Fields	Descriptions
Activate on the Web (Master Web Control)	Check box used to indicate whether you can look up classes for the term in Banner Self-Service.
Allow Student to Select Conditional Add Drop	Check box used to indicate whether students can use conditional adding and dropping during registration in Self-Service. This is used when an error occurs after the student submits registration selections.

Fields	Descriptions
	The entire registration process is cancelled, even if other classes submitted for registration do not have any errors. When this indicator is not checked, classes without errors can still be processed for registration. Values are saved to the database as Y or N. Select the check box for `Y` value, or clear the check box for `N` value.
Allow Student to Drop their last class	Check box used to indicate whether students can drop their last class during registration in Self-Service. Values are saved to the database as Y or N.
Auto Drop Connected Course Drop Errors	Radio group used to indicate how automatic drops should be processed during registration in Self-Service. When the student submits the registration selections and then tries to drop one class from a pair of classes with a link, corequisite, or prerequisite, an error is received, but other registration selections can still be processed. Choices are: • Drop Connected Course - Both classes are automatically dropped. Saved to the database as Y. • Do Not Drop, Display Error - The student receives an error, but there is no automatic action taken by the

Fields	Descriptions
	system. Saved to the database as N. • Confirm to Drop - The student receives a message asking if the other class in the pair can be automatically dropped. Saved to the database as C. • Allow Connected Drops - The student can drop any class, even if it is a linked course, a corequisite, or a prerequisite. No cross checking is performed for the missing connected class. Saved to the database as I.
Administration Drop Connected Course Errors	Radio group used to indicate how administrative drops should be processed during registration in Self-Service. When the student first comes into registration after selecting a term, if the student has registration errors that are from a connected class, the class is automatically dropped. The student has no control over this drop event. Choices are: • Drop - The class is automatically dropped. Errors are reported in the SFTRGAM table. Saved to the database as Y. • Do Not Drop, Report in Administrative Error Table - An error is reported, but there is no automatic action taken by the system. Errors are reported in the SFTRGAM table. Saved to the database as N.

Fields	Descriptions
	• Do Not Report and Do Not Drop - No error is reported, and no automatic action is taken by the system. Saved to the database as I.

Registration Model

Updated: August 27, 2020

Use this section of the Term Information to define which registration models are allowed for a term. Multiple models can be selected. At least one selection is required or an error is displayed. The settings can also be copied from one term to another.

Fields	Descriptions
Basic	Check box used to indicate that basic registration is in use for the term. This indicator is checked as the default.
Structured	Check box used to indicate that structured registration is in use for the term.
Projected	Check box used to indicate that projected registration is in use for the term.

Self-Service Fee Assessment

Updated: August 27, 2020

Use this section of the Term Information to view and set up the fee assessment control for Self-Service and Voice Response.

Fields	Descriptions
Fee Assessment Indicator	Radio group used to indicate the fee assessment option used by self-service and Voice Response for fee assessment processing. Choices are: Online Assessment (Y), Batch Only (N), and Not Available (Null).

Fields	Descriptions
Process Credits Online	Select this option when you have selected the Online Assessment option and you would like any credits the student has to be included in the calculation. Credits include exemptions, contracts, and deposits.

Self-Service Planning

Updated: August 27, 2020

Use this section of the Term Information to view and set up the registration plan controls for the Plan Ahead path and Register for Classes path in Self-Service.

You can update the indicators and save the changes. If you check and then later clear the **Term open for Self-Service planning** indicator to close the term for registration planning, other Self-Service planning settings may remain updated and will be checked by the system and processed accordingly.

For example, if the **Term open for Self-Service planning** indicator is cleared for the term, but the **Check third party degree audit system plans** indicator is checked, and the **Display third party degree audit system plans in registration** indicator is checked, planning in the Plan Ahead path will not be available for the term. However the degree audit system plans would continue to be displayed and be available for registration in the Register for Classes path in the Plans section

Also, if the term is closed for planning but the **Display Self-Service plans in registration** indicator is checked, any student registration plans that had been created before the close of planning will be displayed in the Register for Classes path in the Plans section.

Fields	Descriptions
Term open for Self-Service planning	Check box used to indicate whether the term is available to create or edit student registration plans in Self-Service. When checked, this makes the term code available from the Select a Term page in the Plan Ahead path.
Maximum plans for term	Maximum number of registration plans that can be created per login ID for the term.

Fields	Descriptions
	When the **Term Open for Self-Service planning** indicator is checked, the valid range is 1 - 999. You must select a value between 1 and 999 to save the record. When the **Term Open for Self-Service planning** indicator is not checked, the value can be 0.
Display Self-Service plans in registration	Check box used to indicate whether student registration plans are displayed in the Register for Classes path, so students can add sections from their plans to the registration summary. When this indicator is checked, the Plans section is displayed in Self-Service.
Allow adding course sections to plan	Check box used to indicate whether the student can add class sections to a registration plan in the Plan Ahead path. When checked, sections can be added to the student's registration plan. When cleared, only courses can be added to the student's plan.
Check third party degree audit system plans	Check box used to indicate whether the system will look for third party degree audit plans that can be used for the Plan Ahead or Register for Classes paths. When this indicator is checked, the system checks for third party data based on the SOAREST configuration.
Display third party degree audit system plans in registration	Check box used to indicate whether third party registration plans can be displayed in the Register for Classes path. This allows students to view and add class sections from the third party degree audit plans (such as Degree Works SEPs) to the registration summary. When this indicator is checked, the Plans section is displayed in Self-Service.

Add Authorizations

Updated: August 27, 2020

Use this section of the Term Control (SOATERM) page to set up Add Authorization processing.

To use the Add Authorization functionality, you must set the **Section Options Capacity** on the **Registration Error Checking** tab to `Fatal`.

Field	Description
Active for Term	Select this check box to turn on Add Authorization processing for the selected term.
Disable Before Start Date	Select this check box to start Add Authorization processing when the **Add Authorization Section Start Date** has been met for the section on SSASECT. The Census One date, Capacity and the Add Authorization Section Start Date and are checked at this time and in that order. De-Select Disable Before Start Date if Add Authorization processing should begin immediately. Add Authorization processing takes place in advance of the Add Authorization Section Start Date and will first check the Census One date and then Capacity to determine if an Authorization Code is required. After the Add Authorization Section Start Date is met, processing functions as if Disable Before Start Date is ON and the Census One date, Capacity and the Add Authorization Section Start Date and are checked at this time, in that order. All capacity errors will not necessarily present the Authorization Code Required message. Before the Authorization Code Start Date, when Disable is OFF, the system displays the baseline messages if the section has a waitlist maximum > zero. The Add Authorization process does not check waitlisted students after the Add Authorization Start Date is met.
Permit-Override Code	A Permit-Override code must be established on STVROVR and SFAROVR with Capacity selected at a minimum before it can be entered on SOATERM.

Field	Description
	On SOATERM, the Permit-Override Code validates against SFAROVR. Establish a Registration Permit-Override Code on SFAROVR to associate with Authorization Code processing. SFASRPO will be updated for the Term/CRN when the section when a student uses a valid Authorization Code to register for a section. It is highly recommended that the Permit-Override Code entered for Add Authorization processing on SOATERM be used ONLY by the Add Authorization process. If the SFASRPO Permit-Override Code defined for Add Authorization processing is pre-assigned, the permit will allow the student into the section without an Authorization Code if there is a capacity error.
Days Required Relative to Start Date	Valid values are -999 to 999. A value of 0 is valid. This is the number of days added to or subtracted from the **Add Authorization Start Date** for the section on SSASECT. This provides some flexibility related to the **Add Authorization Start Date** as to when Add Authorization processing will begin.
Days Reusable after Assignment	Valid values are 1-999. When an authorization code has been pre-assigned to a student on SFAAUTC or an authorization code has been assigned to a student upon registration for a class, a **First Assigned Date** is established. **Days Reusable after Assignment** is the number of days after the First Assigned Date that the Authorization Code remains active.

Control Settings

Updated: March 16, 2023

Use this section of the Term Information to view and set up the bill printing control for Self-Service and Voice Response.

Fields	Descriptions
Print Bill	Check box used to indicate whether bills

Fields	Descriptions
	can be printed from Self-Service and Voice Response.
Master Web Term Control	Check box used to indicate whether you can look up classes for the term on the web.

Section Term Overrides

Updated: June 20, 2024

Use this section of the **Term Control** page to authorize instructional method changes for the CRNs.

Field	Description
CRN Instructional Method Override	The **CRN Instructional Method Override** check box allows the instructional method changes for CRNs with enrollments in the term. • Select the check box to allow updates to the instructional method field for the CRNs with enrollments existing for the term. • Clear the check box to not permit updates to the instructional method field for the CRNs having enrollments for the term. **Note:** By default the check box will be in the cleared state for all terms.

Class Option Change Controls

Updated: August 27, 2020

Use this section of the Term Information to view and set up class change controls used to restrict or enable selected registration-related actions in Banner Self-Service.

Fields	Descriptions
Change Level	Check box that indicates whether the

Fields	Descriptions
	student may change the level associated with the course when a course has multiple levels available. This field is used by the Change Class Options page in the Registration Menu.
Change Grade Mode	Check box that indicates whether the student may change the grading mode when a course has multiple grading modes available. This field is used by the Change Class Options page in the Registration Menu.
Change Credit Hours	Check box that indicates whether the student may change the credit hours when a course has variable credits. This field is used by the Change Class Options page in the Registration Menu.
Change Study Path	Check box that indicates whether the student can change the study path associated with the course during registration when a course has multiple study paths available. This field is used by the Change Class Options page in the Registration Menu. This check box is not displayed when **Enable Study Paths** is unchecked on SOACTRL.

Grade Display Controls

Updated: August 27, 2020

Use this section of the Term Information to view and set up grade display controls used to restrict or enable selected grade-related actions in Banner Self-Service.

Fields	Descriptions
Display Grade Detail	Check box that indicates whether the grade

Fields	Descriptions
	detail for the selected term is displayed on the Display Grades page in the Administrative Functions Menu.
Display Midterm Grades	Check box that indicates whether the midterm grades for the selected term are displayed on the Display Grades page in the Administrative Functions Menu.
Display Final Grade	Check box that indicates whether the final grade for the selected term is displayed on the on the Display Grades page in the Administrative Functions Menu.

Faculty and Advisor Controls

Updated: August 27, 2020

Use this section of the Term Information to view and set up faculty and advisor controls used to restrict or enable selected faculty-related actions in Banner Self-Service.

Fields	Descriptions
Display Schedule	Check box that indicates whether the Faculty Schedule page is displayed in Banner Self-Service.
Display Class List	Check box that indicates whether Class List Detail and Summary pages are displayed in Banner Self-Service.
Allow Approval/ Overrides	Check box that indicates whether the Registration Approval Overrides page is displayed in Banner Self-Service.
Allow Add/Drop	Check box that indicates whether the Registration Add/Drop page is displayed in Banner Self-Service to allow faculty registration or add/drop activity.

WebCAPP Controls

Updated: August 27, 2020

Use this section of the Term Information to view and set up CAPP controls used to restrict or enable selected CAPP-related actions in Banner Self-Service.

Fields	Descriptions
Web Evaluation Term	Check box that indicates whether the term in the key should be available for selection in Banner Self-Service in viewing existing compliance reports or generating new compliance reports. This indicator may need to be updated for each term depending on the institution's policy on viewing/running older compliance reports.
Web Catalog Term	Check box that indicates whether the term displayed in the key is a valid term for the dynamic catalog for WebCAPP processing.

Catalog Search Controls

Updated: August 27, 2020

Use this section of the Term Information to view and set up catalog search controls. These controls are used to restrict or enable selected searching capabilities when a student performs a search for available courses in Self-Service.

SOATERM Schedule and Catalog Search Controls and Keyword Index

If you modify the Display Long Course Title, Display Long Section Title, Display Long Course Description, or Display Long Section Description on the SOATERM Web Processing Controls tab on the Term Control (SOATERM) page, you will need to drop the keyword index and re-run the index to reflect the changes to the hierarchy based on the new settings.

Note: The six 'Search by' indicators listed below are not used in Banner 9.x. This class search information is configured on SOAWSCR.

Fields	Descriptions
Search by Level	Check box that indicates whether the student is permitted to search for classes by the level of the course.
Search by Schedule Type	Check box that indicates whether the student is permitted to search for classes by the schedule type of the course.
Search by College	Check box that indicates whether the student is permitted to search for classes by the college through which the course is offered.

Fields	Descriptions
Search by Division	Check box that indicates whether the student is permitted to search for classes by the division through which the course is offered.
Search by Department	Check box that indicates whether the student is permitted to search for classes by the department through which the course is offered.
Search by Course Attribute	Check box that indicates whether course attributes will be used in the class search criteria in Self-Service.
Display Long Course Title	Check box that indicates whether long course titles have been defined for your catalog. You can choose to display that information in lieu of the course title.
Display Long Course Description	Check box that indicates whether long course descriptions have been defined for your catalog. You can choose to display that information in lieu of the course text.

Schedule Content Display Control

Updated: August 27, 2020

Use this section of the Term Information to view and set up schedule controls for display of long section title and descriptions, in addition to closed sections. These controls are used when a student performs a search for available sections in Self-Service.

Use the Overall Page and Field Configuration (SOAWSCR) page to maintain the registration page and field configuration definitions for your institution. You can specify a persona, a page, and an effective term related to the fields that are available for configuration on a Self-Service Registration page.

SOATERM Schedule and Catalog Search Controls and Keyword Index

If you modify the Display Long Course Title, Display Long Section Title, Display Long Course Description, or Display Long Section Description on the SOATERM Web Processing Controls tab on the Term Control (SOATERM) page, you will need to drop the keyword index and re-run the index to reflect the changes to the hierarchy based on the new settings.

Fields	Descriptions
Display Closed Section	Check box that indicates whether closed sections (sections with zero or fewer remaining seats) will be displayed when a student requests a listing of available sections.
Display Long Section Title	Check box that indicates whether long section titles have been defined. You can choose to display that information in lieu of the section title.
Display Long Section Description	Check box that indicates whether long section descriptions have been defined. You can choose to display that information in lieu of the section text.

Base Part of Term

Updated: August 27, 2020

This section of the page displays part of term records, Web registration start and end date ranges, and Faculty and Advisor Self-Service access dates. Use the Base Part of Term section to access this area of the page.

Use the Base Part of Term information to define part of term information for the full term in the key block. This includes the start and end dates, number of weeks in part of term, and census date.

At least one part of term must be established that is equal to the full term.

Note: Be very careful when altering part of term information, when scheduling of registration information exists.

Fields	Descriptions
Part of Term	Part of term code for the base part of term.
Description	Part of term description.
Start Date	Part of term start date.
End Date	Part of term end date.
Part of Term Schedule Calendar Default Date	Part of Term Schedule Calendar Default Dates are applied against a Part of Term and are optional.

Fields	Descriptions
	When Part of Term Schedule Calendar Default Dates exist for Last Date to Enroll, Last Date for Refund, Last Date to Record Academic History or Last Date to Drop Without Penalty, these dates default from the part of term assigned when the section is created on SSASECT and will display on SSAACCL. When the Copy From Term/Copy feature is used on SOATERM, any Part of Term Schedule Calendar Default Dates in the 'Copy From' term are NOT copied to the 'Copy To' term.
Number of Weeks	Length of the part of term in weeks.
Census One Date	Designates that census one enrollment be calculated for the part of term.
Census Two Date	Designates that census two enrollment be calculated for the part of term.
Incomplete Extension Date	Extension/expiration date when incomplete final grades become eligible to replace final grades during automated incomplete grade processing. This date serves as a default date when incomplete grades are assigned to a student. The date can vary by part of term, is optional, and can remain null. The date will be null for old term records and can be left null for all terms when automated incomplete grade processing is not in use. When the rules on SHAINCG indicate that automated incomplete grade processing is active for a term, with default grades on

Fields	Descriptions
	SHAGRDE that can be entered or overridden by faculty members, the extension date is also defaulted for the term or part of term that matches the CRN.
Section Override	Check box used to indicate whether the start and end dates and census one and two freeze dates can be updated on SSASECT for the part of term. • When checked, these dates can be overridden on SSASECT. • When unchecked, these dates cannot be overridden and will default to the dates associated with this part of term.
Faculty Web Midterm Grades	Check box that indicates whether mid-term grades are displayed on Web pages in Faculty and Advisors Self-Service.
Faculty Web Final Grades	Check box that indicates whether final grades are displayed on Web pages in Faculty and Advisors Self-Service.
Faculty Web Wait List	Check box that indicates whether waitlist information is displayed on Web pages in Faculty and Advisors Self-Service.

Access Management

Updated: August 27, 2020

Use this section of the page to set up date ranges when registration is available in Banner Self-Service and date ranges that limit access to and term display in Banner Faculty and Advisor Self-Service. Use the Access Management section to access this area of the page.

Web Registration Dates

Updated: August 27, 2020

Use the Web Registration Dates section to specify the date ranges during which registration through the Web is available for the term in the Key block. Web registration dates are established as follows.

Enter one or more start and end dates for Web registration periods. Note that the ability to enter more than one Web registration period allows the institution to turn Web registration access on and off during the term. The start and end dates entered should not fall outside (either before or after) the date ranges that are established for both student enrollment statuses on the Enrollment Status Control (SFAESTS) page and course registration statuses on the Course Registration Status (SFARSTS) page for the term, or errors will prevent a student from registering through the Web.

Fields	Descriptions
Start Date	Start date for Web registration for the term in the Key block.
End Date	End date for Web registration for the term in the Key block.

Faculty and Advisor Access Dates

Updated: August 27, 2020

This section is used to set up the date range used to limit faculty member and advisor access to the Banner Faculty and Advisor Self-Service main menu and control which terms are displayed for faculty and advisors in the Self-Service Select a Term pulldown list.

Faculty members and advisors will have access to the Banner Faculty and Advisor Self-Service main menu when one of two conditions exists: when the current date does not fall within any date range for any term and the person has an active status for any term on the Faculty/Advisor Information (SIAINST) page, or when the current date does fall within a date range and the person has an active status for the term on SIAINST. The term date rules use start and end dates.

All terms are displayed in the Self-Service **Select a Term** pulldown list when no date ranges have been defined on SOATERM, the person is active on SIAINST for the term, and the Faculty and Advisor Controls have been set on SOATERM.

When a date range is set up here, the Self-Service main menu for faculty members and advisors will only be displayed for terms where the current date falls within the defined date range. A term is displayed in the term selection list when no dates exist for a term, and the faculty member has an active status. A term will not be displayed when the current date does not fall into a date range set up for access or when the faculty member is inactive for the term.

Unique term records can exist, such as:

Term	Start
200443	01-JAN-2008
200443	01-AUG-2008

Term	Start

k2d08

But date ranges cannot overlap within the term for the menu access or for the term selection list.

The following fields are in this section of the page.

Field	Description
Start Date	Start date for faculty member and advisor access to Banner Faculty and Advisor Self-Service for the term.
End Date	End date for faculty member and advisor access to Banner Faculty and Advisor Self-Service for the term.
Menu	Check box used to indicate whether menu access is allowed in Banner Faculty and Advisor Self-Service for the date range.
Term Selection	Check box used to indicate whether term selection is allowed in Banner Faculty and Advisor Self-Service for the date range.

Structured Registration Controls

Updated: August 27, 2020

Use this section of the page to set up controls for structured registration processing. Use the Structured Registration section to access this information.

Error Severity

Updated: August 27, 2020

Use this field to define the error severity setting for structured registration.

Fields	Descriptions
Error Severity	Radio group used to select error severity. Choices are `Fatal`, `Warning`, `None`. `Fatal` - Registration changes are not saved until all structured registration requirements are met. `Warning` - Registration changes are saved. The student is warned when structured registration requirements have not been met. `None` - Registration changes are saved. The student is not informed when structured registration requirements have not been met.

Configuration Options

Updated: August 27, 2020

Use this section to indicate if you would like students' current, past, and future courses to be considered when requirements are displayed in structured registration.

When you set up structured registration each term, you have the option to evaluate the current, past, and future courses taken by the student. This enables students to know which program requirements they have already met.

Fields	Descriptions
Check Academic History	Use this indicator to select if you want the system to query academic history and update the display of program requirements that have already been met. Select one of these options: • No - (default) Do not query academic history to update the status for program requirements that have already been met. • Institutional only - Query only your institution's academic history records. • Institutional and Transfer - Query both your institution's academic history records and the transfer academic history records.
Check In Progress Courses	Use this check box to indicate that you want the system to update the status of students' requirements based on their currently enrolled classes when they are registering for a future term. This assumes that the students will pass the courses in which they are currently enrolled. The default is not to update students' program requirements based on their currently registered classes.
Evaluate Non-Rolled Grades on In Progress Courses	When the Check In Progress Courses check box is selected, use this check box to indicate if you want the system to evaluate grades assigned to in-progress courses that have not yet been rolled to academic history.

Fields	Descriptions
	If a current class has a failing grade, the system will display the program requirement as "Not met." The default is not to evaluate grades assigned to students' current classes.

Mandatory

Updated: August 27, 2020

Use these fields to set up the mandatory rule.

Fields	Descriptions
Mandatory Active	Check box used to indicate whether the mandatory requirements are presented to the student in Self-Service registration.
Mandatory Rule Key	Defines the rule under which mandatory requirements are found. Enter a key such as `MANDATORY`. When this field is blank, mandatory requirements are found attached directly to the area.

Optional

Updated: August 27, 2020

Use these fields to set up the optional rule.

Fields	Descriptions
Optional Active	Check box used to indicate whether the optional requirements are presented to the student in Self-Service registration.

Fields	Descriptions
Optional Rule Key	Defines the rule under which optional requirements are found. Enter a key such as `OPTIONAL`. When this field is blank, the optional rule cannot be active.

Elective

Updated: August 27, 2020

Use these fields to set up the elective rule.

Fields	Descriptions
Elective Active	Check box used to indicate whether the elective requirements are presented to the student in Self-Service registration.
Elective Rule Key	Defines the rule under which elective requirements are found. Enter a key such as `ELECTIVE`. When this field is blank, the elective rule cannot be active.

External API

Updated: August 27, 2020

Use this field to set up the external API.

Fields	Descriptions
External API	Name of the external API used for processing when CAPP is not in use.

Information Text

Updated: August 27, 2020

Use these fields to set up the information text.

Fields	Descriptions
Structured Print Type	Print type code and description used for structured registration information text to be displayed in Self-Service. Select a value from the list of print type choices.
Links Print Type	Print type code and description used for display of links/URLs in structured registration. Select a value from the list of print type choices.

Projected Registration Controls

Updated: August 27, 2020

Use this section of the page to set up controls for projected registration processing. Use the Projected Registration section to access this information.

Restrictions

Updated: August 27, 2020

Use these fields to set up restrictions.

Fields	Descriptions
Term open for Self-Service Projections	Check box used to indicate whether projected registration is in use for the term.
Restrict to Projected Courses	Check box used to indicate whether registration and planning are restricted to only projected courses.
Restrict to Null Projections	Check box used to indicate whether registration and planning are restricted when no projected courses are listed.

Student Projection

Updated: August 27, 2020

Use these fields to define student projection settings.

Fields	Descriptions
Include Failed Courses in Student Projections	Check box used to indicate whether failed courses are included in the projections.
Mark Failed Courses as Most Probable	Check box used to indicate whether failed courses can be marked as most probable in the projections.

Mandatory

Updated: August 27, 2020

Use this section to set up the mandatory rule and to enable students to register for mandatory classes.

Fields	Descriptions
Mandatory Rule Key	Value used to identify mandatory courses. Enter a key such as `MANDATORY`. When this field is blank, only independent courses listed in the area requirements are considered as mandatory
Mandatory Active	Select the check box when you want to make mandatory classes available to students for registration. If you do not select the check box, students will see the available classes, but will not be able to add them to their schedule.

Elective

Updated: August 27, 2020

Use this section to set up the elective rule, to set up which courses are displayed in projected registration, and to associate an attribute with an elective pool.

Fields	Descriptions
Elective Rule Key	Value used to identify elective courses. Enter a key such as `ELECTIVE`. When this is blank, the elective rule does not apply.
Elective Active	Select the check box when you want to make elective classes available to students for registration. If you do not select the check box, students will see the available classes, but will not be able to add them to their schedule.
Roll section attribute to Academic History	Select this check box when you want the attribute associated with the CRN to be included in the roll process. This includes the manual and mass update roll processes.
Hide transferred courses	When this check box is selected, students will not see their transferred courses in the list of available classes.
Hide in-progress courses	When this check box is selected, students will not see the courses they are currently taking in the list of available classes.
Hide passed courses	When this check box is selected, students will not see the courses they have already passed in the list of available classes.
Section Attribute for Elective Pool	If you would like to set up elective pools, use this field to assign the attribute that identifies the type of elective. Values come

Fields	Descriptions
	from the Degree Program Attribute Validation (STVATTR) table.

If you are setting up elective pools, enter a value in the **Section Attribute for Elective Pool** field on this page. That value is used by the Student Schedule Application Elective Pool (SSAPOOL) page and the Schedule Specific Section Attribute (SSASATR) page. Go to those pages to complete the elective pool setup.

External API

Updated: August 27, 2020

Use this field to set up the external API.

Fields	Descriptions
External API	Name of the external API used for processing registration projections when CAPP is not in use.

Test Score Information (SOATEST) page

Updated: August 27, 2020

Use this page to create and update test score information for an applicant. Test score information can be added or updated automatically through the data 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 (SPAIDEN) page.The data load process will add the person before loading the scores, if the person does not exist.

Main window

Updated: August 27, 2020

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

Key block

Updated: August 27, 2020

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 (SPAIDEN) page.

Test Score Information section (California Localization)

Updated: August 27, 2020

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

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 section 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 (STVTESC) page.
Test Score	Score for the test. The valid range for the test score is displayed at the bottom of the Display section. Information from the Test Score Validation (STVTESC) page appears at the bottom of the screen in the Display section, 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 (SAAADMS) page. 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) section to view these fields.	
Admission Request	Code that links test scores entered on this page with admissions request test scores in the Checklist Detail window on the Admission Application (SAAADMS) page. 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. Information appears in this field automatically if the test score is defined in the **Admissions Checklist Request Item** field on the Test Code Validation (STVTESC) page. This value comes from STVTESC. It can be changed.
Source	Source used to enter the associated test score (for example, data load or self-reported). Choices come from the Admission Test Score Source (STVTSRC) list.
Equivalency	This check box is a not null field whose default value is N. If the

Fields	Descriptions
Indicator	check box is checked (Y), 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 by the SRKTEST package, if an equivalency is created for that test score, the E**quivalency Indicator** check box will be checked (Y). 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.
Revised or Recentered	Code that indicates whether the SAT score is recentered, revised, or both. Choices are: X - The score is revised. R - The score is recentered. Z - The score is revised and recentered. Null - The score is not revised or recentered. This value is loaded during the data load process.
Use the Test Scores (2) section to view these fields.	
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.
Page	Test page code. This field is informational only. Choices come from the Test Page Validation (STVTEFR) list.
Accommoda-tion	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.

Fields	Descriptions
Use the Test Scores (3) section to view these fields.	
Term	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 (SAASUMI) page. 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.)
Application Number	Application number. Use zero (0) for no specific application. Choices come from the Admissions Application Summary (SAASUMI) page. 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.)
Release Indicator	Check box 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: checked - Release of information is authorized. unchecked - Release of information is not authorized.
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.
Use the Percentiles section to view these fields.	

Fields	Descriptions
Percentile	Percentile used for AMCAS processing. Range of values is 0 - 100.
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.
Percentile Date	The percentile effective date for tests where the percentile is subject to recalculation, such as the MCAT.
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.

California Localization

The field and description in this section applies to California only.

Fields	Descriptions
Campus Code	Code of the campus at which the test was taken.

Display section

Updated: August 27, 2020

Use the Display section (untitled) to display information from the Test Code Validation (STVTESC) page.

The information displayed depends on the cursor location in the Test Score Information section. As you select each record in the Test Score Information section, the data associated with the selected test code is displayed in the Display section.

Fields	Descriptions
Test Type (untitled)	Test type of the selected test code. This value comes from the Test Code Validation (STVTESC) page.
Scores must be	Characteristics of the test score to be entered. This code begins

Fields	Descriptions
	with the length of the test score followed by the type of characters. This value comes from the Test Code Validation (STVTESC) page.
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 (STVTESC) page.

Enter test score information

Updated: August 27, 2020

You can enter the test score information.

About this task

Procedure

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

Web Display List Customization (SOAWDSP) page

Updated: August 27, 2020

The Web Display List Customization (SOAWDSP) page is used to define the validation table codes that can be displayed on the Web for open learning courses and registration information.

Validation tables have only been included that are used in course and catalog Web searches and do not have a Web indicator defined. The validation tables are:

- Instructional Method Validation Table (GTVINSM)
- Attribute Validation Table (STVATTR)
- Building Code Validation Table (STVBLDG)
- Campus Code Validation Table (STVCAMP)
- College Code Validation Table (STVCOLL)
- Department Code Validation Table (STVDEPT)
- Division Code Validation Table (STVDIVS)
- Level Code Validation Table (STVLEVL)
- Part of Term Code Validation Table (STVPTRM)
- Schedule Type Code Validation Table (STVSCHD)
- Session Code Validation Table (STVSESS)
- Subject Code Validation Table (STVSUBJ)
- Test Code Validation Table (STVTESC)

This page is composed of the following sections:

- key block
- Web Display List Customization

Key block

Updated: August 27, 2020

Use the key block to enter a validation table name in the **Validation Table Name** field or select one from the list.

Fields	Descriptions
Validation Table	Seven letter validation table name and associated description for

Fields	Descriptions
Name	which you want to select codes for display on the Web.

Web List Display Customization

Updated: August 27, 2020

Use the Web List Display Customization section of the page to search on and display codes from a validation table in the Validation Table Values list and then select the codes to be displayed on the Web in the Web Display Values list.

Note: After a value has been moved from one list to the other, it is removed from the source list and cannot be re-selected or duplicated from that source list.

- Use the **Add** button to move a record from the Validation Table Values list to the Web Display Values list.
- Use the **Add All** button to move all records from the Validation Table Values list to the Web Display Values list.
- Use the **Remove** button to move records from the Web Display Values list to the Validation Table Values list.
- Use the **Remove All** button to move all records from the Web Display Values list to the Validation Table Values list.

  Note: You can use also drag and drop to move the records back and forth.

Fields	Descriptions
These fields are in the Validation Table Values information.	
Find (untitled)	Used to search on a known code or description.
Code	Code defined in the chosen validation table.
Description	Description associated with the validation table code.
These fields are in the Web Display Values information.	
Code	Code to be displayed on the Web.
Description	Description associated with the code.
Activity Date	Date the record was created or last updated.
User ID	User ID of the person who created or updated the record.

Waitlist Automation Term Control (SOAWLTC) page

Updated: August 27, 2020

This page is used to set up waitlist rules by term for general controls, error checking, course selection, priority reordering rules, and exclusion reordering rules.

This page is composed of the following sections:

- key block
- Waitlist Term Control and Waitlist Registration Error Checking
- Course Selection Criteria for Waitlist Priority Rules
- Waitlist Priority Reordering Rules
- Waitlist Exclusion Rules

Key block

Updated: August 27, 2020

Use the key block to enter the term for the waitlist automation controls. Use the **Copy** button to copy a set of rules to the term in the key block.

Fields/Buttons	Descriptions
Term	Term code and description of the term to be associated with the waitlist automation controls.
Copy	Button used to open the Copy Term window and copy rules from an existing term to a term that does not have any waitlist automation control information on SOAWLTC.

Copy Term window

Updated: August 27, 2020

Use this window to duplicate waitlist automation controls from an existing term and copy them to a term that does not have any controls.

To open this window, enter a term in the key block and click the **Copy** button.

- The **Copy** button is enabled for a term that does not have any existing data.
- The **Copy** button is disabled for a term that has existing data.

Fields/Buttons	Descriptions
From Term	Term from which control information will be copied. The term entered must have existing information on SOAWLTC.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy control information for the term in the **From Term** field to the term in the key block.

Waitlist Term Control

Updated: August 27, 2020

Use this section of the page to set up notification controls by term for automatic waitlist processing and to display waitlist queue positions in Banner Student Self-Service. Use the Waitlist Term Control section to access this area of the page.

Fields	Descriptions
Automatic Waitlist Notification	Check box used to indicate if automatic waitlisting is active for the term. The default is checked (Y). Waitlist registration error checking will still take place (as defined in the Waitlist Error Checking section) when this indicator is unchecked (N).
Show Waitlist Position on Student Self-Service	Check box used to indicate if the student's waitlist queue position is displayed in Banner Student Self-Service. The default is checked (Y).
Waitlist Notification Deadline Hours	Time period in hours by which the waitlisted student must register for the course after being notified of an available seat. The default is 24 hours.
Resend Deadline Hours	Time period in hours for which the system will attempt to resend a failed email waitlist notification.

Fields	Descriptions
Online Waitlist Notification	Check box used to indicate that waitlist notification should occur during registration. The default is checked (Y). When this indicator is unchecked (N), only batch processing can be used for notification.

Notifications

Updated: August 27, 2020

Use this section of the page to set up notification controls for students, advisors, instructors, and the registrar, in addition to entry of the host email address to be used for automatic notification of available seats. Use the Waitlist Term Control section to access this area of the page.

Fields	Descriptions
Notify Student - Send Notification	Students will be notified of available seats when the **Send Notification** check box is checked. The default is checked (Y).
Notify Student - Email Letter	Letter code and description of notification letter for the waitlisted students. Use a letter code from SOAELTL with a module code of F (Registration). This field is required when the **Send Notification** check box is checked.
Notify Primary Instructor - Send Notification	The student's primary instructor will be notified of available seats when the **Send Notification** check box is checked. The default is checked (Y).
Notify Primary Instructor - Email Letter	Letter code and description of notification letter for the primary instructor. Use a letter code from SOAELTL with a module code of F (Registration). This field is required when the **Send Notification** check box is checked.
Notify Primary Advisor - Send Notification	The student's primary advisor will be notified of available seats when the **Send Notification** check box is checked. The default is checked (Y).
Notify Primary Advisor - Email Letter	Letter code and description of notification letter for the primary advisor. Use a letter code from SOAELTL with a module code of F (Registration). This field is required when the **Send Notification** check box is checked.

Fields	Descriptions
Notify Registrar - Send Notification	The registrar will be notified of available seats when the **Send Notification** check box is checked. The default is checked (Y).
Notify Registrar - Email Letter	Letter code and description of notification letter for the registrar. Use a letter code from SOAELTL with a module code of F (Registration). This field is required when the **Send Notification** check box is checked.
Registrar Banner ID	Identification number for an entity in Banner with an email address that is used as the from address for all notification emails. It is also the email address that notifications are sent to when the **Send Notification** check box is checked for the registrar, and the address that student emails are sent to if a student does not have an active email account. A value must be entered in this field when the **Automatic Waitlist Notification** check box in the Key block is checked (set to Y).
E-mail Host	Host name for email address to be used for available seat notification. This field is required when the **Automatic Waitlist Notification** check box in the Key block is checked (set to Y).

Waitlist Registration Error Checking

Updated: August 27, 2020

Use this section of the page to view or set the waitlist registration error checking for the term in the key. This section of the page is accessed using the Waitlist Term Control section.

You can control error checking for waitlisted courses using Student Options and Section Options.

- Student Options for waitlisted courses can be included in error checking. Check the **Include Waitlisted Courses in Error Checking** indicator (set to Y) for the specific option to include those courses in waitlist error checking along with enrolled courses. The default is unchecked (N).
- Section Options can be set to Fatal, Warning, or No Check. When a new record is created, the severity settings for the Section Options are determined by the severity

settings on SOATERM for the term.

The settings for the Student Options are defaulted in. If no waitlist control records have been defined for the term on SOAWLTC, the error checking process will use the settings on SOATERM.

Corequisites, prerequisites, and links for waitlisted coursework can be met by enrolled coursework, but waitlisted coursework cannot meet enrolled coursework requirements.

Note: The WLTIMECONT rule on GTVSDAX is no longer used for time conflict checking.

Fields	Descriptions
The following fields are in the Student Options section.	
Duplicates - Include Waitlisted Courses in Error Checking	Check the **Include Waitlisted Courses in Error Checking** indicator (set to Y) to include duplicate courses in waitlist error checking. The default is unchecked (N).
Links - Include Waitlisted Courses in Error Checking	Check the **Include Waitlisted Courses in Error Checking** indicator (set to Y) to include linked courses in waitlist error checking. The default is unchecked (N).
Corequisites - Include Waitlisted Courses in Error Checking	Check the **Include Waitlisted Courses in Error Checking** indicator (set to Y) to include corequisite courses in waitlist error checking. The default is unchecked (N).
Prerequisites - Include Waitlisted Courses in Error Checking	Check the **Include Waitlisted Courses in Error Checking** indicator (set to Y) to include prerequisite courses in waitlist error checking. The default is unchecked (N).
Time - Include Waitlisted Courses in Error Checking	Check the **Include Waitlisted Courses in Error Checking** indicator (set to Y) to include time conflicts for courses in waitlist error checking. The default is unchecked (N).
The following fields are in the Section Options section.	
Approval	Radio group used to set approval warning severity to Fatal, Warning, or No Check.
Capacity	Radio group used to set capacity warning

Fields	Descriptions
	severity to Fatal, Warning, or No Check.
Field of Study	Radio group used to set field of study warning severity to Fatal, Warning, or No Check.
Department	Radio group used to set department warning severity to Fatal, Warning, or No Check.
College	Radio group used to set college warning severity to Fatal, Warning, or No Check.
Level	Radio group used to set level warning severity to Fatal, Warning, or No Check.
Class	Radio group used to set class warning severity to Fatal, Warning, or No Check.
Campus	Radio group used to set campus warning severity to Fatal, Warning, or No Check.
Degree	Radio group used to set degree warning severity to Fatal, Warning, or No Check.
Program	Radio group used to set program warning severity to Fatal, Warning, or No Check.
Student Attribute	Radio group used to set student attribute warning severity to Fatal, Warning, or No Check.
Cohort	Radio group used to set cohort warning severity to Fatal, Warning, or No Check.

Course Selection Criteria for Waitlist Priority Rules

Updated: August 27, 2020

Use this section of the page to set up course selection criteria for the waitlist priority rules for the term in the key. The selection of courses is based on college, subject, course, CRN, and attributes. This section of the page is accessed using the Waitlist Course Selection section.

Fields	Descriptions
College	College code and description of course that can be waitlisted.
Subject	Subject code of the course that can be waitlisted.
Course	Course number and title of the course that can be waitlisted.
Course Alias	The Course Alias is similar to the Course. The Course Alias is updated only if the Course ID is updated on the SCACRSE page.
CRN	Course reference number of the course that can be waitlisted. If a value is entered in this field, no other field on the course record can be entered.
Attributes	Degree program attribute code and description of the course that can be waitlisted.

Waitlist Priority Reordering Rules

Updated: August 27, 2020

Use this section of the page to set up the priority rules for the term in the key.

The rules are used to provide various degrees of preferential treatment to students with characteristics matching the values entered on the rule. These rules are applied when a student is waitlisted for a CRN. Students that do not meet the criteria for any of the rules will receive the lowest priority. Waitlist priority rules only apply to courses that meet the course selection criteria. If no criteria have been set up, the waitlist priority rules are applied to all CRNs for the term. Use the Waitlist Priority Rules section to access this area of the page.

Fields	Descriptions
Priority	Priority number for the rule.

Fields	Descriptions
	The priority does not have to be unique. A priority of 1 is the highest priority. Students matching the characteristics of a priority 1 rule are notified first, on a first-come, first-served basis.
Level	Level code and description for the rule.
Campus	Campus code and description for the rule.
College	College code and description for the rule.
Degree	Degree code and description for the rule.
Program	Program code and description for the rule.
Field of Study Type	Field of study type code and description for the rule.
Field of Study Code	Major code and description for the rule.
Class	Class code and description for the rule.
Cohort	Cohort code and description for the rule.
Attribute	Student attribute code and description for the rule.
Minimum GPA	Minimum level GPA required for the rule.
Maximum GPA	Maximum level GPA required for the rule.
Academic Standing	Academic standing code and description for the rule.

Waitlist Exclusion Rules

Updated: August 27, 2020

Use this section of the page to set up the exclusion rules for the term in the key.

Students that match the characteristics defined for an exclusion rule are not allowed to be waitlisted for any courses. Exclusion rules are only applied if the **Automatic Waitlist Notification** check box in the Key block is checked. Use the Waitlist Exclusion Rules section to access this area of the page.

Fields	Descriptions
Level	Level code and description for the rule.
Campus	Campus code and description for the rule.
College	College code and description for the rule.

Fields	Descriptions
Degree	Degree code and description for the rule.
Program	Program code and description for the rule.
Field of Study Type	Field of study type code and description for the rule.
Field of Study Code	Major code and description for the rule.
Class	Class code and description for the rule.
Cohort	Cohort code and description for the rule.
Attribute	Student attribute code and description for the rule.
Minimum GPA	Minimum level GPA required for the rule.
Maximum GPA	Maximum level GPA required for the rule.
Academic Standing	Academic standing code and description for the rule.

Overall Page and Field Configuration (SOAWSCR) page

Updated: May 24, 2021

The Overall Page and Field Configuration (SOAWSCR) page is used to maintain the registration page and field configuration definitions for your institution.

Page elements are delivered as seed data. You can specify a persona, a page, and an effective term related to the fields that are available for configuration on a Self-Service Registration page. You can also define if an item is displayed, the display order of the fields on the page, and customized display text for the field labels. The customized label text is used instead of the delivered text. At least one item must be displayed for each Self-Service Registration page.

You cannot create or delete records on this page, but you can modify seed data records. All records are system required, but you can edit information for the **Display Number**, the **Displayed** indicator, the **Custom Display Text** field, and the **Required** indicator. When the **Displayed** indicator is unchecked, the **Display Number** is blank.

Note: If you enable the **Required** indicator for the **College** field on the Class Search Basic (#10) and/or the Course Search Basic (#310) pages, an asterisk (*) displays on the page, and the requirement to enter information in the College field is enforced. If you enable the Required indicator for any other field(s), an asterisk (*) does not display on the page, and users are not required to enter information for the field(s).

Note: You can use the Data Extract option to save your data to an Excel spreadsheet.

To use this page you need to set up page configuration codes on the Overall Configurable Page Validation (STVWSPG) page and page field configuration codes on the Overall Configurable Page Field Validation (STVWSFD) page.

This page is composed of the following sections:

- Key block
- Overall Page and Field Configuration

Key block

Updated: August 27, 2020

Use the Key block to enter the persona code, page code, and effective term code for which you want to see registration page and field configuration definitions.

The end term is populated based on the effective term entered. The records returned are ordered by display order and page code. You can copy data from one term to another and from one persona to another.

Field	Description
Persona	Persona code and description to which the configuration is applied.
Page	Page code and description of Self-Service Registration page to which the configuration is applied.
Effective Term	Effective term code and description in which the configuration of the page is active. You can view a list of all valid terms from STVTERM or a list of effective terms for persona and page, based on the persona and page entered.
End Term	Last term in the term range in which the configuration of the page is active.
Copy Term	Button used to open the Copy Term window and copy configuration rules for a persona, page, and from term combination to the effective term in the Key block.

Field	Description
Copy Persona	Button used to open the Copy Persona window and copy persona information from one persona to another persona, such as from STUDENT to FACULTYBOTH.

Copy Term window

Updated: August 27, 2020

Use this window to duplicate configuration rules from an existing term and copy them to a term that does not have any rules.

To open this window, enter a term in the key block and click the **Copy Term** button.

- The **Copy Term** button is enabled for a term that does not have any existing data.
- The **Copy Term** button is disabled for a term that has existing data.

Field	Description
From Term	Term from which configuration information will be copied. The term entered must have existing information on SOAWSCR.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy configuration information for the term in the **From Term** field to the term in the key block.

Copy Persona window

Updated: August 27, 2020

Use this window to duplicate persona configuration information and copy the data to a new persona rule.

To open this window, enter a persona in the key block and click the **Copy Persona** button.

- The **Copy Persona** button is enabled for a persona that does not have any existing data.
- The **Copy Persona** button is disabled for a persona that has existing data.

Field	Description
From Persona	Persona rule from which configuration information will be copied. The persona entered must have existing information on SOAWSCR.
Cancel	Button used to cancel the copy process.
Copy	Button used to copy information for the persona in the **From** Persona field to the persona in the key block.

Overall Page and Field Configuration

Updated: August 27, 2020

Use the Registration Page and Field Configuration section of the page to view the records for the persona code, page code, and effective term code entered in the key block.

To set the display order, check the **Displayed** indicator for the field, then enter the display order number. When the changes are saved, the fields are reordered in this section of the page. You can then access Self-Service and view your changes on the Web page.

When a field is set to display on a Web page and has an associated display order number, you can remove it from the Web page display by unchecking the **Displayed** indicator and removing the order number from the **Display Number** field. When the changes are saved, the field is moved to the bottom of the field list on this page. The rest of the fields remain in order, and the used and removed display order number is skipped.

For example, if you had the LEVEL field item as display order 3, and you removed it, the field order would be reset to 1, 2, 4, 5, and so on. The 3 would be skipped. You do not need to update the remaining fields if their display order numbers have not changed.

You can add a display order number that had been used and removed back into the list and then save the changes to reorder the fields and include that field and display order number in the Web page display.

Field	Description
Display Number	Number that indicates the order in which the field is displayed on the Web page. This value can be changed. When the **Displayed** indicator is unchecked

Field	Description
	for the record, the **Display Number** becomes Null and must be reset when the **Displayed** indicator is checked again.
Field	Code and description for the field, such as COURSETITLE, Title.
Displayed	Check box used to specify if the field is displayed. This value can be changed. When this indicator is checked, the display number/order of the field can be changed. When this indicator is unchecked for the record, the **Display Number** value becomes Null. You must update the **Display Number** value when you reset the **Displayed** indicator to checked.
Baseline Display Text	Descriptive text to be displayed for the field. This is the text that is displayed for the **Persona** and **Effective Term** if the **Custom Display Text** is not specified.
Custom Display Text	Descriptive text to be displayed for the field. This is the text that can displayed for the **Persona** and **Effective Term** instead of the delivered **Baseline Display Text**. If this value is not specified, the **Baseline Display Text** value will be displayed.
Required	Check box used to specify whether the field is required for display in the user interface. When you enable this field on the administrative page, it will only work for the **College** field present in some specific

Field	Description
	Registration Self-Service pages as follows: • Register for Classes • Plan Ahead • Browse Classes • Browse Course Catalog.
System Required	Check box used to specify whether the code is required by the system. After this indicator is checked, it cannot be changed.

EDI Cross-Reference Curriculum Rules (SOAXCUR) page

Updated: August 27, 2020

This page is query only. Please use SOACURR for Web display maintenance.

When you access SOAXCUR (for the first time per Banner® session), the following message is displayed: Self-Service display controls are now maintained on SOACURR. This page now operates as a query only page. All fields in the main section are queryable.

Majors, minors, and concentrations are displayed in their own windows. Use the Cross-Reference Major Rules, Cross-Reference Minor Rules, and Cross-Reference Concentration Rules tabs to access those windows. Each window will display all the rows from the respective data tables (SORCMJR, SORCMNR, and SORCCON). You can enter queries in each window to view specific data.

Main window

Updated: August 27, 2020

The main window contains the key block, the Cross-Reference Major Rules block, the Cross-Reference Minor Rules block, and the Cross-Reference Concentration Rules block.

Key block

Updated: August 27, 2020

Use the key block to enter the term for the query.

Cross-Reference Major Rules section

Updated: August 27, 2020

This section displays the major rules from the SORCMJR table. Use the Cross-Reference Major Rules section to access this window.

Cross-Reference Minor Rules section

Updated: August 27, 2020

This section displays the minor rules from the SORCMNR table. Use the Cross-Reference Minor Rules section to access this window.

Cross-Reference Concentration Rules section

Updated: August 27, 2020

This section displays the concentration rules from the SORCCON table. Use the Cross-Reference Concentration Rules section to access this window.

Fields	Descriptions
Auto Student	When the **Auto Student** check box is checked for a record, it indicates that this curriculum (or plan on the Web) is allowed to have an automatic decision processed against it by Quick Start.

EDI Cross-Reference Rules (SOAXREF) page

Updated: August 27, 2020

This page is used to define valid values for incoming EDI or electronic (XML) data and the equivalent Banner® values.

It also serves as the source of the values for the pulldown lists which appear on the Web application. Rules entered here are used in electronic and Web data loads to validate incoming data and to translate EDI values into the appropriate Banner values.

EDI equivalents on Banner validation forms (for example, on STVSTAT) are used only when extracting data from Banner for transmission by EDI. In some instances, a single Banner value may be associated with a number of EDI values, or an EDI qualifier may further define the associated data value.

An example is college codes. In EDI transmissions, colleges are identified by both a qualifier and a code value. A college can be identified by FICE code or ETS code (and also a number of other coding sets), and both the qualifier (FICE or ETS) and the appropriate college code within the set are transmitted. In this example, two entire sets of Banner college codes would be defined, one for FICE and one for ETS, and each line of cross-reference rules would contain the appropriate qualifier.

In other instances, there is a one-to-one correspondence between EDI and Banner codes. For example, there is a single EDI code for each nation. In these instances, there would be a single cross-reference rule for each EDI nation code, and these rules would not contain a qualifier.

Use the List function for the **Banner Value** field to search the Banner validation table and exit with a value.

Use the Web search tool for High Schools and Colleges that pulls data from SOASBGI. The school search consists of three parts. The first step is to select the state/province or country in which the school exists; the second is to select the city; and the third is to select the school itself.

If no values exist on SOAXREF for a particular validation table (for example the legacy code from STVLGCY), the source of the pull down on the Web application will be the Banner validation table itself (in this case, STVLGCY). This also applies to the Web page pull down population logic and to the verification of the electronic application and push processes.

This page is not required if the you are not running the TS 189 Upload to Banner (SAR189U), and you want all values on all applicable validation tables to display on the Web.

Fields	Descriptions
XML	Check box used to indicate whether the EDI verification label code in the **Label** field is a PESC/XML standard code.

Administrator Assignment Search (SOIAROL) page

Updated: August 27, 2020

Use this page to query on roles and IDs from the Administrator Role Rules (SOAADAS) page.

This page is accessed using Count Filter Hits from the **ID** or **Role** fields in the Key block of SOAADAS or SOAAINF, or you may access the Option List from the **ID** or **Role** fields to select Admin Assign Search (SOIAROL) page.

Complementary Activities Submission Inquiry (SOICASA) page

Updated: June 17, 2021

View the complementary activity submission details.

Field	Description
Complementary Activities Submission Search block	
Program	Program code of the submitted complementary activity.
Term	Term code of the submitted complementary activity.
ID	Student's sequence identification number to uniquely identify a record.
Category	Category code of the submitted complementary activity.
Activity	Activity code of the submitted complementary activity.
Status	Status code of the submitted complementary activity.
College	College code of the primary curriculum for which the student submitted the complementary activity.
CA Request ID	Sequence number to uniquely identify a record.

Archived Learner Curriculum Filter (SOIHCUR) page

Updated: August 27, 2020

This page is used to query and display archived curriculum (SORHCUR) and field of study (SORHFOS) rows, for all learner module codes (RECRUIT, ADMISSIONS, LEARNER, OUTCOME), for a specified ID.

These records can provide historical data for the user, even after they have been purged from the main curriculum and field of study tables by the Learner Curriculum Purge Process (SOPLCPG).

You can select a learner module, term, or key sequence number in the Key block to define the query, or you may leave these Key block fields blank to select all archived curriculum records for the ID. When you initially access the page, all archived curriculum records are displayed for the ID in the Key block with the following sort order.

The sort order separates curriculum records by learner module (STVLMOD) unless a specific module is queried. The modules are sorted in the following order: Recruit, Admissions, Learner, Outcome, and then any user-defined modules in alpha, ascending order.

Main window

Updated: August 27, 2020

The main window contains the key block and the Archived Curriculum block.

Key block

Updated: August 27, 2020

This block is used to define the query for the learner's archived curriculum information.

Fields	Descriptions
ID	Enter the ID of the learner for which you want to see archived curriculum information. List Person Search (SOAIDEN) page
Summary	This field allows you to search on archived records in Recruiting, Admissions, General Student, and Academic History for the ID in the key. Select the type of summary you want to view, and query on the learner. You can then use Exit with Value to bring that record's curriculum data back into SOIHCUR. Choices are: Recruit Summary - Prospect Summary (SRASUMI) page

Fields	Descriptions
	Applicant Summary - Admissions Application Summary (SAASUMI) page Learner Summary - General Student Summary (SGASTDQ) page Learner Outcome Summary - Degree Summary (SHADGMQ) page
Module	This is the learner module for which you want to see archived curriculum information. List Learner Module Validation (STVLMOD)
Term	This is the term for which you want to see the archived curriculum information. List Term Code Validation (STVTERM)
Key Sequence	This is the sequence number for the module record, either recruiting, application, or degree.

Archived Curriculum section

Updated: August 27, 2020

This section is used to view all archived curriculum records associated with the host recruiting, admissions, learner, or outcome record for the learner. Use the Archived Curriculum section to access this area.

Fields	Descriptions
Record of	This field displays the number of archived curriculum records that exist for the ID based on the data entered in the Key section, for example **Record** 1 **of** 5. Mouse through the records. As you scroll through the records, the data in the Archived Curriculum and Field of Study blocks changes for each record.
Module	This is the learner module code for the curriculum and field of study.
Sequence Number	This field specifies the `SORLCUR_SEQNO` associated with the

Fields	Descriptions
	selected curriculum row.
Activity	This is the curriculum activity status code.
Key Sequence	This is the key sequence number of the module record that is associated with the archived curriculum record. This sequence number will be the same as either the recruiting, application, or degree sequence number. If the record is for a learner, the key sequence number will always be 99.
Term	This is the term code for the module's curriculum record.
Catalog Term	This is the catalog term code for the module's curriculum record.
Priority	This is the priority number that defines the curriculum rank.
Program	This is the program 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.
Admission Type	This is the admissions type code for the learner curriculum.
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	Radio group that shows whether the archived curriculum record has been rolled to a degree (outcome) record. Valid values are Yes, No, and Default.
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.
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.

Fields	Descriptions
Start Date	Start date of the archived curriculum. (This field is not used at this time.)
End Date	End date of the archived curriculum. (This field is not used at this time.)
End Term	Term code for the end of the archived curriculum. (This field is not used at this time.)
Student Type	Student type code entered specifically for the archived curriculum record.
Site	Site code entered specifically for the archived curriculum record.
Rate	Rate code entered specifically for the archived curriculum record.
Leave of Absence	Leave of Absence code entered specifically for the archived curriculum record.
From Date	Date from which the leave of absence code entered specifically for the archived curriculum record is in effect.
To Date	Date to which the leave of absence code entered specifically for the archived curriculum record is in effect.
Expected Graduation Date	Expected graduation date entered specifically for the archived curriculum record.
Graduation Term	Graduation term code entered specifically for the archived curriculum record.
Graduation Year	Graduation year entered specifically for the archived curriculum record.

Archived Field of Study window

Updated: August 27, 2020

This window is used to view the archived field of study details for the learner.

The window displays certain fields from the archived curriculum record and all archived field of study records. You can only access the Field of Study window from the Curriculum window. Use the Archived Field of Study section to access this window.

Archived Curriculum section

Updated: August 27, 2020

This section displays a summary of archived curriculum values. The following fields are displayed in this section.

Fields	Descriptions
Record of	This field displays the number of archived curriculum records that exist for the ID based on the data entered in the Key section, for example **Record** 1 **of** 5. Mouse through the records. As you scroll through the records, the data in the Curriculum and Field of Study blocks changes for each record.
Activity	This is the curriculum activity status code.
Term	This is the 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 archived curriculum record. This sequence number will be the same as either the recruiting, application, or degree sequence number. If the record is for a learner, the key sequence number will always be 99.
Seq Num (Sequence Number)	This field specifies the `SORLCUR_SEQNO` associated with the selected curriculum row.
Module	This is the learner module code for the curriculum and field of study.
Priority	This is the priority number that defines the curriculum rank.
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.

Archived Field of Study section

Updated: August 27, 2020

This section is used to display the archived field of study information. The following fields are in this section.

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 or another field of study type.

Fields	Descriptions
Seq Num (Sequence Number)	This field specifies the `SORLFOS_SEQNO` associated with the selected field of study row.
Rolled (Indicator)	Indicator that displays Y or N to show whether the archived field of study record has been rolled to a degree (outcome) record.
Activity	This is the curriculum activity status for the archived field of study.
Status	This is the curriculum status for the archived field of study.
Term	This is the term code for the archived field of study.
Type	This is the type code for the learner field of study. It identifies whether the row is for a MAJOR, MINOR, or CONCENTRATION.
Priority	This is the priority number that defines the archived field of study rank.
Catalog	This is the catalog term for the archived field of study.
End Term	This is the term code for the end term of the archived field of study. (This field is not used at this time.)
Field of Study	This is the major, minor, or concentration code for the archived field of study.
Department	This is the department code for the archived field of study.

Fields	Descriptions
Attached to Major	This is the major code associated with an attached concentration for an archived field of study row.
Full or Part Time	This is the time status code for the field of study.
Start Date	This is the start date for the archived field of study. (This field is not used at this time.)
End Date	This is the end date for the archived field of study. (This field is not used at this time.)
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Mouse	Keyboard	Result
Attached Concentra-tions	N/A	Lists concentrations attached to major

Learner Curriculum Filter (SOILCUR) page

Updated: August 27, 2020

This page is used to query on all fields contained within the SORLCUR and SORLFOS tables for all learner module codes (RECRUIT, ADMISSIONS, LEARNER, OUTCOME) for a specified ID.

This page is similar to the Curriculum window, but it contains all the data fields and is not dependent upon a specific module for processing.

You can select a learner module, term, or key sequence number in the Key block to define the query, or you may leave these Key block fields blank to select all curriculum records for the ID. When you initially access the page, all curriculum records are displayed for the ID in the Key block with the sort order described below.

The sort order separates curricula records by learner module (STVLMOD) unless a specific module is queried. The modules are sorted in the following order: Recruit, Admissions, Learner, Outcome, and then any user-defined modules in alpha, ascending order. Records can be sorted within module by current or all, depending on the setting of the **Current** field, which indicates if the curriculum displayed is the most current for the priority (Y) or is not the most recent for the priority (N).

Main window

Updated: August 27, 2020

The main window is comprised of the key block and the Curriculum block.

Key block

Updated: August 27, 2020

This block is used to define the query for the learner's curriculum information.

Fields	Descriptions
ID	Enter the ID of the learner for which you want to see curriculum information. List Person Search (SOAIDEN) page
Summary	This field allows you to search on existing records in Recruiting, Admissions, General Student, and Academic History for the ID in the key. Select the type of summary you want to view, and query on the learner. You can then use Exit with Value to bring that record's curriculum data back into SOILCUR. Choices are: Recruit Summary - Prospect Summary (SRASUMI) page Applicant Summary - Admissions Application Summary (SAASUMI) page Learner Summary - General Student Summary (SGASTDQ) page Learner Outcome Summary - Degree Summary (SHADGMQ) page
Module	This is the learner module for which you want to see curriculum

Fields	Descriptions
	information. List Learner Module Validation (STVLMOD)
Term	This is the term for which you want to see the curriculum information. List Term Code Validation (STVTERM)
Key Sequence	This is the sequence number for the module record, either recruiting, application, or degree.
View Current/Active Curricula	Check box used to limit the display of curriculum records in the Curriculum and Field of Study blocks to only those that are current and active.

Curriculum section

Updated: August 27, 2020

This section is used to view all curriculum records associated with the host recruiting, admissions, learner, or outcome record for the learner. Use the Curriculum section to access this area.

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

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 section, for example **Record** 1 **of** 5. Mouse through the records. 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 most current for the priority or not. Valid values are checked (Current) or unchecked (Not Current). • Current (Y) displays the most recent row for each given

Fields	Descriptions
	priority (i.e., the highest sequence number for each priority). • Not Current (N) displays all rows for each priority that are not the most recent.
Seq Num	This field specifies the `SORLCUR_SEQNO` associated with the selected curriculum row.
Activity	This is the curriculum activity status code.
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. If the record is for a learner, the key sequence number will always be 99.
Term	This is the 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 populated with the SGBSTDN effective term when the curriculum stops being current. If there is no future SGBSTDN term, the field will be blank.
Catalog Term	This is the catalog term code for the module's curriculum record.
Priority	This is the priority number that defines the curriculum rank.
Program	This is the program 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.
Admission Type	This is the admissions type code for the learner curriculum.
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.

Fields	Descriptions
Module	This is the learner module code for the curriculum and field of study.
Roll Learner	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. The choices are Yes, No, or Default. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio group on SOACTRL. • Select Yes to roll the learner record to academic history (outcome). • Select No to not roll the learner record. • Select Default to use the curriculum rules defined on SOACURR (**Primary** or **Secondary** checkboxes) and SOACTRL (**Create or Update Outcome Record with Primary Learner Curriculum** radio group or **Create or Update Outcome Record with Secondary Learner Curricula** radio group). All non-learner modules (Recruiting, Admissions, Academic History) will display a value of No in this field.
Rolled to Outcome	Sequence number from the degree record to which the curriculum was rolled. Display only.
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.

Fields	Descriptions
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.

Field of Study window

Updated: August 27, 2020

This window is used to view the field of study details for the learner.

The window 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 section to access this 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 Field of Study window.

Curriculum section

Updated: August 27, 2020

This section displays a summary of curriculum values. The following fields are in the this section.

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 section, for example **Record** 1 **of** 5. Mouse through the records. 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 most current for the priority or not. Valid values are checked (Current) or unchecked (Not Current). • Current (Y) displays the most recent row for each given priority (i.e., the highest sequence number for each priority). • Not Current (N) displays all rows for each priority that are not the most recent.
Activity	This is the curriculum activity status code.
Term	This is the 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.
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. If the record is for a learner, the key sequence number will always be 99.
Seq Num (Sequence Number)	This field specifies the `SORLCUR_SEQNO` associated with the selected curriculum row.
Module	This is the learner module code for the curriculum and field of study.
Priority	This is the priority number that defines the curriculum rank.

Fields	Descriptions
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 section

Updated: August 27, 2020

This section is used to display and update field of study information. The following fields are in this section.

The **Attached Concentrations** button is enabled and its name is displayed 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.

Fields	Descriptions
Current	This field specifies if the record is the most current for the priority or not. Valid values are Y (Current) or N (Not Current). • Current (Y) displays the most recent row for each given priority (i.e., the highest sequence number for each priority). • Not Current (N) displays all rows for each priority that are not the most recent.
Seq Num (Sequence Number)	This field specifies the `SORLFOS_SEQNO` associated with the selected curriculum row.

Fields	Descriptions
Activity	This is the curriculum activity status for the field of study.
Status	This is the curriculum status for the field of study.
Term	This is the term code for the field of study.
Type	This is type code for the learner field of study.
Priority	This is the priority number that defines the field of study rank.
Rolled (Indicator)	Check box used to indicate that the field of study record has been rolled to a degree record.
Catalog	This is the catalog term for the field of study.
End Term	This is the term code for the end term of the field of study. (This field is not used at this time.)
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 major code associated with an attached concentration for a field of study row.
Full or Part Time	This is the time status code for the field of study.
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 Concentra-tions	N/A	Lists concentrations attached to major

Source/Background Institution Filter Only (SOISBGI) page

Updated: December 12, 2024

Use this page to review **Source or Background** Institution codes information and its **Source Background Type** associated about an institution.

It is a stand alone, query only page that is called by other pages to print specific types (H for high school, C for college) of background information and **Source or Background Type** associated.

All source and background institutions and their **Source or Background Type** associated are displayed in SOISBGI page, the information of **Source or Background Institution** can be updated using SOASBGI page, and the **Source Background Institution** and their **Source Background Type** associated can be updated in STVSBGI page.

You can access SOASBGI page from this page to view source information.

Before you can view information on the Source/Background Institution Filter-Only (SOISBGI) page, you must first define values on the Source/Background Institution Code Validation (STVSBGI) page.

You can access SOISBGI from SOAPCOL, SOAHSCH, and SAAQKER to query **Source or Background** details for prior college, high school, or primary source information respectively.

Main window

Updated: December 12, 2024

This query-only section enables you to view **Source Background Type** information associated with the institution.

The Background Information section (untitled) displays specific types of sources and background institutions when called by another page. Because this page is a query-only page, you cannot update the database from this page. Values on this page come from the

Source/Background Institution Code Validation (STVSBGI) page.

The **Source Background Type** information section displays specific codes and values of **Source Background Type** that are associated to each institution listed (if any). Because this page is a query-only page, you cannot update the **Source Background Type** information from this page. Values in this section come from the Source/Background Institution Code Validation (STVSBGI) page, in the **Source Background Type** section for selected institutions. This section displays the **Source Background Type** information of the school that is being selected in **Source Background Type** section.

Field	Description
Code	"Source Background Type Validation" code configured in STVSBGI "Source Background Type" section.
Description	Description for "Source Background Type Validation" code configured in the STVSBGI "Source Background Type" section.
Value	The value of the "Source Background Type" code configured in STVSBGI "Source Background Type" section.

Filter an institution

Updated: December 12, 2024

You can query an institution to see source or background information about that institution.

Before you begin

Before you can view information on this page, you must first define values on the Source/Background Institution Code Validation (STVSBGI) page.

Procedure

1. Filter on prior college information for an ID from the **Prior College** field on the Prior College (SOAPCOL) page.
2. Filter on high school information for an ID from the **High School** field on the High School Information (SOAHSCH) page.
3. To search for a specific school, access SOISBGI page directly. Enter the search criteria, and select GO to display the results. These results will include the "Source

Background Type" code values that are associated with the school filtered in case they exist.

Note: SOISBGI page was enhanced so the filter can work both case insensitive and case sensitive, this affects specifically **Name** and **City** columns.

4. Select the way you want the filter to work previous performing search. The default is **Case Insensitive** but this can be changed each time you use the filters.

Continuant SCP Filter (SOQCSCP) page

Updated: August 27, 2020

This page is used to query on continuant student centric periods by student type. This page is accessed using a Count Filter Hits function from the **Student Type** field in the Key block of SOACSCP or by using the Continuant Student Centric Period Filter (SOQCSCP) item on the Options Menu.

Main window

Updated: August 27, 2020

This window displays the key block information from SOACSCP and the associated continuant student centric periods by student type.

Key block

Updated: August 27, 2020

This block is display only and contains term and student type from SOACSCP.

Field	Description
Term	Term code for the continuant student centric period rule. This value defaults in from SOACSCP. Display only.
Student Type	Student type code for the continuant student centric period rule. This value defaults in from SOACSCP. Display only.

Data section

Updated: August 27, 2020

This section displays the continuant student centric period rules available for the term and student type.

Field	Description
Student Type	Student type code for the continuant student centric period rule.
Description	Description of the student type code for the continuant student centric period rule.
Continuant Student Centric Period	Continuant student centric period for the rule.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Continuant Terms Filter (SOQCTRM) page

Updated: August 27, 2020

This page is used to display a listing of the continuant terms by student type. This is a query-only page.

You can access SOQCTRM from the SOACTRM page. To do so, use a Count Filter Hits function from the **Student Type** field.

Holds Query-Only (SOQHOLD) page

Updated: August 27, 2020

This page displays holds a person may have. When this page is called from an application page, it checks the values of the globals that are passed, and displays only those holds which are still active and have been flagged to affect the process being performed.

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

Learner Curriculum Activity Rules (SORCACT) page

Updated: August 27, 2020

This page is used to set up rules to designate which curriculum activity status codes are active.

Fields	Descriptions
Curriculum Activity Status	This is the code for the curriculum activity status, such as ACTIVE, INACTIVE, REMOVED. List Curriculum Activity Status (STVCACT)
Description	This is the description of the curriculum activity status code.
Active Indicator	Check this box to indicate that the curriculum activity status code is active. Clear this box to indicate that the curriculum activity status code is inactive.
System Required Indicator	The **System Required Indicator** check box is used to determine which values are required by the system. If the **System Required Indicator** check box is selected, the record cannot be deleted.
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.

Curriculum Event Status Rules (SORCSTS) page

Updated: August 27, 2020

This page is used to record the translation of curriculum status codes during curriculum events. A common example is for a non-destructive update. The curriculum status of

CHANGED is added to the field of study with the INACTIVE curriculum activity.

Records that are designated as system required cannot be deleted. You can change the curriculum status code for the translation.

Fields	Descriptions
Curriculum Status	Curriculum status code and description. List Curriculum Status (STVCSTS)
Translation	Translated curriculum status code and description. List Curriculum Status (STVCSTS)
System Required Indicator	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Tape File Delimiter Type Rules (SORDLIM) page

Updated: August 27, 2020

Use this page to assign a delimiter or marker to a specific tape code. The delimiter or marker should match those contained in the delimited input file to be used with this tape code.

Fields	Descriptions
Tape Code	Enter the data file/tape code for the rule. List Electronic Datafile and Tape Validation (STVTAPE)

Fields	Descriptions
Description	This is the description of the tape code. It defaults in from the tape code selected from the Lookup button.
Delimiter	Enter the delimiter which indicates a new field on the file, such as a comma.
Marker	Enter the marker used in addition to the delimiter to enclose the field data, such as an apostrophe.
System Required	Check this box if the rule is system required.
User ID	This is the ID of the user who created or updated the rule.
Activity Date	This is the date the rule was created or updated.

Curriculum User Default (SORLCDF) page

Updated: August 27, 2020

This page is used to create default values used for the key curriculum and field of study fields when new curriculum and field of study (major) records are inserted.

The default values are defined for the user and the learner module, and are maintained in the SORLCDF table and on the SORLCDF page. These values include: user ID, learner module code, campus code, college code, level code, program, degree code, major code, and department code. The **User ID** value defaults to the ID of the person currently using the page. Data queried is displayed for that person. Multiple records may be inserted, one for each learner module code (STVLMOD).

On all the data entry forms where curriculum records are entered (SRAQUIK, SRARECR, SAAQUIK, SAAADMS, SGASTDN, SFAREGS, and SHADEGR), there is always an attempt made by the system to default values into all the curriculum fields based on the program rule in SMAPRLE. When the user default value rules for the Admissions, Recruiting, General Student, and Academic History modules are set up on their corresponding data entry forms, these rules may or may not override the default program rule on SMAPRLE.

Values defined on SAAQKER that are used on SAAQUIK, and values in the Default Value window on SRAQUIK will take precedence over these values. The user- defined default values will take precedence over defaulted values on the recruiting record on SRARECR when the level value equals to 00, the degree value equals to 000000, the college value equals to 00, and the primary major and department values equal 0000.

SORLCDF has been designed to assist with the default of curriculum data that was typically NULL when program information was entered in the curriculum data entry forms. For example, if an existing program of BA-HISTORY is entered on SRARECR, the curriculum values for program, degree, and campus may be defaulted in based on the BA-HISTORY rule on SMAPRLE. If rules exist on SORLCDF for RECRUIT that include a level, major, or department (the NULL values for the BA-HISTORY rule), those values will be defaulted in and complete the curriculum information.

Another example would be, if you have an existing program of BA-HISTORY, rules exist on SORLCDF for RECRUIT, and the values on SORLCDF do not correspond with the BA-HISTORY rule on SMAPRLE, the entry of the BA-HISTORY program on the data entry forms will still cause the system to attempt to default values in from the SMAPRLE rules and override the default values on SORLCDF. The system always attempts to meet the SMAPRLE rule before using the SORLCDF rule.

Note: There is no curriculum program validation from SMAPRLE for SORLCDF when data elements are entered, except to ensure that the program is valid on SMAPRLE.

Fields	Descriptions
User ID	ID of the person who last updated the record. Display only.
Learner Module	Learner module code used for the default curriculum values. List Learner Module Validation (STVLMOD)
Program	Program code used for the default curriculum values. List All Program Codes (SMAPRLE)
Level	Level code used for the default curriculum values.

Fields	Descriptions
	List Level Code Validation (STVLEVL)
Campus	Campus code used for the default curriculum values. List Campus Code Validation (STVCAMP)
Degree	Degree code used for the default curriculum values. List Degree Code Validation (STVDEGC)
College	College code used for the default curriculum values. List College Validation (STVCOLL)
Major	Major field of study code used for the default curriculum values. List All Major Codes (STVMAJR)
Department	Department code used for the default curriculum values. List Department Validation (STVDEPT)
Activity Date	Date on which the record was last updated. Display only.

SUSI Award Rules (SORSURL) Page

Updated: August 27, 2020

Use this page to map the Student Universal Support for Ireland (SUSI) award rate code to award amount.

Key block

Updated: August 27, 2020

Use this page to configure the award rate codes with the award amount for a particular Academic Year and Graduate Type.

Field	Description
Academic Year	Enter the academic year or click on the ellipsis to select a year from the Academic Year Validation (STVACYR) page.
Graduate Type	Select Undergraduate or a Postgraduate from the drop-down.
Copy From Academic Year	Copy the SUSI award rules data from one academic year to another academic year.
Copy From Graduate Type	Copy the SUSI award rules data from one graduate type to another/same graduate type of an academic year. **Note:** Ensure that you enter the Copy from Academic Year and Copy from Graduate Type values to roll over data in a new academic year and graduate type.
Copy	Click this button to copy the SUSI award rules data from one year to another year.

SUSI award rules section

Updated: August 27, 2020

Use the SUSI award rules section to define the award rate codes, contract number and free fees amount.

Field	Description
Grant Award Code	Enter a valid SUSI award rate code or click on the ellipsis to select a award rate code from the SUSI Award Code Validation (STVSURT) page.
Contract Number	The contract number associated to the SUSI award rate code.
Free Fees Payable Amount	The award amount associated to the SUSI award rate code.

Tape Code Conversion (SOTCNVT) page

Updated: August 27, 2020

This page is used to convert codes on interface tapes and files to valid Banner® values before data is added to the system during the data load process.

For example, if the SAT file has a major code of ENGL for English and your institution's code for English is 100, the table name would be MAJR, the file value would be ENGL and the converted value would be 100.

Use the **System Required** field to specify conversion values that are required for use with the Recruiter to Banner interface.

If there is a field on the file which is left blank, but which is required in Banner, then an asterisk (*) needs to be entered in the **Tape Value** field with the appropriate conversion value which will be assigned in Banner. For example, if the Major Code is blank on the file, then a Major Tape Value of * with a Converted Code of '0000' should be maintained.

A default in the **Tape Value** field may be used to load those values from the file which do not have a Converted Value. For example, if a major of Forestry comes from the file, and forestry is not a valid major at your institution, then a default value of 0000 Undeclared Major or some other code of Unavailable Major should be maintained.

Use the **Copy Values** button to copy values from one interface code to another. When you select the button, the Lookup button will display a row for each interface code which contains conversion values for the validation table entered in the key block. If no validation table name is entered, then the Lookup button will display all interface codes that contain conversion records.

For example, if you have an **Interface Code** of PCU, and that code has conversions for **Validation Table Name** INTS (interests) defined on SOTCNVT, and you want to copy that data to an **Interface Code** of SAT, do the following.

1. Enter `SAT` in the **Interface Code** field and `INTS` in the **Validation Table Name** field.
2. Select the **Copy Values** button.
3. Select **PCU** from the Interface Codes for the Table window that appears and select **OK**. The rows from PCU with the table name equal to INTS are copied back to SOTCNVT for the **Interface Code** of **SAT** and the **Validation Table Name** of **INTS**.

If you want all conversion values from one interface code (i.e, PCU) copied to another interface code (i.e, SAT), do the following:

1. Enter `SAT` in the **Interface Code** field, and leave the **Validation Table Name** field blank.
2. Select the **Copy Values** button.
3. The Interface Codes with Conversion Rules window will appear, displaying all the interface codes that contain any conversion records.

Alternate Personal Identification Number (SPAAPIN) page

Updated: August 27, 2020

The Alternate Personal Identification Number (SPAAPIN) page allows a term-specific, Alternate Personal Identification Number (PIN) to be assigned to students.

This term-specific PIN is called an alternate PIN because if required, it will need to be supplied by the student in addition to the regular login PIN before certain functions can be accessed.

The alternate PIN can be required before allowing entry to registration add/drop activities using self-service (Voice Response or Web) registration features. If alternate PINs are required, the alternate PIN will be requested and verified before allowing entry to registration add/drop functions.

Alternate PINs can, for example, be used to require contact between the student and the advisor by supplying the alternate PIN to the advisor and requiring the student to obtain the Alternate PIN from the advisor. Alternate PINs may also be required simply to add an additional level of security before performing add/drop actions.

This page is composed of the following sections:

- key block
- Alternate Personal Identification Number

Key block

Updated: August 27, 2020

Use the key block to enter the term and ID for which you want to add or view records for alternate PINs.

Fields	Descriptions
ID	ID and name of the person for whom you want to display or maintain alternate PINs.
From Term	Term code and description of the earliest term for which you want to display and maintain alternate PINs. Existing alternate PIN records are displayed only if their term code is equal to or greater than the term entered in the key.

Alternate Personal Identification Number

Updated: August 27, 2020

Use this section of the page to associate an alternate PIN record with the ID in the key. Each record uses a term, process name, and alternate PIN number.

Fields	Descriptions
Term	Code of the term for which the alternate PIN is valid.
Process Name	Process identifier for which the alternate PIN is valid. This value is not validated by the system. However, the value TREG must be used for alternate PINs which are used in Voice Response and Web registration. Alternate PINs are used in company-supported Voice Response and Web registration, and for these products, TREG is the only valid process name. The alternate PIN data structure and page can also be used to support other non-company processing. Alternate PINs with the process name TREG can be used for other processes, if your institution desires to have only one alternate PIN per student per

Fields	Descriptions
	term. If different alternate PINs are needed for other purposes, any other process name can be defined and used by your institution.
Alternate PIN	The Alternate Personal Identification Number being assigned to the student for the term. This value is not validated by the system. However, this value must be six numeric digits for alternate PINs used with the TREG process. If PINs are used for other non-Banner® processes, this requirement does not apply.

Person Comment (SPACMNT) page

Updated: August 27, 2020

Specify the comment information for the person, that can be short comments or long narrative comments.

Fields	Descriptions
Comment Type	The **Comment Type** field is used to add a comment type such as General Comment, Plagiarism Offense, or Phone Call. Valid values come from the Comment Type Code Validation (STVCMTT) page, and are set up to meet your institution's business processes.
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 (STVORIG) page.
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

Fields	Descriptions
	(STVCTYP) page. 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.
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.
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** check box 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 user ID of the last person to update the Comment section.
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 in addition to 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

Fields	Descriptions
	button, the Editor window appears. From here you can insert and update comments in addition to search and replace on the text within the comment.
Application Details section You can view this section when the interview details from DfE comes to Banner.	
Admissions Application Number	Displays the admissions application number.
Interview ID	Interviewer's ID for the appointment.
Decision Code	Decision code that implies the decision applied for application (codes are displayed from the STVAPDC page).
Term	Term code.

Emergency Contact (SPAEMRG) page

Updated: March 16, 2023

You use the Emergency Contact Page to capture emergency contact information for persons.

The information you can enter here includes:

- contact name
- relationship to the person with the emergency,
- e-mail address of the emergency contact.
- address and phone information of the person to be contacted.

When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation (GTVZIPC) page 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/Postal Code is entered manually.

General Person Identification (SPAIDEN) page

Updated: August 27, 2020

Use the General Person Identification page 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 (Banner Student, Banner Finance, etc.). All persons/non-persons are first entered into the database using this page. The information maintained in this page 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 page. Any changes or additions to a person's/non-person's biographic/demographic information must be made in this page.

You can access the Common Matching Entry (GOAMTCH) page 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. If user has been excluded from Common Matching on GORCMUS, the user can access GOAMTCH from the Banner menu system.

To open GOAMTCH from SPAIDEN: enter `GENERATED` in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner. The GOAMTCH page will automatically be displayed. If a person record is created using only the GOAMTCH page, 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 (SOAIDEN) page. Use the **Search** feature from the Non-Person Name Information **Name** field to view similar names on the Non-Person Search (SOACOMP) page.

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

Main window

Updated: August 27, 2020

The main window contains the key block and the Current Identification section.

Key block

Updated: August 27, 2020

Use the key block to enter the ID of the person or to create a new ID record.

Field	Description
ID	ID and the name of the person or non-person you are identifying. To create a new ID using a predetermined number, enter that number. The system will display the associated name in the Key block after you complete the Current Information section and save your record. To create a new ID using a system-generated number, select the **GENERATE ID** button. The ID and associated name will be displayed in the Key block after you enter data in the **Current Information** window and save your record. To use an existing ID, enter the ID. You can enter the ID directly or by selecting the Search feature. The system displays the name of the selected ID.

Current Identification section

Updated: August 27, 2020

In the **Current Identification** window specify current identification data for the person or non-person you are identifying.

This window consists of the following sections:

- Identification
- Person

- Non-Person
- ID and Name Source

Specify the ID, Name, and Tax Number of the person or non-person. The ID and Name specified here are used to identify the person or non-person on all Banner pages.

Fields	Descriptions
ID (Current Identification)	Copies the ID specified in the Key block of SPAIDEN, or the word GENERATE. After the record has been created, you can change the ID by typing over the contents of this field and saving the record. This action causes the system to write an ID change and to record the old ID in the history.
Name Type	The name type to be associated with the name by which the person or non-person is identified on the **Main** window. For example, casual name, maiden name, and original name. The use of name types is optional. The name specified on the **Main** window is used to identify the person or non-person on all Banner pages. It appears on all paychecks and year-end regulatory pages issued for an employee. Alternate names for the person or non-person can be specified on the **Alternate Identification** window of SPAIDEN. Alternate names will not affect any Banner processes. The name type can be changed on SPAIDEN. Name-type changes are recorded and are displayed in the **Alternate Identification** window of SPAIDEN so you can search on a current or former name-type change. When you change the name of a person or non-person, you must assign a name type that has not previously been used for that person or non-person. This is true even if the name type associated with the original name was blank. If a Quick Hire page (PEAHIRE) was completed for the person, the

Fields	Descriptions
	name type in SPAIDEN comes from the **Name Type** field of PEAHIRE. The name type can be changed on SPAIDEN. List Name Type Validation page (GTVNTYP)
Last Name Prefix	Prefix that precedes a last name (for example, "Von" in the last name "Von Hintz").
Last Name	Last name of the person. The Last Name can be changed on SPAIDEN. Name changes are recorded and are displayed in the **Alternate Identification** window of SPAIDEN so you can search on a current or former name. If a Quick Hire page (PEAHIRE) was previously completed for the person, the name in SPAIDEN comes from the **Last Name** field of PEAHIRE.
First Name	First name person. Name changes are recorded and are displayed in the **Alternate Identification** window of SPAIDEN so you can search on a current or former name. If a Quick Hire page (PEAHIRE) was previously completed for the person, the name in SPAIDEN comes from the **First Name** field of PEAHIRE. The first name can be changed on SPAIDEN.
Middle Name	Middle name of the person. Name changes are recorded and are displayed in the **Alternate Identification** window of SPAIDEN so you can search on a current or former name. If a Quick Hire page (PEAHIRE) was previously completed for the person, the name (if any) in SPAIDEN comes from the **Middle Name** field of PEAHIRE. The Middle Name can be changed on SPAIDEN.

Fields	Descriptions
Prefix	Prefix associated with the person's name (for example, Mr., Mrs., or Dr.). If a Quick Hire page (PEAHIRE) was completed for the person, the prefix (if any) in SPAIDEN comes from the **Prefix** field of PEAHIRE. The prefix can be changed on SPAIDEN. The period following the prefix can be included or omitted based on the data entry rules at your institution.
Suffix	Suffix associated with the person's name (for example, Jr. or Sr.). If a Quick Hire page (PEAHIRE) was completed for the person, the suffix (if any) in SPAIDEN comes from the **Suffix** field of PEAHIRE. The suffix can be changed on SPAIDEN. The period following the suffix can be included or omitted based on the data entry rules at your institution.
Preferred First Name	Name (or nickname) by which the person prefers to be identified.
Full Legal Name	Full legal name of the person being identified.
Non-Person Name	Full name of the non-person.
The **Last Update** section in the ID and Name Source block displays the Current ID or name of the person or non-person being identified and the page on which the data was entered originally.	
Origin	Name of the Banner page on which the current name or ID was originally entered.
The **Original Creation** section in the ID and Name Source section displays the ID of the person or non-person who originally entered the data and the date on which the information was originally created.	
User	ID of the user who entered the original information.
Create	Date on which the information was first entered by the user.

Alternate Identification window

Updated: August 27, 2020

Use this window to enter or change information for an alternate ID and name.

Access this window in the corresponding section on SPAIDEN.

Complete the **Change** field before entering any other information in this window.

Fields	Descriptions
Name Type	Name type associated with the name that you are currently viewing or are entering for the person or non-person. Each alternate name of the person or non-person can be associated with a different name type. Only one name can, however, be entered for each name type. As part of this rule, a person or non-person can only have one name with a blank name type. **Note:** Complete the **Change** field before entering an alternate name. List Name Type Validation page (GTVNTYP)
Change Type	Indicate the type of change being entered as alternate information in this tab. You can change the ID or the name of a person or non-person. Choices include: • Name = An alternate name is to be specified. • ID = An alternate ID is to be specified.
ID	Current, previous, or alternate ID for the person or non-person. You can enter an alternate ID, or you can view previous or alternate IDs assigned to the person or non-person.
Last Name Prefix	Prefix that precedes a last name (for example, "Von" in the last name "Von Hintz").
Last Name	Current, previous, or alternate last name for a person; or the

Fields	Descriptions
	current, previous, or alternate name for a non-person. You can enter an alternate name, or you can view previous or alternate names assigned to the person or non-person.
First Name	Current, previous, or alternate first name of a person or view the previous or alternate names assigned to a person.
Middle Name	Current, previous, or alternate middle name of a person or view the previous or alternate names assigned to the person.
After saving the data entered in this section, information is displayed in the following fields:	
Origin	Name of the Banner page in which the alternate identification information was originally entered.
Create User	Banner ID of the user who created the information in this section.
Create Date	Date on which the information was created.

Address Information window

Updated: August 27, 2020

Use this window to enter address and delivery information for the person.

- Addresses can be classified into multiple address types.
  For example, Address Types such as Mailing, Permanent, or Campus are typically used during the course of payroll processing. Be sure to use institution standards when recording an address for a new employee.
- Multiple addresses of the same address type can also be entered and identified by effective dates.
- Multiple telephone numbers can be associated with each address.
- Only one telephone can be identified as the primary telephone for each address.
- A telephone number for a particular address will be displayed in the **Address Information** window only if the **Address Type**, **Address Sequence Number**, and the **Primary** check box fields have been specified on the **Telephone** window.

Enter at least one address. Otherwise, any mails to the person or non-person will be improperly processed.

Fields	Descriptions
From Date	First date that the address is effective. The default value is today's date. It can be changed. If an address was entered for the person on the Quick Hire page (PEAHIRE), the from date in SPAIDEN comes from the **From Date** field of PEAHIRE. This date can be changed on SPAIDEN.
To Date	Last date that the address is effective. If an address was entered for the person on the Quick Hire page (PEAHIRE), the To date (if any) in SPAIDEN comes from the **To Date** field of PEAHIRE. This date can be changed on SPAIDEN.
Address Type	Select the type of address displayed or to be defined from the pull-down list. Examples for address types are: home, business, and billing. To choose an address type, select Address Types from the Option List, and select one of the listed address types. List Address Type Code Validation page (STVATYP) To update a previously entered address, access the Address Inquiry page (PPIADDR) from the **Tools** menu and then select one of the listed addresses. If an address was entered for the person on the Quick Hire page (PEAHIRE), the address type in SPAIDEN comes from the **Associated Type** field of PEAHIRE. This information cannot be changed on SPAIDEN.
Sequence Number	Sequence number that the system assigns to the address. The system assigns 1 to the first address record of a particular type entered for the person (or non-person), 2 to the second address record of that type, etc.

Fields	Descriptions
	For example, if there are two billing addresses and one home address, the first billing address is assigned a sequence number of 1, and the second billing address is assigned a sequence number of 2. The home address is also assigned sequence number 1 as it has a different address type. Only one address of a particular address type can be active at one time.
House Number	Unique number assigned to the building on a street or in an area and used as part of the postal address.
Address	Street address portion of the address. The first line of the street address is required whereas the other lines are optional. To update a previously entered address, access the Address Inquiry page (PPIADDR) from the Option list associated with the **Type** field and then select one of the addresses for display on the **Address Information** window. Enter the ZIP code or postal code for an address immediately after entering the street address (in the Address fields). If the ZIP code or postal code has been defined on the ZIP/Postal Code Validation page (GTVZIPC), the system will then automatically enter all associated address information (i.e., the fields, **City**, **County, State or Province,** and **Nation**) specified on that page. You can change this address information if necessary. If an address was entered for the person on the Quick Hire page (PEAHIRE), the street address in SPAIDEN comes from the **Address** field of PEAHIRE. This information can be changed on SPAIDEN.
City	Name of the city in the address. If you entered a ZIP code or postal code immediately after

Fields	Descriptions
	entering a street address, and the ZIP code or postal code was defined on the ZIP/Postal Code Validation page (GTVZIPC), the associated city (if any) specified on GTVZIPC is automatically displayed. You can change the city if necessary. If an address was entered for the person on the Quick Hire page (PEAHIRE), the city portion of the address in SPAIDEN comes from the **City** field of PEAHIRE. The city can be changed on SPAIDEN.
State or Province	Enter or select the name of the state or province from the pull-down list. This field is required if the **Nation** field is not complete. List State/Province Code Validation (STVSTAT) If you entered a ZIP code or postal code immediately after entering a street address, and the ZIP code or postal code was defined on the ZIP/Postal Code Validation page (GTVZIPC), the associated state or province (if any) specified on GTVZIPC is automatically displayed. You can change the state or province if necessary. If an address was entered for the person on the Quick Hire page (PEAHIRE), the state or province portion of the address (if any) in SPAIDEN comes from the **State or Province** field on PEAHIRE. The state or province can be changed on SPAIDEN.
ZIP or Postal Code	ZIP code or the postal code portion of the address. This field is required if the **State or Province** field is complete. List ZIP/Postal Code Validation (GTVZIPC) Enter the Zip code or postal code for an address immediately after entering the street address (in the Address fields). If the ZIP code or postal code has been defined on the ZIP/Postal Code Validation page (GTVZIPC), the system will then automatically enter all associated address information (city, state or province, county, and nation) specified on that page. You can change the address

Fields	Descriptions
	information if necessary. If an address was entered for the person on the Quick Hire page (PEAHIRE), the ZIP code or postal code portion of the address in SPAIDEN comes from the **ZIP or Postal Code** field of PEAHIRE. The code can be changed on SPAIDEN.
County	Enter manually or select the name of the county associated with the address from the pull-down list. List County Code Validation (STVCNTY) If you entered a ZIP code or postal code immediately after entering a street address, and the ZIP code or postal code was defined on the ZIP/Postal Code Validation page (GTVZIPC), the associated county (if any) specified on GTVZIPC is automatically displayed. You can change the county if necessary. If an address was entered for the person on the Quick Hire page (PEAHIRE), the county portion of the address (if any) in SPAIDEN comes from the **County** field of PEAHIRE. The code can be changed on SPAIDEN.
Nation	Enter the Nation code or select the nation code from the pull-down list. This field is required if the **State or Province** code field is *not* complete. List Nation Code Validation (STVNATN) You do not have to enter a nation code if the address is within the borders of your institution's country. If you entered a ZIP code or postal code immediately after entering a street address, and the ZIP code or postal code was defined on the ZIP/Postal Code Validation page (GTVZIPC), the nation (if any) specified on GTVZIPC is automatically displayed. You can change the nation if necessary.

Fields	Descriptions
	If an address was entered for the person on the Quick Hire page (PEAHIRE), the nation portion of the address (if any) in SPAIDEN comes from the **Nation** field of PEAHIRE. The code can be changed on SPAIDEN.
Telephone Type	Select the type of telephone number entered for the person or non-person from the pull-down list. For example indicate if the telephone type is home or business. List Telephone Type Validation page (STVTELE) The default telephone type is the address type. It can be changed.
Country Code	Code that designates the region and country of the telephone number.
Area Code	Area Code This field maintains the area code of the phone number associated with address of person.
Phone Number	This field maintains the phone number associated with address of person.
Extension	This field maintains the extension of the phone number associated with address of person.
Inactivate Address	Indicates whether the address is currently inactive or not. Choices include: • Checked = The address is currently inactive. • Unchecked (default) = The address is currently active.
Source	Select the source of the address from the pull-down list, as an indication of how or from where your institution received the address information. List Address Source Code Validation (STVASRC) The system displays a description of the selected source.
Delivery Point	Delivery point information that can be used for bar coding.

Fields	Descriptions
Correction Digit	Correction digit information that can be used for bar coding.
Carrier Route	Carrier route information that can be used for bar coding.

Telephone window

Updated: August 27, 2020

This window displays information from the main section of SPATELE. You can view and update telephone records in this window.

Fields	Descriptions
Telephone Type	Enter manually or select the type of phone number being entered from a list of values. For example, Business Phone. List Telephone Type Validation page (STVTELE) The system displays a description of the selected code.
Country Code	Code that designates the region and country of the telephone number.
Area Code	Telephone number area code.
Phone Number	Telephone Number
Extension	Telephone Extension Number
International Access	Free-format international access code for an international telephone number by including the country and city code.
Primary	Indicate whether the telephone number is the primary telephone number for this address type. Only one entry per address type can be primary. When a telephone number is identified as a primary number on this page, it is displayed as the primary number on the Identification page (SPAIDEN) as long as the Address Type, Sequence Number, and the Telephone Type are the same on both pages. Choices are:

Fields	Descriptions
	• Checked = This is the primary telephone record for this address type, sequence number, and phone type. • Unchecked (default) This is not a primary phone number.
Unlisted	Indicate whether the phone number is unlisted. Choices are: • Checked = This telephone number is unlisted. • Unchecked (default) = This telephone number is *not* unlisted.
Inactivate	Indicate whether the telephone number is inactive. Choices are: • Checked = This telephone number is inactive. If a number is marked inactive, the system automatically removes the primary phone number indicator. • Unchecked (default) = This telephone number is active
International Access	Free-format international access code for an international telephone number by including the country and city code.
Comment	Comments relating to the telephone record.
Address Type	Enter or select the type of address to which this telephone record is attached from a list of values. List Address Summary page (SOADDRQ) The system displays a description of the selected code.
Sequence	Enter or select the address sequence number to which this address type is attached. List Address Summary page (SOADDRQ) The system displays a description of the selected code.

Biographical window

Updated: August 27, 2020

This window displays information from the main section of SPAPERS. You can view and update person records in this window.

Biographical Information section

Updated: July 20, 2023

Use this section to describe person/non-person biographical information.

Fields	Descriptions
Legal Sex	Indicates the legal sex of the person or non-person. You must complete this field to hire a person. The choices in the drop down list are: Male, Female, and Not Available. Not Available is the default and indicates that information on the person's legal sex is unavailable, unknown, or not reported for any reason. If a Quick Hire page (PEAHIRE) exists for the person, the legal sex in SPAIDEN comes from the **Gender** field of PEAHIRE. You can change this code on SPAIDEN. You can add more values to the drop down list on the Legal Sex Code Validation (GTVLGSX) page.
Gender Designation	Indicates the gender identity of the person.
Personal Pronoun	Indicates the pronoun that the person prefers when addressed by others.
Birth Date	Person's date of birth. The date of birth must be earlier than the system date (that is, today's date). You must complete this field to hire a person. If a Quick Hire page (PEAHIRE) was completed for the person, the date (if any) in SPAIDEN comes from the **Birthdate** field of PEAHIRE. You can change this code on SPAIDEN.
Age	Person's current age.

Fields	Descriptions
	Banner Student calculates this value based on the date entered in the **Birth Date** field. If a Quick Hire page (PEAHIRE) was completed for the person, the age in SPAIDEN comes from the **Age** field of PEAHIRE. You cannot change this value.
SSN/SIN/TIN	Person or non-person Social Security Number (SSN) if employed in the USA, Social Insurance Number (SIN) if employed in Canada, or Tax Filing Number (TFN) as applicable. If you set the **Nation** field on the Installation Rules (GUAINST) page to a value with an ISO code of CA, CAN, or 124 and you enter a SIN value that is not valid, the system issues an error or warning message. The system response depends on the **SIN Validation** field setting on GUAINST. Required field. The default value of this field is the ID. You can change this value. If the person was created on the Quick Hire (PEAHIRE) page, the number in SPAIDEN comes from the PEAHIRE **SSN/SFN/TFN** field. You can change the number on SPAIDEN.
Confidential	Indicates whether information about this person should remain confidential. Choices are: • Checked = Information about this person will be labeled as confidential. • Unchecked (default) = Information about this person will *not* be labeled as confidential.
Deceased	Indicates whether the person is deceased. Choices are: • Checked = Indicates that the person is deceased. • Unchecked (default) = Indicates that the person is not deceased.

Fields	Descriptions
Deceased Date	Date the person died. Required if the **Deceased** option is selected.
Citizenship	Indicates whether the person is a U.S. citizen. You must complete this field to hire the person. List Citizen Type Code Validation page (STVCITZ) The system displays a description of the selected code. If a Quick Hire page (PEAHIRE) was completed for the person, the citizenship data in SPAIDEN comes from the **Citizenship** field of PEAHIRE. You can change this field on SPAIDEN.
Marital Status	Enter or select the person's current marital status from a list of values. List Marital Status Validation page (STVMRTL) The system displays a description of the selected code.
Religion	Enter or select the person's religion from a list of values. Optional. List Religion Code Validation page (STVRELG) The system displays a description of the selected code.
Legacy	Enter or select one of the person's relatives who attended your institution from a list of values. List Legacy Code Validation page (STVLGCY) The system displays a description of the selected code.
Ethnicity	Enter or select the person's ethnic background from the list of values. List Ethnic Code Validation page (STVETHN) The system displays a description of the selected code.

Fields	Descriptions
	If a Quick Hire page (PEAHIRE) was completed for the person, the ethnicity data in SPAIDEN comes from the **Ethnicity** field of PEAHIRE. You can change this code on SPAIDEN.
New Ethnicity	Select the new ethnicity category from the following choices: • Not Hispanic or Latino • Hispanic or Latino • None (default)
Ethnicity and Race Confirmed	Select this option to indicate that the data has been confirmed by the concerned individual.
Confirmed Date	System date as the date of confirmation by default.
Veteran File Number	Veteran identification number associated with the person. This information is used in compiling data for the U.S. Veterans for various agencies.
Veteran Category	Indicates whether the person served in the armed forces and, if so, specifies the category in which to count them for the U.S. • None = Not a veteran • Not a Protected Veteran = V • Protected Veteran = B • Active Wartime or Campaign Badge Veteran = O
Armed Forces Services Medal Indicator	Indicates whether the person received a service medal in the armed forces.
Date of discharge	Date on which the individual separated or was discharged from active military duty. This date is used to determine veterans that are classified as for

Fields	Descriptions
	U.S. Veterans reporting primarily to account for veterans that have been recently hired.
Disabled Veteran	Indicates whether the person is a disabled veteran. This information is used in compiling data for the U.S. Veterans Report. • Checked = The person is a disabled veteran. • Unchecked (default) = The person is not a disabled veteran.

Race section

Updated: August 27, 2020

Use this section to enter and maintain race data for race/ethnicity processing.

Field	Description
Race Code	Code and description of the race code associated with the record. Values come from the Race Rules (GORRACE) page

Email window

Updated: August 27, 2020

This window displays information from the main section of GOAEMAL. You can view and update email records in this window.

Access this window from the E-mail section on the Identification page (SPAIDEN).

Fields of this window are identical to the fields of the E-mail Address page (GOAEMAL). For a detailed field description, refer to the *Banner General Use* content.

Emergency Contact window

Updated: March 16, 2023

This window displays information from the main section of SPAEMRG. You can view and update emergency contact records in this window.

Multiple emergency contact records can be listed by priority.

Use the Emergency Contact Information section to specify the names and addresses of people who can be contacted if the person you are identifying is involved in an emergency situation.

Fields	Descriptions
Priority	Number used to determine the order in which multiple emergency contacts are to be called. The contact with a priority of 1 will be called first.
Relationship	Emergency contact's relationship to the person being identified from a list of values. For example, indicate if the contact is the father or brother of the person. List Relationship Validation page (STVRELT) The system displays a short description of the selected code.
Last Name Prefix	Prefix that precedes a last name (for example, "Von" in the last name "Von Hintz").
Last Name	Last name of a person's emergency contact.
First Name	First name of a person's emergency contact.
Middle Initial	Middle initial of an emergency contact.
Relationship	Emergency contact's relationship to the person being identified from a list of values. For example, indicate if the contact is the father or brother of the person. List Relationship Validation page (STVRELT) The system displays a short description of the selected code.
Address Type	Select the address type of the emergency contact's address, from a list of values. For example, specify if the address type is that of a

Fields	Descriptions
	home or business. List Address Type Code Validation page (STVATYP) The default address is the address of this type (if any) entered on the **Address Information** window. If a contact's address matches an address entered on the **Address Information** window for the person being identified, you can access the Address Summary page (SOADDRQ), execute a search, and select the address from those listed on the page. (See below.) To choose an existing address, select Addresses (SOADDRQ) from the Option List, and select one of the listed addresses. The addresses are listed on the Address Summary page (SOADDRQ).
House Number	Unique number assigned to the building on a street or in an area and used as part of the postal address.
Address	Street address portion of the emergency contact's address. The first line of the street address is required. The other lines are optional. Enter the ZIP code or postal code for an address immediately after entering the street address (in the Address fields). If the ZIP code or postal code has been defined on the ZIP/Postal Code Validation page (GTVZIPC), the system will then automatically enter all associated address information (i.e., the fields, **City**, **State or Province**, **County**, and **Nation**) specified on that page. You can change the address information if necessary.
City	City portion of the emergency contact's address. If you entered a ZIP code or postal code immediately after entering a street address, and the ZIP code or postal code was defined on the ZIP/Postal Code Validation page (GTVZIPC), the associated city (if any) specified on GTVZIPC is automatically displayed. You can change the city if necessary.

Fields	Descriptions
State or Province	State or province portion of the emergency contact's address. List State/Province Code Validation page (STVSTAT) The system displays a short description of the selected code. If you entered a ZIP code or postal code immediately after entering a street address, and the ZIP code or postal code was defined on the ZIP/Postal Code Validation page (GTVZIPC), the associated state or province (if any) specified on GTVZIPC is automatically displayed. You can change the state or province if necessary.
ZIP or Postal Code	ZIP code or postal code portion of the emergency contact's address. List ZIP/Postal Code Validation page (GTVZIPC) The system displays a short description of the selected code. Enter the ZIP code or postal code for an address immediately after entering the street address (in the Address fields). If the ZIP code or postal code has been defined on the ZIP/Postal Code Validation page (GTVZIPC), the system will then automatically enter all associated address information (city, state or province, and nation) specified on that page. You can change the address information if necessary.
Nation	Nation portion of the emergency contact's address. This field is required if the **State or Province** code field is not complete. List Nation Code Validation page (STVNATN) The system displays a short description of the selected code. You do not have to enter a nation code if the address is within the borders of your institution's country.

Fields	Descriptions
	If you entered a ZIP code or postal code immediately after entering a street address, and the ZIP code or postal code was defined on the ZIP/Postal Code Validation page (GTVZIPC), the associated nation (if any) specified on GTVZIPC is automatically displayed. You can change the nation if necessary.
Country Code	Code that designates the region and country of the telephone number.
Area Code	Area code of phone number associated with emergency address.
Phone number	Phone number associated with emergency address.
Extension	Extension of phone number associated with emergency address.
E-mail Address	Email address of the emergency contact.

Additional Identification window

Updated: August 27, 2020

Use this window to enter Additional Identification details.

Field	Description
ID Type	Additional Identification Type Code.
Description	Description for the Additional Identification Type Code.
Additional Identification	Additional Identification Code

General Person (SPAPERS) page

Updated: August 27, 2020

After a person is established on the database, the General Person (SPAPERS) page is used to enter and maintain biographic information about a person. Types of data captured include gender, date of birth, marital status, legacy information, and whether or not the person is deceased.

SPAPERS shares personnel data with the H/R Identification (PPAIDEN) page with the exception of veteran disability, and driver's license number information. These items are not available on forms within the Student System.

Main window

Updated: August 27, 2020

The main window contains the key block, the Biographical Information section, and the Race section.

Key block

Updated: August 27, 2020

Use this block to enter the ID of the person.

Biographical Information section

Updated: July 20, 2023

Information on the biographical section.

Fields	Descriptions
Legal Sex	Indicates the legal sex of the person. Select the choices from the drop down list. Choices are: • Male • Female • Not Available is the default and indicates that information on the person's legal sex is unknown. You can add more values to the drop down list on the Legal Sex Code Validation (GTVLGSX) page.
Gender Designation	The Gender identity of the person.
Personal Pronoun	Personal pronoun of the person.
Birth Date	ID's birthdate. You may not enter a future birth date, i.e., one which is greater than the system date.

Fields	Descriptions
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 page 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 an identifier such as a TFN (Tax Form Number) for Australia. This field has a maximum of 15 digits. The autohint for this field and the length allowed changes based on the setting selected on GUAINST. The SSN/SIN/TIN is used by some reports and processes, instead of the ID, such as tax documents (W-20, T2202A, etc.). Data loads can match against either the ID or the SSN/SIN/TIN.
Confidential	Confidential Indicator. To indicate that information about this person should remain confidential, select the check box. If the box is selected, then the message `Confidential` displays on any forms with the ID in the key block. The **Confidential (Indicator)** does not control any other system processing.
Deceased	Select if the ID is deceased. Online processing is not prevented for deceased IDs; however, the message `Deceased` displays on any forms with the ID in the key block. 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.
Deceased Date	Date of death if deceased. If you enter the deceased date, then the system automatically selects the **Deceased** check box.
Citizenship	ID's citizenship. List Citizen Type Validation list
Marital Status	ID's marital status.

Fields	Descriptions
	List Marital Status Validation List
Religion	ID's religion. List Religion Code Validation list
Legacy	ID's relationship to alumni of the institution. List Legacy Code Validation list
Ethnicity	ID's ethnic background. This is critical for IPEDs and additional reports. List Ethnic Code Validation list
New Ethnicity	Pulldown list used to select the new ethnicity for the person. Values are: • Hispanic or Latino • Not Hispanic or Latino • None (default)
Ethnicity and Race Confirmed	Check box 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 Classification	Indicates whether the ID is associated with one of the categories in the pulldown list, and therefore may be eligible for Veteran-related programs, if applicable. This field is also used in Banner Human Resources reporting. The values for the pulldown list are separated by category and employees included in that category. Choices are:

Fields	Descriptions
	• `Not a Veteran` • `Protected veteran` (choosing not to self-identify the classification) • `Not a Protected Veteran` • `Active Wartime or Campaign Badge Veteran`
Date of Discharge	This is the date the person was separated from active duty. Enter in DD-MON-YYYY format.
Armed Forces Service Medal Indicator	Check box that indicates whether the veteran was awarded a medal for service in the armed forces.
Disabled Veteran	Check box 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 section

Updated: August 27, 2020

This section 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 Race Rules (GORRACE) page
User	ID of the user to create or update the record.
Activity Date	Date the record was created or updated

General Person Telephone (SPATELE) page

Updated: August 27, 2020

The purpose of the General Person Telephone Page is to allow the user to create an unlimited number of telephone numbers associated with a person.

These telephone numbers may be associated with an address type and sequence number. Telephone numbers consist of an international country code (if applicable), an area code, the phone number, and an extension, if needed.

Note: A phone number must be flagged as primary, with the **Primary (Indicator)** selected (set to Y), before it is displayed along with the address information.

Additional ID Search (SPIADID) page

Updated: March 18, 2021

The SPIADID page allows institutions to find the Banner ID of a person using any additional IDs stored in the GORADID table.

Note: The SPIADID page does not allow you to create a new Banner ID. Information about the person must exist in Banner before it can appear in this page.

If you know the additional ID (an ID that exists for a person apart from the Banner ID), use this page to search the person record. You can also use the search feature to find the associated Banner person record.

Field	Description
ID Type	Additional ID Type defined in the GTVADID page.
Additional ID	Additional IDs, apart from Banner generated ID.
ID	Banner ID.
Last Name	Last name of the person with the displayed Banner ID.
First Name	First name of the person with the displayed Banner ID.
Middle Name	Middle name of the person with the displayed Banner ID.
Birth Date	Birth date of the person with the displayed Banner ID.

Note: You can also directly access the SPIADID page from the SAAADMS, SPAIDEN, SAAQUIK, SAADCRV, and SAAQUAN pages.

Electronic Prospects Default Options (SRAPRED) page

Updated: August 27, 2020

Use this page to enter the default recruit values for Web-entered data. This page is also used in the data load process.

You can designate default values that can be used to populate the recruiting record (SRBRECR) or applicant record (SARADAP) when a record is created by the Migrate Electronic Prospects Process (SRRPREL) or by using the Create Recruit/Applicant item in the Options Menu on the Electronic Prospect Inquiry (SRIPREL) page.

Enter a code from the Electronic Prospect Validation (STVPREL) page in the **Electronic Prospect Code** field in the key, and use Go button to see the default values for the prospect code. The prospect codes on STVPREL must have the **Enter on WEB** check box selected to be displayed in the list of values for the **Electronic Prospect Code** field on SRAPRED.

The **Clear Defaults** button is used to remove the existing values so new ones can be entered for the code in the key block.

This page is optional for use in Web for Prospects processing. The **Level**, **Recruiting Term**, **Degree**, and **Major** are required in the Recruiting module. If those values are not entered here, and this data is not entered on the Web, the Banner® system required values will default into the recruiting records. If you do enter data on this page, the **Level (Code)** is required.

SRTLOAD uses the default values on SRAPRED if the corresponding parameter on SRTLOAD is blank. If the corresponding parameter on SRTLOAD is blank, SRTLOAD will use the data that exists on the incoming file for such fields as Term, Major, etc. (incorporating the use of SOTCNVT or the validation table if it is a straight conversion). If no value exists on the file, then SRTLOAD will use the data in the parameter. If no value exists in the parameter, SRTLOAD will use the value on SRAPRED. Certain fields (i.e., Tape Source, SBGI Source Code, etc.) will be populated from STVINFC if no value exists on SRAPRED.

SRAPRED rules will create an application when no recruiting record is created, based on the appropriate rule settings on SAAERUL. Fields that are required for applications (such as student type for AMCAS or other files that do not include this value in any way) need to be set up on SRAPRED for the level code for which SRTLOAD is run so that the application student type and other necessary fields are updated. Providing defaults for the application will create a value, as opposed to a null or 00000, for the program or college, etc., on the application.

When data loaded to the temporary tables by SRTLOAD, the following checks are made: a direct match to a validation table is checked, then SOTCNVT is checked for crosswalk/ conversion data, then the parameter values on SRTLOAD are checked, (in addition to the existence of a contact or source on STVINFC), and finally SRAPRED is checked. SRAPRED is the only place that provides data for student type, program, or college code for the applicant.

SRAPRED values for AMCAS *must* be used for loading various AMCAS application data because this information is not supplied on the incoming AMCAS file. Values such as student type (which is required for an application), college code, and program will only be added to an application when they have been added to SRAPRED for the level for which you are running SRTLOAD. Recruiting records may be generated, but institutions may choose to not load recruiting records and to only load applications (based on the appropriate SAAERUL rules). A specific rule for the electronic prospect code AMCS may be added to SRAPRED with minimal values updated for the level type, student type, college code, and program, if applicable.

Electronic Prospect Detail (SRAPREL) page

Updated: August 27, 2020

Use this page to view biographical and search or test score data for a person that has been loaded to the temporary tables.

The page allows you to view all search data load records for this ID which are present in the Search Tape View (SRVPREL). This page is accessed independently or from the Electronic Prospect Inquiry (SRIPREL) page using the Detail item in the Options Menu.

Main window

Updated: August 27, 2020

Use this window to enter a prospect ID and electronic prospect code, and then view detailed information for the prospect.

Key block

Updated: August 27, 2020

Use this block to enter the ID, prospect code, and data load ID for the prospect.

Electronic Prospect Detail section

Updated: August 27, 2020

Use this section to view personal and recruiting details about a prospect. This data comes from the SRTPERS table. Use the Electronic Prospect Detail section or the Electronic Prospect Detail item in the Options Menu to access this section from the secondary windows.

Curriculum, Type, Contact, Source and High School window

Updated: August 27, 2020

Use this window to view curriculum and student type data in addition to contact, source, and high school information for the prospect. Use the Curriculum, Type, Contact, Source and High School section or the Curriculum, Type, Contact, Source and High School item in the Options Menu to access this window.

Curriculum and Student Type section

Updated: August 27, 2020

Use this section to view the prospect's curriculum information and student type.

Fields	Descriptions
Student Type	Student type code for the electronic prospect. This code is used for PCU data load processing for student types of O (Other) based on the rule set up on SOTCNVT.

Contact and Source section

Updated: August 27, 2020

Use this section to view contact and source information for the prospect.

High School Information section

Updated: August 27, 2020

Use this section to view the prospect's high school and graduation date.

Test Scores and Percentiles window

Updated: August 27, 2020

Use this window to view test score and percentile information for the prospect. This data comes from the SRRTEST and SRTTSPC tables. Use the Test Scores/Interests item in the Options Menu or the Test Scores and Percentiles section to access this window.

Test Score section

Updated: August 27, 2020

Use this section to view test score information for the prospect such as score, recentering, page, and accommodation. Use the Test Scores and Percentiles item in the Options Menu to access this section.

Percentile section

Updated: August 27, 2020

Use this section to view percentile and percentile type information for the prospect and to track percentile types associated with a test score.

Fields	Descriptions
(test type) taken on (*date*) with administrative type	Displays test record information for test type, date taken, test location/test score administration type code (STVTADM) for the test records in the Test Score section.
Percentile Date	The percentile effective date for tests where the percentile is subject to recalculation, such as the MCAT.

Materials, Interests, Learned window

Updated: August 27, 2020

Use this window to view prospect materials, interests, and how the prospect learned about the school. Use the Materials, Interests, Learned section to access this window.

Materials section

Updated: August 27, 2020

This section is used to complement the collection of that data for prospects in the Web for Prospects module of Student Self-Service.

This window is used to list the materials requested by the student. The SRTMATL table is used to store the materials collected on the Web. Use the Requested Materials and Interests item in the Options Menu to access this section.

The SRKPREL package is used to migrate SRTMATL data to GURMAIL in Banner® production. The materials will not be migrated to GURMAIL if they fail the duplicate checking rules. A material is a duplicate if an existing GURMAIL row exists for the same material and has a blank print date, or the GURMAIL row exists for the same material with a non-blank print date, but the Allow Duplicate Entry rule on SOAMATL is not selected.

Use the rule on the Electronic Admissions Application Rules (SAAERUL) page where the **Group (Code)** is PREL and the **Label** is CREATEMATERIALS.

Interests section

Updated: August 27, 2020

Use this section to view interest information for the prospect.

Learned section

Updated: August 27, 2020

Use this section to view information for the prospect as to how the person learned about the school.

Fields	Descriptions
Code	The **(Learned About Institution) Code** in the (How I) Learned section is used by Web

Fields	Descriptions
	for Prospects to capture how the person learned about the school. The data is initially stored in Web for Prospects and is viewable from SRAPREL. After the prospect has been migrated to Banner Production, the data is available on SRARECR. The How I Learned data is migrated to the recruit record based on the rule value CREATELEARNED, which is stored on SAAERUL under the group PREL. If the CREATELEARNED rule is Y, the prospect How I Learned data is migrated to the recruit How I Learned data. The **(Learned About Institution) Code** is validated on the Web Prospect How I Learned About Validation (STVLEND) page.

Prior Colleges window

Updated: August 27, 2020

Use this window to view prospect information for prior colleges, degrees, and majors. This data comes from the SRTPCOL, SRTDEGR, and SRTMAJR tables. Use the Prior Colleges section to access this window.

Prior College section

Updated: August 27, 2020

Use this section to view prior college information for the prospect. Use the Prior Colleges item in the Options Menu to access this section.

Fields	Descriptions
Graduation Date	College graduation date from SRTPCOL. This allows users to see the correct date of graduation, which may be different than the degree date from SRTDEGC.

Degree Program section

Updated: August 27, 2020

Use this section to view prior degree/program information for the prospect.

Majors section

Updated: August 27, 2020

Use this section to view a list of majors for the prospect.

GPA and Course Summary window

Updated: August 27, 2020

Use this window to view data for high school GPA and course summary information for the prospect. This data comes from the SRTCRSS and SRTGPAT tables. Use the GPA and Course Summary section to access this window.

GPA section

Updated: August 27, 2020

Use this section to view GPA information for the prospect. Use the GPA and Course Summary item in the Options Menu to access this section.

Course Summary section

Updated: August 27, 2020

Use this section to view course summary information for the prospect.

Supplemental Data window

Updated: August 27, 2020

Use this window to view data for admissions, birth, ethnicity, institution, years applied, and applications for the prospect.

This data can be used for AMCAS processing, future data load processing needs, or customized data files used by your institution. This data comes from SRTSUPL. Use the Supplemental Data section or the Supplemental Data item in the Options Menu to access this window.

Fields	Descriptions
Misdemeanor	Value of flag 6 from SRTSUPL, which indicates if the prospect has a misdemeanor record.
Military Discharge	Value of flag 7 from SRTSUPL, which indicates if the prospect has been discharged from the military.
Military Honorable Discharge	Value of flag 8 from SRTSUPL, which indicates if the prospect has been honorably discharged from the military.

Ethnicity and Race window

Updated: August 27, 2020

Use this window to view ethnic and race data that is used with AMCAS processing. Use the Ethnicity and Race section or the Ethnicity and Race item in the Options Menu to access this window.

Biographical Ethnicity and Race section

Updated: August 27, 2020

This section is used to query and view ethnicity and race information that exists in the SRTPERS and SRTPRAC temporary tables. The **Race Code** field displays values that are loaded to SRTPRAC and then ultimately to GORPRAC.

AMCAS records will display the same data for race in this section (in SRTPRAC) that is displayed in the Supplemental Ethnicity and Race section (in SRTSUPL). Data for non-AMCAS records is displayed only in the in the Biographical Ethnicity and Race section.

Fields	Descriptions
Ethnicity	Ethnicity of the electronic prospect.
New Ethnicity	Pulldown list used to select the new ethnicity for the person. Values are: • Hispanic or Latino

Fields	Descriptions
	• Not Hispanic or Latino • None (default)
Race Code	Code and description of the race code associated with the record.

Supplemental Ethnicity and Race section

Updated: August 27, 2020

This section displays the **Ethnic** and **Race** field values that are loaded to SRTSUPL and then ultimately to SABSUPL.

AMCAS records display the same data in this section (in SRTSUPL) that is displayed in the Biographical Ethnicity and Race section (in SRTPRAC). Data for non-AMCAS records is not displayed in this section.

Quick Recruit (SRAQUIK) page

Updated: August 27, 2020

The Quick Recruit (SRAQUIK) page is designed to allow entry of new prospective students.

To enter a new ID or generate a new ID number when Common Matching is turned off globally or for a specific user ID, you may do one of the following:

1. Select **Generate ID** from the Options Menu, or enter `GENERATED` in the **ID** field to open the Current Identification window.
2. Perform a Count Query Hits function from the **ID** field to open the Current Identification window.
3. Enter a new ID number in the **ID** field manually, and press Enter to open the Current Identification window.
4. Select IDs, Names and Addresses from the Options Menu to access the General Person Identification (SPAIDEN) page.

When Common Matching `is` turned on, you will not use the Current Identification window. Instead, you will be taken to the Common Matching Entry (GOAMTCH) page to perform the matching process for the new ID when you enter `GENERATED` in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner®. You can also access GOAMTCH using the Common Matching (GOAMTCH) item in the Options Menu to enter information for a new ID and then execute the matching process before a new PIDM is created in Banner.

This page allows you to enter home address, high school, prior college, and all necessary recruiting information. You may not enter a future birth date, i.e., one which is greater than the system date, in the **Birth Date** field.

While multiple records may exist for a prospect for a term, SRAQUIK only displays information for a single term record at a time.

Because of the complex curriculum validation and communication plan processing that occurs when records are saved on this page, the creation of multiple records prompts you to save any changes. If you have made unsaved changes to one record, and try to access a different record, the box

```
Do you want to save the changes you have made? You must save your changes to
proceed to the next record. Yes or No
```

is displayed. If you choose Yes, the changes for the record you are working on will be saved, and the necessary validation and communication plan processing will occur. If you answer No, the above message displays until you either choose to save or leave the page.

In other words, you will not be permitted to create a new record without saving changes to the one you are currently working on. This eliminates confusion over the record for which curriculum checking and communication plan processing are occurring.

Use the Quick Recruit section to access the main window from secondary windows on the page.

Fields	Descriptions
Enter Address	Check this box to quickly access the Addresses window. The check box will only be active when address data exists for the ID.
Enter Biographical	Check this box to quickly access the Biographical window. The check box will only be active when biographical data

Fields	Descriptions
	exists for the ID.
Sequence Number	The **Sequence Number** field displays the system-assigned recruiting record sequence number for each record. You can scroll through the records.
Student Type	**Student Type** allows the user to assign this admissions required value during the recruiting cycle.
Recruit Type	The **Recruit Type** may be defined at the recruit level and may follow the prospect forward to the Admissions and General Student modules. The code itself is defined as up to two characters on the supporting Recruit Type Validation (STVRTYP) page. An example of a recruit type may be Senior in High School, Junior in High School, Sophomore in High School, Academic Excellence Prospect, etc.
Applied	The **Applied** field in the Prospect Information section is an option group with the following choices for matching a recruiting record to an application or a general student record. • Level = Indicates that only the level and term match on an application. (Y in the database) • All = Indicates that the degree, level, major, and term match. (E in the database) • None = Indicates that the application or general student record does not exist for same term, level, major, and degree. (N in the database)
Accepted	The **Accepted** field in the Prospect

Fields	Descriptions
	Information section is an option group with the following choices for matching a recruiting record or an application to a general student record. • Level = Indicates that only the level and term match. (Y in the database) • All= Indicates that the degree, level, major, and term match. (E in the database) • None = Indicates that the application or general student record does not exist for same term, level, major, and degree. (N in the database)
Registered	The **Registered** field displays as selected (Y) or cleared (N) to indicate whether the recruit is registered for classes. When selected, an SFBETRM record exists for the recruit.

You can also track information on SRAQUIK about the administrators assigned to each recruit. The definition of an administrator is determined by the institution and is defined on the Administrative Role Code Validation (STVRADM) page. Examples of possible administrator codes are: alumni recruiter, student recruiter, etc.

Note: If a recruiting level is not defined during the Electronic Prospect Load Process (SRTLOAD), the default value of level 00 will be assigned to each of the added recruiting records. If you choose to use this default level value and intend to use communication plan processing, you need to create communication plan rules for the 00 level on the Communication Plan Rules (SOACOMM) page. Otherwise, your newly created recruits will not be assigned to a communication plan. It is also important to note that the default level value of 00 is also used when initially creating recruiting records on the Recruit Prospect Information (SRARECR) page and the Quick Recruit (SRAQUIK) page.

Current Identification window

Updated: August 27, 2020

Use this window to enter the name information for either a new ID entered by a user or a system-generated ID. This window is accessed from the key block using the Generate ID item in the Options Menu or the **Generate ID** button.

When the window is displayed, allowing you to enter a name for the new recruit, the message will indicate that the `Person is being associated with Displayed ID`. A message is displayed at the bottom of this window indicating that `Generated ID Being Used for Addition of New Person`.

When Common Matching is turned on globally or for a specific user ID, you will not use the Current Identification window. Instead, you will be taken to the Common Matching Entry (GOAMTCH) page to perform the matching process for the new ID. GOAMTCH will be displayed if the user does not have the **Exclude User** check box selected on GORCMUS. If **Exclude User** is selected, then the Current Identification window will be used to create the new person.

Curriculum section

Updated: August 27, 2020

Use this section to enter curriculum information for the recruit. This section contains the key fields required to create a curriculum record and allows you to enter or delete curriculum data quickly. This section is a mini-version of the Curriculum section in the Curriculum window on SRARECR.

Data entered in this section updates the SORLCUR and SORLFOS tables. You can use the Options Menu to access SOILCUR and view curriculum information for all modules.

The following fields are in this section.

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. As you scroll through the records, the data in the Curriculum and

Fields	Descriptions
	Field of Study sections changes for each record.
Term	This is the term code for the module's curriculum record. List Term Code Validation (STVTERM)
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)

Fields	Descriptions
	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

Field of Study section

Updated: August 27, 2020

Use this section to enter field of study information for the recruit.

This section contains the key fields required to create a curriculum record and allows you to enter or delete curriculum data quickly. This section is a mini-version of the Field of Study section in the Curriculum window on SRARECR.

Data entered in this section updates the SORLCUR and SORLFOS tables. You can use the Options Menu to access SOILCUR and view curriculum information for all modules.

The following fields are in this section.

Fields	Descriptions
Priority	This is the priority number that defines the field of study rank.
Type	This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration. List Learner Field of Study Types (GTVLFST)
Status	This is the curriculum status for the field of study. List Curriculum Status (STVCSTS)
Field of Study	This is the major, minor, or concentration code for the field of study. List All Major, Minor, or Concentration Codes Help Attached Majors, Minors, or Concentrations
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 CONCENTRATION. List All Major Codes Help Attached Majors Edit Curriculum Rules (SOACURR)
Department	This is the department code for the field of study.

Fields	Descriptions
	List All Department Codes Help Attached Departments

Communication Plan Change window

Updated: August 27, 2020

When items such as campus, level, college, or degree are entered or changed for a recruit, this may affect their communication plan, depending on the rules for the institution set up on the Communication Rules (SOACOMM) page.

When this is the case, the Communication Plan Change window will display, and you can make changes to the communication plan. The window also displays when a new recruit is added to SRAQUIK, or you may also access the window through the Options Menu.

All changes must be saved before exiting the Communication Plan Change window.

Note: To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the page.

Fields

Updated: August 27, 2020

The window contains the fields listed in the table below.

Fields	Descriptions
Communication Plan	The communication plan code. List Communication Plan Validation (STVCPLN)
Description	Description of the plan code.
Recruit, Applicant, Learner	Option group which displays the module the plan exists in: Recruit, Applicant, or Learner.
Term	The recruit term or the admissions term for the plan.

Fields	Descriptions
	If the plan is in Recruiting (option group is set to Recruit), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (option group is set to Applicant), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (option group is set to Learner), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Sequence Number	The sequence number or the application number for the plan. If the plan is in Recruiting (option group is set to Recruit), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (option group is set to Applicant), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (option group is set to Learner), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Active Plan	Check box indicates when selected that the communication plan is active. Only active communication plans display in this window. You can inactivate a plan by clearing the **Active Plan** check box.

Fields	Descriptions
Pending Mail	Indicates whether mail exists for the plan. When the communication plan is first added, the field is blank, because the materials have not been created. This value cannot be changed. Choices are: Selected = Unsent mail exists for the communication plan. This value is stored in the database as Y. Cleared = No pending mail exists for the plan. This value is stored in the database as N.
Delete Mail	Indicate whether to delete mail for the communication plan. This field can be changed to Y (selected) if there is pending mail for the plan and the **Active Plan** check box has been cleared. This field cannot be changed when the **Active Plan** check box is selected because of processing that takes place when materials are created. Missing materials are created for all active communication plans. If you delete the mail on an active plan, the materials are recreated when you save the plan. If the **Active Plan** check box is selected, and the **Delete Mail** field is selected, the communication plan is deleted from the Communication Plan Assignment (SOAPLAN) page, along with any existing mail on the Student Mail (SUAMAIL) page. Choices are: • Selected = Delete communication plan mail. This value is stored in the database as Y. • Cleared = Do not delete communication plan mail. This value is stored in the database as N.

Options

Updated: August 27, 2020

The following navigation options are available on the Communication Plan Change window.

Option	Description
Student Mail	Use the Student Mail item in the Options Menu to access the Student Mail (SUAMAIL) page to update/view mail for the current ID in the key block of the application page.
Return	Use the **Return** button or the Return to (Applicant, Recruit, or Prospect) item in the Options Menu to go back to the **Term** field on the main window of the application page. If the plan was initiated when a record was removed, the process will continue. This option will not return you to the main window if there are pending changes in the window. All changes must be saved before returning.
Start Over	Use the Start Over function to clear the page and return to the key block. This function will not return you to the main window if there are pending changes in the window. All changes must be saved before returning. To access the Communication Plan Change window, all changes must have been saved on the application page, except in the case of the record being removed. If you do not make any changes in the Communication Plan Change window, you will not be prompted to save your changes.

Functions and Updatable Fields window

Updated: August 27, 2020

You may use Oracle functions to modify communication plan records.

Action	Description
Delete old plans	Use the Remove Record function. This will also automatically delete pending materials.
Insert new plan	Use the Insert Record function. You must enter the plan code and select the module. If the module is Recruiting or Admissions, you must also enter a term and sequence number.
Update plan	Change the active status and delete pending mail by changing the value of the **Active Plan** check box to selected or cleared and the **Pending Mail** check box to selected or cleared.
Next and Scroll Up	These functions are not allowed in the Communication Plan Change window. To navigate back to the main window of the application page, press the **Return** button**,** select the Return to (Applicant, Recruit, or Prospect) item in the Options Menu, or use the Duplicate Item function. All changes must be saved before exiting the Communication Plan Change window.

Assigned Administrators window

Updated: August 27, 2020

The Assigned Administrators window is accessed using the Administrator Assignments item in the Options Menu from the Recruit Data section of the main window.

This window allows you to view or update the administrator assigned to a specific recruit. The definition of an administrator is determined by the institution and is defined on the Administrative Role Code Validation (STVRADM) page. Examples of possible administrator codes are: alumni recruiter, student recruiter, etc.

To calculate or update the administrators assigned to this recruit, select the Assign Administrators item in the Options Menu. This will cause the Administrator Assignments Process (SORAINF) to run for this recruit. The process selects the appropriate records from the SOAADAS rules page that match the data for the PIDM in the key of the page, the term, and the module type (R for recruit on SRARECR or SRAQUIK).

Use the **Return** button or the Return to Recruit item in the Options Menu to return to the main window of SRAQUIK.

Addresses window

Updated: August 27, 2020

Use this window to enter address, mail delivery, and phone information for the recruit. This window is accessed using the Address Review item in the Options Menu, by selecting the **Enter Address** check box in the main window, or by selecting the Addresses section.

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

When the cursor is in the **Address Type**, the user may perform a Next Primary Key function to navigate directly to the **ZIP or Postal Code** field.

When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation (GTVZIPC) page 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/Postal Code is entered manually.

Biographical window

Updated: August 27, 2020

This window displays information from the main section of SPAPERS. You can view and update person records in this window. This window is accessed by the Biographical section or the Biographical Information item in the Options Menu. Use the Bio/Demo Information [SPAPERS] item to access SPAPERS.

Biographical Information section

Updated: July 20, 2023

Information on the biographical section.

Fields	Descriptions
Legal Sex	Indicates the legal sex of the person or non-person. From the drop down list select `Male`, `Female`, or `Not Available` if the gender is unknown. You can add more values to the drop down list on the Legal Sex Code Validation (GTVLGSX) page.
Birth Date	ID's birth date. You may not enter a future birth date, that is, 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 page 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. 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.). Data loads can match against either ID or SSN/SIN/TIN.
Confidential	Confidential Indicator. To indicate that information about this person should remain confidential, select the check box. If the box is selected, then the message `Confidential` displays on any forms with the ID in the key block. The **Confidential (Indicator)** does not control any other system processing.
Deceased	Select if the ID is deceased. Online processing is not prevented for deceased IDs; however, the message `Deceased` displays on any forms with the ID in the key block. 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.
Deceased Date	Date of death if deceased. If you enter the deceased date, then the system automatically selects the **Deceased** check box.

Fields	Descriptions
Citizenship	Used to display the citizen type code of the recruit, i.e, citizen, non-citizen, native, etc. Valid values come from the Citizen Type Code Validation (STVCITZ) page. If this value is entered in SPAPERS, it will default into SRAQUIK. If this value is entered on SRAQUIK, it will default into SPAPERS. List Citizen Type Validation list
Marital Status	ID's marital status. List Marital Status Validation List
Religion	ID's religion. List Religion Code Validation list
Legacy	ID's relationship to alumni of the institution. List Legacy Code Validation list
Ethnicity	ID's ethnic background. This is critical for IPEDs and additional reports. List Ethnic Code Validation list
New Ethnicity	Pulldown list used to select the new ethnicity for the person. Values are: • Hispanic or Latino • Not Hispanic or Latino • None (default)
Ethnicity and Race Confirmed	Check box 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.

Fields	Descriptions
Veteran Category	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. Choices are: • None - Non-veterans • Other Protected Veteran Only - Other protected veterans who did not serve in Vietnam • Vietnam Veteran Only - Vietnam veterans who do not meet the criteria for Other Protected Veteran Only Both Vietnam and Other Eligible Veterans - Vietnam veterans who meet the criteria for Other Protected Veteran Only
Active Duty Separation Date	This is the date the person was separated from active duty. Enter in DD-MON-YYYY format.
Special Disabled Veteran	Check box 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 section

Updated: August 27, 2020

This section 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 Race Rules (GORRACE) page
User	ID of the user to create or update the record.

Fields	Descriptions
Activity Date	Date the record was created or updated

Interests, Sources, Contacts window

Updated: August 27, 2020

This window allows the user to enter outside interest information in addition to source and contact data. This window is accessed using a Go button from the main window or by selecting the Interests, Sources, Contacts section.

The Source Code must exist on the Source/Background Institution Code Validation (STVSBGI) page and be flagged as a valid source with the **Source Indicator** selected (set to Y).

Default Options window

Updated: August 27, 2020

This window allows the user to set up default options if a large number of recruits with the same information are to be entered. This will save time for data entry personnel.

For example, using these default options will speed the data entry process when a batch of recruits from a local high school, all recruits from the same prior college, or a group of recruits with the same academic interests are being processed together.

This window is accessed using the Default Options item in the Options Menu or the Default Options section.

Mouse	Keyboard	Result
Clear Defaults	A(ll)	Clear All Items in window
Clear Defaults	C(urriculum)	Clear Items in Curriculum Items section of window

Note: When you select the **Clear Defaults** button, a window is displayed where you may select an **All Items** button or a **Curriculum** button, or you may cancel the action.

Recruiter Appointments/Visits (SRARAPT) page

Updated: August 27, 2020

The Recruiter Appointments/Visits (SRARAPT) page is used to schedule and record daily appointments on campus and visits to other sources.

Appointments and visits can be viewed for a given day, a period of days, or an entire term, This page can be used to reschedule appointments and visits in the case of an emergency or the absence of a recruiter. To add appointments or visits for a prospect, the prospect must first be established on SRARECR.

Visits window

Updated: August 27, 2020

Use this window to view visits for a given term, date, and source. To access this window, select Visits from the Options Menu.

The Source Code must exist on the Source/Background Institution Code Validation (STVSBGI) page and be flagged as a valid source with the **Source Indicator** selected or (set to Y).

Recruit Prospect Information (SRARECR) page

Updated: August 27, 2020

The Recruit Prospect Information (SRARECR) page provides the information necessary for all recruitment-related activities.

This page captures and validates information on prospective applicants. This information includes sources (high schools, groups, alumni, and individuals), intended degrees and majors, outside interests, and contacts, cohorts, and attributes. This page is the basis for all related recruiting forms.

While in the key block, you may select the Prospect Information Summary item in the Options Menu or perform a Duplicate Record function to navigate to the Prospect Summary (SRASUMI) page. While viewing information on SRASUMI, you may place the cursor on the record that you would like to view in full and perform a Select function to return to SRARECR and view all prospect sequences associated with that term and level.

While multiple records may exist for a prospect for a term, SRARECR only displays information for a single term record at a time.

Because of the complex curriculum validation and communication plan processing that occurs when records are saved on this page, the creation of multiple records prompts you to save any changes. If you have made unsaved changes to one record, press **Enter**, the box

```
Do you want to save the changes you have made? You must save your changes to
proceed to the next record. Yes or No
```

is displayed. If you chooses Yes, the changes for the record you are working on will be saved, and the necessary validation and communication plan processing will occur. If you answer No, the above message displays until you either choose to save or leave the page.

Scroll down to the Recruit Data section.

Key block

Updated: August 27, 2020

Use the key block to enter the ID, term, and level for the recruit, and to select all or only current and active curriculum records.

Fields	Descriptions
Level	The **Level** is optional, and if it is left blank, recruiting records of all levels will be displayed on this page. If a value is entered in this field, only those recruiting records with the same level will be displayed.
View Current/Active Curricula	Check box used to limit the display of curriculum records in the Curriculum and Field of Study blocks to only those that are current and active.

Recruit Data section

Updated: August 27, 2020

Use this section to enter and view detailed data about the recruit.

Fields	Descriptions
Selected	The **Selected** check box allows the user to specify which record is the current or most

Fields	Descriptions
	recent recruiting record. Only one record may have a selected indicator per term, and this field is informational only; valid values are selected for Yes and cleared for Null.
Recruit Type	The **Recruit Type** may be defined at the recruit level and may follow the prospect forward to the Admissions and General Student modules. The code itself is defined as up to two characters on the supporting Recruit Type Validation (STVRTYP) page. An example of a Recruit Type may be Senior in High School, Junior in High School, Sophomore in High School, Academic Excellence Prospect, etc.
Sequence Number	The **Sequence Number** field displays the system assigned recruiting record sequence number for each record. You can scroll through the records.
Full or Part Time	The **Full or Part Time** button specifies the prospect's intended load of study. Valid values are Full Time, Part Time, and None.
Withdrawal Reason	The **Withdrawal Reason** field specifies the reason the prospect has decided not to attend your institution. Performing a List function from this field will display the Withdrawal Reason Code Validation (STVWRSN) page. Please note that entering a value in this field indicates that the record is no longer active. If this field is entered for a prospect record, it may not be rolled forward to Admissions; however, other changes may be made to the record.
Institution Attending	The **Institution Attending** field tracks the institution a recruit has decided to attend, if that institution is not your home institution. Please note that entering a value in this field indicates that the record is no longer

Fields	Descriptions
	active. If this field is entered for a prospect record, it may not be rolled forward to Admissions; however, other changes may be made to the record.
Add Date	The **Add Date** for the recruiting record defaults to the date the record is initially added to your database and will not be updated. This will provide your institution with an historical record of when recruiting records were added to the database.
Applied	The **Applied** field in the Prospect Information section is an option group with the following choices for matching a recruiting record to an application or a general student record. • Level = Indicates that only the level and term match on an application. (Y in the database) • All = Indicates that the degree, level, major, and term match. (E in the database) • None = Indicates that the application or general student record does not exist for same term, level, major, and degree. (N in the database)
Accepted	The **Accepted** field in the Prospect Information section is an option group with the following choices for matching a recruiting record or an application to a general student record. • Level = Indicates that only the level and term match. (Y in the database)

Fields	Descriptions
	• All = Indicates that the degree, level, major, and term match. (E in the database) • None = Indicates that the application or general student record does not exist for same term, level, major, and degree. (N in the database)
Registered	The **Registered** field can be selected (Y) or cleared (N) to indicate that the recruit is registered for classes.

Note:

If a recruiting level is not defined during the Electronic Prospect Load Process (SRTLOAD), the default value of level 00 will be assigned to each of the added recruiting records. If you choose to use this default level value and intend to use communication plan processing, you need to create communication plan rules for the 00 level on the Communication Plan Rules (SOACOMM) page. Otherwise, your newly created recruits will not be assigned to a communication plan.

It is also important to note that the default level value of 00 is also used when initially creating recruiting records on the Recruit Prospect Information (SRARECR) page and the Quick Recruit (SRAQUIK) page.

You can also track information on SRARECR about the administrators assigned to each recruit. The definition of an administrator is determined by the institution and is defined on the Administrative Role Code Validation (STVRADM) page. Examples of possible administrator codes are: alumni recruiter, student recruiter, etc.

Curricula Summary section

Updated: August 27, 2020

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

This section displays the most recent curriculum data for each priority if the curriculum row is ACTIVE. The section 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 back-filled into the primary and secondary curriculum fields, the key words Primary or Secondary are displayed next to the Curricula Summary section title to identify these two rows.

This section 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 (SOILCUR) page 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 section.

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 section

Updated: August 27, 2020

This section is query only for the ID in the Key section 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 section 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 (SOILCUR) page 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 section.

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 section.
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 CONCENTRATION.

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

Assigned Administrators window

Updated: August 27, 2020

The Assigned Administrators window is accessed using the Administrator Assignments selection in the Options Menu from the Recruit Data section.

This window allows you to view or update the administrator assigned to a specific recruit. The definition of an administrator is determined by the institution and is defined on the Administrative Role Code Validation (STVRADM) page. Examples of possible administrator codes are: alumni recruiter, student recruiter, etc.

To calculate or update the administrators assigned to this recruit, select Assign Administrators in the Options Menu. This will cause the Administrator Assignments Process (SORAINF) to run for this recruit. The window selects those records from the SORAROL table which match the PIDM in the key of the page, the term, and the module type (R for recruit on SRARECR or SRAQUIK).

Use the **Return** button or the Return to Prospect selection in the Options Menu to return to the main window of SRARECR.

Communication Plan Change window

Updated: August 27, 2020

When a recruiting record is added to the system, if the prospect's information qualifies them for a communication plan according to the institution's rules defined on the Communication Rules (SOACOMM) page, the Communication Plan Change window displays.

The window also displays when a new prospect is added to SRARECR, or you may access the window through the Options Menu.

All changes must be saved before exiting the Communication Plan Change window.

Note: To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the page.

Fields

Updated: August 27, 2020

The window contains the fields listed in the table below.

Fields	Descriptions
Communication Plan	The communication plan code. List Communication Plan Validation (STVCPLN)
Description	Description of the plan code.
Recruit, Applicant, Learner	Option group which displays the module the plan exists in: Recruit, Applicant, or Learner.
Term	The recruit term or the admissions term for the plan. If the plan is in Recruiting (option group is set to Recruit), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (option group is set to Applicant), the List function accesses the Admissions Application Summary (SAASUMI) page. If the plan is in General Student (option group is set to Learner), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Sequence Number	The sequence number or the application number for the plan. If the plan is in Recruiting (option group is set to Recruit), the List function accesses the Prospect Summary (SRASUMI) page. If the plan is in Admissions (option group is set to Applicant), the List function accesses the Admissions Application Summary

Fields	Descriptions
	(SAASUMI) page. If the plan is in General Student (option group is set to Learner), the List function accesses the General Student Summary (SGASTDQ) page. List Prospect Summary (SRASUMI) page List Admissions Application Summary (SAASUMI) page List General Student Summary (SGASTDQ) page
Active Plan	Check box indicates when selected that the communication plan is active. Only active communication plans display in this window. You can inactivate a plan by clearing the **Active Plan** check box.
Pending Mail	Indicates whether mail exists for the plan. When the communication plan is first added, the field is blank, because the materials have not been created. This value cannot be changed. Choices are: • Selected = Unsent mail exists for the communication plan. This value is stored in the database as Y. • Cleared = No pending mail exists for the plan. This value is stored in the database as N.
Delete Mail	Indicate whether to delete mail for the communication plan. This field can be changed to Y (selected) if there is pending mail for the plan and the **Active Plan** check box has been cleared. This field cannot be changed when the **Active Plan** check box is selected because of processing that takes place when materials are created. Missing materials are created for all active communication plans. If you delete the mail on an active plan, the materials are recreated when you save the plan. If the **Active Plan** check box is selected, and the **Delete Mail** field is selected, the communication plan is deleted from the Communication Plan

Fields	Descriptions
	Assignment (SOAPLAN) page, along with any existing mail on the Student Mail (SUAMAIL) page. Choices are: • Selected = Delete communication plan mail. This value is stored in the database as Y. • Cleared = Do not delete communication plan mail. This value is stored in the database as N.

Options

Updated: August 27, 2020

The following navigation options are available on the Communication Plan Change window.

Option	Description
Student Mail	Use the Student Mail item in the Options Menu to access the Student Mail (SUAMAIL) page to update/view mail for the current ID in the key block of the application page.
Return	Use the **Return** button or the Return to (Applicant, Recruit, or Prospect) selection in the Options Menu to go back to the **Term** field on the main window of the application page. If the plan was initiated when a record was removed, the process will continue. This option will not return you to the main window if there are pending changes in the window. All changes must be saved before returning.

Option	Description
Start Over	Use the Start Over function to clear the page and return to the key block. This function will not return you to the main window if there are pending changes in the window. All changes must be saved before returning. To access the Communication Plan Change window, all changes must have been saved on the application page, except in the case of the record being removed. If you do not make any changes in the Communication Plan Change window, you will not be prompted to save your changes.

Functions and Updatable Fields window

Updated: August 27, 2020

You may use Oracle functions to modify communication plan records.

Action	Description
Delete old plans	Use the Remove Record function. This will also automatically delete pending materials.
Insert new plan	Use the Insert Record function. You must enter the plan code and select the module. If the module is Recruiting or Admissions, you must also enter a term and sequence number.
Update plan	Change the active status and delete pending mail by changing the value of the **Active Plan** check box to selected or cleared and the **Pending Mail** check box to selected or cleared.
Next and Scroll Up	These functions are not allowed in the Communication Plan Change window. To navigate back to the main window of the application page, press the **Return** button**,** select Return to (Applicant, Recruit, or Prospect) in the Options Menu, or use the Duplicate Item function.

Action	Description
	Note: All changes must be saved before exiting the Communication Plan Change window.

Curriculum window

Updated: August 27, 2020

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 section.

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.

If the **Recruiting**check boxin the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, this function also captures the original curriculum start and end date information from the current active record and displays those dates in the Curriculum Start and End date entry window on SRARECR. The date entry window allows you to update the start and end dates when changing curriculum or field of study records.The dates are only saved to the non-current active program record. Current active program records are not updated. Additionally, if any of the field of study start and end date fields are null, they will also be updated with the dates from the entry window. Users have the option of using the dates captured when running the Clearing House Extract report (SFRNLSC) and the NSLDS SSCR Process (SFRSSCR) only. The dates are not used by any other processes.

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 (SOILCUR) page 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.

Update a record

Updated: August 27, 2020

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.

About this task

If you want 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.

Additionally, if the **Recruiting**check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, and Replace, Duplicate, or Update is selected, the Curriculum Start and End date entry window on SRARECR will appear. The start date and end date in the entry window will pre-populate with the values from the original record if they exist. If the values on the original record do not exist, the start date field will be null and the end date field will reflect the current system date. Dates in the fields are editable or can remain null. After you click 'Ok' the dates from the date entry window will populate the non-current active record. You can then update program dates directly on the current active record before saving the new record.

Sort Order for Curriculum Records

Updated: August 27, 2020

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 after 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 page 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. 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 selected (Current) or cleared (Not Current). • Current = 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. • Not Current = Displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status code. List Curriculum Activity Status (STVCACT)
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	This is the term code for the module's curriculum record. List Term Code Validation (STVTERM)
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)

Fields	Descriptions
	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
User ID	This field displays the user ID of the person who created the

Fields	Descriptions
	record.
Activity Date	This field displays the date the record was created or modified.
Start Date	This is the start date of the curriculum.
End Date	This is the end date of the curriculum.

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Field of Study window

Updated: August 27, 2020

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 section 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.

Additionally, if the **Recruiting** check box in the Enable Curriculum Start and End Dates check box group is checked on SOACTRL, and you select the Inactivate button to inactivate a major, the Field of Study Start and End Date entry window will appear. If dates currently exist for the field of study record, the dates will prepopulate the fields in the date entry window. If they do not exist, the start date will be null and the end date will reflect the current system date. Dates in the fields are editable or can remain null. The dates are only saved to the non-current active field of study record. Current active field of study records are not updated.

Fields	Descriptions
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. As you scroll through the records, the data in the Curriculum and Field of Study sections changes for each record.
Current	This field specifies if the record is the current row for the priority. Valid values are selected (Current) or cleared (Not Current). • Current = 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. • Not Current = 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	This is the key sequence number of the module record that is

Fields	Descriptions
Sequence)	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, except for the **Current** field.	
Current	This field specifies if the record is the current row for the priority. Valid values are Y (Current) or N (Not Current). Display only. • Current = 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. • Not Current = Displays rows for the given learner module and key sequence number that are not the most recent.
Activity	This is the curriculum activity status for the field of study. List Curriculum Activity Status (STVCACT)
Status	This is the curriculum status for the field of study. List Curriculum Status (STVCSTS)
Term	This is the term code for the field of study. This value defaults from the Curriculum section.
Type	This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration. List Learner Field of Study Types (GTVLFST)
Priority	This is the priority number that defines the field of study rank.
Catalog	This is the catalog term for the field of study.

Fields	Descriptions
	List Term Code Validation (STVTERM)
End Term	This is the term code for the end term of the field of study. (This field is not used at this time.) List Term Code Validation (STVTERM)
Field of Study	This is the major, minor, or concentration code for the field of study. List All Major, Minor, or Concentration Codes Help Attached Majors, Minors, or Concentrations
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 CONCENTRATION. 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.
End Date	This is the end date for the field of study.
User ID	This field displays the user ID of the person who created the

Fields	Descriptions
	record.
Activity Date	This field displays the date the record was created or modified.

Mouse	Keyboard	Result
Attached Concentra-tions	N/A	Lists concentrations attached to major
Inactivate	N/A	Inserts copy of field of study record with *INACTIVE* activity and *REMOVED* status. Displays a Field of Study Start and End Date entry window which allows you to enter field of study start and end dates. To enable this functionality, go to Curriculum Rules (Processing Controls) SOACTRL page and check the Recruiting check box in Enable Curriculum Start and End Dates check box group.

Sources and Interests window

Updated: August 27, 2020

Use this window to gather the source information for a prospect, along with outside interests. This window is accessed by selecting the Sources and Interests section.

The source code must exist on the Source/Background Institution Code Validation (STVSBGI) page and be flagged as a valid source with the **Source Indicator** selected (or set to Y).

Contacts, Cohorts, Attributes window

Updated: August 27, 2020

Use this window to set up and maintain the person contact information, cohort codes which support tracking, and attribute codes. This window is accessed by selecting the Contacts, Cohorts, Attributes section.

Comments and Learned window

Updated: August 27, 2020

Use this window to enter comments about the prospect and to view information on how the person learned about the school. This window is accessed by selecting the Comments and Learned section.

Fields	Descriptions
Comments	The **Comments** field is 4,000 characters long and has autowrap capability. Use the **Comments** edit button for easier entering, editing, and searching of text.
Learned	The **(How I) Learned (About Institution Code)** in the (How I) Learned section is used by Web for Prospects to capture how the person learned about the school. The data is initially stored in Web for Prospects and is viewable from SRAPREL. After the prospect has been migrated to Banner® Production, the data is available on SRARECR. The How I Learned data is migrated to the recruit record based on the rule value CREATELEARNED, which is stored on SAAERUL under the group PREL. If the CREATELEARNED rule is Y, the prospect How I Learned data is migrated to the recruit How I Learned data. The **(How I) Learned (About Institution Code)** is validated on the Web Prospect How I Learned About Validation (STVLEND) page.

Recruiter Integration Curriculum Crosswalk (SRARICC) page

Updated: August 27, 2020

The Recruiter Integration Curriculum Crosswalk (SRARICC) page is used to maintain academic programs and the associated curriculum values. These values are used to load curriculum data into Banner for prospects and applications that are sent from the Recruiter product.

Fields	Descriptions
ID	Academic program ID.

Fields	Descriptions
Academic Program Name	Recruiter academic program name.
Level	Curriculum level for the Recruiter academic program. List Level Code Validation (STVLEVL)
Program	Curriculum program from CAPP for the Recruiter academic program. List Existing Program (SMRPRLE)
College	Curriculum college for the Recruiter academic program. List College Validation (STVCOLL)
Degree	Curriculum degree for the Recruiter academic program. List Degree Code Validation (STVDEGC)
Major	Curriculum major for the Recruiter academic program. List Major, Minor, Concentration (STVMAJR)
Activity Date	Date on which the record was last updated. Display only.

Recruiter's Prospect (SRARINF) page

Updated: August 27, 2020

The Recruiter's Prospect (SRARINF) page is a query-only page that displays all of the prospects that a recruiter is responsible for in a given term.

The current status of the prospect and the prospect's name and ID are provided. The recruiter may use this page as a starting point by saving the prospect's ID and transferring to the Recruit Prospect Information (SRARECR) page.

Use the Remember ID item in the Options Menu or perform a Count Query Hits function from a record to 'remember the ID'. Exit from SRARINF and then access SRARECR to view additional information about that prospect. The 'remembered' ID will default to SRARECR.

Recruiter Integration Test Code Crosswalk (SRARITC) page

Updated: August 27, 2020

The Recruiter Integration Test Code Crosswalk (SRARITC) page is used to maintain the test code crosswalk for the interface.

These values are used to load test data into Banner for prospects and applications that are sent from Recruiter. A Banner test can be mapped to multiple combinations of Recruiter test types and subtest types.

Fields	Descriptions
Recruiter Test Name	Name of test sent from Recruiter, such as SAT.
Recruiter Subtest Name	Name of subtest associated with the test, such as Verbal or Math.
Test Code	Test code from Banner that is used for the crosswalk, such as S01 or S02. List Test Code Validation (STVTESC)
Description	Description of the test code such as SAT Verbal or SAT Mathematics. Display only.
Activity Date	Date on which the record was last updated. Display only.

Source Visits/Prospects (SRASRCE) page

Updated: August 27, 2020

The Source Visits/Prospects (SRASRCE) page displays the activity in the Recruiter Appointments/Visits (SRARAPT) page and the Recruit Prospect Information (SRARECR) page from the source point of view.

The visits that have taken place at the source, and the prospects identified from the source are displayed. Additional visits may be entered for the source.

Visits entered on this page will be displayed on the Recruiter's Appointments/Visits (SRARAPT) page.

The Source Code in the **Source or Background Institution** field must exist on the Source/Background Institution Code Validation (STVSBGI) page and be flagged as a valid source with the **Source** indicator selected (set to Y).

Use the Remember ID item in the Options Menu or a Count Query Hits function from the **ID** field in the Prospect Information to remember the ID and default it to the next page accessed.

Prospect Summary (SRASUMI) page

Updated: August 27, 2020

This is a standalone query page used to display a summary of recruiting records for a prospect whether the records are active or inactive.

A record is considered to be inactive if an institution attending or withdrawal reason code has been entered. Only active recruiting records are carried forward into admissions to create new admissions applications. The records are displayed in descending order by term or for the term entered in the key block. If neither the term or level are entered, all records will display. If a term is entered, all records for that term and prior terms will be queried, and if a level is entered, only those records with an equal level will be displayed.

This page is called from the Recruit Prospect Information (SRARECR) page and the Admissions Application (SAAADMS) page for selection of the desired recruiting record. It may also be accessed from the *RECRUITP Menu. To access this page from SRARECR, select the Prospect Information Summary item in the Options Menu or use a Duplicate Record function from the **ID** field.

Main window

Updated: August 27, 2020

Use this window to query on existing prospect records.

Key block

Updated: August 27, 2020

Use the key block to enter the ID and term for the prospect query in addition to curriculum information.

Fields	Descriptions
Confidential (Confidential Message)	Message displays when the **Confidentiality (Indicator)** check box is selected on the General Person (SPAPERS) page. Confidentiality may be requested by the student or determined by institution policy.
Deceased (Deceased Message)	Message displays when the **Deceased (Indicator)** check box is selected on the General Person (SPAPERS) page. You may process data for a person who is deceased.
ID	ID of the student for whom you want to query existing prospect records.
Term	Term to query for which prospect records exist. Choices come from the Term Code Validation (STVTERM) list.
Level	Level code for the curriculum on the prospect record. Examples include graduate, medical, law, transfer. List All Level Codes (STVLEVL)
Campus	Campus code for the curriculum on the prospect record. Examples include main, north, downtown. List All Campus Codes (STVCAMP)
College	College code for the curriculum on the prospect record. Examples include College of Arts and Sciences, College of Business. List All College Codes (STVCOLL)
Degree	Degree code for the curriculum on the prospect record. Examples include BA, BS, MBA, PHD. List All Degree Codes (STVDEGC)

Fields	Descriptions
Program	Program code for the curriculum on the prospect record. Examples include BA in English, BS in Math. List All Program Codes
Field of Study Type	Field of study type for the curriculum on the prospect record. List Learner Field of Study (GTVLFST)
Field of Study Code	Code for the field of study. This is the primary major selected for the prospect record. Examples include Liberal Arts, Biology, Accounting. List All Major Codes (STVMAJR)

Prospect Summary section

Updated: August 27, 2020

Use the Prospect Summary section to view prospect records and to query specific information for the prospects. An ID may have multiple prospect records. Records are sorted by term in descending order and then by sequence number in descending order within each term.

Fields	Descriptions
Term	Term code for the recruiting record.
Sequence	The **Sequence Number** field displays the system-assigned recruiting record sequence number for each record.
Selected Primary	The **Selected Primary** indicator allows the user to specify the current or most recent recruiting record with a Y. Only one record may be selected for a term.
Recruiter	Recruiter assigned to the prospect.
Recruit Type	Type of recruiter, such as high school, college, main campus.

Fields	Descriptions
Admission Type	Type of admission processed on the admissions application. Examples include early decision, early admission, standard.
Student Type	Type of student processed on the admissions application. Examples include first-time freshman, continuing education student, transfer student.
Residence	Residence code for the application.
Withdrawal Reason	Code for reason of withdrawal from an institution by the prospect.
Institution Attending	Code of institution attended by the prospect.

Curricula Summary section

Updated: August 27, 2020

This section is display only for the ID in the Key section and displays a summary of curricula data. This section displays the most recent curriculum data for each priority if the curriculum row is ACTIVE.

The section displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing. The curricula summary information comes from the general student record. The summary blocks are populated when the SGBSTDN record for the person is queried.

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 section title to identify these two rows. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

The following fields are in this section.

Fields	Descriptions
Priority	This is the priority number that defines the curriculum rank.
Term	This is the term code for the module's

Fields	Descriptions
	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.
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 section

Updated: August 27, 2020

This section is display only for the ID in the key block and displays a summary of field of study data. This section will only display the appropriate fields for curriculum rows for the module from which it is being called.

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 section.

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 section.
Type	This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration.

Fields	Descriptions
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 CONCENTRATION.

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

Tape Field Position Rule (SRATPFD) page

Updated: August 27, 2020

Use this page to define either the exact positions in which each field exists on a search or test score file or the relative position of each field and then to assign the value in those positions to the appropriate Banner® fields.

This page, in combination with the Electronic Prospect Load (SRTLOAD), the Electronic Prospect Match (SSRSRIN), and the Migrate Electronic Prospects Process (SRRPREL), allows institutions to set up data loads that are not supported by the company, such as AP (Advanced Placement exams) or other search or test score data sets.

This page displays two sets of information. It displays fields for a default positional layout (such as SAT or ACT) or for a sequential layout (such as AMCAS or a comma delimited file). The layout displayed is determined by the tape code entered in the key block. If the tape code has been defined on the Tape File Delimiter Type Rules (SORDLIM) page, then the fields required to define a sequential delimited file will be displayed. If the tape code has not been defined on SORDLIM, then the fields required to define a positional layout will be displayed.

Main window

Updated: August 27, 2020

The main window contains two sections. The Rules section can be displayed in a default positional layout or a sequential layout, depending on the type of tape code entered in the key block.

Key block

Updated: August 27, 2020

The following fields are in the key block.

Fields	Descriptions
Tape Code	Enter the tape code for the tape field position rule. List Tape Codes (STVTAPE)
Record Number	Enter the record number for the rule. List Tape Record Number

Rules section - Default Positional Layout

Updated: August 27, 2020

The default positional layout contains the following fields.

Fields	Descriptions
Field Name	This is the tape field name for the tape in the key block. List Tape Field Names (STVTPFD)
Start Position	This is the starting position of the field on the tape/file.
End Position	This is the ending position of the field on the tape/file.
Occurrence	This is the occurrence of the data item on

Fields	Descriptions
	the tape/file. It can be used to accommodate those file values that may occur multiple times such as test scores for different test dates. The fields defined in this page are delivered.
Activity Date	This is the date the record was created or updated.

Rules section - Sequential Layout

Updated: August 27, 2020

Use the **Re-sequence and Save** button to automatically re-sequence the data fields and then save the changes. Use this button if it becomes necessary to insert an additional row into the page.

The sequential layout contains the following fields.

Fields	Descriptions
Field Name	This is the tape field name for the tape in the key block. List Tape Field Names (STVTPFD)
Sequence Number	This is the relative position of the tape field on the data file. The sequence numbers must be sequential (i.e., 1, 2, 3, etc.).
Occurrence	This is the occurrence of the data item on the tape/file. It can be used to accommodate those file values that may occur multiple times such as test scores for different test dates. The fields defined in this page are delivered.
Activity Date	This is the date the record was created or updated.

Mouse	Keyboard	Result
Re-sequence and Save	N/A	Add row, re-sequence data fields, save changes.

Tape File Test Score Controls (SRATPTS) page

Updated: August 27, 2020

Use this page to map the test code which contains the date taken to all the other test codes for which that date taken applies.

For example, the date taken for one set of SAT I scores is contained in only one place, even though that date applies to both the SAT Verbal and Math scores.

Fields	Descriptions
Test Code	Enter the test code to which a date origin will be assigned. List Test Code Validation (STVTESC)
Description	This is the description of the test code. It defaults in from the tape code selected from the Lookup button.
Test Code Date Origin	Enter the test code date origin for the test code. List Test Code Validation (STVTESC)
System Required	Check this box if the rule is system required.
User ID	This is the ID of the user who created or updated the rule.
Activity Date	This is the date the rule was created or updated.

Web for Prospects Acknowledgement Letter (SRAWACK) page

Updated: August 27, 2020

Use this page to customize the acknowledgement letter. The acknowledgement letter will appear on the Web page after the student presses the **Submit** button.

Enter a code from STVPREL in the **Web Electronic Prospect Code** field in the key, and use Go button to see the sequence numbers and variables for the letter. The prospect codes on STVPREL must have the **Enter on WEB** check box selected to be displayed in the list of values for the **Web Electronic Prospect Code** field on SRAWACK.

Fields	Descriptions
Sequence	The **Sequence** field determines the order of the rows in the letter. When you first type in your letter, you can leave the sequence number blank, and the sequence will automatically fill in when you save the letter. Or, you can type in a sequence number incrementing each line by five, just in case you need to add new lines at a later time.
Formatting	The **Formatting** field is a pulldown list where you can select an HTML command. The values for the field are blank, New Paragraph, New Line, or Horizontal Rule. The only time the formatting is ignored is when the **Text** and the **Prospect Data** fields are blank. This prevents blank lines from appearing in the middle of your letter.
Prospect Data	The **Prospect Data** field is used for data elements from the Electronic Prospect System. These variables are stored on the Web Acknowledgement Validation (STVWACK) page.
Text	The **Text** field is a free format field where you can include HTML commands in the text for additional formatting. Use the **Comments** button to display the Editor

Fields	Descriptions
	window and enter your text.

Web for Prospects Display Rules (SRAWPDS) page

Updated: August 27, 2020

Use this page to reduce the number of choices the student can select from or to change the descriptions that will display on the Web.

About this task

This is accomplished by customizing the pulldown lists with specific values from Banner® validation tables. All list boxes in the Web for Prospects Web pages are populated from Banner validation tables.

To use this page:

Procedure

1. Enter a code from STVPREL in the **Web Electronic Prospect Code** field in the key, and use Go button to see the table names and rules used with the prospect code. The prospect codes on STVPREL must have the **Enter on WEB** check box selected to be displayed in the list of values for the **Web Electronic Prospect Code** field on SRAWPDS.
2. You may enter the last four characters of a validation table name in the **Validation Table Name** field in the key to see only the rules for that validation table and the prospect code, or leave the **Validation Table Name** blank to view all the rules for the prospect code. For example, enter TERM for STVTERM, CITZ for STVCITZ, and RESD for STVRESD.
3. Enter the validation code value in the **Code Value** field. The description from the validation table will default, but you can type over the description to customize it.

Results

The student will never see codes on the Web for Prospects Web page. They will only see descriptions. If you do not enter data on this page, all entries in the Banner validation table will be listed.

This page uses GORRACE for validation against the **Race** field in Student Self-Service on the Web for Prospects page. All GORRACE values that are listed on this page will be displayed on the Web. If there are no values from GORRACE listed on SRAWPDS, then all values and associated descriptions will be visible for race/ethnicity in Web for Prospects.

High School and Prior College Lists

Updated: August 27, 2020

The Web for Prospects Web page allows you to search for a high school or prior college.

The search process will first prompt the student to select the state, province, or nation from pulldown lists. The student is next prompted to select the name of the city where the school is located. The last selection is for the school itself.

The requirement for this search is that address data be present for the schools included in the search. School addresses are maintained on the Source or Background Institution Base (SOASBGI) page.

The High School entry section has an alternative check box that can be selected to indicate that the student was home schooled. The STVSBGI value for the Home School must be stored on the SAAERUL rule for HOMESCHOOL.

If the student cannot find the school in the selection, yet enters the name of the school, or any of the self reported data (including GPA, graduation date, rank, or class size), the school code will default in the value on the SAAERUL rule for UNKNOWNHSCH. If the student enters a school code that is not included in your STVSBGI table, that value will still be stored in the SRTHSCH or SRTPCOL table in the `SBGI_CODE_INVALID` column.

Web for Prospects Selection Rules (SRAWPRO) page

Updated: August 27, 2020

Use this page to identify the selections for display on the Web and the order in which they display.

Enter a code from STVPREL in the **Web Electronic Prospect Code** field in the key, and use Go button to see the selection codes used with the prospect code. The prospect codes on STVPREL must have the **Enter on WEB** check box selected to be displayed in the list of values for the **Web Electronic Prospect Code** field on SRAWPRO.

When you first enter this page with a new prospect code from STVPREL, the selection codes for NAME and ADDRESS1 will automatically default.

If you have not entered any selection codes on this page for a prospect code from STVPREL, the prospect code will not be available on any Web page in Web for Prospects.

Fields	Descriptions
Selection Code	The values in the **Selection Code** field are created on the Web Prospect Information Selection Validation (STVWPIC) page and are system required. Each selection is equated to data elements in the Web for Prospects module of the Student Self-Service product.
Address Code	Use the **Address Code** and **EMAIL (Code)** fields to enter the values to be used. These values are required for the selection codes ADDRESS1, ADDRESS2, and EMAIL.
Display Order on Web	The **Display Order on Web** field is used to designate the order of the modules on the Web page that fits your requirements.
Response Required on Web	The **Response Required on Web** check box, when selected, is used to force the prospect to enter data on the Web page. **Warning!** Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not select the **Response Required on Web** check box on SRAWPRO for the ETHNICITY (Prospect Ethnicity/Race) Web prospect selection code if requiring users to provide ethnicity and race information is prohibited. If such a regulation applies to your

Fields	Descriptions
	institution, you must also review your existing Web selection definitions and clear this check box for any selections for which it is currently selected.

Electronic Prospect Inquiry (SRIPREL) page

Updated: August 27, 2020

This page is used to query and view records in the Search Tape View (SRVPREL). This page is also used in conjunction with the Search Tape Matching Process (SRRSRIN) and the Migrate Electronic Prospects Process (SRRPREL).

About this task

You can access the Common Matching Entry (GOAMTCH) page using the Match (GOAMTCH) item in the Options Menu to display information for a prospect ID and then execute the matching process before a new PIDM is created in Banner®. SRIPREL uses GOAMTCH and the Common Matching algorithm for data load processing to determine if the incoming record matches an existing Banner record.

Use the following steps to resolve suspended records or to match and load new records from SRIPREL.

Procedure

1. Query for prospect records (where the **Match Status** is S for suspended), or by other parameters.
2. If you want to view details about the selected record, choose the Details (SRAPREL) item from the Options Menu. If you want to use the matching algorithm against the selected record, then choose the Match (GOAMTCH) item from the Options Menu.
3. Before you can access GOAMTCH, you will be asked to assign an ID to the new user, either a generated ID or the person's SSN. When the data is saved, you will be taken to GOAMTCH.

4. When you enter GOAMTCH, the **ID** field will contain either the word GENERATED or the selected record's SSN. The **Matching Source** field will contain the matching source code that has been assigned to the interface code, which is also assigned to the electronic prospect code of the selected record on STVPREL.

   If no matching source code has been assigned to the interface code, then the **Matching Source** field will contain the default matching source code that has been assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, then you will be able to select any matching source code from the Lookup button.

5. Perform a Go button to populate the Data Entry section with all of the data for the incoming prospect record that is present in the temporary tables.
6. You can update or adjust the data in the Data Entry section if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.
7. Perform a Go button to run the matching algorithm. The algorithm will determine if the incoming record is new, matched, or a potential match.
8. Determine if the record is to be new or matched, and select the appropriate button.
9. The user will be automatically returned to SRIPREL. The match status will always be Matched, as the person has now been created in Banner by GOAMTCH. Continue with regular SRIPREL load processing.

   The new match status, *Matched*, is displayed under that person's record on SRIPREL. When you exit the page or requery against the data in the SRVPREL view, these highlighted values disappear, and the **Match Status** field is updated appropriately.

   The Migrate Electronic Prospects Process (SRRPREL) can then be used to load those records with a match status M (Match) to Banner production. Or, you can use the Create Recruit/Applicant item in the Options Menu to create Banner records individually.

   All fields on this page are searchable and can be used in combination to locate specific data loads or populations.

   .

Fields	Descriptions
Student Type	Student type code for the electronic prospect. This code is used for PCU data load processing for student types of O (Other) based on the rule set up on SOTCNVT.
Match Status	This field displays the match status created by either the Search Tape Matching Process (SRRSRIN) or the Common Matching Entry (GOAMTCH) page, based on the rules on the Common Matching Rules (GORCMRL) page.
Load Status	This field indicates that the record for this person has already been created or updated in Banner. A person may be present on multiple search or test score files, so they may have multiple records in SRVPREL. This flag, if set to C, indicates that this record has been loaded into Banner.

This page also allows you to perform the following three tasks:

10. For a selected record, use the Detail item in the Options Menu to access the Electronic Prospect Detail (SRAPREL) page to view the detailed search or test score data for the person.
11. Use the Match item in the Options Menu to access the Common Matching Entry (GOAMTCH) page to determine if this person already exists in Banner, and then match the person.
12. Use the Create Recruit/Applicant item in the Options Menu to create or update the following Banner records for a person who is either new or has been matched to a Banner record.

    - SPAPERS – demographic information
    - SPAIDEN – address information
    - SPATELE – telephone information
    - GOAINTL - international information
    - SOAPCOL – prior college information
    - SOAHSCH – high school information
    - SRARECR – source, contact, and interests
    - SOATEST – test scores (for test score data loads only, including percentiles for

SAT and GRE files)

- SAAADMS – application information
- SOASUPL – applicant supplemental information, for AMCAS only

Schedule Calendar (SSAACCL) page

Updated: August 27, 2020

Use the Schedule Calendar (SSAACCL) page to enter or display academic calendar information associated with a particular section. Academic calendar information can include census one and two dates in addition to registration dates that are informational only.

The section must first be created on the Schedule (SSASECT) page before creating or updating the academic calendar information. The academic calendar rules default from the Schedule Academic Calendar Rules (SSAACRL) page for the academic calendar type entered.

Support for (California localization)

Updated: August 27, 2020

Use this page to enter or display the last date for refunds. The **Last Date to Record Academic History**, **Last Date to Drop without a Penalty**, and **Last Date for Refund** fields are used by the Registration module with the Computed Drop Code functionality.

To support apportionment reporting, the warning displayed by the system when a CRN with no SSRMEET records is closed has been changed to: `CRN has no meetings and will be excluded from apportionment reporting`.

Key block

Updated: August 27, 2020

Use the key block to specify the term and CRN for which you want to enter or display calendar information. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term.

Fields/Buttons	Descriptions
CRN	Course reference number.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Title	Course title assigned on the Schedule (SSASECT) page. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Schedule Calendar (California Localization)

Updated: August 27, 2020

Use this section of the page to enter or display calendar information for the term and CRN specified in the key block.

Fields	Descriptions
Academic Calendar Type	Code of the academic calendar type associated with the CRN. The academic calendar type cannot be changed after enrollments exist for the CRN.
Enrollment	Number of students enrolled in the CRN. Display only.
Section Begin Date	First date on which the CRN meets. Display only.
Section End Date	Last date on which the CRN meets. Display only.
Number of Weeks	Number of weeks the session lasts. Display only. This defaults from the **Number of Weeks** field in the Base Part of Term section of the Term Control (SOATERM) page.
Part of Term	Code for the part of term for the CRN. Display only.
Calculated Section Start Date	This date is calculated and displayed from the section on SSASECT and represents the first day the class meets.
Census One Date	First date on which the enrollment numbers for the course are

Fields	Descriptions
	frozen for statistical reporting. This defaults from the **Census One Date** field in the Base Part of Term section of SOATERM, but you can change it.
Census One Enrollment	Number of students enrolled on the census one date.
Census Two Date	Second date on which the enrollment numbers for the course are frozen for statistical reporting. This defaults from the **Census Two Date** field in the Base Part of Term section of SOATERM, but you can change it.
Census Two Enrollment	Number of students enrolled on the census two date.
Last Date to Enroll	Last date on which students can enroll for the CRN. The system will automatically change the date in the field, if applicable, when there is a change to any of the following: • Academic calendar type • CRN's start or end date • Meeting's session start or end date Any of the meetings' selected days
Last Date to Record Academic History	Last date on which a student can withdraw from the CRN without it appearing in academic history. This field is used with the Computed Drop Codes functionality in Registration to compute the applicable “Record Academic History Cutoff” drop code (as defined on SVADROP). It is no longer informational only. The system will automatically change the date in the field, if applicable, when there is a change to any of the following:

<table>
<tr><th>Fields</th><th>Descriptions</th></tr>
<tr><td></td><td>Academic calendar type
CRN's start or end date
Meeting's session start or end date
Any of the meetings' selected days</td></tr>
<tr><td>Last Date to Drop without a Penalty</td><td>Last date on which a student can drop the CRN without being assessed a failing grade penalty.

This field is used with the Computed Drop Codes functionality in Registration to compute the applicable “Drop without Penalty Cutoff” drop code (as defined on SVADROP). It is no longer informational only.

The system will automatically change the date in the field, if applicable, when there is a change to any of the following:
Academic calendar type
CRN's start or end date
Meeting's session start or end date
Any of the meetings' selected days</td></tr>
<tr><td>Session Begin Date</td><td>Earliest start date of all meetings defined for the CRN. Display only.</td></tr>
<tr><td>Session End Date</td><td>Latest end date of all meetings defined for the CRN. Display only.</td></tr>
<tr><td>Number of Weeks</td><td>Number of weeks the session lasts. This is calculated by taking the difference between the session begin date and session end date and dividing this by seven (7). Display only.</td></tr>
<tr><td>Number of Days</td><td>Calculated number of days the session meets. Display only.</td></tr>
</table>

California Localization

The fields and description in this section apply to California only.

Fields	Descriptions
Last Date to Enroll	After a value is saved in the **Academic Calendar Type** field, this field will no longer be updateable. Enrollment limitations are enforced by the Registration Add Authorization Codes functionality.
Last Date for Refund	Last date on which students can get a refund when dropping from the CRN. After a value is saved in the **Academic Calendar Type** field, this field will no longer be updateable. This field is used with the Computed Drop Codes functionality in Registration to compute the applicable Refund Cutoff drop code (as defined on the Term Computed Registration Drop Codes Page [SFADROP]). The system will automatically change the date in the field, if applicable, when there is a change to any of the following: • Academic calendar type • CRN's start or end date • Meeting's session start or end date • Any of the meetings' selected days
Last Date to Record Academic History	After a value is saved in the **Academic Calendar Type** field, this field will no longer be updateable.
Last Date to Drop without a Penalty	After a value is saved in the **Academic Calendar Type** field, this field will no longer be updateable.
Number of Days	The calculations for what is displayed in this field have been localized to support CALB. Refer to the 'Enhanced Academic Calendar and Computed Drop Code/Fee Refund' chapter of the *Banner California Community College Baseline Handbook* for more information.

Schedule Academic Calendar Rules (SSAACRL) page

Updated: August 27, 2020

Use the Schedule Academic Calendar Rules (SSAACRL) page to enter or display the rules associated with the academic calendar type for a term.

These rules are used in the Schedule (SSASECT) page when an academic calendar type is associated with a section on the Schedule Calendar (SSAACCL) page. Rules can be specified for either a date, percentage of days into a term, or number of days into the term. Rules can also be copied from one calendar type to another calendar type within a term.

The academic calendar types must first exist on the Academic Calendar Type Validation (STVACCL) page before rules being created.

This page is composed of the following sections:

- Key block
- Schedule Academic Calendar Rules

Key block

Updated: August 27, 2020

Use the key block to specify the term and calendar type for which you want to enter or display rules.

You can access the Default Calendar Rules window from the key block by selecting **Default Calendar Rules** button. This allows you to default values from another calendar type to the one specified in this section of the page.

Fields/Buttons	Descriptions
Term	Code and description of the term.
Calendar Type	Code and description of the calendar type.
Default Calendar Rules	Button used to open the Default Calendar Rules window and default values from another calendar type to the one specified in this section of the page.

Default Calendar Rules window

Updated: August 27, 2020

Use this window to process the default type for the term and calendar type specified in the key block.

Use the **Default Calendar Rules** button to access this window. Enter the default calendar type, and then select the **Process Default** button or the **Cancel** button. You cannot process the default if the calendar type rules have already been defined for a term and calendar type.

Fields/Buttons	Descriptions
Calendar Type	Code and description of the calendar type from which you want to default values.
Process Default	Button used to process information associated with the default calendar type.

Copy To section (California localization)

Updated: August 27, 2020

Use this section to copy the calendar rules from the term and calendar type specified in the key block to another one.

Fields	Descriptions
Term	Code of the term to which calendar rules are to be copied.
Calendar Type	Code of the calendar type whose rules are to be copied.
Copy button	Copies computed registration drop codes to the specified term.

Schedule Academic Calendar Rules (California Localization)

Updated: August 27, 2020

Use this window to define the calendar rules for the term and calendar type specified in the key block.

For each type of date (such as census one, census two, enrollment, record academic history, and drop without penalty), you can enter a value in only one of the fields (**Number of Days**, **Percentage of Days**, or **Date**). You cannot enter values in more than one of these fields for a type of date.

Fields	Descriptions
Census One Number of Days	Number of days into the term when the first census occurs.
Census One Percentage of Days	Percentage of days into the term when the first census occurs.
Census One Date	Date on which the first census occurs.
Census Two Number of Days	Number of days into the term when the second census occurs.
Census Two Percentage of Days	Percentage of days into the term when the second census occurs.
Census Two Date	Date on which the second census occurs.
Enrollment Number of Days	Number of days into the term until which students can enroll.
Enrollment Percentage of Days	Percentage of days into the term until which students can enroll.
Enrollment Date	Last date on which students can enroll for the term.
Record Academic History Number of Days	Number of days into the term for which course information will not appear in academic history.
Record Academic History Percentage of Days	Percentage of days into the term for which course information will not appear in academic history.
Record Academic History Date	Last date for which a student my process a course without it appearing in academic history.
Drop Without Penalty Number of Days	Number of days into the term before which a student can drop a section without incurring a penalty.
Drop Without Penalty Percentage of Days	Percentage of days into the term before which a student can drop a section without incurring a penalty.
Drop Without Penalty Date	Date after which a student will incur a penalty for dropping a section.

California Localization

The fields and description in this section apply to California only.

Fields	Descriptions
Refund Date Number of Days	Number of days into the term until which students can receive refunds after dropping or withdrawing from the course.
Refund Date Percentage of Days	Percentage of days into the term until which students can receive refunds after dropping or withdrawing from the course.
Refund Date	Date until which students can receive refunds after dropping or withdrawing from the course.

Block Schedule Control (SSABLCK) page

Updated: August 27, 2020

Use the Block Schedule Control (SSABLCK) page to enter or display a set of sections related to a block code for a term.

This code can then be assigned to a student on the General Student (SGASTDN) page, the Student Course Registration (SFAREGS) page, or by the Student Block Load Process (SGPBLCK). This code can be used by the Student Course Registration (SFAREGS) page to default the sections related to the student's block code or in batch by Course Request and Scheduling processing.

This page is composed of the key block and the Block Schedule Control section.

Key block

Updated: August 27, 2020

Use the key block to specify the term and block code for which you are entering or displaying block schedule information.

Fields	Descriptions
Term	Code and description of the term.
Block	Code and description of the block schedule.

Block Schedule Control

Updated: August 27, 2020

Use this section of the page to create the sets of sections (blocks) to be used in registration. A section can be added by entering a valid CRN, or by entering a valid subject, course, and section number combination for the term.

If a section included in the Block Schedule Control section of the page is an open learning course, the instructional method and registration from/to dates will be displayed.

Fields	Descriptions
The following fields are in the Course and Section information.	
CRN	CRN of the course that is associated with the block code.
Multiple Block	Check box used to indicate whether the section of the course belongs to multiple blocks of courses. Valid values are selected (`Y`) and cleared (`Null`). Display only. This field is informational only and is not stored in the database.
Subject	Subject code associated with the CRN.
Course Number	Course number is a LOV and linked to the SSASECQ page.
Section	Section number associated with the CRN.
Status	Code of the status of the CRN. Display only.
Part of Term	Code of the part of term for the CRN. Display only.
The following fields are in the Hours information.	
Credit Hours	Credit hours associated with the CRN. The value in this field is the value that will be used in registration when the block is processed. The value defaults as follows: • If section level credit hours are defined

Fields	Descriptions
	on the Schedule (SSASECT) page, that value is entered in this field. • If no section level credit hours are assigned in SSASECT, the low end of the range of credit hours from the Basic Course Information (SCACRSE) page is entered in this field. If you enter a value, this is considered an override and will be used in registration. You can use this field to restrict a section to a single credit-hour value if the course is defined with variable credit hours on SCACRSE. The value entered must fall between the variable values.
Billing Hours	Billing hours associated with the CRN. The value in this field is the value that will be used in registration when the block is processed. The value defaults as follows: • If section level billing hours are defined on SSASECT, that value is entered in this field. • If no section level billing hours are assigned in SSASECT, the low end of the range of billing hours from SCACRSE is entered in this field. If you enter a value, this is considered an override and will be used in registration. You can use this field to restrict a section to a single billing-hour value if the course is defined with variable billing hours on

Fields	Descriptions
	SCACRSE. The value entered must fall between the variable values.
The following fields are in the Details information.	
Grade Mode	Grading mode associated with the CRN. The value in this field is the value that will be used in registration when the block is processed. The value defaults as follows: • If a section level grading mode is defined on SSASECT, that value is entered in this field. • If no section level grading modes are assigned in SSASECT, the low end of the range of grading modes from SCACRSE is entered in this field. If you enter a value, this is considered an override and will be used in registration. You can use this field to restrict a section to a single grading-mode value if the course is defined with variable grading modes on SCACRSE. The value entered must fall between the variable values.
Special Approval	Check box used to indicate whether special approval was required for the CRN and has been granted for students in the sections that were processed by block scheduling. Valid values are selected (`Y`) and (`Null`). Display only.
Campus Code	Code of the campus associated with the CRN. Display only.
Link Identifier	User-defined code to link two sections that must be taken concurrently. Display only.

Fields	Descriptions
Cross List	Code for the cross list group identifier associated with the CRN. Display only.
Schedule Type	Code of the schedule type associated with the CRN. Display only.
Instructional Method	Code of the instructional method code associated with the CRN, used with open learning. Display only.
The following fields are in the Registration information.	
Registration From Date	First date in the registration date range for the CRN, used with open learning. Display only.
Registration To Date	Last date in the registration date range for the CRN, used with open learning. Display only.
The following fields are in the Enrollment information.	
Maximum	Maximum enrollment for the CRN. Display only.
Actual	Actual enrollment for the CRN. Display only.
Remaining	Number of seats available for enrollment for the CRN. Display only.
The following fields are in the Totals information.	
Total Hours Credit	Total credit hours for the block of courses. Display only.
Total Hours Billing	Total billing hours for the block of courses. Display only.

Block Schedule Query (SSABLKQ) page

Updated: August 27, 2020

Use the Block Schedule Query (SSABLKQ) page to display all block schedule codes created for a term. If desired, you can enter a CRN to limit the display of block schedule codes to those to which the CRN belongs. A section can be assigned to multiple block schedules.

CRNs must have been assigned to a block schedule code on the Block Schedule Control (SSABLCK) page in order for the block schedule codes to be displayed on this page. You can access this page from SSABLCK.

The page is composed of the key block and the Block Schedule Query section.

Key block

Updated: August 27, 2020

Use the key block to specify the term and CRN on which you want to filter the data. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term.
CRN	CRN on which you are filtering.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Title	Course title assigned on the Schedule (SSASECT) page. Display only.

Block Schedule Query

Updated: August 27, 2020

Use this section of the page to view the results of your filter.

Fields	Descriptions
Block Code	Code and description of the block.

Block Schedule Section Query (SSABSCQ) page

Updated: August 27, 2020

Use the Block Schedule Section Query (SSABSCQ) page to display all sections created for a block schedule code for a term. Sections are assigned to the block schedule code by the Block Schedule Control (SSABLCK) page.

This page is composed of the key block and the Block Schedule Section Query section.

Key block

Updated: August 27, 2020

Use the key block to specify the term and block code on which you are filtering the data.

Fields	Descriptions
Term	Code and description of the term.
Block	Code and description of the block.

Block Schedule Section Query

Updated: August 27, 2020

Use this section of the page to view the results of your filter.

Fields	Descriptions
The following fields are in the Course and Section information.	
CRN	CRN of the course that is associated with the block code.
Multiple Block	Check box used to indicate whether the section of the course belongs to multiple blocks of courses. Valid values are selected (`Y`) and cleared (`Null`).
Subject	Subject code associated with the CRN.
Course	Course number associated with the CRN. Display only.
Section	Section number associated with the CRN.
Status	Code of the status of the CRN.
Part of Term	Code of the part of term for the CRN.
The following fields are in the Hours information.	
Credit Hours	Credit hours associated with the CRN.
Billing Hours	Billing hours associated with the CRN.
The following fields are in the Details information.	

Fields	Descriptions
Grade Mode	Grading mode associated with the CRN.
Special Approval	Check box used to indicate whether special approval was required for the CRN and has been granted for students in the sections that were processed by block scheduling. Valid values are selected (`Y`) and (`Null`). Display only.
Campus Code	Code of the campus associated with the CRN.
Link Identifier	User-defined code to link two sections that must be taken concurrently.
Cross List	Code for the cross list group identifier associated with the CRN.
Schedule Type	Code of the schedule type associated with the CRN.
Instructional Method	Code of the instructional method code associated with the CRN, used for open learning.
The following fields are in the Registration information.	
Registration From Date	First date in the registration date range for the CRN, used for open learning.
Registration To Date	Last date in the registration date range for the CRN, used for open learning.
The following fields are in the Enrollment information.	
Maximum	Maximum enrollment for the CRN.
Actual	Actual enrollment for the CRN.
Remaining	Number of seats available for enrollment for the CRN.

Section Labor Distribution (SSACLBD) page

Updated: August 27, 2020

The Section Labor Distribution (SSACLBD) page is used to build and maintain job labor distribution data at the section level (CRN) for adjunct faculty assignments.

Labor distribution data is entered in Banner® Human Resources. The use of labor distribution information is optional. If this information is not entered on SSACLBD, the FOAPAL (fund, organization, account, program, activity, location) distribution for the associated position is used. The data on SSACLBD is used to override the budget factors associated with the funding of a specific position in Banner Human Resources that has been assigned to the employee on SIAASGN.

Note: The class section must first have been created using the Schedule (SSASECT) page, before using the Schedule Labor Distribution (SSACLBD) page.

Schedule labor distribution data defaults into the Class Schedule module (SSACLBD) based on the course labor distribution information defined in the Course Catalog module (SCACLBD). The defaulted information can be overridden to create section specific labor distribution records. Overrides take place when FOAPAL information exists on SSACLBD, and the **Use Schedule Labor Distributions** check box is selected on the Faculty Load Contract Type Control Rules (PTRFLCT) page in Banner Human Resources. When this box is selected to use overrides with course-based faculty, a unit method is used to determine the appropriate FOAPAL distribution. However, unit method processing is *not* advised for job labor distribution overrides. FOAPAL overrides do not apply to non-instructional assignments.

Processing takes place as follows:

- If the FOAPAL exists on SSACLBD for the CRN, and the **Use Schedule Labor Distributions** check box is selected (Y), the Faculty Load Extract Process (PEPFLAC) will use the FOAPAL for the CRN, and it will be defaulted to the job.
- If the FOAPAL exists on SSACLBD for the CRN, but the **Use Schedule Labor Distributions** check box is cleared (N), the Faculty Load Extract Process (PEPFLAC) will use the FOAPAL for the position, and it will be defaulted to the job.
- If the FOAPAL does not exist on SSACLBD for the CRN, but the **Use Schedule Labor Distributions** check box is selected (Y), the Faculty Load Extract Process (PEPFLAC) will use the FOAPAL for the position, and it will be defaulted to the job.
- If Banner® Finance is not installed, the positions are funded through external account codes.

The page displays one of two sets of data, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part of term or the effective term end date on STVTERM if no part of term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the **External Account Code** field must be entered, and no validation takes place.

Note: Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation.

From this page you can access SIAASGN and view faculty assignments, access SSASECT and view term section details, and access SSACLBD and view schedule labor distribution information.

Banner Finance installed view

Updated: August 27, 2020

This page contains the key block and the Schedule Labor Distribution section. This following page view is displayed when Banner Finance is installed.

Key block

Updated: August 27, 2020

Use the key block to enter the term, CRN, subject, and course for the course labor distribution. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term associated with the subject and course for the labor distribution record.
CRN	CRN of the section.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject of the course for the labor distribution record.
Course	Course number for the labor distribution record.
Title	Title of the selected course.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Schedule Labor Distribution

Updated: August 27, 2020

Use this section of the page to enter the Chart of Accounts information for the labor distribution record.

Fields	Descriptions
COA	Chart of Accounts code for the record from FTVCOAS.
Index	Account index code for the record from FTVACCI.
Fund	Fund code for the record from FTVFUND. The grant data is not available in the lookup for the field.
Organization	Organization code for the record from FTVORGN.
Account	Account code for the record from FTVACCT.
Program	Program code for the record from FTVPROG.
Activity	Activity code for the record from FTVACTV.
Location	Location code for the record from FTVLOCN.
Project	Project code for the record from FTVPROJ.
Cost	Cost code for the record from FTMCTYP.
Percent	Amount of distribution percentage. The total of all percentage distributions must equal 100%. If total does not equal 100%, an error message is displayed when you try to save the record.
Total Percent	Total of percentage of contract value. This field is populated when the records are saved and must equal 100%.

Banner Finance not installed view

Updated: August 27, 2020

This page contains the key block and the Schedule Labor Distribution section. This following page view is displayed when Banner Finance is `not` installed.

Key block

Updated: August 27, 2020

Use the key block to enter the term, CRN, subject, and course for the course labor distribution. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term associated with the subject and course for the labor distribution record.
CRN	CRN of the section.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject of the course for the labor distribution record.
Course	Course number for the labor distribution record.
Title	Title of the selected course.

Schedule Labor Distribution

Updated: August 27, 2020

Use this section of the page to enter the account code information for the labor distribution record, for non-Banner Finance users.

Fields	Descriptions
External Account Code	Free form account code that allows updates to an accounting system other than Banner Finance.
Percent	Amount of distribution percentage. The total of all percentage distributions must equal 100%. If total does not equal

Fields	Descriptions
	100%, an error message is displayed when you try to save the record.
Total Percent	Total of percentage of contract value. This field is populated when the records are saved and must equal 100%.

Scheduling Tool Interface Control (SSACTRL) page

Updated: August 27, 2020

Use the Scheduling Tool Interface Control (SSACTRL) page to enter or display the control file parameters necessary to run Schedule25 auto scheduling processing.

Main window

Updated: August 27, 2020

The main window is composed of the key block and the Processing Parameters section.

Key block

Updated: August 27, 2020

Use this block to enter the required term and campus code for which you want to enter or display Schedule25 parameter information.

The term in the key block is an effective start term when you are creating new control rules. It is possible for the institution to carry the same parameter values for multiple terms without having to enter each term individually.

Fields	Descriptions
Term	Code of the term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list.

Fields	Descriptions
	List Term Code Validation (STVTERM) Duplicate Item View Existing Control Records List
Campus	Code of the campus. If you leave this field blank, the parameters will apply to all campuses for that effective term. Select the **Search** button for this field to display the Campus Code Validation (STVCAMP) list. List Campus Code Validation (STVCAMP)

Processing Parameters section

Updated: August 27, 2020

Use this section to enter or display Schedule25 parameters for the term and campus (if one is entered) specified in the key block.

Use a Go button function or select Processing Parameters from the Options Menu to access this section.

The **Maintenance** button allows you to copy all control file values from one effective term range to another or to terminate the term range. The term range represented on the page should be read as the **From Term** up to but not including the **To Term** (or the end of time if the **To Term** is displayed as 999999).

The **Maintenance** button is activated only when the term entered in the key block is between the from and to terms on the corresponding database record. Otherwise, the button is inactive. If you select the button when it is active, the Option List that is displayed allows you to copy control file parameters or end control file parameters.

For more information on how these control values influence the scheduling of classes, see the third party *Schedule25 Processing Manual*.

Fields	Descriptions
The following fields are in the Processing Parameters section.	
Number of Weeks in Term	Number of weeks in the term for Schedule25 processing. Valid values are whole numbers from `1` to `54`. The default value is `20`.
Maximum Length of Descriptor Record	Maximum length of the descriptor record for Schedule25 processing. Valid values are whole numbers from `80` to `253`. The default is `80`.
Mini-Classes	Indicator for whether mini-classes are allowed for Schedule25 processing. Valid values are `YES`, `NO`, and `DATES`. The default value is `NO`.
Sum Cross-listed Enrollments	Indicator for whether cross-listed enrollments are to be summed for Schedule25 processing. Valid values are `YES` and `NO`. The default value is `NO`.
Earliest Start Time	First time of day at which sections can begin meeting, used for Schedule25 processing. The value must be entered in 24-hour time and cannot be greater than the value in the **Latest Finish Time** field. The default value is `0001`.
Latest Finish Time	Last time of day at which sections can end meeting, used for Schedule25 processing. The value must be entered in 24-hour time and cannot be less than the value in the **Earliest Start Time** field. The default value is 2400.
Extra Finish Minutes	Additional time added to the class time in minutes for Schedule25 processing.

Fields	Descriptions
	Valid values are `null` and whole numbers from `0` to `30`. The default is `0`.
Default Enrollment	Default enrollment allowed for a course for Schedule25 processing. A valid value is any combination of up to four numbers. The default is `35`. If no enrollment is defined for the section (`SSBSECT_MAX_ENRL`), this value is used when building the Class Descriptor data file in SSRSCRM.
Default Enrollment Indicator	Designated default enrollment for a course for Schedule25 processing. The default is `****`.
Enrollment Adjuster	Percentage of enrollment adjustments for Schedule25 processing. A valid value is any percentage in `9.99` format; for example, 20% is expressed as `0.20`. The default value is `0.90`.
Minimum Correct Input Fraction	Percentage of minimum corrections to enrollment for Schedule25 processing. A valid value is any percentage in `9.99` format; for example, 20% is expressed as `0.20`. The default value is `0.10`.
Enrollment/Seats	Percentage of minimum possible ratio of enrollments to seats for Schedule25 processing. A valid value is any percentage in `9.99` format; for example, '20%' is expressed as `0.20`. The default value is `0.20`.
The following fields are in the Abbreviations section and identify the abbreviations used for the days of the week. This section is display only.	

Fields	Descriptions
Warning! Warning! It is critical that these values remain consistent with those defined in the meeting time record. This data will be used to reintegrate the scheduled classroom information back into Banner®.	
Sunday	Abbreviation to be used for Sunday for Schedule25 processing. The default value is U.
Monday	Abbreviation to be used for Monday for Schedule25 processing. The default value is M.
Tuesday	Abbreviation to be used for Tuesday for Schedule25 processing. The default value is T.
Wednesday	Abbreviation to be used for Wednesday for Schedule25 processing. The default value is W.
Thursday	Abbreviation to be used for Thursday for Schedule25 processing. The default value is R.
Friday	Abbreviation to be used for Friday for Schedule25 processing. The default value is F.
Saturday	Abbreviation to be used for Saturday for Schedule25 processing. The default value is S.

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Class Descriptor File Definition Parameters window

Updated: August 27, 2020

Use this window to define the parameters to be used for the Class Descriptor file.

Use a Go button function or Select File Definition Parameters from the Options Menu to access this window.

Use extreme caution in changing the values in this window, as they represent the placement of the Banner data in the Class Descriptor file. This could result in the overlaying of data over an existing data element, thereby causing exceptions or errors in Schedule25 processing.

Fields	Descriptions
The following fields are in the First Column section.	

Fields	Descriptions
Start Week	Start week of the class for the Class Descriptor file. A valid value is any two-digit number greater than zero. The default value is `50`.
Start Hours	Start hours of the class for the Class Descriptor file. A valid value is any two-digit number. The default value is `62`.
Start Minutes	Start minutes of the class for the Class Descriptor file. A valid value is any two-digit number. The default value is `64`.
Finish Week	Week the class ends for the Class Descriptor file. A valid value is any two-digit number greater than zero. The default value is `56`.
Finish Hours	Hours the class has met when completed for the Class Descriptor file. A valid value is any two-digit number. The default value is `66`.
Finish Minutes	Minutes the class has met for the Class Descriptor file. A valid value is any two-digit number. The default value is `68`.
Begin Month	Month the class begins for the Class Descriptor file.

Fields	Descriptions
	This field is required if the **Mini-Classes** field in the Processing Parameters section has been set to `DATES`. A valid value is any two-digit number. The default value is `52`.
Begin Day of Week	Day of the week the class begins for the Class Descriptor file. This field is required if the **Mini-Classes** field in the Processing Parameters section has been set to `DATES`. A valid value is any two-digit number. The default value is `54`.
End Month	Month the class ends for the Class Descriptor file. This field is required if the **Mini-Classes** field in the Processing Parameters section has been set to `DATES`. A valid value is any two-digit number. The default value is `58`.
End Day of Week	Day of the week the class ends for the Class Descriptor file. This field is required if the **Mini-Classes** field in the Processing Parameters section has been set to `DATES`. A valid value is any two-digit number. The default value is `60`.
A/P Designator	AM/PM designator for the Class Descriptor

Fields	Descriptions
	file. A valid value is any two-digit number. The default value is `76`.
Enrollment	Enrollment for the class for the Class Descriptor file. A valid value is any two-digit number less than or equal to 73. (The value entered here plus 4 cannot total more than 77.) The default value is `72`.
The following fields are in the First Column and Length section.	
Room Name First Column	First column of room name for the Class Descriptor file. A valid value is any two-digit number. The default value is `21`.
Days First Column	First column of days for the Class Descriptor file. A valid value is any two-digit number. The default value is `38`.
Departmental ID First Column	First column of departmental ID for the Class Descriptor file, which consists of the concatenated values of the section's subject, CRN, and term. A valid value is any two-digit number. The default value is `1`.
Room Name Length	Length of room name for the Class Descriptor file.

Fields	Descriptions
	A valid value is any two-digit number. The default value is `16`.
Days Length	Length of days for the Class Descriptor file. A valid value is any two-digit number from `7` to `14`. The default value is `7`.
Departmental ID Length	Length of the departmental ID for the Class Descriptor file. A valid value is any two-digit number. The default value is `19`.
Activity Date	Date on which the record was last updated. Display only.

Schedule Detail (SSADETL) page

Updated: August 27, 2020

Use the Schedule Detail (SSADETL) page to enter or display detail schedule information, according to the definitions and restrictions created in the Course Catalog. You must have first created sections using the Schedule (SSASECT) page, before they can be accessed using SSADETL.

The page is composed of the following sections:

- key block
- Section Links
- Corequisites
- Section Fees
- Degree Program Attributes
- Section Contracts

- Block Schedules

Key block

Updated: August 27, 2020

Use the key block to specify the section for which you want to enter or display detail schedule information. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term.
CRN	CRN of the section.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Title	Title of the course, automatically displayed when valid values have been entered in all of the key block fields. Display only.

Section Links

Updated: August 27, 2020

Use this section of the page to enter or display link connector(s) associated with the section specified in the key block. Use the Section Links section to access this section of the page.

The link connectors are used by the Registration module to link the section with the section identifier. If section links are created, a student must register in all the sections concurrently. The system displays an error message if a student tries to register in only part of a linked set of sections.

Note: Registration link errors must be defined for the term in the Term Control (SOATERM) page in order for the system to generate error messages for linked courses at registration.

Fields	Descriptions
Link Connector	User-defined code to identify the linked sections.

Corequisites

Updated: June 15, 2023

Use this section of the page to enter or display section corequisites for the section specified in the key block. Use the Section Corequisites Tools menu option to access this section of the page.

The Registration module uses section corequisites to ensure that students register for all sections that must be taken concurrently. A section corequisite need not be a subset of the course-level corequisites; however, it must already exist for the term. Corequisites are entered by CRN.

Course-level corequisites define which courses must be taken concurrently with a specified course, that is, any section of the corequisite course will satisfy the course-level corequisite.

Section-level corequisites specify which specific sections must be taken concurrently with the section in the key block.

Fields	Descriptions
CRN	CRN of the section corequisite for the section.
Description (untitled)	Description of the CRN, automatically displayed when a valid value is entered in the **CRN** field. Display only.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Section	Section number associated with the CRN. Display only.

Section Fees

Updated: August 27, 2020

Use this section of the page to enter or display section fee information associated with the section specified in the key block. Use the Section Fees section to access this section of the page.

The section fee information will default from the course level fee information established in the Course Detail Information (SCADETL) page when the section is added. Fees can be either flat charges or per-credit hour charges. The section fees are used in processing fee assessment within the Registration module to determine the cost for a student.

Note: If changes are made to section fees after students have enrolled in the section, a message is displayed that fees need to be re-assessed. In addition, a record is written to the Batch Fee Assessment Collector Table (SFRBTCH) for each student enrolled in the section. The Registration Fee Assessment Process (SFRFASC), run with a batch type of C (Collector mode), can be used to correct the fee assessments for all students in the section.

Information can also be maintained in this section for student curriculum rules and student rules for registration fee assessment processing for course sections.

Fields	Descriptions
These fields are in the Section Fees information.	
Course Level	Code and description of the course level associated with the fee.
Detail Code	Code and description of the detail code associated with the fee.
Amount	Amount associated with the detail code, automatically displayed when a valid value is entered in the **Detail** field, although you can change it.
Fee Type	Code of the fee type, such as flat fee, per credit hour, per billing hour, per duration unit, used in the fee assessment calculation for a student's registration fees for a section/course. • If a code of `FLAT` is assigned, no calculation will be made. The fee in the **Amount** field will be applied to the student's account. • If a code of `CRED` is entered, the amount entered will be multiplied by

Fields	Descriptions
	the credit hours of the section. • If a code of BILL is entered, the amount entered will be multiplied by the billing hours of the section. • If a code of `DURN` is entered, the amount will be multiplied by the duration units assigned to the section. If fees are to be assessed based on a duration unit, this information must be defined for the section before entering fee rules.
Duration Unit	Duration units defined for the section on SSASECT. Fees can be charged based on the section duration units. If you choose to assess fees based on the duration units, the course must be defined with duration information. Otherwise, an error message is displayed if the per duration unit (`DURN`) fee type is used, and duration information has not been created for the section in SSASECT.
These fields are in the Student Curriculum information.	
Student Level	Student level for the fee assessment rule.
Campus	Campus for the fee assessment rule.
College	College for the fee assessment rule.
Degree	Degree for the fee assessment rule.
Program	Program for the fee assessment rule.
Field of Study Type	Learner field of study type for the fee assessment rule from GTVLFST.
Field of Study Code	Field of study code for the fee assessment

Fields	Descriptions
	rule.
Department	Department for the fee assessment rule.
Admission Term	Admission term for the fee assessment rule.
Curricula Rate	Fee assessment rate code on the curriculum record for the fee assessment rule.
Curricula Student Type	Student type code on the curriculum record for the fee assessment rule.
Curricula	Curriculum for the fee assessment rule. Valid values are Primary, Secondary, Any.
These fields are in the Student information.	
Residency	Residency for the fee assessment rule.
Student Attribute	Student attribute for the fee assessment rule.
Student Rate	Fee assessment rate for the fee assessment rule.
Student Type	Student type for the fee assessment rule.
Cohort	Cohort for the fee assessment rule.
Class	Class for the fee assessment rule.
Visa Type	Visa type for the fee assessment rule. The visa type is required for processing visa type rules. The matching visa type and visa number must also exist on GOAINTL.

Degree Program Attributes

Updated: August 27, 2020

Use this section of the page to enter or display degree program attributes associated with the section specified in the key block. Use the Degree Program Attributes section to access this section of the page.

Fields	Descriptions
Attribute	Code and description of the attribute associated with the section. If any attributes were created at the course level, they will default here. Defaulted attributes can be deleted and other attributes can be added.

How degree attributes move from catalog to academic history

Updated: August 27, 2020

Information on how to move degree attributes from catalog to academic history.

About this task

Procedure

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

   Note: This is the reason that degree attributes exist on the catalog record, so they can be defaulted into the schedule record.
3. A student registers for the section, and the section is graded and rolled to history.
4. For the first student that is rolled in the section, the schedule degree attributes are used to populate the history degree attributes (SHRATTC table).
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

or delete data from on SHADEGR.

Section Contracts

Updated: August 27, 2020

Use this section of the page to enter or display contract information for the section specified in the key block. No processing is performed with this information. Use the Contracts section to access this section of the page.

Fields	Descriptions
Contract	Code and description of the company or other entity that has contracted for the section.
Percentage	Total percentage of the contract.
Primary Indicator	Check box used to specify that this is the primary contract for the course if multiple contracts exist.

Block Schedules

Updated: August 27, 2020

Use this section of the page to enter or display block schedule information, which will be used during registration. Use the Block Schedules section to access this section of the page.

The special approval override will be established here if a special approval code has been assigned to the section. Low hours for variable credit sections and the default grading mode for sections with multiple grading modes will be assigned to this CRN for the block schedule code. If overrides are desired for the entire block schedule code, the data must be altered on the Block Schedule Control (SSABLCK) page. If overrides are desired for an individual student, these defaults must be changed on the Student Course Registration (SFAREGS) page. Sections may be added to or deleted from blocks at any time. If the section is deleted, all block relationships to that section will also be deleted.

Fields	Descriptions
Block	Code and description of the block schedule for the section.

Fields	Descriptions
Special Approval	Check box used to indicate that special approval exists for overrides. Display only.

Grading in SSADETL

Updated: March 21, 2024

Use SSADETL - Grading to enable anonymous grading for a specific CRN in a specific term.

Field	Description
Grading by Anonymous ID	To enable anonymous grading for a section for a specific term, click **Yes**; otherwise, click **No**.

Related concepts

- Term Roll Report (SSRROLL) - Process
- Term Roll Report (SSRROLL) - Use

Related reference

- Grading in SCADETL

Section Fee Assessment Control (SSADFEE) page

Updated: August 27, 2020

Use the Section Fee Assessment Control (SSADFEE) page to enter or display the rules for tuition charges that vary based on the course level, type of course, and instructional expenses related to the course.

Checking is done by term, schedule type, level, and detail code. You can also view student curriculum rule and student rule data.

Note: Before information can be entered on this page, the levels must be established on the Level Code Validation (STVLEVL) page, schedule types must be defined on the Schedule Type Code Validation (STVSCHD) page, and detail codes must exist on the Detail Code Control (TSADETC) page.

Use this page to define section level fees to be defaulted into the SSRFEES table when a new section is created. You can perform mass population of section level fees for existing sections. Additional section characteristics allow you to provide more criteria for the determination of appropriate courses to receive the fee rules.

The section/course characteristic and associated fee definitions are defined by the user. To insert the level, detail code(s), amount, fee type, and rule information into the SSRFEES table for existing sections, you must run a batch process that will also produce an exception report if processing errors are encountered.

The fields on SSADFEE represent section/course characteristics and should be considered optional. These fields will be used only for the identification of the appropriate section records and not for use in the fee assessment process itself.

The SSADFEE rules roll automatically when SSRROLL is run in Update mode.

This page is composed of the following sections:

- key block
- Section Fees

Key block

Updated: August 27, 2020

Use the key block to specify the term for which you want to enter or display section level fees.

Fields	Descriptions
Term	Code and description of the term.

Section Fees Assessment Control

Updated: August 27, 2020

Use this section of the page to define the section level fees for fee assessment for the term specified in the key block. You can also maintain student curriculum rules and student rules for registration fee assessment processing for course sections.

Fields	Descriptions
These fields are in the Section Characteristics & Fees information.	
Section College	College code assigned to sections using the course record.
Section Department	Department code assigned to sections using the course record.
Section Campus	Campus code assigned to sections using the course record.
Schedule Type	Code of the schedule type assigned to sections using the course record.
Instructional Method	Instructional method code assigned to sections using the course record.
Section Level	Code of level assigned to sections using the course record.
Detail Code	Code and description of the detail code assigned to sections using the course record.
Amount	Monetary amount of the charge associated with the detail code. The system defaults in the amount, but you can change it.
Fee Type	Code of fee type of the course section fee, such as flat fee, per credit hour, per billing hour, per duration unit, and so on. This field represents the basis for registration fee assessment. • If a code of `FLAT` is assigned, no calculation will be made in the fee assessment process. • If a code of `CRED` is entered, the amount entered will be multiplied by the billing hours of the section. • If a code of `DURN` is entered, the amount will be multiplied by the duration units assigned to the section.
These fields are in the Student Curriculum information.	
Level	Level for the fee assessment rule.
Campus	Campus for the fee assessment rule.
College	College for the fee assessment rule.
Degree	Degree for the fee assessment rule.
Program	Program for the fee assessment rule.
Field of Study Type	Learner field of study type for the fee assessment rule from GTVLFST.

Fields	Descriptions
Field of Study Code	Field of study code for the fee assessment rule.
Department	Department for the fee assessment rule.
Admission Term	Admission term for the fee assessment rule.
Curricula Student Type	Student type code on the curriculum record for the fee assessment rule.
Curricula Rate	Fee assessment rate code on the curriculum record for the fee assessment rule.
Curricula	Curriculum for the fee assessment rule. Valid values are Primary, Secondary, Any.
These fields are in the Student Rule information.	
Residency	Residency for the fee assessment rule.
Student Attribute	Student attribute for the fee assessment rule.
Student Rate	Fee assessment rate for the fee assessment rule.
Student Type	Student type for the fee assessment rule.
Cohort	Cohort for the fee assessment rule.
Class	Class for the fee assessment rule.
Visa Type	Visa type for the fee assessment rule.

Schedule Evaluation (SSAEVAL) page

Updated: August 27, 2020

Use the Schedule Evaluation (SSAEVAL) page to enter or display evaluation information for a section by instructor.

If more than one instructor exists for a section, individual instructors will have their own evaluation information. This is displayed in the Instructors section of the page, and when the instructor record is selected, the evaluation information for that instructor is displayed in the Section Evaluation section of the page.

The evaluation questions are defined to the system using the Evaluation Code Validation (STVEVAL) page. Sections and instructors must be defined using the Schedule (SSASECT) page. All evaluation questions defined in STVEVAL will be used in SSAEVAL.

Scores entered in SSAEVAL should reflect a summary score of all evaluation forms completed for the section.

This page is composed of the following sections:

- key block
- Instructors
- Section Evaluation

Key block

Updated: August 27, 2020

Use the key block to specify the term and CRN for which you want to enter or display evaluation information. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term.
CRN	Course reference number.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Title	Title of the selected course. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Instructors

Updated: August 27, 2020

Use this section of the page to select the instructor for whom you want to enter or display evaluation information.

When an instructor record is selected, the section evaluation information for that record is displayed in the Section Evaluation section of the page. Use the **Section Comments** button to access SSATEXT and enter or review short or long comment text for the section.

Fields	Descriptions
Section Comments	Button used to access SSATEXT and enter short and long comment information.
ID	ID of the faculty member whose evaluation information you want to enter or display. Display only.
Name	Name associated with the ID. Display only.
Primary Indicator	Check box used to indicate whether the instructor is the primary instructor for the section. Display only.

Section Evaluation

Updated: August 27, 2020

Use this section of the page to enter or display course evaluation information for the instructor selected in the Instructors section of the page. The records in this section are child records of the master records in the Instructors section.

Fields	Descriptions
The following fields are in the Question information.	
Question	Number associated with the question, as defined on STVEVAL, such as 1, 2, 3, and so on.
Description	Text of the question, as defined on STVEVAL, such as `Rate the course overall`, `Rate instructor`, and so on.
The following fields are in the Low - - Score - - High information.	
1	Number of students who provided a section evaluation score of 1 for the specific question, such as Rate the course, Rate the instructor, Rate the course texts, Rate the effectiveness of exams, Rate lab content, and so on. Ratings are on a scale of 1 to 7, with `1` being low and `7` being high.
2	Number of students who provided a section evaluation score of 2 for the

Fields	Descriptions
	specific question, such as Rate the course, Rate the instructor, Rate the course texts, Rate the effectiveness of exams, Rate lab content, and so on. Ratings are on a scale of 1 to 7, with `1` being low and `7` being high.
3	Number of students who provided a section evaluation score of 3 for the specific question, such as Rate the course, Rate the instructor, Rate the course texts, Rate the effectiveness of exams, Rate lab content, and so on. Ratings are on a scale of 1 to 7, with `1` being low and `7` being high.
4	Number of students who provided a section evaluation score of 4 for the specific question, such as Rate the course, Rate the instructor, Rate the course texts, Rate the effectiveness of exams, Rate lab content, and so on. Ratings are on a scale of 1 to 7, with `1` being low and `7` being high.
5	Number of students who provided a section evaluation score of 5 for the specific question, such as Rate the course, Rate the instructor, Rate the course texts, Rate the effectiveness of exams, Rate lab content, and so on. Ratings are on a scale of 1 to 7, with `1` being low and `7` being high.
6	Number of students who provided a section evaluation score of 6 for the specific question, such as Rate the course, Rate the instructor, Rate the course texts, Rate the effectiveness of exams, Rate lab content, and so on. Ratings are on a scale of 1 to 7, with `1` being low and `7` being high.
7	Number of students who provided a section evaluation score of 7 for the specific question, such as Rate the course, Rate the instructor, Rate the course texts,

Fields	Descriptions
	Rate the effectiveness of exams, Rate lab content, and so on. Ratings are on a scale of 1 to 7, with `1` being low and `7` being high.
The following fields are in the Summary information.	
1	Summary of ratings totals for the evaluation questions.
2	Summary of ratings totals for the evaluation questions.
3	Summary of ratings totals for the evaluation questions.
4	Summary of ratings totals for the evaluation questions.

Schedule Exclusion Rules (SSAEXCL) page

Updated: August 27, 2020

The Schedule Exclusion Rules (SSAEXCL) page provides the dates within a calendar year and for each part of term that are excluded from the class meeting information.

Holidays, in-service days, and breaks within the part of term can be specified here to prevent these days from being counted in the number of section meetings. Rules should be defined on SSAEXCL, before sections are created on SSASECT.

This page is composed of the following sections:

- key block
- Schedule Exclusion Rules

Key block

Updated: August 27, 2020

Use the key block to specify the calendar year and part of term for which you want to enter or display excluded dates. To default dates from another part of term, complete the key block and select the **Default** button while still in the key block.

Fields/Buttons	Descriptions
Year	Calendar year for the excluded dates.
Part of Term	Code and description of the part of term code for the excluded dates.
Default	Button used to access the Default Schedule Exclusions window. This button is enabled when part of term values exist for the year, and no exclusion dates are defined for the year/part of term combination.

Default Schedule Exclusions window

Updated: August 27, 2020

Use this window to specify a part of term from which the system should default values to the part of term specified in the key block.

Use the **Default** button to access this window while you are in the key block and after you have entered the year and part of term. Use the **Process Default** button to process information associated with the **(Default) Part of Term** value.

Fields/Buttons	Descriptions
(Default) Part of Term	Code and description for the part of term whose date exclusions are to be defaulted.
Process Default	Copies all date exclusions to the part of term specified in the key block.

Schedule Exclusion Rules

Updated: August 27, 2020

Use this section of the page to specify the dates that are excluded from the class meeting information for the year and part of term combination specified in the key block.

Fields	Descriptions
Exclude Date	Date to be excluded from scheduling.
Day	Day of week on which the date falls, automatically displayed when a valid value is entered in the **Date** field. Display only.

Fields	Descriptions
Description	Free form text field (up to 30 characters) for the reason for excluding the associated date from scheduling.

Building/Room Schedule (SSAMATX) page

Updated: August 27, 2020

Use the Building/Room Schedule (SSAMATX) page to display information about buildings and rooms scheduled for events, functions, and courses.

You can filter data for all scheduled buildings and rooms, or you can filter data for specific selection criteria. The page is run in filter only mode, and no changes can be made to any fields. Data is not returned to a calling page from this page.

This page helps you resolve building, room, and time conflicts by answering the following kinds of questions:

- When is a building or room scheduled for use?
- What is the meeting pattern for a building or room?
- What events, functions, and courses are scheduled for a building or room?

Information comes from the page where the event, function, or course was scheduled:

- Event (SLAEVNT) page
- Event Function (GEAFUNC) page
- Schedule (SSASECT) page

This page uses advanced filtering for queries. You can filter data on the default **Term** field and add elements to the filter criteria as needed.

This page contains the Advanced Filter section and the Query Results section.

Advanced Filter

Updated: August 27, 2020

Use this section of the page to specify the criteria for which you want to display building and room information. You can add elements to the advanced filter criteria as needed to refine the query. Each element has an operator defined in the **Contains** field.

Use the **Delete** (-) button or the **Clear All** button to remove added fields from the filter or the **Go** button to view the results of the filter.

Fields	Descriptions
Term	Code and description of the term. The term is not required.
Contains	Displays a list of operators for each field in the advanced filter.
Add Another Field...	Displays a list of fields that can be added to the advanced filter.
Clear All	Button used to remove added fields. The advanced filter can then be re-entered.
Go	Button used to view the advanced filter results.

Query Results

Updated: August 27, 2020

Use this section of the page to review the data for the buildings and rooms returned for the criteria in the Advanced Filter section. The number of records found is displayed. You can sort on the fields in this section of the page.

Fields/Buttons	Descriptions
Filter Again	Button used to return to the Advanced Filter section to perform another filter.
The following fields are in the Query Results information.	
Building	Building scheduled at your institution for courses, events, or functions.

Fields/Buttons	Descriptions
	This value comes from the **Building** field on the page where the building was scheduled. The source cannot be changed.
Room	Room scheduled at your institution for courses, events, or functions. This value comes from the **Room** field on the page where the room was scheduled. The source cannot be changed.
Campus	Campus where the scheduled building is located. This value comes from the **Campus** field on SLABLDG. The source cannot be changed.
Monday	Check box used to specify that the building or room is scheduled for Mondays. The value comes from the applicable day of the week field on the page where the building or room was scheduled. The source cannot be changed.
Tuesday	Check box used to specify that the building or room is scheduled for Tuesdays. The value comes from the applicable day of the week field on the page where the building or room was scheduled. The source cannot be changed.
Wednesday	Check box used to specify that the building or room is scheduled for Wednesdays. The value comes from the applicable day of

Fields/Buttons	Descriptions
	the week field on the page where the building or room was scheduled. The source cannot be changed.
Thursday	Check box used to specify that the building or room is scheduled for Thursdays. The value comes from the applicable day of the week field on the page where the building or room was scheduled. The source cannot be changed.
Friday	Check box used to specify that the building or room is scheduled for Fridays. The value comes from the applicable day of the week field on the page where the building or room was scheduled. The source cannot be changed.
Saturday	Check box used to specify that the building or room is scheduled for Saturdays. The value comes from the applicable day of the week field on the page where the building or room was scheduled. The source cannot be changed.
Sunday	Check box used to specify that the building or room is scheduled for Sundays. The value comes from the applicable day of the week field on the page where the building or room was scheduled. The source cannot be changed.
Start Time	Start time for the scheduled course, event,

Fields/Buttons	Descriptions
	or function. Displayed in 24-hour time; for example, 10:30 AM is displayed as `1030`, and 7:00 PM is displayed as `1900`. The value comes from the **Start Time** field on the page where the building or room was scheduled. The source cannot be changed.
End Time	End time for the scheduled course, event, or function. Displayed in 24-hour time; for example, 11:00 AM is displayed as `1100`, and 9:30 PM is displayed as `2130`. The value comes from the **End Time** field on the page where the building or room was scheduled. The source cannot be changed.
Term	Term associated with the displayed scheduling information. For a course, the term code for the course is displayed. For an event or function, the word EVENT is displayed. For courses, this value comes from the **Term** field SSASECT. The source cannot be changed. For events and functions, the word EVENT is displayed. The source cannot be changed.
Start Date	Start date for the scheduled course, event, or function.

Fields/Buttons	Descriptions
	This value comes from the **Start Date** field on the page where the building or room was scheduled. The source cannot be changed.
End Date	End date for the scheduled course, event, or function. This value comes from the **End Date** field on the page where the building or room was scheduled. The source cannot be changed.
Subject	Subject or event scheduled for the building or room. For courses, this value comes from the **Subject** field on SSASECT. The source cannot be changed. For events and functions, this value comes from the **Event** field on SLAEVNT or GEAFUNC. The source cannot be changed.
Course Number	Course number scheduled for the building or room. This value comes from the **Course Number** field SSASECT. The source cannot be changed.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
CRN	Reference number of the course scheduled

Fields/Buttons	Descriptions
	for the building or room. This value comes from the **Course Reference Number** field SSASECT. The source cannot be changed.
Cross List	Cross list group code. This value comes from the **Cross List** field on SSASECT. The source cannot be changed.
Function	Function scheduled for the building or room. This value comes from the **Function** field on SLAEVNT or GEAFUNC. The source cannot be changed.
The following buttons are at the bottom of the page.	
Cancel	Button used to cancel the filter.
Select	Button used to return a selected record to the calling page.

Schedule Override (SSAOVRR) page

Updated: August 27, 2020

Use the Schedule Override (SSAOVRR) page to override catalog values at the section level.

You can override the following:

- college code
- division code
- department code

- taxonomy of program code

This page is composed of the following sections:

- key block
- Schedule Override

Key block

Updated: August 27, 2020

Use the key block to specify the term and CRN for which you want to enter or display override information. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term.
CRN	Course reference number.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Title	Title of the course, as maintained on the Basic Course Information (SCACRSE) page. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Schedule Override

Updated: August 27, 2020

Use this section of the page to enter or display override information for the term and CRN specified in the key block.

Fields	Descriptions
College	Code and description of the college for the section catalog override.
Division	Code and description of the division for the section catalog override.

Fields	Descriptions
Department	Code and description of the department for the section catalog override.
Taxonomy of Program	Code and description of the taxonomy of program for the section catalog override.

Elective Pool (SSAPOOL) page

Updated: August 27, 2020

Use the Elective Pool page to add multiple classes to the elective pool at one time.

Before you begin

Use the **Section Attribute for Elective Pool** field on SOATERM to assign an attribute for an elective in a specific term.

Procedure

1. Enter a value for **Term** and any other fields that match the search criteria for the CRNs that you want to add to the elective pool. You must enter at least a term to perform a search. If you select the **Pool** check box, only the CRNs that are already in the pool will be displayed.

   Result: The system will display a list of CRNs that meet your search criteria.

2. Select the check box next to the CRNs that you want to include in the elective pool.

   Result: The attribute for the elective pool has been assigned to each of those CRNs. You will see it on the Schedule Detail (SSADETL) page under **Degree Program Attributes** for the CRN.

Schedule Prerequisite and Test Score Restrictions (SSAPREQ) page

Updated: August 27, 2020

The Schedule Prerequisite and Test Score Restrictions (SSAPREQ) page is used to enter or display prerequisite restrictions at the schedule level.

Course level prerequisite restrictions default to each section of a course created using the Schedule (SSASECT) page. During registration processing, prerequisite checking enforces prerequisite restrictions defined `at the section level only`. Course level prerequisite restrictions are `never` checked during registration processing.

This page is composed of the following sections:

- key block
- Section Information
- Section Test Score and Prerequisite Restrictions
- Section CAPP Area Prerequisite Restrictions

Key block

Updated: August 27, 2020

Use the key block to specify the course reference number, effective term, subject, and course for which you want to enter or display schedule level prerequisite restrictions. Use the **Search** button to access SSASECQ.

Each field in the key block must have a valid value, entered individually. When you attempt to leave the key block to display or maintain prerequisite information, the fields must represent a valid schedule which exists for the specified effective term.

Fields/Buttons	Descriptions
Term	Code and description of the effective term for the prerequisite information to be viewed or maintained. The effective term is used to select the correct version of the schedule-level prerequisite information. If no prerequisite information exists for the specified term, the term you enter will be used as the beginning effective term for any prerequisite information you enter.
CRN	Course reference number.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject code of the course for which you want to view or maintain section level prerequisite information. Display only.

Fields/Buttons	Descriptions
Course	Number of the course for which you want to view or maintain section level prerequisite information. Display only.
Title	Title of the section, as maintained on the Basic Course Information (SCACRSE) page. Display only.

Section Information

Updated: August 27, 2020

Use this section of the page to indicate whether test score and prerequisite restrictions, CAPP area restrictions, or DegreeWorks prerequisite restrictions are effective for the section. Use the Section Information section to access this section of the page.

Test score and prerequisite restrictions and CAPP area restrictions can be displayed and maintained at any time, but only one type can be effective for a section, and it is the setting of the **Prerequisite Check Method** option group that controls which are in effect. Only the type that is effective will be listed in the Bulletin Report (SCRBULT).

When selecting the setting of the **Prerequisite Check Method** option group, be aware of the following scenarios.

- When the **Prerequisite Check Method** is set to Basic or None and CAPP area prerequisites exist, a warning is displayed when the user saves, starts over, or exits from the page. The warning message is: `WARNING: CAPP area prerequisites exist, but the CAPP prerequisite check method is not selected.` The user must acknowledge this message to continue.
- When the **Prerequisite Check Method** is set to CAPP and no CAPP area prerequisites exist, an error message is displayed when the user saves, starts over, or exits from the page. The error message is: `No CAPP area is associated with this section. You must first add a CAPP area prerequisite to the section to save this value.` The user cannot leave the page until the prerequisite is added or the option group setting is changed.

DegreeWorks prerequisite restrictions are created in the DegreeWorks product. When DegreeWorks prerequisite checking is in use, the **View DegreeWorks Prerequisite Description** button is used to open the Prerequisite Information window and view a description of the prerequisite or a prerequisite error.

When no information exists for the prerequisite description, the message `No prerequisite was defined for this course. Please contact the Registrar's Office is delivered` is displayed. This message text is delivered and can be customized in DegreeWorks version 4.1.0.

When the PREREQCHK rule on GTVSDAX is set to a begin term that is before the availability of DegreeWorks prerequisite checking, the **View DegreeWorks Prerequisite Description** button is not displayed.

For more information on using CAPP area prerequisites, refer to the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site. For more information on using DegreeWorks prerequisites, refer to the 'Registration' chapter of the *Banner Student Use* content.

Fields/Buttons	Descriptions
Prerequisite Check Method	Option group used to select the registration prerequisite checking method for the course for the effective term. Values are Basic or None (use existing prerequisites), CAPP (use CAPP area prerequisites), and DegreeWorks (use DegreeWorks prerequisites). The default value is Basic or None. Values saved to the database are B, C, or D. When DegreeWorks is installed, the CAPP option is not available. When CAPP prerequisite checking is in use, the DegreeWorks option is not available.
View DegreeWorks Prerequisite Description	Button used to open the Prerequisite Information window.
Course Number	The Course Number is a display only field, and you cannot edit the field.

Section Test Score and Prerequisite Restriction

Updated: August 27, 2020

Use this section of the page to enter or display course test scores and prerequisite restrictions for prerequisite requirements. Use the Section Test Score and Prerequisite Restrictions section to access this section of the page.

If prerequisite requirements are more complicated than can be defined using this area, CAPP areas can be used to define the more complicated requirements. For example, if a requirement is to take three out of four specified courses, that requirement could not be defined using test score and prerequisite restrictions, but could be defined using a CAPP area. Both test score and prerequisite restrictions and CAPP area restrictions can be defined for the same time period, but only one set of restrictions will be effective, based on the value of the **Prerequisite Check Method** option group in the Section Information section of the page.

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

Fields/Buttons	Descriptions
And | Or (Connector)	Option group that shows the relationship between multiple test score and prerequisite records. Multiple conditions can be specified using the **And | Or** connector value. It is not necessary to establish an And | Or connector when defining prerequisites with stacked parentheses (that is, parentheses on a line without test score or prerequisite information). Values are: `And` - saved to the database as A `Or` - saved to the database as O
'('	Left parenthesis. Beginning of a set of test score and prerequisite conditions that are to be contained within parentheses. Parentheses can be stacked, but all open sets of parenthesis *must* be closed when creating test score and prerequisite restrictions. Example of stacked parentheses: ((MATH 100 AND S01 400) OR (MATH 300)) AND STAT 200
Test Code	Code for the test that is a prerequisite requirement for the course.
Score	Minimum test score the student must receive for the test type entered in the **Test Code** field to satisfy the restriction for the course.

Fields/Buttons	Descriptions
Subject	Subject of the prerequisite course.
Course Number	Course number of the prerequisite course. A list of valid courses is available, but you can enter any value, whether it represents a valid course or not. This allows you to define prerequisite restrictions for a course without having to define the prerequisite course first.
Level	Required level of the prerequisite course. This field is used with the **Grade** field to determine if the student has achieved the required minimum grade to satisfy the prerequisite.
Grade	Minimum grade required for the prerequisite course. This field is used with the **Level** field to determine if the student has achieved the minimum grade required to satisfy the prerequisite. While a minimum grade is not required to define a prerequisite restriction, if not entered, a course that has been failed or withdrawn from will satisfy the prerequisite restriction.
Concurrency	Pulldown list used to specify that the prerequisite requirement may be fulfilled if the prerequisite course exists, but has not yet been graded (in either academic history or registration), for the `same` registration term (but not future terms). If concurrency is allowed and a student is enrolled in the prerequisite course during the same term, restriction checking will ignore level and grade if they have been specified. However, if the course is taken in the `same` term and has already been graded, minimum grade checking will be performed. Values are None, Yes, No.
‘)'	Right parenthesis. End of a set of test score and prerequisite conditions that are to be contained within parentheses. Parentheses can be stacked, but all open sets of parenthesis

Fields/Buttons	Descriptions
	`must` be closed when creating test score and prerequisite restrictions. Example of stacked parentheses: ((MATH 100 AND S01 400) OR (MATH 300)) AND STAT 200
View Statement	Button used to open a window where the user can enter and validate the SQL statement.

Section CAPP Area Prerequisite Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display the CAPP area(s) that include prerequisite restrictions for the course specified in the key block. Use the CAPP Area Prerequisite Restrictions section to access this section of the page.

If prerequisite requirements are more complicated than can be defined using the fields in the Section Test Score and Prerequisite Restrictions section of the page, CAPP areas can be used to define the more complicated requirements. For example, if a requirement is to take three out of four specified courses, that requirement could not be defined using test score and prerequisite restrictions, but could be defined using a CAPP area.

Both test score and prerequisite restrictions and CAPP area restrictions can be defined for the same time period, but only one set of restrictions will be effective, based on the value of the **Prerequisite Check Method** option group in the Section Information section of the page. If more than one area is indicated, the requirements of all listed areas will be applied.

For more information on using CAPP area prerequisites, refer to the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site. For more information on using DegreeWorks prerequisites, refer to the *Registration* chapter of the *Banner Student Use* content.

Fields	Descriptions
Area	Code and description of the CAPP area that includes the prerequisite restrictions for the course.

Academic Calendar Rule Query (SSAQCRL) page

Updated: August 27, 2020

Use the Academic Calendar Rule Query (SSAQCRL) page is to display the calendar types for which rules have been created for the term. This page is used to filter data, and all fields are display only.

The academic calendar rules must first exist on the Schedule Academic Calendar Rules (SSAACRL) page before they appear on this page.

This page is composed of the following sections:

- key block
- Academic Calendar Rule Query

Key block

Updated: August 27, 2020

Use the key block to specify the term on which you want to filter data.

Fields	Descriptions
Term	Code and description of the term.

Academic Calendar Rule Query

Updated: August 27, 2020

Use this section of the page to view the results of your filter.

Fields	Descriptions
Calendar Type	Code for the calendar type.
Description	Description of the calendar type code.

Schedule Restrictions (SSARRES) page

Updated: August 27, 2020

Use the Schedule Restrictions (SSARRES) page to enter and maintain registration restrictions for specific sections of a course.

The section registration restriction information defaults from the course level registration restriction information established in the Course Registration Restrictions (SCARRES) page. The default restriction information can be overridden to create section specific restrictions. Only the schedule level restrictions will be checked by the registration module.

A section must have been created using the Schedule (SSASECT) page. No new sections can be created using this page.

This page is composed of the following sections:

- key block
- Department Restrictions
- Field of Study Restrictions
- Class Restrictions
- Level Restrictions
- Degree Restrictions
- Program Restrictions
- Campus Restrictions
- College Restrictions
- Student Attribute Restrictions
- Cohort Restrictions

Key block

Updated: August 27, 2020

Use the key block to specify the section for which you want to enter or display registration restrictions. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term.
CRN	CRN of the section.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Title	Title of the course, automatically displayed when valid values have been entered in all of the key block fields. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Department Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display specific department restrictions for the section specified in the key block. Use the Department section to access this section of the page.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section if the department of the primary or secondary curriculum, as displayed for the registration term in the General Student (SGASTDN) page, is included in the list of departments specified.
- An exclusion restriction prohibits a student from registering for the section if the department, as displayed for the registration term in SGASTDN, is included in the list of departments specified.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated departments. Valid values are:

Fields	Descriptions
	`Include` - Students whose curriculum is associated with the specified department will be permitted to register for the course, without override, when the **Department** option group is set to Fatal in the Section Options on the Term Control (SOATERM) page. All error flags can be overridden on the Student Course Registration (SFAREGS) page. `Exclude` - Students whose curriculum is associated with the specified department will not be permitted to register in the course when the **Department** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
Department	Code and description of the department being restricted. The **Include/Exclude** option group specifies whether the restrictions are inclusions or exclusions.

Field of Study Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display specific field of study (major) restrictions for the section specified in the key block. Use the Field of Study section to access this section of the page.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section if the major 1 or major 2 of either the primary or secondary curriculum, as displayed for the current registration term on SGASTDN and SFAREGS, is included in the list of fields of study specified.

- An exclusion restriction prohibits a student from registering for the section if the major 1 or major 2 of either the primary or secondary curriculum, as displayed for the current registration term in SGASTDN and SFAREGS, is included in the list of fields of study specified.

Field of study type restrictions use AND conditions, not OR conditions. For example, when a section has MAJOR, MINOR, and CONCENTRATION field of study types set to include MATH, all three field of study types have to be satisfied for the student to register for the course. When the **All Field of Study Types** check box is selected and the field of study types include MATH, the student would only have to have MATH as a MAJOR, MINOR, or CONCENTRATION to register for the course.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their majors. Valid values are: `Include` - Students whose curriculum is associated with the specified field of study will be permitted to register for the course, without override, when the **Field of Study** option group is set to Fatal in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified field of study will not be permitted to register in the course when the **Field of Study** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
All Field of Study Types	Check box used to indicate that all field of study types should be considered. When this box is selected, the **(Field of Study) Type** field is inactive, and the user is taken

Fields	Descriptions
	to the **(Field of Study) Code** field to select the field of study value.
Field of Study Type	Code and description of the learner field of study type, such as MAJOR, MINOR, CONCENTRATION from GTVLFST. The **Include/Exclude** option group specifies whether the restrictions are inclusions or exclusions.

Field of Study Restrictions (second section)

Updated: August 27, 2020

Use this section of the page to enter or display field of study codes associated with the restricted records in the main/master Field of Study Restrictions section.

The records in this section are child records of the records in that section. You must enter a field of study code when the **All Fields of Study Types** check box is not selected.

Fields/Buttons	Descriptions
Field of Study Code	Code and description of the field of study being restricted.

Class Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display class restrictions for the section specified in the key block. Use the Class and Level section to access this section of the page.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section if the class that has been calculated and displayed for the registration term on SGASTDN and SFAREGS is included in the list of classes specified.
- An exclusion restriction prohibits a student from registering for the section if the class that has been calculated and displayed for the registration term in SGASTDN and SFAREGS is included in the list of classes specified.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their classes. Valid values are: `Include` - Students whose curriculum is associated with the specified class will be permitted to register for the course, without override, when the **Class** option group is set to Fatal in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified class will not be permitted to register in the course when the **Class** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
Class	Code and description of the class being restricted. The **Include/ Exclude** option group specifies whether the restrictions are inclusions or exclusions.

Level Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display specific level restrictions for the section specified in the key block. Use the Class and Level section to access this section of the page.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section if the level code of the primary or secondary curriculum, as displayed for the registration term on SGASTDN, is included in the list of levels specified.
- An exclusion restriction permits a student from registering for the section if the level code of the primary or secondary curriculum as displayed for the registration term in SGASTDN is included in the list of classes specified. Level restrictions do not check the level specified in dual degree information in SGASTDN when a student registers for a section. The information in the Level Restrictions section defaults from the

course level restrictions established in the Course Registration Restriction (SCARRES) page when a new section is created online on SSASECT, but can be changed.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their level. Valid values are: `Include` - Students whose curriculum is associated with the specified level will be permitted to register for the course, without override, when the **Level** option group is set to Fatal in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified level will not be permitted to register in the course when the **Level** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
Level	Code and description of the level being restricted. The **Include/ Exclude** option group specifies whether the restrictions are inclusions or exclusions.

Degree Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display specific degree restrictions for the section specified in the key block. Use the Degree and Program section to access this section of the page.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section if the degree of the primary or secondary curriculum, as displayed for the current registration term on SGASTDN, is included in the list of degrees specified.
- An exclusion restriction prohibits a student from registering for the section if the

degree of the primary or secondary curriculum, as displayed for the current registration term in SGASTDN, is included in the list of degrees specified.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their degree. Valid values are: `Include` - Students whose curriculum is associated with the specified degree will be permitted to register for the course, without override, when the **Degree** option group is set to Fatal in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified degree will not be permitted to register in the course when the **Degree** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
Degree	Code and description of the degree being restricted. The **Include/ Exclude** option group specifies whether the restrictions are inclusions or exclusions.

Program Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display specific program restrictions for the section specified in the key block. Use the Degree and Program section to access this section of the page.

Note: Only curriculum-dependent program codes can be entered.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section if the program, as displayed for the current registration term on SGASTDN, is included in the list of programs specified.

- An exclusion restriction prohibits a student from registering for the section if the program, as displayed for the current registration term in SGASTDN, is included in the list of programs specified.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their program. Valid values are: `Include` - Students whose curriculum is associated with the specified program will be permitted to register for the course, without override, when the **Program** option group is set to Fatal in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified program will not be permitted to register in the course when the **Program** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
Program	Code and description of the program being restricted. The **Include Exclude** option group specifies whether the restrictions are inclusions or exclusions.

Campus Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display campus restrictions for the course specified in the key block. Use the Campus and College section to access this section of the page.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section if the campus of the primary or secondary curriculum, as displayed for the current registration term on SGASTDN, is included in the list of campuses specified.
- An exclusion restriction prohibits a student from registering for the section if the

campus of the primary or secondary curriculum, as displayed for the current registration term in SGASTDN, is included in the list of campuses specified.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated campus. Valid values are: `Include` - Students whose curriculum is associated with the specified campus will be permitted to register for the course, without override, when the **Campus** option group is set to Fatal in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified campus will not be permitted to register in the course when the **Campus** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
Campus	Code and description of the campus being restricted. The **Include/ Exclude** option group specifies whether the restrictions are inclusions or exclusions.

College Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display specific college restrictions for the section specified in the key block. Select the Campus and College section to access this section of the page.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section if the college of the primary or secondary curriculum, as displayed for the registration term in the General Student (SGASTDN) page, is included in the list of colleges specified.
- An exclusion restriction prohibits a student from registering for the section if the

college, as displayed for the registration term in the SGASTDN, is included in the list of colleges specified.

For college restrictions, the system does not check the college specified in dual degree information in SGASTDN when a student registers for a section.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated colleges. Valid values are: `Include` - Students whose curriculum is associated with the specified college will be permitted to register for the course, without override, when the **College** option group is set to Fatal in the Section Options on the Term Control (SOATERM) page. All error flags can be overridden on the Student Course Registration (SFAREGS) page. `Exclude` - Students whose curriculum is associated with the specified college will not be permitted to register in the course when the **College** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
College	Code and description of the college being restricted. The **Include/Exclude** option group specifies whether the restrictions are inclusions or exclusions.

Student Attribute Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display student attribute restrictions for the section specified in the key block. Student attributes are maintained in the Additional Student Information (SGASADD) page. Use the Student Attribute and Cohort section to access this section of the page.

You can include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the student is associated with an attribute that is included in the list of student attributes specified and the student's attribute is active for the term.
- An exclusion restriction prohibits a student from registering for the section of the course if the student is associated with an attribute that is included in the list of student attributes specified and the student's attribute is active for the term.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated student attributes. Valid values are: `Include` - Students whose curriculum is associated with the specified student attribute will be permitted to register for the course, without override, when the **Student Attribute** option group is set to Fatal in the Section Options on SOATERM. All error flags can be overridden on SFAREGS. `Exclude` - Students whose curriculum is associated with the specified student attribute will not be permitted to register in the course when the **Student Attribute** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
Attribute	Code and description of the student attribute being restricted. The **Include/Exclude** option group specifies whether the restrictions are inclusions or exclusions.

Cohort Restrictions

Updated: August 27, 2020

Use this section of the page to enter or display cohort restrictions for the section specified in the key block. Select the Student Attribute and Cohort section to access this section of the page.

You can either include or exclude restrictions.

- An inclusion restriction permits a student to register for the section of the course if the student belongs to one of the cohorts included in the list of cohorts specified and the student's cohort is active for the term.
- An exclusion restriction prohibits a student from registering for the section of the course if the student belongs to one of the cohorts included in the list of cohorts specified and the cohort is active for the term.

Fields	Descriptions
Include/Exclude	Indicates whether the restrictions are to be inclusions or exclusions. This controls which students can register for the specific course based on their associated cohorts. Valid values are: `Include` - Students whose curriculum is associated with the specified cohort will be permitted to register for the course, without override, when the **Cohort** option group is set to Fatal in the Section Options on the Term Control (SOATERM) page. All error flags can be overridden on the Student Course Registration (SFAREGS) page. `Exclude` - Students whose curriculum is associated with the specified cohort will not be permitted to register in the course when the **Cohort** option group is set to Fatal in the Section Options on SOATERM. The default value for this field is `Exclude`.
Cohort	Code and description of the cohort being restricted. The **Include Exclude** option group specifies whether the restrictions are inclusions or exclusions.

Schedule Processing Rules (SSARULE) page

Updated: August 27, 2020

Use the Schedule Processing Rules (SSARULE) page to enter or display rules for registration status codes, refunding, and extension processing at the section level, independent of part of term or static dates, that can be administered based on an individual learner.

This page can be used only for open learning sections and is composed of the following sections:

- Key block
- Section Registration Status Codes
- Section Refunding Rules
- Section Extension Processing Rules

Key block

Updated: August 27, 2020

Use the key block to specify the term and CRN for which you want to update, enter, or review registration status codes, extension processing rules, and section refunding rules.

Fields	Descriptions
Term	Code and description of the term.
CRN	Course reference number.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Title	Title of the course, automatically displayed when valid values have been entered in all of the key block fields. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Section Registration Status Codes

Updated: August 27, 2020

Use this section of the page to enter or display registration status code information that defaults from the Open Learning Section Default Rules (SOAORUL) page.

Note: If students are permitted to register for this course through the Banner Self-Service products, it is imperative that the registration status code defined on the WEBRSTSREG record in the Crosswalk Validation (GTVSDAX) page also be defined for the section.

Rule Defaulting

Updated: August 27, 2020

When a new section is created, the SOBODTE table and associated repeating tables are searched to find the most applicable rules based on course or section characteristics for the section being generated. The rule with the most matching criteria should be used.

Example of rules setup

Updated: August 27, 2020

Rules setup examples.

Rule	Department	
Rule 1	AA	B B
Rule 2		C C
Rule 3		D D
Rule 4		E E
Rule 5		

Section and course information

Updated: August 27, 2020

Information on the section and course section.

	- - - - - - - - Course - - - - - - - -		- - - - - - - - - - - - Section - - - - - - - - - - - - -		
Section Number	**Department**	**College**	**Campus**	**Schedule Type**	**Instructional Method**
11111	AA	BB	CC	DD	EE
22222	GG	GG	CC	TT	ZZ
33333	HH	HH	MM	DD	FF
44444	AA	BB	NN	DD	EE
55555	JJ	BB	PP	XX	EE

Section	Description
Section 11111	This section matches the criteria created in Rules 1 through 4. However, Rule 1 would be most applicable, because all of the identifying criteria matches.
Section 22222	Rule 2 would be selected, because the campus codes of the rule and the section match.
Section 33333	No rules would be applicable.
Section 44444	Rule 3 would be applicable, because schedule types and instructional methods of both the rule and section match.
Section 55555	Rule 4 matches the instructional method of the section.

Direct Entry of Rules

Updated: August 27, 2020

If generic rules have not been established in SOAORUL or if additional rules are required, you can enter the information directly. The only enterable information is the status code and usage cutoff details. The remaining information is display only and is retrieved from the associated STVRSTS validation table entry.

Fields	Descriptions
The following fields are in the Status and Usage Information.	

Fields	Descriptions
Status Code	Code and description of the registration status for the CRN.
Usage Cutoff% (Percentage) From	Usage cutoff from percentage. This field determines when this status code is available for use. As open learning processing is based on individual student progress in a course, the usage cutoff percentages as a range are used to determine if the status code will be available during the time elapsed since, or the time remaining until, the student's start date of the course. If pre-registration is permitted, and policy allows the use of a particular code from the day the student registers until a date specified by the **Usage Cutoff% (Percentage) To** field as described below, enter Null in this field. Negative values may be used in this field for those codes that are permitted for only a limited amount of time before the student starts class. For example, if a status code is to take effect one week before the student starts a ten week course, set the value of this field to -10. A value of 0 (zero) in this field signifies that the status code is available from the day the student starts class, until the date determined by the value in the **Usage Cutoff% (Percentage) To** field. If a value is entered into this field, it is mandatory that a value be entered into the **Usage Cutoff% (Percentage) To** field.

Fields	Descriptions
	It is not mandatory to define any of the usage cutoff fields. If not defined, the status code will always be available for use. For more examples of how to set the usage cutoff fields, please refer to the *Banner Open Learning Registration* content in the Ellucian Documentation site.
Usage Cutoff% (Percentage) To	Usage cutoff to percentage. This field is required when the **Usage Cutoff% (Percentage) From** field is populated. Negative values may be used in this field for status codes that are permitted only before the student starts class. For example, if a status code is to be available from the date the student registers until one week before the student starts a ten week course, set **Usage Cutoff% (Percentage) From** field to Null, and set this field to -10.
Usage Cutoff% (Percentage) To (continued)	A value of 0 (zero) in this field signifies that the code may be used until the day before the student starts class. For example, if a status code is to be available for the entire time before the student starts class, set the **Usage Cutoff% (Percentage) From** field to Null, and set this field to 0. It is not mandatory to define any of the usage cutoff fields. If not defined, the status code will always be available for use. For more examples of how to set the usage cutoff fields, please refer to the *Banner Open Learning Registration* content in the Ellucian Documentation site.

Fields	Descriptions
Usage Cutoff Duration From	Usage cutoff from duration. This field determines when this status code is available for use. As open learning processing is based on individual student progress in a course, the usage cutoff durations as a range are used to determine if the status code will be available during the time elapsed since, or the time remaining until, the student's start date of the course. If pre-registration is permitted, and policy allows the use of a particular code from the day the student registers until a date specified by the **Usage Cutoff Duration To** field as described below, enter Null in this field. Negative values may be used in this field for those codes that are permitted for only a limited amount of time before the student starts class. For example, if a status code is to take effect one week before the student starts a ten week course, set the value of this field to -1. A value of 0 (zero) in this field signifies that the status code is available from the day the student starts class, until the date determined by the value in the **Usage Cutoff Duration To** field. If a value is entered into this field, it is mandatory that a value be entered into the **Usage Cutoff Duration To** field. It is not mandatory to define any of the

Fields	Descriptions
	usage cutoff fields. If not defined, the status code will always be available for use. For more examples of how to set the usage cutoff fields, please refer to the *Banner Open Learning Registration* content in the Ellucian Documentation site.
Usage Cutoff Duration To	Usage cutoff to duration. This field is required when the **Usage Cutoff Duration From** field is populated. Negative values may be used in this field for status codes that are permitted only before the student starts class. For example, if a status code is to be available from the date the student registers until one week before the student starts a ten week course, set **Usage Cutoff Duration From** to Null, and set this field to -1. A value of 0 (zero) in this field signifies that the code may be used until the day before the student starts class. For example, if a status code is to be available for the entire time before the student starts class, set the **Usage Cutoff Duration From** field to Null, and set this field to 0. It is not mandatory to define any of the usage cutoff fields. If not defined, the status code will always be available for use. For more examples of how to set the usage cutoff fields, please refer to the *Banner Open Learning Registration* content in the Ellucian Documentation site.
Affected by Student Status	Check box used to indicate whether the registration status code will be updated to

Fields	Descriptions
	reflect a change in the student enrollment status.
The following fields are in the Registration Status Information.	
Allow Entry	Check box used to indicate whether this status code can be applied to an individual course. Display only. This check box represents the value defined for the status code in STVRSTS.
Count in Assessment	Check box used to indicate whether a course with this status will be included in fee assessment processing. Display only. This check box represents the value defined for the status code in STVRSTS.
Count in Enrollment	Check box used to indicate whether a course with this status will be included in the enrollment counts displayed on various forms and reports. Display only. This check box represents the value defined for the status code in STVRSTS.
Web	Check box used to indicate that this course registration status is available for processing in Banner® Self-Service registration. Display only. For more information on the use of these statuses and procedures for Web setup, please refer to the *Registration* chapter of the *Banner Student Use* content. In addition to the system-required status codes, other course registration status

Fields	Descriptions
	codes may be Web-enabled at the discretion of the institution. This check box will default to cleared (or N) when a new course registration status record is added, but it can be changed at any time. This check box represents the value defined for the status code in STVRSTS.
Withdraw	Check box used to indicate whether the registration status code is used for a course withdrawal or a dropped course, which affects refunding and student fee assessment. Display only. This check box represents the value defined for the status code in STVRSTS.
Extension	Check box used to indicate whether the registration status code is used for a course with extension processing rules, which affects refunding and student fee assessment. Display only. This check box represents the value defined for the status code in STVRSTS.
Print on Schedule	Check box used to indicate whether a course with that status code will be printed on the student's schedule, schedule/bill, and so on. Display only. This check box represents the value defined for the status code in STVRSTS.
Type	Status type assigned to describe the course registration status code for baseline, Self-Service, and telephone

Fields	Descriptions
	applications. Valid values are: • R - Registered • D - Dropped • L - Waitlisted • W - Withdrawn This field represents the value defined for the status code in STVRSTS.

Section Refunding Rules

Updated: August 27, 2020

Use this section of the page to display refund rule information. This information is defaulted from SOAORUL when the section is created.

The records in this section are child records of the master records in the Section Registration Status Codes section of the page. Use the Section Refunding Rules section to access this section of the page.

Rule Defaulting

Updated: August 27, 2020

When a new section is created, the SOBODTE table and associated repeating tables are searched to find the most applicable rules for the section being generated. The rule with the most matching criteria will be used.

Direct Entry of Rules

Updated: August 27, 2020

If changes are permitted to the defaulted information or no rules have been established on SOAORUL, edit checks are performed in this section of the page.

Fields	Descriptions
Status Code	Registration status code, from the Block

Fields	Descriptions
	Registration Status Codes section of the page, to which the refunding rules will be applied. Display only.
Percent Complete	Value used to determine the appropriate refund percentage. When applied to an individual registration, the student's elapsed time from the start date of the registration will be calculated and compared to this value. Enter a value between `–100` and `100`. For example, your institutional policy states that the learner is entitled to an 80% tuition refund if the course is dropped between 0 and 10% complete (exclusive). 10 would be entered in this field, and 80 would be entered in the **Tuition Refund** field. When the fee assessment process is triggered, if the student had completed less than 10% of the duration of the course, this rule would be invoked. This allows non-term-based courses to have registration start dates that span a date range, and it provides for flexible course durations. You can enter a value in this field only if the **Duration Complete** field is blank. Either the **Duration Complete** or **Percent Complete** field should be used to define the allowable interval for refund processing.
Duration Complete	Value used to calculate the number of duration units expired because the start date of the registration.

Fields	Descriptions
	Where the **Percent Complete** field determines the elapsed time between the learner's start date and withdrawal date based on the overall registration time frame, the **Duration Complete** field assesses the number of duration units that have expired after the start date. Enter a value between the negative number of duration units defined for the section and the number of duration units defined for the section. For example, your institutional policy states that the learner is entitled to an 80% tuition refund if the course is dropped (duration complete) between 0 and 1 week complete (exclusive). 1 would be entered in this field, and 80 would be entered in the **Tuition Refund** field. When the fee assessment process is triggered, if the student had completed less than 1 week of the duration of the course, this rule would be invoked. You can enter a value in this field only if the **Percent Complete** field is blank. Either **Duration Complete** or **Percent Complete** should be used to define the allowable interval for refund processing.
Duration	Number of duration units established for this section on the Schedule (SSASECT) page. Display only.
Tuition Refund	Percentage of the original charge to be refunded to a student when the associated registration status code is applied to the student's registration record.

Fields	Descriptions
	The percentage entered in this field will be multiplied by the total tuition (detail codes assigned a category of `TUI` on the Detail Code Control (TSADETC) page) assessed for the individual section to arrive at the monetary amount to be refunded to the student. Enter a value between `0` and `100` for the calculation of the tuition refund.
Fee Refund	Percentage of the assessed fees to be refunded to a student when the associated registration status code is applied to the student's registration record. The percentage entered in this field will be multiplied by the total fees (detail codes assigned a category of `FEE` on TSADETC) assessed for the individual section to arrive at the monetary amount to be refunded to the student. Enter a value between `0` and `100` for the calculation of the fee refund.
Extension Refund	Percentage of the extension fees to be refunded to a student when the associated registration status code is applied to the student's registration record. Percentage entered in this field will be multiplied by the total tuition (detail codes assigned a category of `TUI` on TSADETC) assessed for the individual section to arrive at the monetary amount to be refunded to the student.

Fields	Descriptions
	Enter a value between `0` and `100` for the calculation of the extension fee refund.
Override	Check box used to indicate whether the defaulted rule information contained in the section of the page may be overridden.

Section Extension Processing Rules

Updated: August 27, 2020

Use this section of the page to display extension processing rule information. This information is defaulted from the Open Learning Section Default Rules (SOAORUL) page when the section is created.

The records in this section of the page are child records of the master records in the Section Registration Status Codes section of the page. Use the Section Extension Processing Rules section to access this section of the page.

Note: You can only access this section of the page if the **Extension** check box is selected for the status code.

Rule Defaulting

Updated: August 27, 2020

When a new section is created, the SOBODTE table and associated repeating tables are searched to find the most applicable rules for the section being generated. The rule with the most matching criteria will be used.

Direct Entry of Rules

Updated: August 27, 2020

If changes are permitted to the defaulted information or if no rules have been established on SOAORUL, edit checks are performed in this section of the page.

Fields	Descriptions
Status Code	Registration status code, from the Block

Fields	Descriptions
	Registration Status Codes section of the page, to which the extension rule applies.
Extension % (Percent)	Value used to calculate the allowable extension period based on the duration and duration unit assigned to the original registration. Enter a number between `0` and `100`. For example, a learner is registered for a course with a duration of ten weeks. The learner's expected completion date needs to be extended. The extension rule defined in this page for the corresponding instructional method was 100%, so the student would be granted a ten-week extension. If, however, the rule was defined as 50%, the completion date would be extended only by five weeks.
Detail Code	Code and description of the detail code used to assess extension fees on the student's accounts receivable account.
Amount	Monetary amount of the extension fee to be assessed to the learner (based on the fee type specified on this page). If a detail code has been given a default value in TSADETC, that amount defaults to this field, but you can change it.
Fee Type	Code and description of the fee type to be used when calculating monies for the extension.
Override	Check box used to indicate whether the rule information in the section of the page can be overridden at the time the extension is applied to an individual student.

Schedule Specific Section Attribute (SSASATR) page

Updated: August 27, 2020

Use the Schedule Specific Section Attribute page to assign attributes to a specific group of CRNs. This can be used for adding an attribute to an elective pool or adding an attribute to a group of CRNs that match your search criteria.

Before you begin

If using an elective pool, you must use the **Section Attribute for Elective Pool** field on SOATERM to assign an attribute to the elective pool. Then you must select the CRNs that will be in the elective pool on SSAPOOL.

If you are not using an elective pool, all CRNs will be considered.

Procedure

1. Enter the values for any fields that match the search criteria for the CRNs that you want to assign an attribute. You must enter at least a term to perform a search to see a list of CRNs that are in the elective pool for that term.

   Result: The system will display a list of CRNs that meet your search criteria.

2. **Optional:** Further refine your search results by using the **Filter** function.
3. Select the value from the **Assigned Attribute** field for the attribute you want to assign to the CRNs
4. Select a value for **Program** if you want to know which CRNs are associated with a specific program.

   Result: If you enter a value for **Program**, the **In program** check box for the CRN will be selected for those CRNs that are in the program.

5. Select the check box next to the CRNs that you want to assign the attribute to, and click **Save**.

   Result: The attribute has been assigned to each of those CRNs. You will see it on the Schedule Detail (SSADETL) page under **Degree Program Attributes** for the CRN.

Key block

Updated: August 27, 2020

Use the key block to assign attributes to a specific group of CRNs.

Field	Description
Term	Code and description of the effective term for the section linked to Term Code Validation (STVTERM).
Subject	Subject associated with the CRN linked to Subject Validation (STVSUBJ).
Course	Course number associated with the CRN
Campus	This is a LOV field linked to Campus Validation (STVCAMP).
Session	This is a LOV field linked to Session Validation (STVSESS).
Attribute	This is a LOV field linked to Degree Program Attribute Validation (STVATTR).
Course Alias	The Course Alias is a LOV field and is linked with the Existing Courses. Enter the exact Course Alias value to populate values in all the fields, or, click the ellipsis icon to open the Existing Courses pop up window. If you select a course from the Existing Courses list, the system automatically enters the appropriate values in the Subject, Term, Course and Course Title fields.

Subject Scheduling Rules (SSASBSH) page

Updated: August 27, 2020

Use the Subject Scheduling Rules (SSASBSH) page to enter or display partition and room attribute preferences at the subject level.

These preferences default to the Basic Course Information (SCACRSE) page in the Course Catalog module whenever a new course is created. Changes to or additions of attribute or partition information on the subject record will not result in changes to existing course, section, or meeting time records.

Partition codes for a subject are not assigned to a newly added course even when the course subject code matches one found on SSASBSH for the term. The Schedule 25 Work File Creation Process (SSRSCRM) checks the rules on SSASBSH and loads them to the working catalog it builds within the Schedule25 process to default partition codes and preferences.

This page is composed of the following sections:

- key block
- Partition Preferences
- Room Attribute Preferences

Key block

Updated: August 27, 2020

Use the key block to specify the subject and term for which you want to enter or display partition or room attribute preferences.

Fields	Descriptions
Subject	Code and description of the subject.
Term	Code and description of the term.

Partition Preferences

Updated: August 27, 2020

Use this section of the page to define partition preferences for the subject and term specified in the key block. Use the **End Term** button to end the partition preferences information by term and the **Copy Term Data** button to copy the partition preferences information by term.

Note: When a change needs to be made to an existing partition record, you must delete the record and add a new record that contains the change.

Fields/Buttons	Descriptions
From Term	First term in which this set of preferences is in effect. If you are defining partition preferences for the first time, the value defaults to the term

Fields/Buttons	Descriptions
	entered in the key block.
To Term	Last term in which this set of preferences is in effect. If you are defining partition preferences for the first time, the value defaults to term code `999999` (the end of time).
End Term	Button used to end the partition preferences for a term.
Copy Term Data	Button used to copy the partition preferences to a new term.
Partition	Code and description of the partition from GTVPARS.
Preference	Preference number for the partition. Enter a value from 0 - 99. Multiple records can be entered for the same preference number. A message is displayed when the value is not 01, 02, 03, or 04, as those values are used with auto scheduling. A preference number of 01 is considered highest priority by the scheduling software.

Room Attribute Preferences

Updated: August 27, 2020

Use this section of the page to define room attribute preferences for the subject and term specified in the key block. Use the **End Term** button to end the room attribute preferences information by term and the **Copy Term Data** button to copy the room attribute preferences information by term.

Fields/Buttons	Descriptions
From Term	First term in which this set of preferences

Fields/Buttons	Descriptions
	is in effect. If you are defining partition preferences for the first time, the value defaults to the term entered in the key block.
To Term	Last term in which this set of preferences is in effect. If you are defining partition preferences for the first time, the value defaults to term code `999999` (the end of time).
End Term	Button used to end the room attribute preferences for a term.
Copy Term Data	Button used to copy the room attribute preferences to a new term.
Room Attribute	Code and description of the room attribute.
Preference	Preference number for the room attribute. Enter a value from 0 - 99. Multiple records can be entered for the same preference number. A message is displayed when the value is not 01, 02, 03, or 04, as those values are used with auto scheduling. A preference number of 01 is considered highest priority by the scheduling software.

Scheduler Work (SSASCHW) page

Updated: August 27, 2020

Use the Scheduler Work (SSASCHW) page to view the data from Banner® before being submitted to Schedule 25, and preview the results of Schedule25 before its integration into Banner.

Note: Preference records are not viewable.

The page is entered in Query mode, and all fields are can be queried.

Before the integration of the Schedule25 output into Banner, you can manipulate the data as follows.

- The **Building**, **Room**, **Status**, and **Update** fields can be changed.
- An existing entry can be deleted.

However, on the initial extraction of this data, it is strongly recommended that any changes be made in Banner and the extract process re-run, as this information is contained in a temporary work table and can be purged at the successful completion of the class scheduling process using the Schedule Work Table Purge Process (SSRSCPR).

Some classes in the initial extract may already have a building and room attached to the record. This indicates that the scheduling status code assigned to that class is one that denotes it as pre-assigned or manually assigned. This information is critical to ensure that Schedule25 does not double-book classes in the same classrooms.

When viewing data processed by the scheduler, the scheduling status code will change a code of NSM to 5SM and NXM to 5XM if the class was successfully assigned.

You may notice class records with an unusual or not valid subject code. These records represent the dummy records created during the extract process to signal to the scheduler that a room in unavailable for scheduling for a particular period of time. These records will not be returned to Banner.

Fields	Descriptions
Update	Indicator for whether assignments have been scheduled and Banner has been updated. This field is most meaningful when displaying the results of the Schedule25 process.Values are: Y Classroom assignments have been scheduled, but Banner has not been updated. (This value is derived from the `sortdp.dat` file.) N Classroom assignments cannot be scheduled. (This value is derived from the `notposs.dat` file.)

Fields	Descriptions
	L Classroom assignments have not been scheduled. (This value is derived from the `losers.dat` file.) U Banner has been updated with this information. (This value represents Y records modified in the SSRSCMT process.) `null` Schedule 25 processing has not been performed yet.
Term	Code of the term. Select the **Search** button for this field to display the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
Subject	Code of the subject. Select the **Search** button for this field to display the Subject Code Validation (STVSUBJ) list. List Subject Code Validation (STVSUBJ)
Course Number	Number associated with the course.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
CRN	CRN of the section. Select the **Search** button for this field to display the Schedule Section Query (SSASECQ) page. List Schedule Section Query (SSASECQ) page
Start Date	Date on which the section begins. 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.

Fields	Descriptions
Start Time	Time at which the section begins, in 24-hour format.
End Date	Date on which the section ends. 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.
End Time	Time at which the section ends, in 24-hour format.
Campus	Code of the campus associated with the section. Select the **Search** button for this field to display the Campus Validation (STVCAMP) list. List Campus Validation (STVCAMP)
Building	Code of the building associated with the section. Select the **Search** button for this field to display the Building Query (SLAQBRY) page. List Building Query (SLAQBRY) page
Room	Code of the building associated with the section. Select the **Search** button for this field to display the Room Query (SLQROOM) page. List Room Query (SLQROOM) page
Status	Code of the status associated with the section. Select the **Search** button for this field to display the Scheduler Status Code Validation (GTVSCHS) list. List Scheduler Status Code Validation (GTVSCHS)
Monday	Check box used to indicate that class is held on Monday. In a query, multiple days can be specified.

Fields	Descriptions
Tuesday	Check box used to indicate that class is held on Tuesday. In a query, multiple days can be specified.
Wednesday	Check box used to indicate that class is held on Wednesday. In a query, multiple days can be specified.
Thursday	Check box used to indicate that class is held on Thursday. In a query, multiple days can be specified.
Friday	Check box used to indicate that class is held on Friday. In a query, multiple days can be specified.
Saturday	Check box used to indicate that class is held on Saturday. In a query, multiple days can be specified.
Sunday	Check box used to indicate that class is held on Sunday. In a query, multiple days can be specified.

Section Seat Control (SSASEAT) page

Updated: March 17, 2022

Use the Section Seat Control (SSASEAT) page to enable the Seat Assignment functionality and to set the time limit that seat assignment records can remain in a pending status.

The Registration module uses the **Enable Indicator** on this page to determine where to track enrollment counts. When you select the check box, the system tracks enrollment counts in the seat assignments tables (SSRSEAT and SSRSEAW) rather than in the section table (SSBSECT). Consequently, you will also want to run the Section Seat Enrollment Update (SSPSEAT) process in sleep/wake mode to synchronize the enrollment counts between the seat assignments and section tables. This process also removes pending seat assignments that have expired.

The **Pending Assignment Time limit in Minutes** field allows you to specify how many minutes seat assignment records can remain in a pending status before becoming finalized with a registered or waitlisted status. The Section Seat Enrollment Update (SSPSEAT) process uses this value to determine when to remove pending seat assignment records that have expired. These records are defined as those having a pending status without a corresponding registration record (SFRSTCR) and where the difference between the assignment date time stamp and the registration access (SFRRACL) date time stamp is greater than the time limit.

Enable Seat Assignment Functionality

Updated: October 21, 2021

You can enable the seat assignment functionality.

Procedure

1. Enter a term in the **Term** field in the key block.
2. Click **Go**.
3. Select the **Enable Indicator** check box.
4. Enter a value in the **Pending Assignment Time Limit in Minutes** field.
5. Click **Save**.

Schedule Section Query (SSASECQ) page

Updated: August 27, 2020

Use the Schedule Section Query (SSASECQ) page to display all existing sections or to filter data for specific section criteria. The page is run in filter only mode, and no changes can be made to any fields.

This page uses advanced filtering for queries. You can filter data on the default **Term** field and add elements to the filter criteria as needed. This page can be accessed directly or from the **Search** button on the SSASECT page and other Class Schedule pages.

- When a new section record has been created on SSASECT but not saved, and a filter is performed on SSASECQ, the subject, course number, course title, and sequence number values are returned to SSASECT.

- When a new section record has been saved on SSASECT, and a filter is performed on SSASECQ, no values are returned to SSASECT.

This page contains the Advanced Filter section and the Query Results section.

Advanced Filter section

Updated: August 27, 2020

Use this section of the page to specify the criteria for which you want to display section information. You can add elements to the advanced filter criteria as needed to refine the query. Each element has an operator defined in the **Contains** field.

Use the **Delete** (-) button or the **Clear All** button to remove added fields from the filter or the **Go** button to view the results of the filter.

Fields	Descriptions
Term	Code and description of the term. The term is required.
Contains	Displays a list of operators for each field in the advanced filter.
Add Another Field...	Displays a list of fields that can be added to the advanced filter.
Clear All	Button used to remove added fields. The advanced filter can then be re-entered.
Go	Button used to view the advanced filter results.

Query Results

Updated: August 27, 2020

Use this section of the page to review the data for the sections returned for the criteria in the Advanced Filter section. The number of records found is displayed. You can sort on the fields in this section.

Fields/Buttons	Descriptions
Filter Again	Button used to return to the Advanced Filter section to perform another filter.
The following fields are in the Section Detail Information.	
Term	Code of the term for the section.
CRN	CRN associated with the section.
Subject	Subject associated with the section.
Course Number	Course number associated with the section.
Sequence	Section sequence number.
Course/Section Title	Complete or partial course/section title (using wildcards) associated with the section. This field is populated with the section title assigned to the sections in SSBSECT or if Null, with the course title in SCBCRSE when the filter results are displayed.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Campus	Code of the campus associated with the section.
Schedule Type	Code of the schedule type associated with the section.
Instructional Method	Code of the instructional method (from GTVINSM) associated with an open learning section. This field is populated with the instructional method assigned to open learning sections in SSBSECT when the filter results are displayed.

Fields/Buttons	Descriptions
Status	Code of the section status associated with the section.
The following fields are in the Credit Hours information.	
Low	Minimum number of credits for which the course can be offered.
Options	Relationship between low and high credit hours. • None = No existing credit hours • Or = Existing credit hours for two specific offerings • To = Existing credit hours within a range
High	Maximum number of credits for which the course can be offered.
The following fields are in the Schedule Type information.	
Part of Term	Code for the part of term associated with the section.
Duration	Number of duration units associated with the section. This field is populated with the number of duration units assigned to open learning sections in SSBSECT when the filter results are displayed.
Units	Code for the duration unit (from GTVDUNT) associated with the section. This field is populated with the duration units assigned to open learning sections in SSBSECT when the filter results are displayed.

Fields/Buttons	Descriptions
Registration From	First date that registration will be available for open learning sections. If you enter a date and term in the filter, only open learning courses for the referenced term will be displayed. Do not use a part of term for the filter. This field is populated with the registration from date assigned to open learning sections in SSBSECT when filter results are displayed.
Registration To	Last date that registration will be available for open learning sections. If both registration from and to dates are entered in the filter, the page will display sections where the from and to dates match the registration dates in SSBSECT. If you enter a date and term in the filter, only open learning courses for the referenced term will be displayed. Do not use a part of term for the data filter. This field is populated with the registration to date assigned to open learning sections in SSBSECT when filter results are displayed.
The following fields are in the Enrollment information.	
Maximum	Maximum enrollment for the section.
Actual	Actual enrollment for the section.
Remaining	Number of available seats for the section.
The following fields are in the Waitlist information.	
WL Maximum	Maximum waitlist for the section.

Fields/Buttons	Descriptions
WL Actual	Actual waitlist for the section.
WL Remaining	Number of available waitlisted seats for the section.
The following fields are in the Miscellaneous information.	
Reserved Seats	Check box used to indicate whether seats have been reserved for a section. • *Y* - displays the sections for reserved seats. • *N* - displays the sections for non reserved seats.
Long Section Title	Check box used to indicate whether sections have long section titles defined in the syllabus. This field is populated with a check mark for all sections with long section titles defined in the SSBSYLN table when the filter results are displayed.
Comments	Check box used to indicate whether section comments have been entered on SSATEXT. This field is populated with a check mark for all sections with comments defined in the SSRTEXT table when the filter results are displayed.
Syllabus	Check box used to know if syllabus information exists for the section. The sections that have been assigned learning objectives, required materials, or technical requirements will be displayed.

Fields/Buttons	Descriptions
	This field is populated with a check mark for all sections with values defined in the either the SSBSYLO, SSBSYRM, or SSBSYTR tables when the filter results are displayed.
Cross List	Identifier for the cross-list group associated with the section.
Link	User-defined code to identify the link associated with the section.
Block	Check box used to indicate whether a section has been assigned to a block schedule.
The following buttons are at the bottom of the page.	
Cancel	Cancels the filter.
Select	Returns a selected record to the calling page.

Schedule (SSASECT) page

Updated: April 17, 2025

Use the Schedule (SSASECT) page create or display sections for the courses that were created in the Course Catalog module, according to the definitions and restrictions that were set up there.

The Registration module then uses the sections to register students. A course catalog record must exist before the creation of sections for that course. Sections can be set up for traditional terms or for open learning.

You can add a new section, or you can copy an existing section within the term or from one term to another term. However, if a campus restriction exists on a section (from SCASRES), and the current campus is not valid, the user is not permitted to enter or update information in any sections of information on SSASECT.

Note: When you add a new section by entering ADD in the **CRN** field in the key block, the new CRN is displayed in the **Course Reference Number** field in the Course Section Information, which is located below the key block. The **CRN** field in the key block still displays ADD at this point. When you save the changes, the new CRN value replaces the ADD value in the key block.

To add a new section, do the following.

1. Enter a term in the **Term** field in the key block.
2. Enter `ADD` in the **CRN** field.
3. Click the **Create** button.
4. Click **Go**.
5. Continue in the Course Section Information section of the page.

   Note: You can also enter the term and click the **Create** button to populate `ADD` in the **CRN** field.

To copy a section from one term to another, or to the same term, do the following.

1. Enter term, CRN, subject, and course values in the key block.
2. Click the **Copy** button.
3. The Copy from Default Term and CRN window opens.
4. Use the defaulted term or enter a new term.
5. Enter the CRN.
6. Click the **Copy** button.
7. Click **Go**.
8. Continue in the Course Section Information section of the page.

Additional navigation from this page includes:

- You can access the Schedule Section Query (SSASECQ) page using the **Search** button and perform an advanced filter on section data.
- You can access the Course Labor Distribution (SCACLBD) page and the Schedule Labor Distribution (SSACLBD) page from this page, when using automated faculty load and compensation processing with Banner® Human Resources.

- You can access the Waitlist Automation Section Control (SSAWLSC) page from this page, when using automated waitlist processing.

Clock to credit hour conversion service application

You will see the following behavior on the **SSASECT** page when you set the **Clock Hours Flag** to *Y* on the Basic Course Information (**SCACRSE**) page for a specific **Term**, **Subject**, and **Course Number** combination.

- The **SSASECT** page disables the **Credit Hours** (SSBSECT_CREDIT_HOURS) and **Billing Hours**(SSBSECT_BILLING_HOURS) fields to prevent manual input or validation.
- The clock to credit hour conversion service application uses the same API key as the Student Aid Index (SAI) and Pell service applications. For details on how to obtain an API key, see Create an SAI Pell service application in Ethos Integration.
  You will see the following behavior related to the financial aid service integration:
    - When you enter a value in the **Course Number** field on the **SSASECT** page, the system sends course details and contact hours to the financial aid service to calculate **Credit Hours** and **Billing Hours**.
    - The system calls the financial aid service API with the following required parameters: **contactHours**, **hoursType**, **numberOfWeeks** (if applicable), and **roundingIndicator** (if applicable).
    - The **Contact Hours** (SSBSECT_CONT_HR) field is automatically populated with the **Contact Hour - Low** value from the **SCACRSE** page. The **SSASECT** page then populates the **Credit Hours** and **Billing Hours** fields with the values returned from the financial aid service.
- When you enter a new value in the **Contact Hours** field for an existing **CRN** of a clock hour course and section and execute the inputs, you will see the following behavior.
    - The **SSASECT** page calls the financial aid service again to recalculate credit and billing hours.
    - The **SSASECT** page then updates the **Credit Hours** and **Billing Hours** fields with the recalculated values.

Key block

Updated: August 27, 2020

Use the key block to specify the term and CRN for which you want to enter or display section information. You can also create new CRNs, duplicate existing CRNs within the term, and copy existing CRNs to different terms.

Fields/Buttons	Descriptions
Term	Code and description of the term associated with the section you want to define or display.
CRN	CRN of the section. CRNs can be added or copied in this section of the page.
Search	Button used to access SSASECQ to filter data for sections.
Create	Button used to define a new section. Enter ADD in the **CRN** field and click the **Create** button.
Copy	Button used to duplicate a section within the same term or copy an existing section to a different term. Enter the term and CRN, and click the **Copy** button to access the Copy from Default Term and CRN window.
Subject	Subject of the course.
Course	Course reference number.
Title	Title of the course.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Copy from Default Term and CRN window

Updated: August 27, 2020

Use this window to duplicate a section within the same term or copy a section from one term to another. To open this window, enter a term and CRN in the key block, and click the **Copy** button.

Fields/Buttons	Descriptions
Term	Default code and description of the term from which to copy section information.
CRN	Default CRN from which to copy section information.
Copy	Button used to copy the section information to another term.

Course Section Information

Updated: August 27, 2020

Use this section of the page to define or display a section of a course. Use the Course Section Information section to access this section of the page.

You can define a section as traditional or open learning using the **Section Type** option group. When the field is set to Open Learning Section, additional fields are displayed in the Section Dates information for:

- **Duration**
- **Duration Unit**
- **Maximum Extensions**
- **Registration Dates From**
- **Registration Dates To**
- **Learner Start Dates First**
- **Learner Start Dates Last**

The **OLR Rules** button is also displayed. Use this button to access SSARULE and view section level registration code, refunding, and extension rule information for open learning sections.

When you set up an open learning section, the **Instructional Method**, **Registration Dates From**, **Registration Dates To**, **Duration**, and **Duration Unit** fields should be considered as a unit of data and should be used in place of the **Part of Term**, **Part of Term (From and To Dates)**, and **Part of Term (Weeks)** fields. The absence of a part of term defines an open learning course, and the section level rule processing will be invoked in registration and fee assessment processing for open learning sections. The **Part of Term** field is not required if the registration dates and duration information have been entered. When creating traditional sections, an appropriate part of term number should be manually entered.

Change traditional section to open learning section

Updated: August 27, 2020

You can redefine an existing traditional section as an open learning section. However, you *cannot* redefine an open learning section as a traditional section. The open learning section must be manually deleted and recreated as a traditional section.

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

When you change a traditional section to an open learning section, remember the following:

- After you change the **Section Type** option group from Traditional Term Section to Open Learning Section, you *cannot* go back and forth between the two settings.
- If you change a traditional section to an open learning section, and you want to discard your changes, *and* you have not saved the changes, you can start over on the page.
- After you have saved the changes, you have updated the section to an open learning section. If you want to change the section back to a traditional section, you *must* create a new traditional section.
- When a waitlist maximum has been set on the traditional section, you *must* remove the waitlist maximum before switching the section to open learning. Otherwise, an error is displayed, as waitlisting is not available for an open learning course, and you cannot save the changes.

Setting the Prerequisite Check Method option group

Updated: August 27, 2020

When selecting the setting of the Prerequisite Check Method option group, be aware of the following scenarios.

- When the **Prerequisite Check Method** is set to CAPP for a section and no CAPP area prerequisites exist, and the user makes a change to the record and saves the record, an error message is displayed: `No CAPP area is associated with this section. You must first add a CAPP area prerequisite to the section to save this value.` The user must acknowledge the message to continue.

- When the **Prerequisite Check Method** is set to CAPP for a section and no CAPP area prerequisites exist, and the Copy button is used to copy data to a new section, an error message is displayed: `No CAPP area is associated with this section. You must first add a CAPP area prerequisite to the section to save this value.` The user must acknowledge the message to continue.
- When the term in the key block is the same term from which the section is being copied, the associated prerequisites and the setting of the **Prerequisite Check Method** option group are copied from the section records on SSASECT and SSAPREQ.
  However, when the term in the key block is different than the term from which the section is being copied, the associated prerequisites and the setting of the **Prerequisite Check Method** option group are copied from course records on SCACRSE and SCAPREQ that are active for the term in the key block.

Main Window

Updated: June 20, 2024

Use this section to enter course information.

Fields/Buttons	Descriptions
Subject	Code and description of the subject associated with the section.
Course Number	Number of the course.
Title	Short title of the course, up to 30 characters. When valid values have been entered in the **Section** and **Course Number** fields, the system automatically displays the course title defined on the **Basic Course**

Fields/Buttons	Descriptions
	Information (SCACRSE) page. If you want to change the title for this section only, you can do so.
Section	Section number associated with the subject/course combination. A section number can be used only one time to identify a subject/course number combination in a term, with the exception of `0` (zero). `0` can be shared by multiple sections.
Cross List	Code and description of the cross list identifier used for cross listed courses.
Campus	Code and description of the campus associated with the section.
Status	Code and description of the status for the section. The **Allow Registration** check box on the **Section Status Code Validation (STVSSTS)** page controls whether the status entered will prevent or allow registration for this section.
Schedule Type	Code and description of the instructional type for the section. Data elements on this page are used in faculty load processing.
Instructional Method	Code and description of the instructional method for the section from GTVINSM. This field is required for open learning sections. There are two ways to attach an

Fields/Buttons	Descriptions
	instructional method to a section: • Attach the instructional method directly to the section in SSASECT. Enter a code or select one from list of valid values for an open learning section. • Use defaulted information from the catalog record (SCRSCHD). An instructional method may or may not have been assigned to the course. You can change the instructional method after processing the registration records (that is, when enrollments exist), after you select the **CRN Instructional Method Override** check box for the term on the SOATERM page. **Note:** If you change the instructional method after enrolling, it can affect fee assessment, financial aid, faculty load and compensation. You cannot modify the instructional method when enrollments exist,and if the instructional method is used by Elevate, Cross Registration, or an Open Learning Class. In such cases, the check box will be disabled. When fee rules are defined for the old or new instructional methods using the SFARGFE page, and the instructional method is modified for the CRN, the collector records in the SFRBTCH table get created for the fee adjustments. Or when section fee rules are created in the SSADETL page, the collector records are created whenever the Instructional Method

Fields/Buttons	Descriptions
	is changed for a CRN with enrollments. To compute fee adjustments after changing the Instructional Method, run the SFRFASC process to compute the fees. Ellucian recommends you to run the SFRFASC process before any updates to the Instructional Method for any CRN in a term. If the **CRN Instructional Method Override** check box is disabled for the term on the SOATERM page, you will not be able to modify the instructional method for the CRN with enrollments in the term using SSASECT. After registration records for the CRN are processed, the **Instructional Method** field will be disabled in this scenario.
Integration Partner	Code and description of the integration partner. Use this field to designate that the section can be used for integration with a third party partner system, such as WebCT. Integration codes are defined and maintained on the **Integration Partner Rules (GORINTG)** page and are used in extract processing and event processing. If a section is flagged for integration, the system will check if the section will be extracted. You can add, update, or delete a valid integration partner system code that has been defined on GORINTG, as required by business practices. Changes to this code will produce an LDISECTION event.

Fields/Buttons	Descriptions
	This code is associated with the user integration code. Only course sections that contain a valid partner system code will be communicated to an LMS partner system. All course sections will be communicated to the portal as required.
Grade Mode	Code for the grading mode for the section. Grades can be set up on the **Grade Code Maintenance (SHAGRDE)** page.
Session	Code for the session in which the section is scheduled, such as evening, weekend, and so on.
Special Approval	Code for the type of special approval a student must have to register, if applicable. The **Approval** option group in the Section Options on SOATERM controls how this is checked at registration.
Duration	
Override duration	

Class Type section

Updated: August 27, 2020

Use this section to enter class type.

Field	Description
These fields are in Traditional Class section	
Part of Term	Code and description of the part of term in which the section is offered.

Field	Description
	The value entered here must be valid as defined for the term on SOATERM. The default is `1`. For non-open learning sections, this field is used to designate the length of the term for which the section is to be offered. If meeting times already exist, you cannot change the value in this field unless you first delete the meeting information, then change this field, and finally re-enter the meeting information. This allows you to change the part of term without changing the days on which the course is scheduled and avoids possibly creating inaccurate room assignments.
Part of Term Start Date (untitled)	Start date for the part of term that is used when students register for the section. This defaults from the **Start Date** field in the Base Part of Term section of SOATERM, based on term in the key block and the value in the **Part of Term** field.
Part of Term End Date (untitled)	End date for the part of term that is used when students register for the section. This defaults from the **End Date** field in the Base Part of Term section of SOATERM, based on term in the key block and the value in the **Part of Term** field.
Part of Term Weeks (untitled)	Number of weeks in the term. This defaults from the **Number of Weeks** field in the Base Part of Term section of SOATERM, based on term in the key block and the value in the **Part of Term** field.
These fields are in Open Learning Class section	
Registration Dates (First)	First date that registration is open to the learner for this section for an open learning course.

Field	Description
	This date comes from Registration Date Defaults data of the applicable rule on the Open Learning Section Default Rules (SOAORUL) page. If the **Override (Indicator)** is cleared for the corresponding rule on SOAORUL, you cannot navigate to the **Registration Dates** fields. This functionality imitates that associated with the part of term dates in conjunction with the **Section Override (Indicator)** on the part of term record in SOATERM. If no rules or no applicable rules exist on SOAORUL for the course or section characteristics, you will not be permitted to create the section record. This date cannot be changed after registration records have been processed for the section. This field is displayed when the **Section Type** option group is set to Open Learning Section.
Registration Dates (Last)	Last date that registration is open to the learner for this section for an open learning course. This date comes from Registration Date Defaults data of the applicable rule on SOAORUL. If the **Override (Indicator)** is cleared for the corresponding rule on SOAORUL, you cannot navigate to the **Registration Dates** fields. This functionality imitates that associated with the part of term dates in conjunction with the **Section Override (Indicator)** on the part of term record in SOATERM. If no rules or no applicable rules exist on SOAORUL for the course or section characteristics, you will not be permitted to create the section record. This date cannot be changed after registration records have been processed for the section.

Field	Description
	This field is displayed when the **Section Type** option group is set to Open Learning Section.
Processing rules	This is used to go to Schedule Processing Rules (SSARULE)
Maximum Extension	Maximum number of extensions permitted for this open learning section for a learner who is actively registered. Enter a value from `0` to `999`. When a new section is created, this field will be populated with `0` (zero). The value in this field cannot be changed after registration records have been processed for the section. This field is displayed when the **Section Type** option group is set to Open Learning Section.

Credit Hours

Updated: August 27, 2020

Use this section to enter credit hours.

Field	Description
Credit Hours	Credit Hours indicate the minimum and maximum number of credits for which a course section (CRN) may be offered. If only a minimum number is present, the CRN may only be offered for that amount of credits.
Credit Hours Indicator	This field defines whether the course section can be offered for variable credit. OR/TO is used to specify the relationship between low and high credit hours. An OR/TO value must exist to enter Credit Hours High.
Billing Hours	Billing Hours is used to designate the section billing hours, if the course was defined with variable billing hours. **Billing Hours** must match **Credit Hours**.
Billing Hours Indicator	This field defines whether the course can be billed for variable credit. OR/TO is used to specify the relationship between the

Field	Description
	low and high billing hour values. An OR/TO value must exist to enter Billing Hours High.
Contact Hours	This field is the column that contains the sum of low lecture, lab and others hours. Contact hours divided by 10 are the continuing education units for a continuing education section. This calculated value is stored in the credit hour field.
Contact Hours Indicator	This column contains the literal TO or OR to define the relationship between the low and high contact hours.
Lecture	This field is used to specify the lecture hours specific to this section.
Lecture Indicator	This field defines whether the course can be offered for variable lecture hours. OR/TO is used to specify the relationship between the low and high lecture hour values. An OR/TO value must exist to enter Lecture Hours High.
Lab	This field is used to specify the lab hours specific to this section.
Lab Indicator	This field defines whether the course can be offered for variable lab hours. OR/TO is used to specify the relationship between the low and high lab hour values. An OR/TO value must exist to enter Lab Hours High.
Other	This field is used to specify the other hours specific to this section.
Other Indicator	This field defines whether the course can be offered for variable other hours. OR/TO is used to specify the relationship between the low and high other hour values. An OR/TO value must exist to enter Other Hours High.

Class Indicators (California Localization)

Updated: August 27, 2020

Use this section to enter class indicators.

Field	Description
Prerequisite Check	Option group used to select the registration prerequisite

Field	Description
Method	checking method for the course for the effective term. Values are Basic or None (use existing prerequisites), CAPP (use CAPP area prerequisites), and DegreeWorks (use DegreeWorks prerequisites). The default value is Basic or None. Values saved to the database are B, C, or D. When DegreeWorks is installed, the CAPP option is not available. When CAPP prerequisite checking is in use, the DegreeWorks option is not available. For more information on using CAPP area prerequisites, refer to the *Banner Student CAPP* content in the *Banner Student Use* content in the Ellucian Documentation site. For more information on using DegreeWorks prerequisites, refer to the *Registration* chapter of the *Banner Student Use* content.
CEU Indicator	Check box used to indicate that the section is a continuing education section. Display only.
Link Identifier	User-defined code which links two sections that must be taken concurrently. You must enter the same code in this field for all sections that are linked. You must also enter the same code in the **Section Links** field on the Schedule Detail (SSADETL) page for each of the sections. This action links sections together, so that an error message is displayed during registration if a student tries to register for only one of the linked sections. Registration link errors must be defined for the term by SOATERM for the system to generate error messages for linked courses at registration.
Attendance Method	Code for the attendance accounting method for the section. For open learning sections, the independent study attendance method can be used.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Weekly Contact Hours</td><td>Weekly contact hours for the section. Number of hours the section meets per week.</td></tr>
<tr><td>Daily Contact Hours</td><td>Daily contact hours for the section. Number of hours the section meets per day.</td></tr>
<tr><td>Print</td><td>Check box used to indicate whether the class is to be printed on the Class Schedule Report (SSRSECT).</td></tr>
<tr><td>Gradable</td><td>Check box used to indicate whether the section is gradable.

If you have multiple sections that are graded as a single section (for example, a lab and lecture combination), only one of the sections should be defined as gradable and the other section(s) should be defined as not gradable, and the credit hours/billing hours must be changed to `0` (zero). This also involves defining the course as a variable credit course in the Basic Course Information (SCACRSE) page.</td></tr>
<tr><td>Tuition and Fee Waiver</td><td>Check box used to indicate whether the section has the option of being offered for a tuition or fee waiver as defined in the Registration Fee Assessment Rules (SFARGFE) page.

• When selected, all rules on SFARGFE that are overrideable will be ignored during registration fee assessment.
• When cleared, all rules on SFARGFE will be applied.

This check box does not update or affect existing sections or registration records. When a record is initially created on SSASECT and the indicator is cleared, the value is set to Null. If the indicator is then selected, the value is set to Y. If the selected indicator is subsequently cleared, the value is set to N.</td></tr>
<tr><td>Voice Response and Self-Service Available</td><td>Check box used to indicate whether the section should be available on Voice Response and in the Banner Self-Service applications.

Registration processing uses this check box.</td></tr>
</table>

Field	Description
	• When selected, the section is available for registration and add/drop purposes in Voice Response and Banner Self-Service. • When cleared, the section is not available for registration or add/drop purposes in Voice Response and Banner Self-Service. This check box is interpreted as follows in Banner Self-Service. When using the Look-Up Classes to Add Web page: • When selected, the section will be displayed if selected by search criteria. • When cleared, the section will not be displayed if selected by search criteria. When using the Add/Drop Classes Web page: • If the student has not registered for the section and enters the CRN using the worksheet, the error `Section not available for web add/drop` will be displayed. An audit trail of the registration attempt will also be written. • If the student is already registered for a section whose **Voice Response and Self-Service Available** check box is cleared, the error `Section not available for web add/drop` will be displayed, and the drop will not be processed. However, an audit trail record will be written. If the student attempts to make changes on the Change Class Options page, the same error will be displayed. The `CRNDIRECT` internal code on the Crosswalk Validation (GTVSDAX) page allows you to specify whether a class that is not available for Voice Response or Banner Self-Service can be registered for or updated on the Add or Drop Classes or Change Class Options pages in Banner Self-Service if the CRN is known.

Field	Description
Long Title	Check box used to indicate whether a long title exists as part of the section syllabus information on the Section Syllabus (SSASYLB) page. Display only.
Comments	Check box used to indicate whether section comments exist in the SSRTEXT table for the section. Display only.
Syllabus	Check box used to indicate whether learning objectives, required materials, or technical requirements have been defined on SSASYLB. Display only.

California Localization

The field and description in this section applies to California only.

Field	Description
Attendance Method	Code for the attendance accounting method for the section. Required.
Weekly Contact Hours	The value in this field is the sum of all meetings' **Hours per Week** values if the attendance method code is defined as one of the following: • Weekly • Actual • Independent Study combined with Weekly • Independent Study combined with Actual • Independent Study Lab • Non-apportionment-reported (all accounting method check boxes are cleared on STVACCT) With the other attendance method code settings, this field is left blank.
Daily Contact Hours	Daily contact hours for the section. Number of hours the section meets per day. The value in this field is the first meeting's **Hours per Day** values (since all meetings should be the same if it is daily) if the attendance method code is defined

Field	Description
	as one of the following: • Daily • Actual • Independent Study combined with Daily • Independent Study Actual • Non-apportionment-reported (all accounting method indicators are cleared on STVACCT) With the other attendance method code settings, this field is left blank.

Hours

Updated: August 27, 2020

Use this section of the page to enter low and high hours for credit, billing contact, lecture, lab, or other types of sections. You can also specify the relationship between the hour ranges. Use the Course Section Information section to access this section of the page.

Fields	Descriptions
Credit Hours Low	Minimum number of credits for which the course can be offered. Display only.
Credit Hours Options	Relationship between low and high credit hours. Display only. • None = No relationship exists • Or = Sets the credit hours at two specific offerings, such as 3 or 4 credit hours • To = Sets the credit hours within a range, such as 2 to 6 credit hours
Credit Hours High	Maximum number of credits for which the course can be offered. Display only.
Credit Hours	Exact number of CEU or credit hours for which the section can be

Fields	Descriptions
(untitled)	offered. This is used if the course was set up with a variable CEU or credit hour range but you want to limit this particular section to only one choice. The value specified must fall between the variable credit range specified in the **Course Hours Low** and **Course Hours High** fields. This field is located under the **Credit Hours Low** field.
Billing Hours Low	Minimum number of hours for which the course can be billed based on defined registration fee assessment rules. Display only.
Billing Hours Options	Relationship between low and high billing hours. Display only. • None = no relationship exists • Or = Sets the billing hours at two specific offerings, such as 3 or 4 billing hours • To = Sets the billing hours within a range, such as 2 to 6 billing hours
Billing Hours High	Maximum of hours for which the course can be billed. Display only.
Billing Hours (untitled)	Exact number of billing hours for which the section can be offered. This is used if the course was set up with a variable billing hour range but you want to limit this particular section to only one choice. The value specified must fall between the variable credit range specified in the **Billing Hours Low** and **Billing Hours High** fields. This field is located under the **Billing Hours Low** field.
Contact Hours Low	Minimum number of contact hours for which the course can be offered. Display only.
Contact Hours Options	Relationship between low and high contact hours. Display only. • None = No relationship exists • Or = Sets the contact hours at two specific offerings, such as

Fields	Descriptions
	3 or 4 contact hours • To = Sets the contact hours within a range, such as 2 to 6 contact hours
Contact Hours High	Maximum of contact hours for which the course can be offered. Display only.
Contact Hours (untitled)	Exact number of contact hours for which the section can be offered. This is used if the course was set up with a variable contact hour range but you want to limit this particular section to only one choice. The value specified must fall between the variable credit range specified in the **Contact Hours Low** and **Contact Hours High** fields. This field is located under the **Contact Hours Low** field.
Lecture Hours Low	Minimum number of lecture hours for which the course can be offered. Display only.
Lecture Hours Options	Relationship between low and high lecture hours. Display only. • None = no relationship exists • Or = Sets the lecture hours at two specific offerings, such as 3 or 4 lecture hours • To = Sets the lecture hours within a range, such as 2 to 6 lecture hours
Lecture Hours High	Maximum of lecture hours for which the course can be offered. Display only.
Lecture Hours (untitled)	Exact number of lecture hours for which the section can be offered. This is used if the course was set up with a variable lecture hour range but you want to limit this particular section to only one choice. The value specified must fall between the variable credit range specified in the **Lecture Hours Low** and **Lecture Hours High** fields.

Fields	Descriptions
	This field is located under the **Lecture Hours Low** field.
Lab Hours Low	Minimum number of lab hours for which the course can be offered. Display only.
Lab Hours Options	Relationship between low and high lab hours. Display only. • None = No relationship exists • Or = Sets the lab hours at two specific offerings, such as 3 or 4 lab hours • To = Sets the lab hours within a range, such as 2 to 6 lab hours
Lab Hours High	Maximum of lab hours for which the course can be offered. Display only.
Lab Hours (untitled)	Exact number of lab hours for which the section can be offered. This is used if the course was set up with a variable lab hour range but you want to limit this particular section to only one choice. The value specified must fall between the variable credit range specified in the **Lab Hours Low** and **Lab Hours High** fields. This field is located under the **Lab Hours Low** field.
Other Hours Low	Minimum number of other hours for which the course can be offered. (Other hours are defined by your institution.) Display only.
Other Hours Options	Relationship between low and high other hours. Display only. • None = No relationship exists • Or = Sets the other hours at two specific offerings, such as 3 or 4 hours • To = Sets the other hours within a range, such as 2 to 6 hours
Other Hours High	Maximum of other hours for which the course can be offered. (Other hours are defined by your institution.) Display only.
Other Hours	Exact number of other hours for which the section can be offered.

Fields	Descriptions
(untitled)	This is used if the course was set up with a variable other hour range but you want to limit this particular section to only one choice. The value specified must fall between the variable credit range specified in the **Other Hours Low** and **Other Hours High** fields. This field is located under the **Other Hours Low** field.

Enrollment Details

Updated: March 17, 2022

Use this section of the page to review the displayed registration information for the section specified in the key block. Use the Section Enrollment Information section and then the Enrollment Details section to access this section of the page.

For an open learning section, the SOAORUL populates the **Census One Freeze Date** and **Census Two Freeze Date** fields with the census dates, as opposed to the census date fields associated with the part of term record in SOATERM.

Note: The system tests for reserved seating each time the Enrollment Details section of the page is entered. You can only delete reserved seating when no enrollment exists for the reserved seating. When enrollment exists that meets the reserved seating requirement, you will not be allowed to delete reserved seating.

Fields	Descriptions
These fields are in the Enrollment Details information.	
Maximum	Maximum enrollment for the section. This field is used in Location Management when a user is attempting to assign classrooms large enough to satisfy the section enrollment. When the **Capacity** option group is set to `Warning` on the Term Control (SOATERM) page, the system issues a warning when enrollment exceeds this number.
Waitlist Maximum	Maximum number of students allowed to be waitlisted for the section.

Fields	Descriptions
Projected	Anticipated enrollment in the section. This field is informational only, and it controls no system processing.
Actual	Actual enrollment for the section. Display only.
Waitlist Actual	Actual number of students waitlisted for the section. Display only.
Prior	Number of students enrolled in the section in the previous term. Display only.
Remaining	Remaining number of seats available for the section. Display only.
Waitlist Remaining	Remaining number of waitlist seats available for the section. Display only.
Reserved	Check box used to indicate that reserved seats exist for the section. The default is checked (Y) when a section is created. Select the **Active for Term** check box in the Add Authorizations section of the Term Control (SOATERM) page must be selected to edit this field.
Registered Pending Finalization	Number of students who have successfully registered in the section and the number of students whose registration is still pending, respectively
Waitlisted Pending Finalization	Number of students who have successfully waitlisted for the section and the number of students whose waitlist status is still pending, respectively
Authorization Codes Active For Section	Check box used to indicate if Authorization codes are active for the section. The default is selected (Y) when a section is created. The **Active for Term** check box in the Add Authorizations section of the Term Control (SOATERM) page must be selected to edit this field
Generated Credit Hours	Total credit hours of enrolled students. Display only.
These fields are in the Census One section.	
Enrollment Count	Census one enrollment count. Display only.
Freeze Date	Date on which to freeze the enrollment count for use in census one statistical reporting.

Fields	Descriptions
	The value in this field is used to capture the enrollment data for the designated date.
These fields are in the Census Two section.	
Enrollment Count	Census two enrollment count. Display only.
Freeze Date	Date on which to freeze the enrollment count for use in census two statistical reporting. The value in this field is used to capture the enrollment data for the designated date.
These fields are in the Add Authorization Registration Dates section	
Calculated Section Start Date	Date the class first meets for the term based on meeting times defined on the Meeting Times and Instructors tab. If no meeting times are defined, the first date of the date range defined for the Part of Term displays. For Open Learning sections, the field displays no information.
Add Authorization Start Date	Date that an Authorization code becomes required to register for the section. It is determined by adjusting the **Calculated Section Start Date** by the value in the **Days Required Relative to Start Date** field in the Add Authorizations section of the Term Control (SOATERM) page. This value can be positive or negative, which would adjust the date later or earlier, respectively.
Waitlist Notification Ending Date	Date and time that the system will stop sending waitlist notifications for available seats in this section. It is determined by subtracting the value in the **Waitlist Notification Deadline** field of the Waitlist Automation Section Control (SSAWLSC) or Waitlist Automation Term Control (SOAWLTC) page from the **Add Authorization Start Date**.

California Localization

The fields and descriptions in the section apply to California only.

Fields	Descriptions
Census One Freeze Date	To support CALB localizations, if the CRN's **Academic Calendar Type** field on the Schedule Calendar (SSAACCL) page is not null, and you cannot update this field. The baseline restriction to prevent changes when enrollment exists has been removed.
Census Two Freeze Date	To support CALB localizations, if the CRN's **Academic Calendar Type** field on the Schedule Calendar (SSAACCL) page is not null, and you cannot update this field. The baseline restriction to prevent changes when enrollment exists has been removed.

Reserved Seats

Updated: August 27, 2020

Use this section of the page to enter or display data for reserved seating for the section specified in the key block.

Data is specified as curriculum, student, and enrollment data. Data is displayed for total reserved maximum, actual, and remaining seats in addition to the waistlisted and original totals for the section. Use the Section Enrollment Information section and then the Reserved Seats section to access this section of the page.

The numbers for reserved and waitlisted seating are defaulted in from the Enrollment Details section of the page. To add seats, use a new row, and save to update the totals in each column. Use the **Delete Reserved Seats** button to delete seating data if each reserved rule has zero (0) actual seats taken.

The reserved seating check for a student's major examines only the Major 1 (highest priority major) of the student's primary curriculum (highest priority curriculum). The reserved seating check for a student's level examines only the level of the student's primary curriculum (highest priority curriculum).

Reserved seating does *not* check for a valid combination of field of study type and field of study code.

Note: The system tests for reserved seating each time the Reserved Seats section of the page is entered. You can only delete reserved seating when no enrollment exists for the reserved seating. When enrollment exists that meets the reserved seating requirement, you will not be allowed to delete reserved seating.

Fields/Buttons	Descriptions
These fields are in the Curriculum information.	
Level	Student level associated with the section for the reserved seats rule.
Campus	Campus associated with the section for the reserved seats rule.
College	College associated with the section for the reserved seats rule.
Degree	Degree associated with the section for the reserved seats rule.
Program	Program associated with the section for the reserved seats rule.
Field of Study Type	Learner field of study type code (from GTVLFST) associated with the section for the reserved seats rule.
Field of Study Code	Field of study code associated with the section for the reserved seats rule.
Department	Department associated with the section for the reserved seats rule.
Curricula	Curriculum associated with the section for the reserved seats rule. Valid values are Primary, Secondary, Any.
These fields are in the Student information.	
Class	Class code associated with the section for the reserved seats rule.
Attribute	Student attribute associated with the section for the reserved seats rule.
Cohort	Cohort associated with the section for the reserved seats rule.
Admission Term	Admission term associated with the section for the reserved seats rule.
Matriculation Term	Matriculation term associated with the section for the reserved seats rule.

Fields/Buttons	Descriptions
Graduation Term	Graduation term associated with the section for the reserved seats rule.
These fields are in the Enrollment information.	
Overflow	Check box used to indicate when selected (set to Y), that processing will check unreserved available seats when seats on the reserved rule are full. Students who were previously unable to register can now register for those unreserved available seats. The field can be selected (set to Y) to allow the use of overflow seating or cleared (set to N) to not allow the use of overflow seating. The default setting for the **Overflow** check box is cleared or N.
Reserved Max	Maximum number of reserved seats for the rule.
Actual	Number of actual reserved seats taken for the rule.
Remaining	Number of reserved seats available for the rule.
Waitlist Max	Maximum number of waitlisted seats for the rule.
Waitlist Actual	Number of actual waitlisted seats taken for the rule.
Waitlist Remaining	Number of waitlisted seats available for the rule.
These fields are in the Totals information.	
Total Reserved Maximum	Maximum number of reserved seats for the rule.
Total Reserved Actual	Number of reserved seats taken for the rule.
Total Reserved Remaining	Number of reserved seats available for the

Fields/Buttons	Descriptions
	rule.
Delete Reserved Seats	Button used to delete reserved seats for the rule.
Total Waitlist Maximum	Maximum number of waitlisted seats for the rule.
Total Waitlist Actual	Number of waitlisted seats taken for the rule.
Total Waitlist Remaining	Number of waitlisted seats available for the rule.
Original Section Total Reserved	Original number of reserved seats for the rule.
Original Section Total Waitlist	Original number of waitlisted seats available for the rule.

Meeting Times (California Localization)

Updated: August 27, 2020

Use this section of the page to assign meeting time data for the section specified in the key block. This section contains information for meeting dates and times and meeting location and credits. You can access this section of the page using the Meeting Times and Instructor section.

The meeting location and credits information is used to set up auto scheduling for the building, room, schedule type, weekly hours, and session credit hours in addition to indicate that partition and room attribute details exist.

Meeting times with a pre-assigned status are processed without regard for blackout times in the pre-assigned room.

For open learning sections, it is not necessary to define meeting times to assign faculty members to the section.

Use the **Cross List Meeting Time/Instructor Query** button to access SSAXMTI and retrieve meeting time and instructor information for the other sections that are cross-listed together. This button is displayed when the section is cross-listed.

Use the **View Building/Room Schedule** button to access SSAMATX and filter on building and room schedule data.

California Localization

If you change anything on SSASECT that impacts the instructor assignment FTE calculation on an assignment, the system recalculates the FTE. However, 'redisplays' without changes do not trigger recalculations.

Example (California localization)

Updated: August 27, 2020

This is an example of error handling that generates a warning.

Let's say you have set all error handling to `Warning`, and you save an entry on SSASECT that generates a warning. If you go back and lower the FTE (for example, by lowering the value in the **Percent of Responsibility** field), when you save, the limits are re-evaluated. If warning still applies, it is displayed again. If the total load is now below the limit, the warning is cleared.

CALB localizations affect contact hours calculations For detailed information about these calculations, see *Banner Open Learning Registration* content in the Ellucian Documentation site.

Meeting Location and Credits Window (California localization)

Updated: August 27, 2020

This window is used to set up auto scheduling for the building, room, schedule type, weekly hours, and session credit hours, and indicate that partition and room attribute details exist.

This window is a sub window of the Meeting times window and contains the Meeting location credits block and the Instructor block. You can access this window using the Meeting Times and Instructor tab, then the Times and Instructor tab, and then the Meeting location and Credits tab.

Fields/Buttons	Descriptions
Cross List Meeting Time/Instructor Query	Button used to access SSAXMTI and retrieve meeting time and instructor information for the other sections that are cross-listed together.

Fields/Buttons	Descriptions
	This button is displayed when the section is cross-listed. (**Cross List** field in the Course Section Information section of the page is populated.)
View Building/Room Schedule	Button used to access SSAMATX and filter on building and room schedule data.
These fields are in the Meeting Dates information.	
Meeting Time	Code for the meeting time for the section. Codes definitions include the days of week and begin and end times. The meeting time code values will default in the Meeting Times section of the page if a meeting time code is entered. Using this field also helps prevent instructors from being attached to non-existent session identifiers.
Meeting Type	Meeting type code (from GTVMTYP) assigned to this meeting time of the section. You can create multiple meeting records to create meeting times for regularly scheduled activities such as chat rooms, video/audio conferences, and so on, for display on the student's schedule. The default value for this field is CLAS, but you can change it.
Start Date	First date on which the section meets for the meeting type.
End Date	Last date on which the section meets for the meeting type.
Monday	Check box used to specify that the section meets on Mondays.
Tuesday	Check box used to specify that the section meets on Tuesdays.
Wednesday	Check box used to specify that the section meets on Wednesdays.
Thursday	Check box used to specify that the section meets on Thursdays.
Friday	Check box used to specify that the section meets on Fridays.
Saturday	Check box used to specify that the section meets on Saturdays.
Sunday	Check box used to specify that the section meets on Sundays.
Start Time	Begin time of day at which the section meets for the meeting type. This must be entered in 24-hour time; for example, 10:30 AM

Fields/Buttons	Descriptions
	would be entered as `1030`, and 7:00 PM would be entered as `1900`. This field is an important data element for assigning a classroom using Location Management.
End Time	End time of day at which the section meets for the meeting type. This must be entered in 24-hour time; for example, 11:00 AM would be entered as `1100`, and 9:30 PM would be entered as `2130`. This field is an important data element for assigning a classroom using Location Management.
Number of Days	Calculated number of days the session meets. If **Override Hours Indicator** check box is selected and if none of the day check boxes have been checked, this is the **Total Contact Hours** value / **Hours per Day** value. Otherwise, this is a count of the days the meeting meets by the date range and days checked (minus SSAEXCL excluded days).
Session Indicator	User-defined identifier for the session, such as a session number.
These fields are in the Meeting Location and Credits information.	
Automatic Scheduler	Scheduling status code for the meeting time from GTVSCHS. This code reflects the assignment code, whether the meeting time should be scheduled by Schedule25, and the scheduling needs of the class, such as a cross-listed class.
Building	Code of the building in which the section will meet.
Room	Code of the room in which the section will meet.
Schedule Type	Code of the schedule type of the section.
Include Break Time	Check box used to specify whether break minutes are to be included in the contact hours calculations. This defaults to checked on new and existing entries, but it can be changed. If you wanted a meeting scheduled from 8:00 to 8:50

Fields/Buttons	Descriptions
	without a break to have 1 contact hour, you would clear this check box. If you wanted a meeting scheduled from 8:00 to 10:50 with two breaks to have 3 contact hours, you would check this check box.
Calculated Break Minutes per Day	Total number of break minutes within one meeting day. Display only. A value is displayed in this field when the **Include Break Time** check box is selected. This calculation is based on the follow assumptions: the "last partial hour" rule is used to skip a break in the last partial hour, and the number of 10-minute breaks included is based on the whole hours.
Override Break Minutes per Day	Number of break minutes if the calculated number is incorrect. If you enter a value in this field, it replaces the calculated number of break minutes. You can use this field in special circumstances when the calculated break is not correct, for example, when a continuous class time is split into multiple meetings for contract or pay purposes.
Override Hours Indicator	Check box used to indicate whether override hours are to be calculated. • When selected, values are entered manually. • When cleared, values are system calculated.
Hours per Day	One-day contact-hour value (before multiplying by the number of Day fields checked).
Hours per Week	Number of hours the section meets per week for the meeting type. If a value is defaulted in, it can be changed. The valid value range is `0` to `999.99`. The value is entered in minutes that represent an hour of class time. If the beginning time, end time, and days of the week have been entered, the system calculates the value as follows:

Fields/Buttons	Descriptions
	(End Time - Start Time) * Days Per Week/Duration Factor The duration factor used is the value entered on the Faculty Load Term Control (SIATERM) page. The value entered here is multiplied by the values in the **Percent of Responsibility** and **Percent of Session** fields in the Instructor section of the page, and the resulting value is automatically entered in the **Weekly Contact** field in the Faculty Instructional Assignment section of the Faculty Assignment (SIAASGN) page. The following details support CALB localizations. When the **Override Hours Indicator** check box is selected, a value entered manually in this field is checked for reasonableness to the **Hours per Day** value. If the value is outside delivered parameters, an error message is displayed. When the **Override Hours Indicator** check box is cleared, the calculation of this field on a single meeting has been revised to match the CCCCO Attendance Accounting Manual standards for 50-minute class hour calculations.
Total Contact Hours	Total contact hours for all meetings and meeting days. If the **Override Hours Indicator** check box is selected and if none of the day checkboxes have been selected, a value can be entered in this field; otherwise, the value is calculated and display only. After a value has been entered manually, if the **Override Hours Indicator** check box is cleared or if at least one of the day checkboxes is checked, the value for this field is calculated and becomes display only. • For a CRN with any accounting method signifying weekly, the calculated value is the term's term length multiplier * the **Hours per Week** value. • For a CRN with any accounting method signifying weekly

Fields/Buttons	Descriptions
	independent study, the calculated value is the term's independent study term length multiplier * the **Hours per Week** value. • For all other accounting methods, calculated value is the **Number of Days** value * the **Hours per Day** value.
Override Indicator	Check box used to indicate that schedule conflict errors can be overridden. This allows the scheduling of two or more sections in the same room at the same time.
Session Credit Hours	Number of credits associated with the section for this meeting type, not to exceed the total number of section credits. This value is automatically entered in the **Session Credit** field in SIAASGN. It is used when calculating the following instructor credits and generated credit hours on other Banner forms.

Partition Preferences

Updated: August 27, 2020

Use this section of the page to define partition preferences for meeting days and times for auto scheduling (Schedule25).

The records in this section of the page are child records of the master records in the Meeting Times section of the page. You can access this section of the page using the Meeting Times and Instructor section and then the Partition Preferences section.

If the partition preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. You can change any defaults.

Fields	Descriptions
Code	Code and description of the code for the meeting entry from GTVPARS.
Preference Number	Preference number for the partition. Enter a value from 0 - 99. Multiple records can be

Fields	Descriptions
	entered for the same preference number. A message is displayed when the value is not 01, 02, 03, or 04, as those values are used with auto scheduling. A preference number of 01 is considered highest priority by the scheduling software.

Room Attribute Preferences

Updated: August 27, 2020

Use this section of the page to define room attributes (such as blackboard, projector, overhead) that are required to facilitate the needs of the instructor for auto scheduling (Schedule25).

The records in this section of the page are child records of the master records in the Meeting Times section of the page. You can access this section of the page using the Meeting Times and Instructor section and then the Room Attributes section.

If the room attribute preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. You can change any defaults.

Fields	Descriptions
Code	Code and description of the building/ attribute code for the meeting entry.
Preference Number	Preference number for the room attributes. Enter a value from 0 - 99. Multiple records can be entered for the same preference number. A message is displayed when the value is not 01, 02, 03, or 04, as those values are used with auto scheduling. A preference number of 01 is considered highest priority by the scheduling software.

Instructor (California Localization)

Updated: August 27, 2020

Use this section of the page to perform instructor tasks.

Instructor tasks include:

- assign faculty to traditional sections
- assign tutors to open learning sections
- determine the instruction workload
- individual faculty member's responsibility levels

Use the **Faculty/Advisor Query** button to filter information about faculty members. Use the **Available Faculty Query** button to filter data and determine which faculty members are available for the section. You can access this section of the page using the Meeting Times and Instructor section.

If the section has been defined with no part of term, you can assign an instructor or tutor, even if no meeting time record has been created in the SSRMEET table. Traditional sections (that is, those defined with part of term information) require the creation of meeting time records before an instructor assignment can be completed.

Fields/Buttons	Descriptions
Session Indicator	Session indicator associated with the instructor assignment. This is used to assign a faculty member to a session, as defined in the Meeting Times section of the page.
ID	User ID and name of the faculty member assigned to instruct the session/section. You can access SIAFAVL, SIAIQRY, and SIAASGQ from this field and filter information on faculty members and advisors.
Instructional Workload	Hours assigned to the instructor for the course. Display only.
Percent of Responsibility	Percentage of the instructional workload and session credits for which this instructor is responsible.

Fields/Buttons	Descriptions
	This field is used to designate the instructional workload and the session credits. The percent of responsibility assigned to an individual instructor cannot exceed 100%, but the total responsibility for multiple instructors can exceed 100%. The total percentage of responsibility cannot be less than100%. The values entered here are used on the Faculty Assignment (SIAASGN) page.
Primary Indicator	Check box used to indicate whether this instructor is the primary instructor for the section. A primary instructor must exist for each section, and there can only be one primary instructor for each section.
Percent of Session	Percentage of the session for which this instructor is responsible. This field is used to designate the percentage of faculty responsibility for a section during a session. The percent of responsibility assigned to an individual instructor cannot exceed 100%, but the total responsibility for multiple instructors can exceed 100%. The total percentage of responsibility cannot be less than100%. The values entered here are used on SIAASGN.

California Localization

The fields and description in this section apply to California only.

Fields/Buttons	Descriptions
Conflict Indicator	Check box used to indicate whether the system should override conflicts in the faculty member's schedule. When selected (value of O), instructor conflicts are overridden. When cleared (Null), conflicts are checked but not overridden.
Faculty Load	Indicator for the faculty load limits error handling level specified

Fields/Buttons	Descriptions
Override	for the faculty staff type code (defined on the Faculty Staff Type Code Validation Page [STVFSTP]) associated with the faculty member. The only value that can be entered in this field by a user is `U`, and this can be entered only if user overrides are in use. The other values are display only. Values are: • W = Warning only; the system issues a message after saving a new assignment if the saved record surpasses the load limit. • U = User override; the system issues a message requiring a user override before the transaction can be saved. • A = Administrative override; the system issues a message requiring an administrative override before the transaction can be saved. This field was added to support CALBSTU localizations.
Faculty Load Message	Message associated with the faculty load limit for the faculty member. No message is displayed if the load limit has not been reached. This field was added to support CALBSTU localizations.

Partition Preferences

Updated: August 27, 2020

This section of the page is used to define partition preferences for the section specified in the key block and the record selected in the Meeting Times section of the page. Use the Section Preferences section to access this section of the page.

If the partition preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. You can change any defaults.

Fields	Descriptions
Code	Code and description of the partition used for the meeting entry from GTVPARS.
Preference Number	Preference number for the partition. Enter a value from 0 - 99. Multiple records can be entered for the same preference number. A message is displayed when the value is not 01, 02, 03, or 04, as those values are used with auto scheduling. A preference number of 01 is considered highest priority by the scheduling software.

Room Attribute Preferences

Updated: August 27, 2020

Use this section of the page to define room attributes (such as blackboard, projector, overhead) that are required to facilitate the needs of the instructor.

Attributes are for the section specified in the key block and the record selected in the Meeting Times section of the page. Use the Section Preferences section to access this section of the page.

If the room attribute preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. You can change any defaults.

Fields	Descriptions
Code	Code and description of the building/ attribute used for the meeting entry.
Preference Number	Preference number for the room attribute. Enter a value from 0 - 99. Multiple records can be entered for the same preference number. A message is displayed when the value is not 01, 02, 03, or 04, as those values are

Fields	Descriptions
	used with auto scheduling. A preference number of 01 is considered highest priority by the scheduling software.

Scheduling Region Code Rules (SSASRGN) page

Updated: August 27, 2020

Use the Scheduling Region Code Rules (SSASRGN) page to set up data used in the Plan Ahead option to display course sections based on the location associated with a student's primary program of study or study path.

About this task

By default, students will be able to select from all of the course sections your institution offers. If you have multiple campus locations, this includes the sections at each location. You have the option to limit the sections displayed to the student by the geographic region associated with their primary program of study or their selected study path. When you do this, students will see the sections offered at the location you've defined for the area they are in and all online courses. If a student wants to see sections offered at another location, they can do so by selecting the specific Campus Code for that location.

To enable this functionality, complete these steps.

Procedure

1. On the **Scheduling Region Code Validation (STVSRGN)** page, define a code for each region that your institution covers. For example, if your institution has city and suburb campuses, you could create the following.

Code	Description
CITY	The campuses in the city proper.
SBRB	The campuses located outside of the city.

2. On the **Scheduling Region Code Rules (SSASRGN)** page, associate a region to every

campus associated with your institution. Do not assign online courses to a region. For example, if your institution has multiple courses in the CITY region, your SSASRGN entry would be similar to the following.

Campus Code	Campus Description	Scheduling Region	Scheduling Region Description
MHT	Manhattan	CITY	The campuses in the city proper.
BKLN	Brooklyn	CITY	The campuses in the city proper.
QNS	Queens	CITY	The campuses in the city proper
WEST	Westchester	SBRB	The campuses located outside of the city.

Warning! Every physical campus must be assigned to a region. If a campus is not assigned to a region, all courses will be displayed.

3. On the **Crosswalk Validation (GTVSDAX)** page, set the External Code for CAMPCODE to Y.

Section Syllabus (SSASYLB) page

Updated: August 27, 2020

Use the Section Syllabus (SSASYLB) page to enter or display a section's syllabus, including descriptions of student learning objectives, required materials, and technical requirements.

This information is displayed in Self-Service to aid students in selecting and registering for course sections. The course syllabus information can be copied to the section level at the user's request. All syllabus information is optional.

This page is composed of the following sections:

- Key block
- Section Long Title
- Learning Objectives
- Required Materials
- Technical Requirements

Key block

Updated: August 27, 2020

Use the key block to specify the term and CRN of the section for which you want to enter or display syllabus information. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the effective term for the section.
CRN	Course reference number.
Search	Button used to access SSASECQ and filter data on course sections.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Course Title	Course title assigned on the Schedule (SSASECT) page. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Section Long Title

Updated: August 27, 2020

Use this section of the page to enter a long section title for the section specified in the key block.

You can copy this title from the Course Catalog module, if desired, and make any necessary revisions. If no long section title is defined here, the course long title will, if defined, be used for those sections where applicable. This long title information is primarily for use in Self-Service.

Use the **Copy From Course** button to copy the section long title by term. Use the Section Long Title section to access this section of the page.

Fields/Buttons	Descriptions
Copy From Course	Button used to copy the long section title to a new term.
Long Title	Free form field for the long title of the

Fields/Buttons	Descriptions
	course, up to 100 characters. You can also edit existing text.
URL	URL, up to 100 characters, for Web-based course content or course materials. This value must begin with `http://` to allow for proper navigation on the Web. This will be displayed to Banner Self-Service users as an active hypertext link.

Learning Objectives

Updated: August 27, 2020

Use this section of the page to enter or display the learning objectives information for the section specified in the key block.

This is what the student should expect to learn if taking this course. You can copy these objectives from the Course Catalog module if you choose. The learning objectives information is primarily for use in Self-Service.

Use the **Copy From Course** button to copy learning objectives by term. Use the Learning Objectives section to access this section of the page.

Fields/Buttons	Descriptions
Schedule Type	Code and description of the schedule type associated with the section. Display only.
Instructional Method	Code and description of the instructional method associated with the section. Display only.
Copy From Course	Used to copy learning objectives to a new term.
Learning Objectives (untitled)	Free form field for the text for the learning objectives. You can enter up to 32,760 characters. Text entered in this field automatically wraps at the end of the line. You can also edit existing text.

Required Materials

Updated: August 27, 2020

Use this section of the page to maintain required text, materials, and other course-related information for the section specified in the key block. You can copy this information from the Course Catalog module, if desired.

Use the **Copy From Course** button to copy required materials by term. Use the Required Materials section to access this section of the page.

Fields/Buttons	Descriptions
Schedule Type	Code and description of the schedule type associated with the section. Display only.
Instructional Method	Code and description of the instructional method associated with the section. Display only.
Copy From Course	Button used to copy required materials to a new term.
Required Materials (untitled)	Free form field for the text for the required materials. You can enter up to 32,760 characters. Text entered in this field automatically wraps at the end of the line. You can also edit existing text.

Technical Requirements

Updated: August 27, 2020

Use this section of the page to maintain technical requirements for the for the section specified in the key block. This includes information such as the minimum computer requirements the student must have to successfully complete the course. You can copy this information from the Course Catalog module, if desired.

Use the **Copy From Course** button to copy technical requirements by term. Use the Technical Requirements section to access this section of the page.

Fields/Buttons	Descriptions
Schedule Type	Code and description of the schedule type associated with the section. Display only.

Fields/Buttons	Descriptions
Instructional Method	Code and description of the instructional method associated with the section. Display only.
Copy From Course	Button used to copy technical requirements to a new term.
Technical Requirements (untitled)	Free form field for the text for the technical requirements. You can enter up to 32,760 characters. Text entered in this field automatically wraps at the end of the line. You can also edit existing text.

Section Comment (SSATEXT) page

Updated: August 27, 2020

Use the Section Comment (SSATEXT) page to enter or display short and long comments associated with a section. Comments entered here appear on the Class Schedule Report (SSRSECT).

A course must have been created on the Basic Course Information (SCACRSE) page. Sections of this course are then created using the Schedule (SSASECT) page. Only after both the course and section are created can comments for a section be entered and maintained.

The page is composed of the following sections:

- Key block
- Section Text
- Section Long Text

Key block

Updated: August 27, 2020

Use the key block to specify the term and CRN for which you want to enter or display text. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term for which the text is in effect.
CRN	Course reference number.
Search	Button used to access SSASECQ and filter course sections.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Title	Course title assigned on the Schedule (SSASECT) page. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Section Text

Updated: August 27, 2020

Use this section of the page to enter comments (up to 60 characters per record) for the section specified in the key block. Use the Text section to access this section of the page.

Fields/Buttons	Descriptions
Text	Section text associated with the college (and department, if applicable), up to 60 characters. Text can be edited. Each line is an individual record, and an unlimited number of records can be maintained. No word processing functions are provided.
Re-sequence Text	Button used to re-sequence text records and save the changes.

Section Long Text

Updated: August 27, 2020

Use this section of the page to enter or cut and paste lengthy information about a section. Use the Narrative Text section to access this section of the page.

You can enter a long comment (up to 32K of data) for the section specified in the key block. Text entered here can be used exclusively or can supplement the existing 60-character records in the Section Text information. Long text information will be included on the SSRSECT and SSRTALY reports, based on parameter settings.

Fields	Descriptions
Section Long Text (untitled)	Free form field for the long text for the section. You can enter up to 32,760 characters per long comment. Comments entered in this field automatically wrap at the end of the line. You can also edit existing text.

Waitlist Automation Section Control (SSAWLSC) page

Updated: August 27, 2020

Use the Waitlist Automation Section Control (SSAWLSC) page to set up waitlist controls by term and CRN for automatic student notification, waitlist registration error checking, display of student waitlist queue position in Banner® Student Self-Service, and student notification deadline time period.

CRNs that are defined as open learning courses cannot be used with this page.

This page is composed of the following sections:

- Key block
- Waitlist Control

Key block

Updated: August 27, 2020

Use the key block to enter the term and CRN for which the waitlist controls are to be set. Use the **Process Default** button to copy the settings to a new term.

Fields/Buttons	Descriptions
Term	Code and description of the term used for waitlist controls.
CRN	Course reference number for the waitlist controls.

Fields/Buttons	Descriptions
Subject	Subject of the course.
Course	Number of the course.
Title	Course title assigned on the Schedule (SSASECT) page. Display only.
Process Default	Button used to copy waitlist controls for a new record to the CRN (based on SOAWLTC values) and then save the record.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on SCACRSE page.

Waitlist Control

Updated: August 27, 2020

This section of the page contains the controls you can set for a term and CRN for automated waitlist processing.

Records must exist on SOAWLTC in order for section term controls to be defined on SSAWLSC. If no records exist in the SSBWLSC table, values from the SOBWLTC table will be defaulted in.

- When the **Automatic Waitlist Notification** check box is cleared, automated waitlist notification processing will not be used for the CRN.
- When the **Use Waitlist Registration Error Checking** check box is cleared, waitlist registration checking from SOAWLTC will not be used, and no checking will take place for the CRN.

Fields	Descriptions
Automatic Waitlist Notification	Check box used to indicate that automated waitlist notification will be used for the CRN.
Use Waitlist Registration Error Checking	Check box used to indicate that waitlist registration error checking from SOAWLTC will be used for the CRN.
Show Waitlist Position on Student Self-Service	Check box used to indicate that the student's position in the waitlist queue will be displayed in Banner Self-Service.

Fields	Descriptions
Waitlist Notification Deadline Hours	Time period in hours by which the waitlisted student must register for the course after being notified of an available seat.
Resend Deadline Hours	Time period in hours for which the system will attempt to resend a failed email waitlist notification.

Section Web Controls (SSAWSEC) page

Updated: August 27, 2020

Use the Section Web Controls (SSAWSEC) page is used to enter or display the section Web controls for Banner Student Self-Service and Banner® Faculty and Advisor Self-Service.

This page is composed of the following sections.

- Key block
- Student Self-Service Display Controls
- Faculty Self-Service Display Controls

Key block

Updated: August 27, 2020

Use the key block to specify the term and CRN for which you want to enter or display section Web controls. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term.
CRN	Course reference number.
Search	Button used to access SSASECQ and filter on course sections.
Subject	Subject associated with the CRN. Display only.
Course	Course number associated with the CRN. Display only.
Title	Course title assigned on the Schedule (SSASECT) page. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the

Fields/Buttons	Descriptions
	field. The value gets populated if Course Alias is defined on SCACRSE page.

Student Self-Service Display Controls

Updated: August 27, 2020

Use this section of the page as a section level override of the term level values defined in the Term Control (SOATERM) page. This functionality is available for traditional sections and open learning sections.

Fields	Descriptions
Display Midterm Grades	Check box used to indicate whether midterm grades for this section should be displayed in Banner Student Self-Service.
Display Final Grades	Check box used to indicate whether final grades for this section should be displayed in Banner Student Self-Service.
Display Grade Detail	Check box used to indicate whether grade detail for this section should be displayed in Banner Student Self-Service.

Faculty Self-Service Display Controls

Updated: August 27, 2020

Use this section of the page as a section level override of the term level values defined in SOATERM for traditional courses. This functionality is available for traditional sections and replaces the information stored on the part of term record in SOATERM.

When an open learning section is created, these values are established for the section (default of selected) and constitute the only means of defining faculty access to the grades and waitlists.

Fields	Descriptions
Display Wait List	Check box used to indicate whether waitlist information for this section should be displayed in Banner Faculty and Advisor

Fields	Descriptions
	Self-Service.
Display Midterm Grades	Check box used to indicate whether midterm grades for this section should be displayed in Banner Faculty and Advisor Self-Service.
Display Final Grades	Check box used to indicate whether final grades for this section should be displayed in Banner Faculty and Advisor Self-Service.

Schedule Cross List Query (SSAXLSQ) page

Updated: August 27, 2020

Use the Schedule Cross List Query (SSAXLSQ) page to filter and display all of the sections associated with a specific cross list group identifier. All fields are display only.

This page uses advanced filtering for queries. You can filter data on the default **Term** field and add elements to the filter criteria as needed.

You can access this page from the Schedule Cross List Definition (SSAXLST) page and the Schedule (SSASECT) page. You can access the Cross List Meeting Time/Instructor Query (SSAXMTI) page from this page.

This page is composed of the following sections:

- Advanced Filter
- Query Results
- Cross List Section

Advanced Filter

Updated: August 27, 2020

Use this section of the page to specify the criteria for which you want to display cross listed groups of sections. You can add elements to the advanced filter criteria as needed to refine the query. Each element has an operator defined in the **Contains** field.

Use the **Delete** (-) button or the **Clear All** button to remove added fields from the filter or the **Go** button to view the results of the filter.

Fields	Descriptions
Term	Code and description of the term. The term is not required.
Contains	Displays a list of operators for each field in the advanced filter.
Add Another Field...	Displays a list of fields that can be added to the advanced filter.
Clear All	Button used to remove added fields. The advanced filter can then be re-entered.
Go	Button used to view the advanced filter results.

Query Results

Updated: August 27, 2020

Use this section of the page to display enrollment information about a cross list group returned for the criteria in the Advanced Filter section. The number of records found is displayed. You can sort on the fields in this section of the page.

Fields/Buttons	Descriptions
Filter Again	Button used to return to the Advanced Filter section to perform another filter.
The following fields are in the Query Results information.	
Term	Code of the term for the cross list group.
Cross List	Code for the cross list group identifier.
Maximum Enrollment	Maximum enrollment allowed for the cross list group.
Actual Enrollment	Actual enrollment in the cross list group.
Seats Available	Number of seats available for enrollment.

Cross List Section

Updated: August 27, 2020

Use this section of the page to display information about the sections in the cross list group selected in the Query Results section. The records in this section of the page are child records of the master records in the Query Results section of the page.

Fields	Descriptions
The following fields are in the Cross List Section information.	
Term	Term associated with the cross list group.
CRN	CRN of a section in the cross list group.
Block	Check box used to indicate whether a section has been assigned to a block schedule.
Reserved	Check box used to indicate whether seats have been reserved for a section.
Subject	Code of the subject associated with the CRN.
Course Number	Course number associated with the CRN.
Course Alias	The values in the Course Alias field are read-only and populated if Course Alias is defined on SCACRSE page for the appropriate Subject, Term and Course combination.
Section	Section number associated with the CRN.
Part of Term	Part of term code associated with the CRN.
Campus	Campus associated with the CRN.
The following fields are in the Credit Hours information.	
Low	Minimum number of credits for which the course can be offered.
Options	Relationship between low and high credit hours. None = no existing credit hours Or = Existing credit hours for two specific offerings To = Existing credit hours within a range
High	Maximum number of credits for which the course can be offered.
The following fields are in the Enrollment information.	

Fields	Descriptions
Maximum	Maximum enrollment for the cross listed section.
Actual	Actual enrollment for the cross listed section.
Remaining	Number of available seats for the cross listed section.
The following fields are in the Waitlist information.	
Maximum	Maximum waitlist for the cross listed section.
Actual	Actual waitlist for the cross listed section.
Remaining	Number of available waitlist seats for the cross listed section.
The following buttons are at the bottom of the page.	
Cancel	Button used to cancel the filter.
Select	Button used to return a selected record to the calling page.

Schedule Cross List Definition (SSAXLST) page

Updated: August 27, 2020

Use the Schedule Cross List Definition (SSAXLST) page to enter or display the cross list information associated with a group of sections. Cross listing is made possible by a cross list group identifier that you define.

Information maintained about a cross list includes:

- Maximum enrollment
- Actual enrollment
- Seats remaining for all sections which are cross listed together
- Whether or not the cross-listed sections are associated with block codes

A cross list identifier must be established on this page before being entered on the Schedule (SSASECT) page. The Cross List Query (SSAXLSQ) page can be accessed from SSASECT.

This page is composed of the following sections:

- Key block
- Cross List Enrollment

- Cross List Section

Key block

Updated: August 27, 2020

Use the key block to specify the term and cross list identifier for the group of sections. Use the **Search** button to access SSAXLSQ.

Fields/Buttons	Descriptions
Term	Code and description of the term.
Cross List Group Identifier	Code and description of the cross list group identifier.
Search	Button used to access SSAXLSQ and filter on cross listed sections.

Cross List Enrollment

Updated: August 27, 2020

Use this section of the page to enter or display enrollment figures for the cross listed group of sections specified in the key block.

Fields	Descriptions
Maximum Enrollment	Maximum enrollment allowed for the cross listed group.
Actual Enrollment	Actual enrollment in the cross listed group. Display only.
Seats Available	Number of seats available for enrollment. Display only.

Cross List Section

Updated: August 27, 2020

Use this section of the page to enter or display section-specific information about the cross listed group of sections specified in the key block.

The records in this section of the page are child records of the master records in the

Cross List Enrollment section of the page. Use the Cross List Section section to access this section of the page.

Fields	Descriptions
The following fields are in the Cross List Section information.	
CRN	CRN of a section in the cross list group.
Block	Indicator for whether the section has been assigned to a block schedule. Display only. Values are: `Y` - the section is assigned to a block schedule `Null` - the section is not assigned to a block schedule
Reserved	Check box used to indicate that reserved seats exist for the cross listed section. Display only.
Subject	Code of the subject associated with the CRN. Display only.
Course Number	Course number associated with the CRN. Display only.
Section	Section number associated with the CRN. Display only.
Part of Term	Part of term code associated with the CRN. Display only.
Campus	Campus associated with the CRN. Display only.
The following fields are in the Credit Hours information.	
Low	Minimum number of credits for which the course can be offered. Display only.
Options	Relationship between low and high credit hours. Display only. • None = No relationship exists • Or = Sets the credit hours at two specific offerings, such as 3 or 4 credit hours • To = Sets the credit hours within a range, such as 2 to 6 credit hours
High	Maximum number of credits for which the course can be offered. Display only.

Fields	Descriptions
The following fields are in the Enrollment information.	
Maximum	Maximum enrollment allowed for the CRN. Display only. When the **Capacity** option button in the Registration Error Checking information of the Term Control (SOATERM) page is set to `Fatal` or `Warning`, the system issues warnings when enrollment exceeds this number.
Actual	Actual enrollment for the CRN. Display only.
Remaining	Number of seats available for enrollment for the CRN. Display only.
The following fields are in the Waitlist information.	
Maximum	Maximum number of waitlist places for the CRN. Display only.
Actual	Actual number of waitlisted students for the CRN. Display only.
Remaining	Number of places available for waitlisting. Display only.

Cross List Meeting Time/Instructor Query (SSAXMTI) page

Updated: August 27, 2020

Use the Cross List Meeting Time/Instructor Query (SSAXMTI) page to display the meeting time and instructor information associated with a cross-listed group of courses. All information in this page is display only.

This page can be accessed directly or can be called from the Meeting Times section of the Schedule (SSASECT) page using the **Cross List Meeting Time/Instructor Query** button. This button is displayed when the section is cross-listed. (**Cross List** field on SSASECT is populated.). When called from SSASECT, the meeting time and instructor information is returned to the other sections that are cross-listed together.

This page is composed of the following sections:

- Key block
- Meeting Time
- Instructor

Key block

Updated: August 27, 2020

Use the key block to specify the term and cross list identifier on which you want to filter data. Use the **Search** button to access SSAXLSQ.

Fields/Buttons	Descriptions
Term	Code and description of the term.
Cross List Group Identifier	Code and description for the cross list group identifier.
Search	Button used to access SSAXLSQ and filter on cross listed sections.

Meeting Time

Updated: August 27, 2020

Use this section of the page to display meeting time information for the cross list group specified in the key block. When a meeting time record is selected, the instructor information for that record is displayed in the Instructor section of the page.

Fields	Descriptions
CRN	CRN of a section in the cross list group.
Start Date	First date on which the section meets.
End Date	Last date on which the section meets.
Meeting Type	Meeting type code assigned to this meeting time of the section.
Monday	Check box used to indicate that the section meets on Monday.
Tuesday	Check box used to indicate that the section meets on Tuesday.
Wednesday	Check box used to indicate that the section meets on Wednesday.
Thursday	Check box used to indicate that the section meets on Thursday.
Friday	Check box used to indicate that the section

Fields	Descriptions
	meets on Friday.
Saturday	Check box used to indicate that the section meets on Saturday.
Sunday	Check box used to indicate that the section meets on Sunday.
Begin Time	Begin time of day at which the section meets, in 24-hour time; for example, 10:30 AM would be displayed as `1030`, and 7:00 PM would be displayed as `1900`.
End Time	End time of day at which the section meets, in 24-hour time; for example, 11:00 AM would be displayed as `1100`, and 9:30 PM would be displayed as `2130`.
Building	Code of the building in which the section meets.
Room	Number of the room in which the section meets.
Schedule Type	Code of the schedule type of the section.
Override	Indicator for whether schedule conflict errors can be overridden. Values are: `O` - schedule conflict errors can be overridden `Null` - schedule conflict errors cannot be overridden
Session Credits	Number of credits associated with the section.
Session Indicator	User-defined identifier for the session, such as a session number.

Instructor

Updated: August 27, 2020

Use this section of the page to display instructor information for the section selected in the Meeting Time section of the page. The records in this section of the page are child records of the master records in the Meeting Time section of the page.

Fields	Descriptions
Session Indicator	Session indicator associated with the instructor assignment.
ID	User ID of the faculty member assigned to instruct the session/section.
Name (untitled)	Name associated with the ID.
Percent	Percentage of the instructional workload and session credits for which this instructor is responsible.
Primary Indicator	Check box used to indicate whether this instructor is the primary instructor for the section. • When selected, the instructor is the primary instructor. (This value is saved to the database as Y.) • When cleared, the instructor is not the primary instructor. (This value is saved to the database as Null.)
Override Indicator	Check box used to indicate whether the system should check the faculty member's schedule for conflicts. • When selected, the system overrides the conflicts. (This value is saved to the database as O.) • When cleared, the system only checks for conflicts. (This value is saved to the

Fields	Descriptions
	database as Null.)
Percent Session	Percentage of the session for which this instructor is responsible.

Reserved Seats Inquiry (SSIRESV) page

Updated: August 27, 2020

Use the Reserved Seats Inquiry (SSIRESV) page to filter data and review reserved seats rules for a term and CRN combination. This page can be accessed SSASECT.

This page is composed of the following sections:

- Key block
- Reserved Seats

Key block

Updated: August 27, 2020

Use the key block to enter the term and CRN and then filter data for reserved seats rules. Use the **Search** button to access SSASECQ.

Fields/Buttons	Descriptions
Term	Code and description of the term used to filter data for the reserved seats rule.
CRN	CRN used to filter data for the reserved seats rule.
Search	Button used to access SSASECQ and filter on course sections for reserved seats.
Subject	Subject of the CRN. Display only.
Course	Course of the CRN. Display only.
Title	Title of the selected course. Display only.
Course Alias	The Course Alias is a display only field, and you cannot edit the field. The value gets populated if Course Alias is defined on

Fields/Buttons	Descriptions
	SCACRSE page.

Reserved Seats

Updated: August 27, 2020

Use this section of the page to review the reserved seats rules for the term and CRN in the key block. Rule data elements are can be filtered. You can also view the reserved and waitlist totals for the section.

Fields	Descriptions
The following fields are in the Curriculum information.	
Level	Level for the reserved seats rule.
Campus	Campus for the reserved seats rule.
College	College for the reserved seats rule.
Degree	Degree for the reserved seats rule.
Program	Program for the reserved seats rule.
Field of Study Type	Learner field of study type for the reserved seats rule from GTVLFST.
Field of Study Code	Field of study code (major) for the reserved seats rule.
Department	Department for the reserved seats rule.
Curricula	Curriculum for the reserved seats rule. Valid values are Primary, Secondary, Any.
The following fields are in the Student information.	
Class	Class for the reserved seats rule.
Attribute	Student attribute for the reserved seats rule.
Cohort	Cohort for the reserved seats rule.
Admission Term	Admission term for the reserved seats rule.
Matriculation Term	Matriculation term for the reserved seats rule.

Fields	Descriptions
Graduation Term	Graduation term for the reserved seats rule.
The following fields are in the Enrollment information.	
Overflow	Check box used to indicate whether the overflow option is active. When this field is selected and reserved seats are not available, a student can register for an unreserved available seat. When this field is cleared, the process does not check for unreserved available seats.
Reserved Max	Maximum number of reserved seats for the rule.
Actual	Number of reserved seats taken for the rule.
Remaining	Number of reserved seats available for the rule.
Waitlist Max	Maximum number of waitlisted seats for the rule.
Waitlist Actual	Number of waitlisted seats taken for the rule.
Waitlist Remaining	Number of waitlisted seats available for the rule.
The following fields are below the Reserved Seats section of the page.	
Total Section Reserved Maximum	Maximum number of reserved seats in the section for the rule.
Total Section Reserved Actual	Number of reserved seats taken in the section for the rule.
Total Section Reserved Remaining	Number of reserved seats available in the section for the rule.
The following fields are in the Total Section Waitlist information.	
Total Section Waitlist Maximum	Maximum number of waitlisted seats in the section for the rule.
Total Section Waitlist Actual	Number of waitlisted seats taken in the section for the rule.
Total Section Waitlist Remaining	Number of waitlisted seats available in the

Fields	Descriptions
	section for the rule.

Section Seat Query (SSISEAT) page

Updated: October 21, 2021

Use the Section Seat Query (SSISEAT) page to query the status and number of seat assignments by term. You can also optionally query by CRN or Banner ID.

This page is composed of the following sections:

- Key block
- Seat Assignments
- Waitlist

Key block

Updated: October 21, 2021

Use the key block to enter the term, and optionally CRN or Banner ID, and then filter for seat assignment records.

Field	Description
Term	Code and description of the term used to filter the seat assignment and waitlist data.
CRN	CRN used to filter the seat assignment and waitlist data (optional).
Banner ID	Banner ID of the student used to filter the seat assignment and waitlist data (optional).

Seat Assignments

Updated: March 17, 2022

Use Seat Assignments to review the seat assignment records for the term, CRN, and Banner ID in the key block. You can filter the seat assignment data, and also view pending and confirmed open seats.

Fields/Buttons	Description
CRN	CRN associated with the seat assignment record.
Status	Status of the seat assignment record. Valid values are Pending and Registered.
ID	Banner ID of the student associated with the seat assignment record.
Name	Name of the student associated with the seat assignment record.
Assignment Date	Date and time stamp when student was associated with the seat assignment record.
Assignment User	ID or process responsible for associating student with the seat assignment record.
Capacity Override	Indication of whether a capacity override was used to associate student with the seat assignment record.
Registration Status	Registration status code associated with the seat assignment record.
Reserved Key	Student Course Registration Table Reserved Key that indicates which reserved seat rule the student met.

Waitlist

Updated: March 17, 2022

Use the Waitlist tab to review the waitlist seat assignment records for the term, CRN and Banner ID in the key block. You can filter the Waitlist seat assignment data, and also view pending Waitlist seat assignments.

Fields/Buttons	Description
CRN	CRN associated with the waitlist seat assignment record.
Status	Status of the seat assignment record. Valid values are Pending and W(aitlisted).
ID	Banner ID of the student associated with the seat assignment record.
Name	Name of the student associated with the waitlist seat assignment record.
Assignment Date	Date and time stamp when student gets associated with the

Fields/Buttons	Description
	waitlist seat assignment record.
Assignment User	ID or process responsible for associating student with the waitlist seat assignment record.
Capacity Override	Indication of whether a capacity override is used to associate student with the waitlist seat assignment record.
Registration Status	Registration status code associated with the waitlist seat assignment record.
Reserved Key	Student Course Registration Table Reserved Key that indicates which reserved seat rule student met.

Degree Award Category Code Validation (STVACAT) page

Updated: June 20, 2024

Use the Degree Award Category Code Validation (STVACAT) page to create, update, insert, and delete codes for degree award categories, such as Elementary School Program, High School Program, Baccalaureate Degree, or Masters Degree.

The Degree Code Validation (STVDEGC) page uses this page to validate degree award category codes, which you can create or update only from this page. The degree award category is also used in the production of the IPEDS reports.

Note: All appropriate IPEDS degree award categories are delivered as seed data. None should be deleted or changed in any way.

Please see the *Required System Values for Validation Page* section in the *Validation Pages* chapter of the *Banner Student User* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the degree award category. After a degree award category code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the degree award category code record cannot be deleted.

Fields	Descriptions
Description	Description of the degree award category.
System Required	Check box is used to specify whether the code is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
NSC Credential Level Translation	Indicates the credential level assigned to the award category for use with the Clearinghouse Extract Report (SFRNSLC). Values are: • Associate's = Saved to the database as A • Bachelor's = Saved to the database as B • Certificate (Undergraduate) = Saved to the database as C • Master's = Saved to the database as M • Doctoral = Saved to the database as D • First Professional = Saved to the database as P • Credential = Saved to the database as R • Post baccalaureate certificate = Saved to the database as T • None = Saved to the database as N
NSLDS Credential Level Translation	Indicates the credential level assigned to the award category for use with the NSLDS SSCR Process (SFRSSCR). Values are: • Certificate (Undergraduate) = Saved to the database as 01 • Associate's = Saved to the database as 02 • Bachelor's = Saved to the database as 03 • Post baccalaureate certificate = Saved to the database as 04 • Master's = Saved to the database as 05 • Doctoral = Saved to the database as 06

Fields	Descriptions
	• First Professional = Saved to the database as 07 • None = Saved to the database as N
Activity Date	Date on which the record was last updated. Display only.

Activity Category Validation (STVACCG) page

Updated: August 27, 2020

Use the Activity Category Validation (STVACCG) page to create, update, insert, and delete activity category codes, such as Arts, Corporate, or Civic. These codes are then used on the Banner Student Activity Code Validation (STVACTC) page to further define activity codes.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the activity category. After an activity code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the activity code record cannot be deleted.
Description	Description of the activity category.
Activity Date	Date on which the record was last updated. Display only.

Academic Calendar Type Validation (STVACCL) page

Updated: August 27, 2020

Use the Academic Calendar Type Validation (STVACCL) page to create, update, insert, and delete codes for academic calendar types, such as Daily Contact, Weekly Contact, or Continuing Education.

This page is used by the Schedule Academic Calendar (SSAACCL) page to validate academic calendar type codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the academic calendar type. After an academic calendar type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the academic calendar type code record cannot be deleted.
Description	Description of the academic calendar type.
Activity Date	Date on which the record was last updated. Display only.

Attendance Accounting Method Validation (STVACCT) page (California Localization)

Updated: August 27, 2020

Use the Attendance Accounting Method Validation (STVACCT) page to create, update, insert, and delete codes for the attendance accounting methods to be associated with course sections, such as Telecourses, Independent Study, or Weekly.

This page is used by the Schedule (SSASECT) page to validate attendance accounting method codes.

Fields	Descriptions
Code	Code of the attendance accounting method. After an attendance accounting method code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the attendance accounting method code record cannot be deleted.
Description	Description of the attendance accounting method.
Weekly	Check box used to specify that the attendance accounting method for this code is weekly.
Daily	Check box used to specify that the attendance accounting method for this code is daily.

Fields	Descriptions
Independent Study	Check box used to specify that the attendance accounting method for this code is independent study.
Independent Study Lab	This field was added to support CALB localizations, but it should no longer be used and will be removed from the page in a future release. The calculation of contact hours and classification for attendance type still use this setting, but they will be updated in the future not to use it because more precise results can be obtained by using the **Weekly** check box in combination with `Independent Study` check box (with the appropriate meetings set up for lab as needed).
Actual	Check box used to specify that the attendance accounting method for this code is actual hours.
Activity Date	Date on which the record was last updated. Display only.

California Localization

Only one of the boxes for the accounting method indicators (**Weekly**, **Daily**, **Independent Study**, **Actual**) can be selected for a code.

Fields	Descriptions
Independent Study	To support CALB localizations, if this check box is selected, either the **Weekly**, **Daily**, or **Actual** check box must also be selected. **Independent Study** cannot be the sole selection.
Independent Study Lab	This field was added to support CALB localizations, but it should no longer be used and will be removed from the page in a future release. The calculation of contact hours and classification for attendance type still use this setting, but they will be updated in the future not to use it because more precise results can be obtained by using the **Weekly** check box in combination with `Independent Study` check box (with the appropriate meetings set up for lab as needed).

Acceptance Practice Code Validation (STVACPR) page

Updated: August 27, 2020

Use the Acceptance Practice Code Validation (STVACPR) page to create, update, insert, and delete acceptance practice codes, such as Credit Generally Accepted or No Policy Determined.

The Transfer Articulation Institution (SOABGTA) page uses this page to validate acceptance practice codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the acceptance practice. After an acceptance practice code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the acceptance practice code record cannot be deleted.
Description	Description of the acceptance practice.
Activity Date	Date on which the record was last updated. Display only.

Institutional Accreditation Status Validation (STVACST) page

Updated: August 27, 2020

Use the Institutional Accreditation Status Validation (STVACST) page to create, update, insert, and delete the institutional accreditation status codes, such as Candidate for Accreditation or Southern Association of Schools.

This page is used by the Transfer Articulation Institution (SOABGTA) page to validate the accreditation status. You can create or update institutional accreditation status codes only from this page.

Fields	Descriptions
Code	Code of the institutional accreditation status. After an institutional accreditation status code record has been saved, the

Fields	Descriptions
	code entered in this field cannot be changed. After this code has been used in any other record, the institutional accreditation status code record cannot be deleted.
Description	Description of the institutional accreditation status.
Activity Date	Date on which the record was last updated. Display only.

Banner Student Activity Code Validation (STVACTC) page

Updated: August 27, 2020

Use the Banner Student Activity Code Validation (STVACTC) page to create, update, insert, and delete activity codes. This page is used by other forms to validate activity codes, such as Debate Club, Swim Team, ROTC, and so on. You can create or update activity codes only from this page.

All activity codes that are for sports and should be able to be added on the Athletic Compliance (SGASPRT) page *must* have a type code of `SPRTS`. This type code is a system-required code on the Activity Type Validation (STVACTP) page.

Use a code of `UNASSIGN` for collector table processing with the Print Detail Report Indicator parameter of the Student Right to Know Report (SGRKNOW).

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the activity. After an activity code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the activity code record cannot be deleted.
Description	Description of the activity.
Type	Code of the type of activity in which this activity can be grouped (for example, Sports, Cultural, or Volunteer).

Fields	Descriptions
	The activity type `SPRTS` should be assigned to any activity code representing a sports activity that must be reported in Student System Right-to-Know reporting. When the Right to Know Report (SGRKNOW) is run, selecting all values (using `%` as the value for the Sports Activity Code parameter), will cause all students with activity codes with a `SPRTS` type to be selected. Select the **Search** button for this field to access the Activity Type Validation (STVACTP) list. List Activity Type Validation (STVACTP)
Category	Code of the general category to which the activity belongs. Select the **Search** button for this field to access the Activity Category Validation (STVACCG) list. List Activity Category Validation (STVACCG)
Activity Date	Date on which the record was last updated. Display only.

Action Code Validation (STVACTN) page

Updated: August 27, 2020

Use the Action Code Validation (STVACTN) page to define codes, descriptions, and processing rules for actions that can be made in CAPP student adjustment processing.

An action code can be assigned to any student adjustment. The system uses action codes to determine how an adjustment should be handled by the compliance process.

Fields	Descriptions
Code	Action code assigned to the adjustment action. Required.
Description	Description of the action code. Required.
Action Indicator	Indicator to specify the way in which compliance should process an adjustment requirement. Waive is the default value.

Fields	Descriptions
	`Add` Indicates that the requirement is added specifically for the student. An added adjustment is an active requirement that must be satisfied. `Eliminate` Indicates that the requirement is one that the student is not required to satisfy. Action codes with an action indicator of `Eliminate` can be assigned to adjusted items that should not be considered by compliance. It tells the person who reviews compliance output that the requirement normally exists, but was not used for the student. An eliminated requirement never accumulates (counts) toward any compliance totals. `Substitute` Indicates that the original requirement will be satisfied by a different course. `Waive` Indicates that the requirement is one that the student is not required to satisfy. Action codes with an action indicator of `Waive` can be assigned to adjusted items that should not be considered by compliance. It tells the person who reviews the compliance output that a requirement normally exists, but was not used by compliance processing. Waived requirements are used by compliance similarly to eliminated requirements with one significant difference. A waived requirement can be flagged to count (by selecting the **Count** check box), which means that it accumulates credits or courses to the appropriate group, area, or program minimum credit/course totals. An eliminated requirement never counts toward compliance totals.
Count	Check box used to indicate whether a waived requirement should accumulate credits or courses toward group, area, or program credit and course totals. It can be selected only for actions with an action indicator of Waived. Compliance accumulates credits and courses toward group, area, or program totals based upon the action indicator.

Fields	Descriptions
	• When the action indicator is `Add` or `Substitute`, credits and courses always accumulate. • When the action indicator is `Eliminate`, the requirement is not being used, and no credits or courses accumulate. • When the action indicator is `Waived`, the **Count** check box controls whether credits and courses accumulate.
Activity Date	Date on which the record was last updated. Display only.

Create an action that can be taken in student adjustment processing

Updated: August 27, 2020

You can create an action while processing the adjustments for a student.

About this task

Procedure

1. Access the **Action Code Validation (STVACTN)** page.
2. Select Insert Record.
3. Enter the student adjustment action code.
4. Enter a brief description.
5. Select the setting for the **Action Indicator** (Add, Eliminate, Substitute, or Waive) from the drop-down list.
6. Check or clear the **Count** check box.
7. Save.

   Note: The **Activity Date** field is populated when you save the new record.

Change an action that can be taken in student adjustment processing

Updated: August 27, 2020

You can change an action while processing the adjustments for a student.

About this task

Procedure

1. Access the **Action Code Validation (STVACTN)** page.
2. Go to the **Code** field for the action code you want to modify.
3. Change the values for the **Description**, the **Action Indicator**, or the **Count** fields.
4. Save.

   Note: The **Activity Date** field is updated when you save the modified record.

Delete an action that can be taken in student adjustment processing

Updated: August 27, 2020

You can delete an action while processing the adjustments for a student.

About this task

Procedure

1. Access the **Action Code Validation (STVACTN)** page.
2. Go to the **Code** field for the action code you want to delete.
3. Select Remove Record.
4. Save.

Activity Type Validation (STVACTP) page

Updated: August 27, 2020

Use the Activity Type Validation (STVACTP) page to create, update, insert, and delete activity type codes, such as Academic, Music, or Athletics. These codes are then used on the Banner Student Activity Code Validation (STVACTC) page to further define activity codes.

The value `SPRTS` is a system-required value that is used on the Banner Student Activity Code Validation (STVACTC) page. This value is also listed in the *Required System Values for Validation Page* section in the *Validation Pages* chapter of the *Banner Student Use* content.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Type	Code of the activity type. After an activity type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the activity type code record cannot be deleted.
Description	Description of the activity type.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Academic Year Validation (STVACYR) page

Updated: August 27, 2020

Use the Academic Year Validation (STVACYR) page to create, update, insert, and delete academic years. This page is used by other forms to validate academic years. You can create or update academic years only from this page.

The **Start Date** and **End Date** fields are used by integrated third party systems to store academic year start and end dates. The dates are used for transactions that occur within a date range rather than a term range. The fields can be Null. These fields support the Banner Intelligent Learning Plat(ILP) page integration and the Higher Education Data Model (HeDM) APIs. The HeDM schema requires the provision of start and end dates. The associated API exposes academic periods (terms, parts of term, and academic years) from Banner.

Please see the *Required System Values for Validation Page* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Year	Code of the academic year. After an academic year code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the academic year code record cannot be deleted.
Description	Description of the academic year.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.
Start Date	Academic year start date for the academic year code.
End Date	Academic year end date for the academic year code.

Administrator Assignment Data Element Validation (STVADDA) page

Updated: August 27, 2020

Use the Administrator Assignment Data Element Validation (STVADDA) page to define the various data elements that can be used to assign administrators on the Administrator Role Rules (SOAADAS) page. The data for this table is provided by the company. Programming logic is built into each of the delivered data elements.

Note: If new data elements are needed, they will be inserted into this table, and the stored procedure to calculate the assignments will be modified to include the new data elements.

See the Required System Values for Validation Page section in *Banner Student Use* for a list of required system values for this validation page.

Fields	Descriptions
Base Table	Base table in which the data element originates.
Data Element	Code of the data element as defined on the Administrator Role Rules (SOAADAS) page.
Description	Description of the data element.
Validation Table	Seven-character name of the validation table against which the data element is validated.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Admission Request Checklist Code Validation (STVADMR) page

Updated: August 27, 2020

Use the Admission Request Checklist Code Validation (STVADMR) page to create, update, insert, and delete admission request checklist codes, such as High School Transcript, College Transcript, or SAT Scores. You can create or update the admission request checklist codes only from this page.

Other forms use this page to validate admission request checklist codes. Cross-referenced table names and descriptions can be entered on the following forms to provide further validation:

STVRESD	Residence Code Validation Page
STVSBGI	Source/Background Institution Code Validation Page
STVTESC	Test Code Validation Page
STVVTYP	Visa Type Code Validation Page

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Request Code	Code of the admission request checklist. After an admission

Fields	Descriptions
	request checklist code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the admission request checklist code record cannot be deleted.
Description	Description of the admission request checklist.
Cross Reference Table Name	Seven-character name of the validation table against which the admission request checklist item is validated. When a checklist item is placed on a cross-referenced validation page, it specifies that the checklist item will be expected or required in association with the cross-referenced code. The forms that can be entered are: • Source/Background Institution Validation (STVSBGI) page • Test Score Code Validation (STVTESC) page • Visa Type Validation (STVVTYP) page For example, an admission request checklist item that represents a college transcript will generally be expected or required from every college an applicant attends. College codes are defined on STVSBGI, so college transcripts should be cross-referenced to STVSBGI. High school transcript checklist items should also be cross-referenced to STVSBGI. Test score checklist items should be cross-referenced to STVTESC. Checklist items required for international students can be cross-referenced to specific visa types on STVVTYP.
Web Indicator	Check box used to indicate whether the admission checklist item can be displayed in the Admissions Self-Service module of Student Self-Service. This check box allows you to limit the checklist items that will be displayed to a subset of all valid items. The check box defaults to cleared or N when a new record is added, but you can change it at any time.
Voice Response Eligibility Indicator	Check box used to indicate whether the admission checklist item is to be available to Voice Response.
Voice Response Message Number	Number assigned to the Voice Response message assigned to this admission checklist item.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Admission Type Code Validation (STVADMT) page

Updated: August 27, 2020

Use the Admission Type Code Validation (STVADMT) page to create, update, insert, and delete admission types such as New Applicant, Transfer, Early Admission, and so on. This page is used by other forms to validate admission types. You can create or update admission type codes only from this page.

Fields	Descriptions
Type	Code of the admission type. After an admission type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the admission type code record cannot be deleted.
Description	Description of the admission type.
Activity Date	Date on which the record was last updated. Display only.

Advisor Type Validation (STVADVR) page

Updated: August 27, 2020

Use the Advisor Type Validation (STVADVR) page to create, update, insert, and delete advisor type codes for students. Students may have multiple advisors, such as an academic advisor or an athletic advisor. You can create or update advisor type codes only from this page.

Fields	Descriptions
Code	Code of the advisor type. After an advisor type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other

Fields	Descriptions
	record, the advisor type code record cannot be deleted.
Description	Description of the advisor type.
Activity Date	Date on which the record was last updated. Display only.

Admissions Factor Code Validation (STVAFCT) page

Updated: August 27, 2020

Use the Admissions Factor Code Validation (STVAFCT) page to define the factor codes and their descriptions. Data also includes the user ID of the person creating the record and the activity date of the record.

Fields	Descriptions
Code	Code of the admissions factor. After an admissions factor code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the admissions factor code record cannot be deleted.
Description	Description of the admissions factor.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Student CARE AFDC Duration Validation (STVAFDC) page

Updated: August 27, 2020

Use the Student CARE AFDC Duration Validation (STVAFDC) page to create, update, insert, and delete CARE AFDC codes.

These codes indicate the length of time a CARE student has been on Aid to Families with Dependent Children (AFDC), at the time of enrollment for the current term. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the CARE AFDC duration. After a CARE AFDC code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the CARE AFDC code record cannot be deleted.
Description	Description of the CARE AFDC duration.
Activity Date	Date on which the record was last updated. Display only.

Admission Application Decision Code Validation (STVAPDC) page

Updated: August 27, 2020

Use the Admission Application Decision Code Validation (STVAPDC) page to create, update, insert, and delete admission application decision codes such as Pending Decision, Quick Admit, Applicant Withdrawal, and so on.

Other forms use this page to validate the admission application decision codes. You can create or update these codes only from this page.

Fields	Descriptions
Significant Decision	Check this box, and the system will update the I or C in the **Application Status** field on the Admissions Application (SAAADMS) page to a D, which shows that a significant decision has been made.
Institution Acceptance	Check this box to indicate that the student has been accepted by the institution or the institution has extended an offer to the applicant.
Applicant Acceptance	Check this box to indicate that the applicant has accepted the institution's

Fields	Descriptions
	offer of admission, and the system will then create a student record effective for the term of acceptance.
Inactive Application	Check this box to indicate that the application is inactivated, and if a general student record exists, the status is updated to IS (Inactive Student) if all the following conditions are true: • There are no registration records that depend on the existence of the general student record. • All the current/active curricula associated with the general student record match those associated with the application. • None of the current/active curricula associated with the general student record has been updated/changed because the general student record was created.
Institution Rejection	Check this box to indicate that the reject code is a rejection decision.
Display on Web	Used to indicate that the admission application decision can be displayed on the Web. If the student has more than one decision on an application, the most recent decision with the **Display on Web** check box and **Voice Response Eligible** check box selected will be displayed on the Web. If the **Voice Response Eligible** check box is not selected, the system displays the following message: `Please Contact Admissions Office.`
Voice Response Eligible	Check box used to indicate whether the

Fields	Descriptions
	request code item is to be available to Voice Response.
Voice Response Message	Voice Response Message Number. Number assigned to the Voice Response message assigned to this admission application decision code.
Curriculum Status	Curriculum status for the admissions decision code. List Curriculum Status (STVCSTS)

Admission Application Decision Reason (STVAPDR) page

Updated: August 17, 2023

Add reject codes for the Reject By Codes DfE decision that you use in the SAADCRV page.

Field	Description
Admission Application Decision Reason Code Validation section	
Code	Rejection code.
Description	Description of the rejection code.
Details	Details of the rejection code.
Source	Reject Reason Code source. **Note:** If the Source field value is DfE and the Details field is a mandatory entry.

EDI Application Source Code Validation (STVAPLS) page

Updated: August 27, 2020

Use the EDI Application Source Code Validation (STVAPLS) page to define codes and processing rules for admissions applications which will be received electronically, for example, through the Web or by EDI. These codes are used in the electronic application processing forms to identify the source of an electronic application.

Two values are required for system processing:

Value	Description
WEB	World Wide Web, is required to load applications received through the Self-Service.
EDI	Electronic Data Interchange, is required to load applications received by EDI.

These values are also listed in the Required System Values for Validation Pages section of the Validation Pages chapter in the *Banner Student Use* content.

Fields	Descriptions
Code	Code of the EDI application source. After an EDI application source code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the EDI application source code record cannot be deleted.
Description	Description of the EDI application source.
Active Ind	Check box used to indicate whether this code is active and valid. This field is required and defaults to selected when a new record is added, but you can change it.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Apprenticeship Validation (STVAPRN) page

Updated: August 27, 2020

Use the Apprenticeship Validation (STVAPRN) page to create, update, insert, and delete apprenticeship codes such as Registered with Dept. of Inds., Unapproved Apprenticeship, and so on. The General Student (SGASTDN) page uses this page to validate apprenticeship codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the apprenticeship. After an apprenticeship code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the apprenticeship code record cannot be deleted.
Description	Description of the apprenticeship.
Activity Date	Date on which the record was last updated. Display only.

Catalog Approval Code Validation (STVAPRV) page

Updated: August 27, 2020

Use the Catalog Approval Code Validation (STVAPRV) page to create, update, insert, and delete catalog approval codes such as Department, Curriculum Committee, or State Approved. The Basic Course Information (SCACRSE) page uses this page to validate catalog approval codes which you can create or update only from this page.

Fields	Descriptions
Code	Code of the catalog approval. After a catalog approval code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the catalog approval code record cannot be deleted.
Description	Description of the catalog approval.
Activity Date	Date on which the record was last updated. Display only.

Admission Application Status Code Validation (STVAPST) page

Updated: August 27, 2020

Use the Admission Application Status Code Validation (STVAPST) page to create, update, insert, and delete admission application status codes, such as Application Received, Decision Made, or Wait-listed Accepted, and so on.

This page is used by other forms to validate the admission application status codes. You can create or update these codes only from this page.

Please see the *Required System Values for Validation Page* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the admission application status. After an admission application status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the admission application status code record cannot be deleted.
Description	Description of the admission application status.
VR Msg	Voice Response Message Number. Number assigned to the Voice Response message assigned to this admission application status.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Web Ind	Web Indicator. Check box used to indicate whether the admission application status can be displayed in the Admissions Self-Service module of Student Self-Service. This check box allows you to limit the applications which can be displayed to only those with approved statuses. For example, you might not want to display withdrawn applications in Web processing. The check box defaults to cleared or N when a new record is added, but you can change it at any time.
Activity Date	Date on which the record was last updated. Display only.

Room and Meal Application Type Validation (STVARTP) page

Updated: August 27, 2020

Use the Room and Meal Application Type Validation (STVARTP) page to create, update, insert, and delete codes for room and meal application types.

The Location Management and Housing module uses this page to validate the room and meal application types such as Housing Only or Meal Plan Only. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the room and meal application type. After a room and meal application type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the room and meal application type code record cannot be deleted.
Description	Description of the room and meal application type.
Room	Check box used to indicate that a housing assignment can be made on the Room Assignment (SLARASG) page.
Meal	Check box used to indicate that a meal assignment can be made on the Meal Assignment (SLAMASG) page.
Activity Date	Date on which the record was last updated. Display only.

Room Assignment Status Code Validation (STVASCD) page

Updated: August 27, 2020

Use the Room Assignment Status Code Validation (STVASCD) page to create, update, insert, and delete codes for room assignment statuses. This page is used by other forms to validate the room assignment statuses such as Active or Withdrawn. You can create or update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the room assignment status. After a room assignment status code record has been saved, the code entered in this field

Fields	Descriptions
	cannot be changed. After this code has been used in any other record, the room assignment status code record cannot be deleted.
Description	Description of the room assignment status.
Count in Usage	Check box used to indicate whether the room assignment will affect room usage.
Activity Date	Date on which the record was last updated. Display only.

Address Source Validation (STVASRC) page

Updated: August 27, 2020

Use the Address Source Validation (STVASRC) page to maintain user-defined codes that identify address sources such as, Self-Reported, Post Office Change, or Electronic Data Interchange.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the address source. After an address source code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the address source code record cannot be deleted.
Description	Description of the address source.
Activity Date	Date on which the record was last updated. Display only.

Application Verification Steps Validation (STVASTA) page

Updated: August 27, 2020

Use the Application Verification Steps Validation (STVASTA) page to define codes, descriptions, and processing rules for manual verification steps which must be performed when processing electronic admissions applications.

At minimum, manual processing steps must include ID verification (either matching to an existing person or creating a new person). In addition, institutions can define any other manual verification steps desired.

Fields	Descriptions
Code	Applicant/Application Status Code. Used to define codes for manual verification steps which may need to be performed for admissions applications which are received manually. This field is required and cannot be changed after a record has been saved.
Active Ind	Active Indicator. Used to specify whether a verification step record is active or not. Inactive verification steps will not be assigned to new electronic applications. This is a required field which defaults to cleared or N when a new record is added, but may be changed to selected or Y at any time.
Priority	Used to specify the priority of a verification step in relation to other steps. Verification steps display on this page and on the Electronic Application Process (SAAEAPS) page in priority order and in code order within the same priority. This is a required field for adding a new record, but it can be changed at any time to change the display order of the manual verification steps.
Per Ind	Person Indicator. Used to specify that the verification step is related to person information, as opposed to application information.

Fields	Descriptions
	In electronic application processing, one person may submit many applications. Person-related verification steps will be required only one time for the person, not one time for each application. Person verification steps might be items like ID verification (which is required), address verification, or verification of name according to data entry standards. This is a required field when a new verification step is added. It defaults to cleared or N when a new verification step is added, but can be changed to selected or Y at any time.
Appl Ind	Application Indicator. Used to specify that the verification step is one which relates to application, rather than person, information. In electronic application processing, one person can submit many applications. Application verification steps would be required for each application, while person verification steps will only be required one time for the person. This is a required field when a new verification step is added. It defaults to cleared or N when a new verification step is added, but can be changed to selected or Y at any time.
Load Ind	Load Indicator. Used to specify that the verification step should be automatically assigned to each person or application (depending on the **Pers(on) Ind(icator)** and **Appl(ication) Ind(icator)**) when an

Fields	Descriptions
	application is received electronically. Verification steps with a **Load Ind(icator)** of selected or Y are automatically loaded and displayed on the Electronic Application Process (SAAEAPS) page. Verification steps with a **Load Ind(icator)** of cleared or N are not automatically loaded, but may still be manually assigned to a person or application. This is a required field which defaults to cleared or N when a new verification step is added, but it can be changed to selected or Y at any time.

Academic Standing Code Validation (STVASTD) page

Updated: December 01, 2020

Use the Academic Standing Code Validation (STVASTD) page to create, update, insert, and delete academic standing codes, such as Good Standing, Dean's List, or Suspension. Other forms use this page to validate these codes, which you can create or update only from this page.

See the *Required System Values for Validation Pages* in the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Description
Dean List	Dean's List Indicator. Select this check box to indicate that this is a Dean's List academic standing code.
Probation	Probation Indicator. Select this check box to indicate that this is a probation academic standing code.
Prohibit Registration	Prohibit Registration Indicator. Select this check box to indicate that this academic standing will not allow the student to continue to register.

Fields	Description
Minimum Hours	Minimum Hours. Used to limit the number of hours for which a student may enroll, when under an academic standing code.
Maximum Hours	Maximum Hours. Used to limit the number of hours for which a student may enroll, when under an academic standing code.
EDI Eqv	EDI Equivalent. Used to assign the EDI SPEEDE/ExPRESS academic standing code values to the institution's academic standing codes. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value will be used in the transmission of transcript information electronically by EDI. These values are defined in the third party *EDI SPEEDE/ ExPRESS Implementation Guide* under data element #641.
Voice Msg	Voice Response Message Number. The number that is assigned to the Voice Response message to this academic standing code.
Sys Req	System Required. Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.

Assignment Type Code Validation (STVASTY) page (California Localization)

Updated: August 27, 2020

Use the Assignment Type Code Validation (STVASTY) page to create, update, insert, and delete assignment type codes for use in Faculty Load for instructional and non-instructional assignments. You can create or update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the assignment type. After an assignment type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the assignment type code record cannot be deleted.
Description	Description of the assignment type.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
Subject to Faculty Load Limit	Check box used to specify whether the assignment type is subject to faculty load limit tracking. Any CRN assignment on the Faculty Assignment (SIAASGN) page that uses an assignment type code for which this check box is *not* selected will not be included in the load limit calculations.

Day Attribute One Validation (STVATRA) page

Updated: August 27, 2020

Use the Day Attribute One Validation (STVATRA) page to create, update, insert, and delete day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus.

This page is one of five used in the Schedule module for this purpose. You can create or update values for day attribute one of the day attribute information on the Calendar Day Information (SOACALD) page only from this page. Examples of day attributes include whether or not the day is an instructional day, whether or not the day is a holiday, whether or not the day is an exam day, and so on.

Fields	Descriptions
Code	Code of the day one attribute. After a day one attribute code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the day one attribute code record cannot be deleted.
Description	Description of the day one attribute.
Activity Date	Date on which the record was last updated.

Fields	Descriptions
	Display only.

Day Attribute Two Validation (STVATRB) page

Updated: August 27, 2020

Use the Day Attribute Two Validation (STVATRB) page to create, update, insert, and delete day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus.

This page is one of five used in the Schedule module for this purpose. You can create or update values for day attribute two of the day attribute information on the Calendar Day Information (SOACALD) page only from this page. Examples of day attributes include whether or not the day is an instructional day, whether or not the day is a holiday, whether or not the day is an exam day, and so on.

Fields	Descriptions
Code	Code of the day two attribute. After a day two attribute code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the day two attribute code record cannot be deleted.
Description	Description of the day two attribute.
Activity Date	Date on which the record was last updated. Display only.

Day Attribute Three Validation (STVATRC) page

Updated: August 27, 2020

Use the Day Attribute Three Validation (STVATRC) page to create, update, insert, and delete day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus.

This page is one of five used in the Schedule module for this purpose. You can create or update values for day attribute three of the day attribute information on the Calendar Day

Information (SOACALD) page only from this page. Examples of day attributes include whether or not the day is an instructional day, whether or not the day is a holiday, whether or not the day is an exam day, and so on.

Fields	Descriptions
Code	Code of the day three attribute. After a day three attribute code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the day three attribute code record cannot be deleted.
Description	Description of the day three attribute.
Activity Date	Date on which the record was last updated. Display only.

Day Attribute Four Validation (STVATRD) page

Updated: August 27, 2020

Use the Day Attribute Four Validation (STVATRD) page to create, update, insert, and delete day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus.

This page is one of five used in the Schedule module for this purpose. You can create or update values for day attribute four of the day attribute information on the Calendar Day Information (SOACALD) page only from this page. Examples of day attributes include whether or not the day is an instructional day, whether or not the day is a holiday, whether or not the day is an exam day, and so on.

Fields	Descriptions
Code	Code of the day four attribute. After a day four attribute code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the day four attribute code record cannot be deleted.
Description	Description of the day four attribute.
Activity Date	Date on which the record was last updated.

Fields	Descriptions
	Display only.

Day Attribute Five Validation (STVATRE) page

Updated: August 27, 2020

Use the Day Attribute Five Validation (STVATRE) page to create, update, insert, and delete day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus.

This page is one of five used in the Schedule module for this purpose. You can create or update values for day attribute five of the day attribute information on the Calendar Day Information (SOACALD) page only from this page. Examples of day attributes include whether or not the day is an instructional day, whether or not the day is a holiday, whether or not the day is an exam day, and so on.

Fields	Descriptions
Code	Code of the day five attribute. After a day five attribute code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the day five attribute code record cannot be deleted.
Description	Description of the day five attribute.
Activity Date	Date on which the record was last updated. Display only.

Attribute Validation (STVATTR) page (California Localization)

Updated: August 27, 2020

Use the Attribute Validation (STVATTR) page to create, update, insert, and delete degree attribute codes, such as Affiliated Teaching Requirement, Language Requirement, or Writing Intensive Requirement.

Other forms use this page to validate these codes, which you can create or update only from this page. You need to create an attribute code for Remedial Course Attribute, for use in IPEDS reporting.

Fields	Descriptions
Code	Code of the degree attribute. After a degree attribute code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the degree attribute code record cannot be deleted.
Description	Description of the degree attribute.
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
Inmate CRN	Check box used to specify that the attribute is an inmates-only attribute.

Student Attribute Validation (STVATTS) page

Updated: August 27, 2020

Use the Student Attribute Validation (STVATTS) page to create, update, insert, and delete student attribute codes such as First Year Student, Achieved Senior Standing, or Non-degree Student. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the student attribute. After a student attribute code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the student attribute code record cannot be deleted.
Description	Description of the student attribute.
Activity Date	Date on which the record was last updated. Display only.

Address Type Code Validation (STVATYP) page

Updated: August 27, 2020

Use the Address Type Code Validation (STVATYP) page to create, update, insert, and delete address type codes, such as Billing, Permanent, or Mailing. Other forms use this page to validate these codes, which You can create or update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

The following address types are system-required for specific tasks in Banner:

Address Type	Description	
MA	Mailing	MA is required for datal

Address Type	Description
	oadprocessingandisusedbytheBanner

Address Type	Description

Advancement System for Banner Student

Address Type	Description
	loading processes.
PA	Parents PA is from the origi

Address Type	Description
	nal system-required values used on SOA

Address Type	Description	
		FOLK when entering a parent address.
BI	Billing	BI

Address Type	Description
	is required for sampled at a purposes if

Address Type	Description

the Banner Finance System is installed

Address Type	Description	
		.
BU	Business	BU is required for sample data purpose

Address Type	Description

sifthe Banner Finance System is install

Address Type	Description	
		led.
XX	Accounts Payable	XX is reserved for use by TGRFEED.

These values are also listed in the Required System Values for Validation Pages section of the Validation Pages chapter of the *Banner Student Use* content.

Fields	Descriptions
Address Type	Code of the address type. After an address type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the address type code record cannot be deleted.
Description	Description of the address type.
Telephone Type	Code of the telephone type associated with the address type. Select the **Search** button for this field to access the Telephone Type Validation (STVTELE) list. List Telephone Type Validation (STVTELE)
Description	Description associated with the telephone type code, automatically displayed when a valid value is entered in the **Telephone Type** field. Display only.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Background Inst. Characteristic Code Validation (STVBCHR) page

Updated: August 27, 2020

Use the Background Inst. Characteristic Code Validation (STVBCHR) page to create, update, insert, and delete codes for background institution types, such as Public, Private, or Military. The Source/Background Institution Year (SOABGIY) page uses this page to validate these codes, which you can create or update only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the background institution type. After a background institution type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the background institution type code record cannot be deleted.
Description	Description of the background institution type.
Activity Date	Date on which the record was last updated. Display only.

Block Code Validation (STVBLCK) page

Updated: August 27, 2020

Use the Block Code Validation (STVBLCK) page to create, update, insert, and delete block codes which are used in Block Scheduling processing.

The block codes represent sets or groupings of sections to which students are assigned to be registered more efficiently. You can create or update these codes only from this page.

Fields	Descriptions
Block Code	Code of the block. After a block code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the block code record cannot be deleted.
Description	Description of the block.
Activity Date	Date on which the record was last updated. Display only.

Building Code Validation (STVBLDG) page

Updated: August 27, 2020

Use the Building Code Validation (STVBLDG) page to create, update, insert, and delete building codes such as Biology Building, Gymnasium, or Residence Hall. These codes, which describe the various buildings belonging to the institution, are used by other forms.

You can create or update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the building. After a building code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the building code record cannot be deleted.
Description	Description of the building.
VR Msg	Voice Response Message Number. Number assigned to the Voice Response message assigned to this building code.
Activity Date	Date on which the record was last updated. Display only.

Basic Skills Validation (STVBSKL) page

Updated: August 27, 2020

Use the Basic Skills Validation (STVBSKL) page to create, update, insert, and delete basic skills codes for use in the General Student and Academic History modules such as Developmental Math or Developmental English. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the basic skill. After a basic skills code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the basic skills code record cannot be deleted.
Description	Description of the basic skill.
Activity Date	Date on which the record was last updated. Display only.

Curriculum Activity Status Validation (STVCACT) page

Updated: August 27, 2020

Use the Curriculum Activity Status Validation (STVCACT) page to maintain curriculum activity status codes.

Please see the *Required System Values for Validation Page* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

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

Fields	Descriptions
Activity Status Code	Code of the curriculum activity status, such as ACTIVE, INACTIVE, REMOVED. After a curriculum activity status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the curriculum activity status code record cannot be deleted.
Description	Description of the curriculum activity status.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Complementary Activities Document Type Validation (STVCADT) page

Updated: June 17, 2021

Create the Complementary Activities document type.

Field	Description
Document Type Validation block	
Code	The code that identifies the complementary activity document type.
Description	Description of the complementary activity document type

Field	Description
	code.

Calendar Type Code Validation (STVCALD) page

Updated: August 27, 2020

Use the Calendar Type Code Validation (STVCALD) page to create, update, insert, and delete calendar type codes.

These codes, which describe the types of academic calendars used by the institution such as Quarter to Semester or Straight Semester, are used by the Transfer Articulation Institution (SOABGTA) page. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the calendar type. After a calendar type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the calendar type code record cannot be deleted.
Description	Description of the calendar type.
Multiplier	Value to be used for calendar type credit hour conversion. This is the per-credit conversion value required to translate credits earned in the calendar type to their appropriate equivalent at your institution. For example, if the transferring institution is on a semester system and your institution is as well, the multiplier for a semester type would be `1.000`. This is a required value when adding a new calendar type record.
Activity Date	Date on which the record was last updated. Display only.

Campus Code Validation (STVCAMP) page (California Localization)

Updated: August 27, 2020

Use the Campus Code Validation (STVCAMP) page to create, update, insert, and delete campus codes, such as Main Campus, Downtown Campus, or Foreign Campus.

This page is used by other forms to validate the campus codes. You can create or update these codes only from this page. The **District** field is validated against the District/ Division Code Validation (GTVDICD) page.

The following campus codes should be created for IPEDS reporting:

- Foreign Campus Code
- Off Campus Code

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the campus. After a campus code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the campus code record cannot be deleted.
Description	Description of the campus.
District	Code of the district or division with which the campus is associated. Select the **Search** button for this field to access the District/ Division Code Validation (GTVDICD) list. List District/Division Code Validation (GTVDICD)
Coordinated Universal Time (UTC) Offset	This field enables Ellucian Ethos to add UTC offset support by campus on STVCAMP.
UTC with Offset	Displays the calculated time based on the value entered in the **UTC Offset** field.
Time Zone	Time zone of the campus.
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
College	Code of the district or division with which the campus is associated. Select the **Search** button for this field to access the District/ Division Code Validation (GTVDICD) list. List District/Division Code Validation (GTVDICD)

Career Plan Code Validation (STVCAPL) page

Updated: August 27, 2020

Use the Career Plan Code Validation (STVCAPL) page to create, update, insert, and delete career plan codes, such as Auto Mechanic, Engineering, or Journalism, and so on.

The General Student (SGASTDN) page uses this page to validate career plan codes. You can create or update career plan codes only from this page.

Fields	Descriptions
Code	Code of the career plan. After a career plan code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the career plan code record cannot be deleted.
Description	Description of the career plan.
Activity Date	Date on which the record was last updated. Display only.

Combined Academic Standing Code Validation (STVCAST) page

Updated: August 27, 2020

Use the Combined Academic Standing Code Validation (STVCAST) page to create and define valid combined academic standing codes. The combined academic standing code is defined by a combination of an academic standing code and a progress evaluation code.

Please see the *Required System Values for Validation Page* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the combined academic standing. After a combined academic standing code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the combined academic standing code record cannot be deleted.
Description	Description of the combined academic standing.
Prohibit Registration	Check box used to indicate whether the code is used to prevent registration. Selected will prevent registration. Cleared will allow registration.
Minimum Hours	Minimum number of hours a student with this combined academic standing code may register for. Use format `NN.NN`.
Maximum Hours	Maximum number of hours a student with this combined academic standing code may register for. Use format `NN.NN`.
Voice Message	Voice Response Message Number. Number assigned to the Voice Response message assigned to this academic standing code.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Classification Code Validation (STVCCSL) page

Updated: August 27, 2020

Use the Classification Code Validation (STVCCSL) page to create, update, insert, and delete classification codes, such as Community Civil Development or Parenting & Family

Support, and so on.

The Course Detail Information (SCADETL) page uses this page to validate classification codes. You can create or update classification codes only from this page.

Fields	Descriptions
Code	Code of the classification. After a classification code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the classification code record cannot be deleted.
Description	Description of the classification.
Activity Date	Date on which the record was last updated. Display only.

Ceremony Type Validation (STVCERT) page

Updated: August 27, 2020

Use the Ceremony Type Validation (STVCERT) page to create, update, insert, and delete ceremony type codes used in the graduation and ceremony processing in the Academic History module such as University Commencement, Nursing School Ceremony, or Student Presentation Weekend.

You can create or update ceremony type codes only from this page.

Fields	Descriptions
Type Code	Code of the ceremony type. After a ceremony type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the ceremony type code record cannot be deleted.
Description	Description of the ceremony type.
Activity Date	Date on which the record was last updated. Display only.

Communication Group Code Validation (STVCGRP) page

Updated: August 27, 2020

Use the Communication Group Code Validation (STVCGRP) page to create, update, insert, and delete communications group codes used in the communication plan processing for the Recruiting, Admissions, and General Student modules such as Athletic Group, College Night, or Campus Visit.

You can create or update communications group codes only from this page.

Fields	Descriptions
Code	Code of the communications group. After a communications group code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the communications group code record cannot be deleted.
Description	Description of the communications group.
Activity Date	Date on which the record was last updated. Display only.

Cohort Code Validation (STVCHRT) page

Updated: August 27, 2020

Use the Cohort Code Validation (STVCHRT) page to create, update, insert, and delete cohort codes used in the Recruiting, Admissions, General Student, and Academic History modules.

These codes represent a cohort grouping assigned to students based on user-defined criteria. These codes provide a tracking mechanism for Student Right to Know reporting. You can create or update cohort codes only from this page.

Fields	Descriptions
Cohort Code	Code of the cohort. After a cohort code record has been saved, the code entered in

Fields	Descriptions
	this field cannot be changed. After this code has been used in any other record, the cohort code record cannot be deleted.
Description	Description of the cohort.
Start Term	First term in which this cohort code is in effect. The **Term Start** and **Term End** fields are used in Student Right to Know reporting and both must exist for cohort codes that are used in Student Right to Know reporting. Select the **Search** button for this field to access the Term Code Validation (STVTERM) list. List Term Code Validation (STVTERM)
100% Term	Term for two-year institutions and less than two year institutions indicating the 100% completion term for a cohort. The 100% term is a term that is equal to or later than the Start Term and less than the End Term for the cohort.
End Term	Last term in which this cohort code is in effect. The **Term Start** and **Term End** fields are used in Student Right to Know reporting and both must exist when for cohort codes that are used in Student Right to Know reporting. Select the **Search** button for this field to access the Term Code Validation (STVTERM) list.

Fields	Descriptions
	List Term Code Validation (STVTERM)
Degree Level	Code of the degree level (such as associate, bachelors, and so on) associated with the cohort code. This is an optional field that is used for Student Right to Know reporting. Select the **Search** button for this field to access the Degree Level Code Validation (STVDLEV) list. List Degree Level Code Validation (STVDLEV)
Print Indicator	Check box used to indicate whether the cohort is to be included on the Student Right to Know Report (SGRKNOW) when all cohorts are requested by entering `%` in the Cohort Code parameter. A cohort code not having this check box selected will not be reported unless it is specifically entered in the Cohort Code parameter.
Activity Date	Date on which the record was last updated. Display only.

CIPC Code Validation (STVCIPC) page

Updated: August 27, 2020

Use the CIPC Code Validation (STVCIPC) page to create, update, insert, and delete CIPC codes such as codes for programs of study such as Medicine, Law, or Linguistics, and so on.

This page is used by other forms to validate the CIPC codes used in the Integrated Post-Secondary Education Data System (IPEDS) reports. You can create or update these codes only from this page.

This page is no longer used with Student IPEDS processing.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the Classification of Instructional Programs (CIP). After a CIP code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the CIP code record cannot be deleted.
Description	Description of the CIP.
Ind A	Check box used to indicate how the CIP code is to be reported on Part A, Part B, Part C, and Part D of the IPEDS Completion Report (SHRICIP). When the **(CIP) Ind(icator) A** check box is selected, this indicates that the CIP code is to be reported as a program completion below the Baccalaureate level.
Ind B	Check box used to indicate how the CIP code is to be reported on Part A, Part B, Part C, and Part D of the SHRICIP report. When the **(CIP) Ind(icator) B** check box is selected, this indicates that the CIP code is to be reported as a program completion at the Baccalaureate level.
Ind C	Check box used to indicate how the CIP code was to be reported on Part C the SHRICIP report. When the **(CIP) Ind(icator) C** check box is selected, this indicates that the CIP code is to be reported as a program completion at the First Professional level.
Co-Unique Code	Code of the co-unique program identifier or additional program identifiers as needed to further define the CIPC codes. This field is used to store the Student Program Co-Unique Code provided to each institution by the Chancellor's Office or the appropriate

Fields	Descriptions
	administrative office.
Activity Date	Date on which the record was last updated. Display only.
Publication Year	Used to report the publication year for 150 Percent Subsidized Stafford Usage Limit regulatory reporting. This field is populated with the value `2010` for existing CIPC records as part of the upgrade process.

Citizen Type Code Validation (STVCITZ) page

Updated: August 27, 2020

Use the Citizen Type Code Validation (STVCITZ) page to create, update, insert, and delete citizen type codes such as Canadian Citizen, Student Visa, and so on.

This page is used by the General Person (SPAPERS) page to validate the citizen type codes. You can create or update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the citizen type. After a citizen type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the citizen type code record cannot be deleted.
Description	Description of the citizen type.
Citizen Indicator	Check box used to indicate whether the citizen type code represents a citizen of the country.
EDI Equivalent	Used to assign the EDI SPEEDE/ExPRESS citizen type code values to an institution's citizen type codes. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value is used in the transmission of transcript information electronically by EDI. These values are defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under data element #1066.
Activity Date	Date on which the record was last updated. Display only.

Application Checklist Source Validation (STVCKSR) page

Updated: August 27, 2020

The Application Checklist Source Validation (STVCKSR) page is used to maintain application checklist item source/origination values, such as BASELINE, EXTERNAL, or INTERNAL.

Please see the *Required System Values for Validation Page* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Admissions Checklist Source Code	Admissions checklist item source code for the application. This code identifies the source or origin of the checklist item.
Description	Description of the admissions checklist item source code.
System Required	Check box is used to specify whether the code is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
User ID	ID of the person who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Application Checklist Status Validation (STVCKST) page

Updated: August 27, 2020

The Application Checklist Status Validation (STVCKST) page is used to maintain application checklist item status values, such as ACCEPTED or ACTIVE. These values can provide additional information about the checklist item status for the admissions staff and the applicant.

Fields	Descriptions
Admissions Checklist Status Code	Admissions item checklist status code for the application. This code identifies the status of the checklist item.

Fields	Descriptions
Description	Description of the admissions checklist item status code.
WEB Indicator	Check box used to indicate whether the admission checklist item status code can be displayed in the Admissions module of Student Self-Service. This check box allows you to limit the checklist item status codes that will be displayed to a subset of all valid status codes. The check box defaults to cleared or N when a new record is added, but you can change it at any time.
User ID	ID of the person who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Class Code Validation (STVCLAS) page

Updated: August 27, 2020

Use the Class Code Validation (STVCLAS) page to create, update, insert, and delete class codes such as Freshmen, Sophomore, First Year Law, Professional, and so on.

This page is used by pages in several modules to validate the class codes. You can create or update these codes only from this page.

Fields	Descriptions
Class Code	Code of the class, such as Freshmen, Sophomore, First Year Law, Professional, and so on. After a class code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the class code record cannot be deleted.
Description	Description of the class.
EDI Eqv	EDI Equivalent. Used to assign the EDI SPEEDE/ExPRESS class code values to the institution's class codes. When an institutional code is not equated with an EDI code, this field should be blank.

Fields	Descriptions
	The EDI equivalent value will be used in the transmission of transcript information electronically by EDI. These values are defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under data element #1131.
LMS Eqv	LMS Equivalent Class Code. Used to display the IA-PLUS Loan Management System (LMS) class code values that are equivalent to the Banner® class codes. These codes are not validated. The translation to these LMS codes occurs during the LMS transaction feed interface from Banner Financial Aid. For more information, please refer to the *Banner Financial Aid Use* content or the *IA-PLUS Loan Management System User Manual*.
NSC Class Level Translation	National Student Clearinghouse class level translation code associated with the Banner class code for reporting. An NSC equivalent must be set up for each class level for reporting to the Clearinghouse. Valid values are: • Freshman • Sophomore • Junior • Senior • Certificate • Under Unspecified • Masters • Doctoral • Postdoctorate • First Professional • Grad Unspecified • Post baccalaureate certificate - saved to the database as T • Associate's - saved to the database as A

Fields	Descriptions
	• Bachelor's - saved to the database as B • None These hardcoded values come from the NSC and are converted to the EDI standards within the SFRNSLC process.
Activity Date	Date on which the record was last updated. Display only.

Comment Type Code Validation (STVCMTT) page

Updated: August 27, 2020

Use the Comment Type Code Validation (STVCMTT) page to create, update, insert, and delete comment types and their respective codes, such as General Comment, Special Needs, or Added by ACT Data Load).

This page is used by other pages to validate the comment types. You can create or update the comment types only from this page.

Fields	Descriptions
Code	Code of the comment type. After a comment type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the comment type code record cannot be deleted.
Description	Description of the comment type.
Activity Date	Date on which the record was last updated. Display only.

Contract Rules Validation (STVCNTR) page

Updated: August 27, 2020

Use the Contract Rules Validation (STVCNTR) page to create, update, insert, and delete contract rules. These contract rules are used in the Faculty Load module. This page is used by other pages to validate contract rules, and you can create or update these rules only from this page.

Fields	Descriptions
Code	Code of the contract rule. After a contract rule code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the contract rule code record cannot be deleted.
Description	Description of the contract rule.
Activity Date	Date on which the record was last updated. Display only.

County Code Validation (STVCNTY) page

Updated: August 27, 2020

Use the County Code Validation (STVCNTY) page to create, update, insert, and delete county codes such as Delaware, Polk, or Missoula.

This page is used by pages in several modules to validate the county codes. These codes can be created or updated only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Field	Description
Code	Code of the county. After a county code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the county code record cannot be deleted.
Description	Description of the county.
ISO Code	ISO Code of the county.
Activity Date	Date on which the record was last updated. Display only.

College Code Validation (STVCOLL) page (California Localization)

Updated: August 27, 2020

Use the College Code Validation (STVCOLL) page to create, update, insert, and delete college codes, such as College of Engineering, College of Law, College of Music, and so on. Several other forms use this page to validate college codes. You can create or update college codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the college. After a college code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the college code record cannot be deleted.
Description	Description of the college.
Voice Response Message Number	Number assigned to the Voice Response message assigned to this college code.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Canadian Statistics Code	Five-digit code representing the college code that has been defined and used on the Annual University Full-Time Teaching Staff Survey. Enter the code that identifies the institution's college to Stats Canada.
MIS District	Code of the district/division associated with this college code. The MIS district code is used with the Banner Human Resources CA-MIS module for the Employee Assignment Extract Process (PEPAEXT) for the assignment information file. This field is for CA-MIS reporting purposes only. Valid values should be entered on the GTVDICD page. Select the **Search** button for this field to access the District/ Division Code Validation (GTVDICD) list. List District/Division Code Validation (GTVDICD)
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
District/College ID	Code of the district/division associated with this college code. The MIS district code is used with the Banner Human Resources CA-MIS module for the Employee Assignment Extract Process (PEPAEXT) for the assignment information file. This field is for CA-MIS reporting purposes only. Valid values should be entered on the GTVDICD page. Select the **Search** button for this field to access the District/ Division Code Validation (GTVDICD) list. List District/Division Code Validation (GTVDICD)

Committee Member Role/Function Validation (STVCOMF) page

Updated: August 27, 2020

Use the Committee Member Role/Function Validation (STVCOMF) page to create, update, insert, and delete function codes to designate the role or function of a committee member such as Chairperson, President, or Member Elect. You can create or update function codes only from this page.

Fields	Descriptions
Code	Code of the function. After a function code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the function code record cannot be deleted.
Description	Description of the function.
Activity Date	Date on which the record was last updated. Display only.

Committee/Service Status Validation (STVCOMS) page

Updated: August 27, 2020

Use the Committee/Service Status Validation (STVCOMS) page to create, update, insert, and delete status codes for committee members or for the committee/service itself such as Active or Inactive. You can create or update status codes only from this page.

Fields	Descriptions
Code	Code of the committee/service status. After a committee/service status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the committee/service status code record cannot be deleted.
Description	Description of the committee/service status.
Activity Date	Date on which the record was last updated. Display only.

Committee/Service Type Validation (STVCOMT) page

Updated: August 27, 2020

Use the Committee/Service Type Validation (STVCOMT) page to create, update, insert, and delete committee/service type codes such as Arts Review Committee, English Literature Committee, or Faculty Recruiting Committee. You can create or update committee/service type codes only from this page.

Fields	Descriptions
Code	Code of the committee/service type. After a committee/service type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the committee/service type code record cannot be deleted.

Fields	Descriptions
Description	Description of the committee/service type.
Transcript Print Switch	Check box used to indicate whether the committee/service type code can be printed on the transcript.
Activity Date	Date on which the record was last updated. Display only.

Cooperative Education Code Validation (STVCOPC) page

Updated: August 27, 2020

Use the Cooperative Education Code Validation (STVCOPC) page to create, update, insert, and delete cooperative education codes, such as Civil Engineering, Journalism, Student Teaching, and so on.

The Cooperative Education (SGACOOP) page uses this page to validate cooperative education codes. You can create or update cooperative education codes only from this page.

Fields	Descriptions
Code	Code of the cooperative education type. After a cooperative education code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the cooperative education code record cannot be deleted.
Description	Description of the cooperative education type.
Activity Date	Date on which the record was last updated. Display only.

Communication Plan Code Validation (STVCPLN) page

Updated: August 27, 2020

Use the Communication Plan Code Validation (STVCPLN) page to create, update, insert, and delete communication plan codes used in the Recruiting, Admissions, and General Student modules. You can create or update communication plan codes only from this page.

Fields	Descriptions
Code	Code of the communication plan. After a communication plan code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the communication plan code record cannot be deleted.
Description	Description of the communication plan.
Activity Date	Date on which the record was last updated. Display only.

Compliance Type Code Validation (STVCPRT) page

Updated: August 27, 2020

Use the Compliance Type Code Validation (STVCPRT) page to define and maintain codes, descriptions, and titles for different types of compliance hard copy output. You may define hard copy output for different types of users, such as advisors, students, reports of different length such as summary and detailed reports.

Fields	Descriptions
Type	Code of the compliance output report type. After a compliance output report type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the compliance output report type code record cannot be deleted.
Description	Description of the compliance output report type.
Report Title	Title to be printed on hard copy compliance output. This title can

Fields	Descriptions
	be overridden when the report is requested to be run in compliance.
Official	Check box used to indicate whether the compliance output report is official.
Activity Date	Date on which the record was last updated. Display only.

Create a type of compliance hard copy output

Updated: August 27, 2020

You can create a hard copy output for the compliance type.

About this task

Procedure

1. Access the **Compliance Type Code Validation (STVCPRT)** page.
2. Select Insert Record.
3. Enter the code for the compliance output report type.
4. Enter a brief description.
5. Save.

   Note: The **Activity Date** field is populated when you save the new record.

Change a type of compliance hard copy output

Updated: August 27, 2020

You can change a hard copy output for the compliance type.

About this task

Procedure

1. Access the **Compliance Type Code Validation (STVCPRT)** page.

2. Change the description for the output report type.
3. Save.

   Note: The **Activity Date** field is updated when you save the modified record.

Delete a type of compliance hard copy output

Updated: August 27, 2020

You can delete a hard copy output for the compliance type.

About this task

Procedure

1. Access the **Compliance Type Code Validation (STVCPRT)** page.
2. Go to the **Type** field for the compliance output report type you want to delete.
3. Select Remove Record.
4. Save.

Cohort Reason Code Validation (STVCREA) page

Updated: August 27, 2020

Use the Cohort Reason Code Validation (STVCREA) page to create, update, insert, and delete cohort reason codes such as Peace Corps, Church Mission, Military Assignment.

These codes are used in conjunction with an inactivation of a cohort for a student to identify the reason for the inactivation. You can create or update cohort reason codes only from this page.

Fields	Descriptions
Code	Code of the cohort reason. After a cohort reason code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the cohort reason code

Fields	Descriptions
	record cannot be deleted.
Description	Description of the cohort reason.
Activity Date	Date on which the record was last updated. Display only.

Applicant Course Summary Type Validation (STVCRSS) page

Updated: August 27, 2020

Use the Applicant Course Summary Type Validation (STVCRSS) page to define course summary types, which can be recorded on the Applicant Course Summaries (SOACRSS) page.

Fields	Descriptions
Course Summary Type	Code of the course summary type. After a course summary type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the course summary type code record cannot be deleted.
Description	Description of the course summary type.
Activity Date	Date on which the record was last updated. Display only.

Course Status Code Validation (STVCSTA) page

Updated: August 27, 2020

Use the Course Status Code Validation (STVCSTA) page to create, update, insert, and delete course status codes.

These codes show whether the course status is active or inactive. Other forms use this page to validate course status codes. You can create or update the course status codes only from this page.

Fields	Descriptions
Code	Code of the course status. After a course status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the course status code record cannot be deleted.
Description	Description of the course status.
Active	Check box used to specify whether this code is active.
Activity Date	Date on which the record was last updated. Display only.

Curriculum Status Validation (STVCSTS) page

Updated: August 27, 2020

Use the Curriculum Status Validation (STVCSTS) page to maintain curriculum status codes.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Curriculum Status Code	Code of the curriculum status for the learner, such as such as APPACCEPT, APPLIED, AWARDED, CHANGED, COMPLETED, DENIED, INPROGRESS, INSTACCEPT, OVERLOAD, PENDING, SOUGHT, and so on. After a curriculum status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the curriculum status code record cannot be deleted.
Description	Description of the curriculum status code.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.

Fields	Descriptions
	This indicator is set to Y for delivered values.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Contact Type Code Validation (STVCTYP) page

Updated: August 27, 2020

Use the Contact Type Code Validation (STVCTYP) page to create, update, insert, and delete recruiting contact type codes, such as Campus Visit, College Night, or Merit List Letter, and so on.

Several forms in the Recruiting module and the Interface Validation (STVINFC) page use this page to validate recruiting contact type codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the recruiting contact type. After a recruiting contact type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the recruiting contact type code record cannot be deleted.
Description	Description of the recruiting contact type.
Activity Date	Date on which the record was last updated. Display only.

Catalog Element One Validation (STVCUDA) page

Updated: August 27, 2020

Use the Catalog Element One Validation (STVCUDA) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs.

This page is one of six used in the Catalog module for this purpose. You can create or update values for Element 1 of the supplemental data on the Course Detail Information (SCADETL) page only from this page.

Fields	Descriptions
Code	Code of the institutional reporting element 1. After an institutional reporting element code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the institutional reporting element code record cannot be deleted.
Description	Description of the institutional reporting element 1.
Activity Date	Date on which the record was last updated. Display only.

Catalog Element Two Validation (STVCUDB) page

Updated: August 27, 2020

Use the Catalog Element Two Validation (STVCUDB) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs.

This page is one of six used in the Catalog module for this purpose. You can create or update values for Element 2 of the supplemental data on the Course Detail Information (SCADETL) page only from this page.

Fields	Descriptions
Code	Code of the institutional reporting element 2. After an institutional reporting element code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the institutional reporting element code record cannot be deleted.
Description	Description of the institutional reporting element 2.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Catalog Element Three Validation (STVCUDC) page

Updated: August 27, 2020

Use the Catalog Element Three Validation (STVCUDC) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs.

This page is one of six used in the Catalog module for this purpose. You can create or update values for Element 3 of the supplemental data on the Course Detail Information (SCADETL) page only from this page.

Fields	Descriptions
Code	Code of the institutional reporting element 3. After an institutional reporting element code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the institutional reporting element code record cannot be deleted.
Description	Description of the institutional reporting element 3.
Activity Date	Date on which the record was last updated. Display only.

Catalog Element Four Validation (STVCUDD) page

Updated: August 27, 2020

Use the Catalog Element Four Validation (STVCUDD) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs.

This page is one of six used in the Catalog module for this purpose. You can create or update values for Element 4 of the supplemental data on the Course Detail Information (SCADETL) page only from this page.

Fields	Descriptions
Code	Code of the institutional reporting element 4. After an institutional reporting element code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the institutional reporting element code record cannot be deleted.
Description	Description of the institutional reporting element 4.
Activity Date	Date on which the record was last updated. Display only.

Catalog Element Five Validation (STVCUDE) page

Updated: August 27, 2020

Use the Catalog Element Five Validation (STVCUDE) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs.

This page is one of six used in the Catalog module for this purpose. You can create or update values for Element 5 of the supplemental data on the Course Detail Information (SCADETL) page only from this page.

Fields	Descriptions
Code	Code of the institutional reporting element 5. After an institutional reporting element code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the institutional reporting element code record cannot be deleted.
Description	Description of the institutional reporting element 5.
Activity Date	Date on which the record was last updated. Display only.

Catalog Element Six Validation (STVCUDF) page

Updated: August 27, 2020

Use the Catalog Element Six Validation (STVCUDF) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs.

This page is one of six used in the Catalog module for this purpose. You can create or update values for Element 6 of the supplemental data on the Course Detail Information (SCADETL) page only from this page.

Fields	Descriptions
Code	Code of the institutional reporting element 6. After an institutional reporting element code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the institutional reporting element code record cannot be deleted.
Description	Description of the institutional reporting element 6.
Activity Date	Date on which the record was last updated. Display only.

Day of Week Validation (STVDAYS) page

Updated: August 27, 2020

Use the Day of Week Validation (STVDAYS) page page to create, update, insert, and delete the day of the week codes, such as Monday, Wednesday, Friday. .

Several forms in the Registration, Location Management and Housing, and Schedule modules use this page to validate the day of week codes. You can create or update the day of week codes from this page

Note: This validation table is case sensitive when used with Oracle. Code descriptions *must* be in mixed case, for example, Monday, Tuesday, Wednesday, and so on.

Please see the *Required System Values for Validation Pages* section in the *Validation*

Pages chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Day	Code of the day.
Description	Name of the day. This `must` be in mixed case, for example, Monday, Tuesday, Wednesday, and so on.
Number	Sequence number associated with the day.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Institutional Type of Day Validation (STVDAYT) page (California Localization)

Updated: August 27, 2020

Use the Institutional Type of Day Validation (STVDAYT) page to create, update, insert, and delete day type codes specific to an institution's needs for state or local reporting, for information required about a day and the term in which it falls on the Calendar Day Information (SOACALD) page.

This page is used in the Schedule module. Examples of a day type code are a holiday, a weekend, and so on. You can create or update values for day type codes only from this page.

Fields	Descriptions
Code	Code of the day type. After a day type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the day type code record cannot be deleted.
Description	Description of the day type.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
Secondary Day Code	Check box used to specify whether the day code should be considered a secondary day code. Only codes with this selected will be available in the **Overlapping Intersession Term** field on the Calendar Day Information (SOACALD) page. (This field has no impact on the **Day Type** field on SAOCALD.)

Degree Code Validation (STVDEGC) page

Updated: August 27, 2020

Use the Degree Code Validation (STVDEGC) page to maintain the degree codes, such as Undeclared, Bachelor of Arts, Doctor of Education, and so on. This page is used by other pages to validate the degree codes.

You can create or update the degree codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Field	Description
Code	Code of the degree. After a degree code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the degree code record cannot be deleted.
Description	Description of the degree.
Count in Financial Aid	Check box used to specify whether the degree counts toward financial aid.

Field	Description
	This check box is not used for Banner Financial Aid, but can be used to interface data to other third-party financial aid software. **Note:** The **Financial Aid Eligibility** check box on the Major, Minor, Concentration Code Validation (STVMAJR) page is used to indicate aid-eligible programs for Banner Financial Aid.
Level	Code of the level associated with this degree code. This indicates whether the degree is undergraduate, graduate, and so on.
Award Category	Code of the degree award category associated with this degree code. This indicates how the degree is to be treated in the IPEDS reporting process. A degree will not be processed by IPEDS reporting unless a valid value is entered.
Voice Response Message Number	Number assigned to the Voice Response message assigned to this degree code.
Web Indicator	Check box used to indicate whether the degree code can be displayed in the self-service applications. This check box allows you to limit the degree types that will be displayed to a subset of all valid degree types. The check box defaults to unchecked or N when a new record is added, but you can change it at any time. **Note:** The Web transcript will display information about awarded degrees only for Web-enabled degrees. The display of the college degree in Admissions self-service is controlled by the STVDEGC label on SOAXREF. If no records exist on SOAXREF, then all values from STVDEGC are displayed.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record

Field	Description
	cannot be deleted. When this check box is checked, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Degree Completion Change Reason Validation (STVDCPR) page

Updated: August 27, 2020

Use the Degree Completion Change Reason Validation (STVDCPR) page to create, update, insert, and delete codes for changes to degree completion, such as incorrect grades. These codes are used on SGAAPRG.

Fields	Descriptions
Code	Degree completion change reason code for the athlete. After a degree completion change reason code record has been saved, this code cannot be changed. After this code has been used in any other record, the degree completion change reason code record cannot be deleted.
Description	Description of the degree completion change reason code for the athlete.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Degree Status Code Validation (STVDEGS) page

Updated: August 27, 2020

Use the Degree Status Code Validation (STVDEGS) page to create, update, insert, and delete degree status codes, such as Certificate Awarded, Degree Sought, Undergraduate Awarded, and so on.

This page is used by other forms to validate degree status codes. You can create or update degree status codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Degree Status Code	Code of the degree status. After a degree status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the degree status code record cannot be deleted.
Description	Description of the degree status.
Awarded Indicator	Option group that indicates whether this status means that the degree is awarded. Valid values are: • Awarded (saved to the database as A) • Pending (saved to the database as P) • Sought (saved to the database as Null)
Next Degree Status	Indicator for the next step in degree status. For example, you might have a degree status `Pending` who next status would be `Awarded`. This field is used in conjunction with the **Update Next Degree Status** check box on the Graduation Status Validation (STVGRST) page. If the **Update Next Degree Status** check box on STVGRST is selected for the graduation status entered, then the current degree status code on the Degrees and Other Formal Awards (SHADEGR) page will be updated with the next degree status maintained on this validation page. For example, if the student's current degree status is Undergraduate Pending Award (UP), and the graduation status is being updated to Finalized, and the finalized graduation status code is selected in the **Update Next Degree Status** check box, then the degree status will automatically be set to Undergraduate Awarded (UA).

Fields	Descriptions
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Curriculum Status	Code of the curriculum status for this degree status code. When degree status codes are created on STVDEGS, a curriculum status code of Awarded cannot be entered if the row being created has the **Awarded Indicator** set to a value other than A. In addition, a curriculum status code of Pending can not be entered if the **Awarded Indicator** does not equal P. Select the **Search** button for this field to access the Curriculum Status (STVCSTS) list. List Curriculum Status (STVCSTS)
Activity Date	Date on which the record was last updated. Display only.

Student CARE Number of Dependents Validation (STVDEPS) page

Updated: August 27, 2020

Use the Student CARE Number of Dependents Validation (STVDEPS) page to create, update, insert, and delete codes which indicate a CARE student's number of dependent children. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the dependent-children number. After a dependent-children number code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the dependent-children number code record cannot be deleted.
Description	Description of the dependent-children

Fields	Descriptions
	number.
Activity Date	Date on which the record was last updated. Display only.

Department Code Validation (STVDEPT) page

Updated: August 27, 2020

Use the Department Code Validation (STVDEPT) page to maintain department codes such as History Department, Counseling Department, or Department Undeclared, and so on. Other forms use this page to validate the department codes, and You can create or update the department codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the department. After a department code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the department code record cannot be deleted.
Description	Description of the department.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
VR Msg No	Voice Response Message Number. Number assigned to the Voice Response message assigned to this department code.
Activity Date	Date on which the record was last updated. Display only.

Compliance Defaults Option Validation (STVDFLT) page

Updated: August 27, 2020

Use the Compliance Defaults Option Validation (STVDFLT) page to define compliance types to be used as optional default values for use in running batch compliance.

CAPP compliance evaluations are requested by creating a compliance request (SMARQCM) record. After a request has been saved, the evaluation can be performed on an individual basis or in batch for a number of people/requests. The full compliance request record includes a large number of fields. When using population selection in the Batch Compliance Process (SMRBCMP), a compliance request record is built for the evaluation it needs to perform. When these records are inserted, the process uses a set of hard-coded default values. This page allows you to build optional default values when running batch compliance.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Default Code	Code of the batch compliance default value. After a batch compliance default code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the batch compliance default code record cannot be deleted.
Description	Description of the batch compliance default value.
Sys Ind	System Required Indicator. Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Disability Type Code Validation (STVDISA) page

Updated: August 27, 2020

Use the Disability Type Code Validation (STVDISA) page to create, update, insert, and delete disability type codes, such as Blind, Multiple Sclerosis, Hearing Impaired, and so on.

The Medical Information (GOAMEDI) page uses this page to validate disability type codes. You can create or update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the disability type. After a disability type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the disability type code record cannot be deleted.
Description	Description of the disability type.
Activity Date	Date on which the record was last updated. Display only.

Division Code Validation (STVDIVS) page

Updated: August 27, 2020

Use the Division Code Validation (STVDIVS) page to create, update, insert, and delete division codes, such as Division Not Declared, Division of Accounting, Division of Law, and so on. Several other forms use this page to validate division codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the division. After a division code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the division code record cannot be deleted.
Description	Description of the disability type.
Activity Date	Date on which the record was last updated. Display only.

Degree Level Code Validation (STVDLEV) page

Updated: August 27, 2020

Use the Degree Level Code Validation (STVDLEV) page to create, update, insert, and delete degree level codes (Associate, Bachelor, Master, and so on. Other forms use this page to validate the degree level codes. You can create or update degree level codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the degree level. After a degree level code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the degree level code record cannot be deleted.
Description	Description of the degree level.
Numeric Value	Value used to specify the ranking value for the degree level, which is used in the Cohorts and Student Right to Know tracking processes. The numeric value should be established with the lowest degree level having the lowest value and the highest degree level having the highest value.
Activity Date	Date on which the record was last updated. Display only.

Diploma Type Validation (STVDPLM) page

Updated: August 27, 2020

Use the Diploma Type Validation (STVDPLM) page to create, update, insert, and delete diploma type codes, such as College Preparatory or General Education. Other forms use this page to validate the diploma type. You can create or update the diploma type codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Diploma Type	Code of the diploma type. After a diploma type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the diploma type code record cannot be deleted.
Description	Description of the diploma type.
EDI Equivalent	Used to assign the EDI SPEEDE/ExPRESS diploma type code values to the institution's diploma type codes. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value will be used in the transmission of transcript information electronically by EDI. These values are defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under data element #641.
Activity Date	Date on which the record was last updated. Display only.

Duplicate Material Code Validation (STVDPMR) page

Updated: August 27, 2020

Use the Duplicate Material Code Validation (STVDPMR) page to define and maintain the codes and descriptions for duplicate material rules.

You can create or update these codes only from this page. The **(Duplicate Material Rule) Code** field is a required item to add a duplicate material rule code record. Duplicate material rule codes must be defined before the rules for the code can be established or before a duplicate material rule can be assigned to a piece of material.

The rules for each rule code are defined and maintained on the Duplicate Material Rules (SOADPMR) page, and a duplicate material rule code may be associated with each material code on the Material (SOAMATL) page. Duplicate material rules will be checked by all communication plan processing to determine whether or not a piece of material which has already been assigned to a student can be assigned again. If duplicates of a material are never to be allowed in communication plan processing, no duplicate material rule should be associated with a material code.

Fields	Descriptions
Code	Code of the duplicate material rule. After a duplicate material rule code record has

Fields	Descriptions
	been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the duplicate material rule code record cannot be deleted.
Description	Description of the duplicate material rule.
Activity Date	Date on which the record was last updated. Display only.

Ceremony Dress Validation (STVDRES) page

Updated: August 27, 2020

Use the Ceremony Dress Validation (STVDRES) page to create, update, insert, and delete ceremony dress codes which indicate the valid codes for dress for a particular ceremony, for example, Graduation Attire. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the ceremony dress. After a ceremony dress code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the ceremony dress code record cannot be deleted.
Description	Description of the ceremony dress.
Activity Date	Date on which the record was last updated. Display only.

Electronic Document Status Code Validation (STVDSTS) page

Updated: August 27, 2020

Use the Electronic Document Status Code Validation (STVDSTS) page to define codes and descriptions that represent the typical actions and procedural steps which may apply to processing any transcript at your institution.

For example, an undergraduate transcript for a potential transfer student may need to be reviewed by the Admissions Office, the Student Records Office, the Financial Aid Office, and possibly the college or department that the transfer student is applying to. Some transcripts may need to be reviewed by specific departments or individuals.

You should define a code for each procedural step or action in transcript processing that may occur at your institution. Some of the processing codes will be assigned automatically to each transcript received, and others will be added directly by users as appropriate online. It is likely that a transcript will have many status codes assigned to it, indicating several tasks that need to be completed as part of the total process of the review of that transcript. Some processing codes must have indicators set in a specific way to allow the transcript to be uploaded into transfer articulation and to be eligible for removal from visual display from the Online Transcripts Activity List (SHAEDIS) page. Recommendations for establishing these transcript status codes and explanations of how priority code and the transfer articulation and archive indicators function are detailed as follows.

You must designate a priority for each code on STVDSTS. Priorities range from 1 to 99. The lower the value of the number, the higher the priority of the code. For example, a code with a priority of 5 is higher than a code with a priority of 20. More than one code may have the same priority. When a new EDI transcript is uploaded into Banner® Student (displayed on SHAEDIS), the upload process (SHREDIP) will automatically assign the status codes defined in STVDSTS with the highest priority. It is recommended that the highest priority status code be given to the task of performing an ID verification/matching process against the person associated with the transcript because this step must be performed for all transcripts received.

If you want to have additional procedural step(s) automatically assigned to all uploaded transcripts, assign the same priority to those status codes as has been assigned to the ID verification/matching status code. It is also recommended that the priority codes be assigned to indicate the relative importance of some tasks as compared to others. This, however, does not mean that a task (status code) with a priority of 20 must be completed before a task (status code) with a priority of 30. The only other functional consequence of the use of priorities is in controlling the sort order of the display of records on SHAEDIS. On SHAEDIS, the display will be sorted by priority of the pending status codes, and where many transcripts have the same pending status code, the display will be sorted alphabetically by the students' last names.

For example, a status code of VERF (Verify ID) has a priority of 1, and a status code of ADMR (Admissions Review) has a priority of 10. A status code of ARTC (Ready for Transfer Articulation) has a priority code of 80, and a status code of ARCH (Archive EDI

Transcript Data) has a priority code of 99. A student's transcript might currently have all of these pending status codes assigned to it. The first row displayed in SHAEDIS (in order from the top to the bottom of the block of records displayed) for the student is the row with a status code of VERF, because it has the highest priority code. After the status code of VERF has been completed, that record will no longer be displayed on SHAEDIS, and the row with a status code of ADMR will be the first row displayed, because it has the highest priority of the remaining status codes.

To be able to upload a transcript to transfer articulation, you must define one status code that has the **TA (Transfer Articulation Flag)** field set to Y and assign the status code to the transcript. Without one code with this flag, the Transfer Articulation (SHATAEQ) page will not recognize that an EDI transcript exists for upload.

After a transcript has been uploaded to transfer articulation, the status code that has the **TA (Transfer Articulation Flag)** field set to `Y` will be updated from `P` (Pending) to `C` (Complete) on SHAEDIS. In addition, the final step in the transfer articulation will be to add the status code that has the **ARC (Archive Status Flag)** field set to `Y` to that transcript. This archive status code will be inserted with a `P` (Pending) action. When you update the archive status code to `C` (Complete), the transcript will be excluded from display on SHAEDIS, even if other status codes exist with a P (Pending) action.

STVDSTS can be used with XML transcript processing. The user-defined extension indicators can be set by document status code for college, student, academic record, or course. Test scores and immunization data can also be included by document status code.

Note: Only the shell of the UDE functionality is delivered. You must create custom code at your institution to import data using user-defined extensions.

Fields	Descriptions
Status Code	Code of the electronic document status. After an electronic document status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the electronic document status code record cannot be deleted. This code reflects a step or status for the processing of a transcript at the institution, such as ADMR might be for Admissions Office Review. Multiple codes can be assigned to a

Fields	Descriptions
	transcript to indicate processing steps that are still incomplete.
Description	Description of the electronic document status.
Priority	Value of the priority assigned to this electronic document status. 1 = High, 99 = Low. This is the priority assigned to the status by SHREDIP when the transcript is uploaded for ID verification/ matching.
Transfer Articulation Indicator	Indicator for whether an electronic transcript with this electronic document status code should be included when transcripts are uploaded to transfer articulation.
Archive Status Indicator	Indicator for whether a transcript with this electronic document status code should be archived, not purged.
Tests	Check box used to indicate if the electronic document status code should process test score data for XML transcripts.
Immunization	Check box used to indicate if the electronic document status code should process immunization data for XML transcripts. When a status code is entered on SHAEDIS that has the **Immunization** indicator set to Y on STVDSTS and the **Pending or Complete Indicator** on SHAEDIS set to P, when the record is saved, the system will attempt to import all the immunization data that is present on the XML transcript.
User Defined Extensions: Main	Check box used to indicate if the electronic document status code should process XML transcript user-defined extensions on the college transcript.
User Defined Extensions: Student	Check box used to indicate if the electronic document status code should process XML transcript user-defined extensions on the student element.
User Defined Extensions: Academic Record	Check box used to indicate if the electronic document status code should process XML transcript user-defined extensions on the academic record element.
User Defined Extensions: Course	Check box used to indicate if the electronic document status code should process XML transcript user-defined extensions on the course element.

Electronic Application Status Validation (STVEAPL) page

Updated: August 27, 2020

Use the Electronic Application Status Validation (STVEAPL) page to define the status codes for the electronic application such as, suspended record, match error, verification error, admissions hold, and so on.

These codes will be viewable on SAAEAPS in the **Application Status** field. They provide you with information about why applications are not being completely processed by Quick Start. These codes are system-required and are delivered.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the electronic application status. After an electronic application status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the electronic application status code record cannot be deleted.
Description	Description of the electronic application status.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
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.

Electronic Status Code Validation (STVEDIS) page

Updated: August 27, 2020

Use the Electronic Status Code Validation (STVEDIS) page to create, update, insert, and delete electronic status codes, such as Transcript Request Record Created, Batch ID Recorded, Download Completed, and so on.

You can create and update these codes only from this page. Electronic status codes are used with EDI and XML processing.

The EDI Reconciliation Process (SHREDIR) places these status codes on the student transcript requests, and they are displayed on the Transcript Request (SHARQTC) page to inform you of the status of the transcript request in the EDI electronic transcript process.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Electronic Status Code	Code of the electronic status. After an electronic status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the electronic status code record cannot be deleted.
Description	Description of the electronic status.
Activity Date	Date on which the record was last updated. Display only.

Education Level Code Validation (STVEDLV) page

Updated: August 27, 2020

Use the Education Level Code Validation (STVEDLV) page to create, update, insert, and delete education level codes, such as Completed High School, Completed 4 Year Degree, Completed Doctorate, and so on.

The Admissions module and the General Student (SGASTDN) page use this page to validate education level codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the education level. After an education level code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the education level code record cannot be deleted.
Description	Description of the education level.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Education Goal Validation (STVEGOL) page

Updated: August 27, 2020

Use the Education Goal Validation (STVEGOL) page to create, update, insert, and delete education goals, such as Obtain GED Certificate, Obtain Associate's Degree, Graduate Studies, and so on. The Admissions module uses this page to validate education goal codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the education goal. After an education goal code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the education goal code record cannot be deleted.
Description	Description of the education goal.
Activity Date	Date on which the record was last updated. Display only.

EDI Rule Group Validation (STVEGRP) page

Updated: August 27, 2020

Use the EDI Rule Group Validation (STVEGRP) page to display codes and descriptions for groups of EDI application processing rules.

Group codes are provided so that rules which apply to similar types of data can be easily queried on the Electronic Admissions Application Rules (SAAERUL) page. Values in this table are not intended to be maintained locally. All required values will be delivered and will be inserted during the install process or by update scripts.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for

this validation page.

Fields	Descriptions
Code	Code of the EDI rule group. After an EDI rule group code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the EDI rule group code record cannot be deleted.
Description	Description of the EDI rule group.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Eligibility Code Validation (STVELIG) page

Updated: August 27, 2020

Use the Eligibility Code Validation (STVELIG) page to create, update, insert, and delete eligibility codes. These codes are used in Student Right to Know tracking by the Athletic Compliance (SGASPRT) page in the General Student module. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the eligibility type. After an eligibility code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the eligibility code record cannot be deleted.
Description	Description of the eligibility type.
Activity Date	Date on which the record was last updated. Display only.

HTML Letter Module Validation (STVELMT) page

Updated: August 27, 2020

Use the HTML Letter Module Validation (STVELMT) page to record the modules and views used in the generation of email letters.

This determines the data columns that can be placed on the dynamic HTML letter. Default values are delivered which can be modified if you want a different view for the variables.

Please see the Required System Values for Validation Pages section in the Validation Pages chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Module	Code of the HTML letter data source. After an HTML letter data source code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the HTML letter data source code record cannot be deleted.
Description	Description of the HTML letter data source.
View	Banner® or Object:Access view or Banner table name for HTML letter module data source.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Employment Expectation Validation (STVEMEX) page

Updated: August 27, 2020

Use the Employment Expectation Validation (STVEMEX) page to create, update, insert, and delete employment expectation codes, such as Working 10 hours a week, Non-working Student, and so on.

The General Student (SGASTDN) page uses this page to validate employment expectation codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the employment expectation. After an employment expectation code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the employment expectation code record cannot be deleted.
Description	Description of the employment expectation.
Activity Date	Date on which the record was last updated. Display only.

Employer Code Validation (STVEMPL) page

Updated: August 27, 2020

Use the Employer Code Validation (STVEMPL) page to maintain employer codes which represent the employer's name, address, and phone number. Other forms use this page to validate this employer information. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the employer. After an employer code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the employer code record cannot be deleted.
Description (untitled)	Description of the employer.
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	Four lines for the street address.

Fields	Descriptions
Street Line 2 Street Line 3 Street Line 4	
City	City for the address.
State or Province	Code for the state or province in which the address is located. Select the **Search** button for this field to access the State/Province Code Validation (STVATYP) list. List State/Province Code Validation (STVATYP)
ZIP or Postal Code	ZIP or postal code for the address. When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation (GTVZIPC) page, the combination of city, state/province, and nation information that exists in GTVZIPC defaults into the appropriate fields. The related information does not default in when the ZIP/postal code is entered manually. Select the **Search** button for this field to access the ZIP/Postal Code Validation (GTVZIPC) page. List ZIP/Postal Code Validation (GTVZIPC) page
Nation	Nation for the address.

Fields	Descriptions
	Select the **Search** button for this field to access the Nation Validation (STVNATN) list. List Nation Validation (STVNATN)
Telephone	Telephone number. • The first field is for the country code. • The second field is for the area code. • The third field is for the telephone number (with no extra characters such as spaces or dashes). • The fourth field is for an extension, if applicable.
Activity Date	Date on which the record was last updated. Display only.

Employment Type Validation (STVEMPT) page

Updated: August 27, 2020

Use the Employment Type Validation (STVEMPT) page to create, update, insert, and delete employment types, such as Self-employed, Employer Sponsored, or No Employment on Record. This page is used by other forms to validate employment types. You can create or update employment types only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the employment type. After an employment type code record has been saved, the code entered in this field cannot

Fields	Descriptions
	be changed. After this code has been used in any other record, the employment type code record cannot be deleted.
Description	Description of the employment type.
Activity Date	Date on which the record was last updated. Display only.

Education Opportunity Prog/Serv Status Validation (STVEOPS) page (California Localization)

Updated: August 27, 2020

Use the Education Opportunity Prog/Serv Status Validation (STVEOPS) page to create, update, insert, and delete EOPS (Educational Opportunity Programs and Services) status codes, such as No Service, Student is Eligible, or Student is Not Eligible.

This page is used by the Educational Opportunity Programs and Services (SGAEOPS) page to validate the EOPS status codes. You can create or update these type codes only from this page.

Fields	Descriptions
Code	Code of the EOPS status. After an EOPS status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the EOPS status code record cannot be deleted.
Description	Description of the EOPS status.
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
CARE Code Indicator	Check box used to specify whether the code should be considered a CARE code.

Enrollment Verification Type Code Validation (STVEPRT) page

Updated: August 27, 2020

Use the Enrollment Verification Type Code Validation (STVEPRT) page to create, update, insert, and delete enrollment verification type codes, such as codes used for business verification or full disclosure.

This page is used by other forms to validate the enrollment verification types. You can create or update these type codes only from this page.

Fields	Descriptions
Code	Code of the enrollment verification type. After an enrollment verification type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the enrollment verification type code record cannot be deleted.
Description	Description of the enrollment verification type.
Activity Date	Date on which the record was last updated. Display only.

Enrollment Planning Service Code Validation (STVEPSC) page

Updated: August 27, 2020

The Enrollment Planning Service Code Validation (STVEPSC) page can contain all 304 EPS Market codes created by the College Board along with their corresponding market names. This validation page must be populated by the institution with all the EPS codes and descriptions available from the College Board.

Fields	Descriptions
Code	Code of the enrollment planning service (EPS). After an EPS code record has been saved, the code entered in this field cannot be changed. After this code has been used

Fields	Descriptions
	in any other record, the EPS code record cannot be deleted.
Description	Description of the EPS.
Activity Date	Date on which the record was last updated. Display only.

Eligibility Factor Validation (STVESEL) page

Updated: August 27, 2020

Use the Eligibility Factor Validation (STVESEL) page to create, update, insert, and delete eligibility factor codes, such as Did not graduate HS NO GED, Financial Consideration, H.S. GPA below 2.5, and so on.

The Education Opportunity Programs and Services (SGAEOPS) page uses this page to validate eligibility factors. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the eligibility factor. After an eligibility factor code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the eligibility factor code record cannot be deleted.
Description	Description of the eligibility factor.
Activity Date	Date on which the record was last updated. Display only.

Enrollment Status Code Validation (STVESTS) page

Updated: December 16, 2021

Use the Enrollment Status Code Validation (STVESTS) page to manage enrollment status codes, such as Administratively Withdrawn, Eligible to Register, Pre-Registered, and so on. Several other forms use this page to validate enrollment status codes. You can create or update these codes only from the STVESTS page.

When enrollment status codes, registration status codes, and rules for enrollment and registration status processing are established, assigning an enrollment status code which affects courses will cause the same action to be applied to appropriate course registration records for the term. To have enrollment status changes affect courses, the following conditions must be true:

- An enrollment status is defined, and the **Affect Course** check box is selected.
- A course registration status is defined (on STVRSTS) using the same code as the enrollment status code which will affect courses. The **Allowed to Enter** check box for the registration status code must be cleared.
- The enrollment status code is authorized for use within a term (SFAESTS).
- The registration status code is authorized for use within a term and part-of-term (SFARSTS).
- All registration statuses which represent active registration records must have the **Affected by Student Status** check box selected on SFARSTS. (For example, if a student has already dropped a class and later withdraws from the term, only active registration records should be changed to a status of withdrawn from term. The class already dropped should not have its registration status changed.)
- When the enrollment status is changed (on SFAREGS) to one that affects courses, the registration status of all active registration records will be set to the same value as the enrollment status.
- Any study paths associated with the term enrollment will also have their enrollment status updated to reflect the term enrollment status.

Similarly, assigning a study path enrollment status code that affects courses will cause the same action to be applied to appropriate course registration records for the study path.

For more information about the *Required System Values for Validation Pages*, see the *Validation Pages* chapter in the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the enrollment status. After you save an enrollment status code record, you cannot change the code in this field. After you use this code in any other record, you cannot delete the enrollment

Fields	Descriptions
	status code record.
Description	Description of the enrollment status.
Withdrawal Code	Code of the withdrawal status associated with this enrollment status, if any. Select **Search** for this field to access the Withdrawal Status (STVWDRL) list. List Withdrawal Status (STVWDRL)
Withdrawal Indicator	Check box used to indicate whether this enrollment status code is a withdrawal code. If you select the check box, you can then select the records with this enrollment status code by using the batch Withdrawn Student Report (SFRWDRL) When you select this field (set to Y), the registration fee assessment processing checks SFAESTS for the associated code to see if any enrollment status refund rules in the key block of SFAREGS are in effect for that date.
Third Party Withdrawal Indicator	Check box used to report a student as withdrawn by the Clearinghouse Extract Report (SFRNSLC) and the NSLDS SSCR Process (SFRSSCR).
Affect Course	Check box used to indicate whether this enrollment status code affects either the course status or study path enrollment status unless otherwise prevented.
Prevent Registration	Check box is used to indicate whether this enrollment status code affects the student from registering for the same term only or allow registration activity for the term.
Affect Headcount	Check box used to indicate whether this enrollment status code affects the headcount as calculated on the Unduplicated Headcount Report (SFRHCNT).
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

IPEDS Ethnic Code Validation (STVETCT) page

Updated: August 27, 2020

Use the IPEDS Ethnic Code Validation (STVETCT) page to create, update, insert, and delete IPEDS ethnic codes, such as American Indian or Alaskan Native, Asian or Pacific Islander, Hispanic, and so on.

You can create or update these codes only from this page. The Ethnic Code Validation (STVETHN) page formerly used this page to validate IPEDS ethnic codes for IPEDS reporting.

This page is no longer used with Student IPEDS processing for new ethnicity and race reporting.

The Ethnic Code Rules (PTRETHN) page, the Race Rules (GORRACE) page, and the Ethnic Code Validation (STVETHN) page are used to report counts of individuals to the federal government based on ethnic background.

Please see the “Required System Values for Validation Pages” section in the “Validation Pages” chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the IPEDS ethnicity. After an IPEDS ethnic code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the IPEDS ethnic code record cannot be deleted.
Description	Description of the IPEDS ethnicity.
System Required	Check box used to specify whether this value is required by the system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Ethnic Code Validation (STVETHN) page

Updated: August 27, 2020

Use the Ethnic Code Validation (STVETHN) page to create, update, insert, and delete ethnic codes, such as Caucasian, Chinese, Cuban, and so on. This page is used by other forms to validate ethnic codes. You can create or update ethnic codes only from this page.

This page allows you to identify individuals at a low level ethnic value, i.e., breakdowns of ethnicity. Examples of this would be Apache, Blackfoot, and Sioux. The codes associated with these values are then cross-referenced into the Banner Human Resources and Banner Student Systems against the Ethnic Code Rules (PTRETHN) page and Race Rules (GORRACE) page respectively, for proper federal ethnic values. Therefore, each of the codes mentioned above would cross-reference to a code that indicates `Native American`.

With this methodology, it is then permissible to use low level university-specific descriptions on STVETHN, while maintaining the proper federal values on the Ethnic Code Rules (PTRETHN) page and the Race Rules (GORRACE) page.

Warning! Addition, deletions, and revisions to codes on the Ethnic Code Rule (PTRETHN) page in the Banner® Human Resources System appear on STVETHN.

Multiple race codes may be reported for an individual, and collected/reported information can be separated by race and ethnicity. Therefore, you can also use this page to establish crosswalk values so when an ethnicity code is entered, the ethnicity and race fields will be populated in the Banner Human Resources personal information forms, if the ethnicity and race codes do not already exist.

Race information can be collected for the following set of codes:

- White
- Black or African American
- Asian

- Native Hawaiian and Other Pacific Islander
- American Indian or Alaskan Native
- Other

Ethnicity information can be collected for the following set of codes:

- Hispanic
- Non-Hispanic
- Non-Resident Alien

Seed data for these values is delivered, along with scripts to convert existing data to the **Institution Race Code** and **New Ethnicity** fields. Two Banner General forms, the Race Validation (GTVRACE) page and the Race Rule (GORRACE) page are used to create and maintain race code information in addition to sub-groups of race categories. The codes on STVETHN are used in the conversion of the old ethnicity to the new ethnicity for the prospect and application loads.

Note: All Banner systems use this page. You should coordinate with other Banner systems at your institution about what codes to use on this page.

Fields	Descriptions
Ethnic Code	Code of the ethnicity. After an ethnic code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the ethnic code record cannot be deleted.
Description	Description of the ethnicity.
IPEDS Code	IPEDS ethnic code associated with this ethnic code, if applicable. Select the **Search** button for this field to access the IPEDS Ethnic Validation (STVETCT) list. List IPEDS Ethnic Validation (STVETCT)
EDI Equivalent	Used to assign the EDI SPEEDE/ExPRESS ethnic code values to an institution's ethnic codes. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value is used in the transmission of transcript

Fields	Descriptions
	information electronically by EDI. These values are defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under data element #1109.
LMS Equivalent	LMS Equivalent Class Code. Used to display the IA-PLUS Loan Management System (LMS) ethnicity code values that are equivalent to the Banner ethnic codes. These codes are not validated. The translation to these LMS codes occurs during the LMS transaction feed interface from Banner Financial Aid. For more information, please refer to the *Banner Financial Aid Use* content or the *IA-PLUS Loan Management System User Manual*.
Institution Race Code	Regulatory race code associated with this ethnic code as defined by the institution. This field determines the race to be used for the crosswalk functionality and creates a crosswalk for values, so the old ethnicity values can be mapped to the new ethnicity and race values. If an ethnicity mapping code has been entered, this field is required, otherwise it can be null. Select the **Search** button for this field to access the Race Rules (GORRACE) list. List Race Rules (GORRACE)
New Ethnicity	Ethnicity as defined by the US government for this ethnic code, used for the crosswalk functionality. If a race code has been entered, this field is required; otherwise, it can be null. Values are: • None (default) • Hispanic or Latino • Not Hispanic or Latino
Activity Date	Date on which the record was last updated. Display only.

eTranscript Delivery Method Validation (STVETME) page

Updated: August 27, 2020

The eTranscript Delivery Method Validation (STVETME) page is used to create and maintain third party transcript delivery method values from PESC. These values are delivered and should not be changed. No user values should be entered.

Fields	Descriptions
Delivery Method Code	Delivery method code for eTranscripts, such as FAX, EXPRESS, MAIL, OVERNIGHT, ELECTRONIC.
Description	Delivery method code description.
User ID	ID of user that added or updated the record.
Activity Date	Date the record was added or updated.

eTranscript PESC Transcript Purpose Validation (STVETPU) page

Updated: August 27, 2020

The eTranscript PESC Transcript Purpose Validation (STVETPU) page is used to create and maintain third party transcript type purpose values from PESC. These values are delivered and should not be changed. No user values should be entered.

Fields	Descriptions
PESC Transcript Type Code	PESC transcript purpose code to be used with eTranscripts, such as TRANSFER, SCHOLAR, ADM, EMPLOYM.
Description	Transcript purpose code description.
User ID	ID of user that added or updated the record.
Activity Date	Date the record was added or updated.

eTranscript Electronic Transcript Status Validation (STVETST) page

Updated: August 27, 2020

The eTranscript Electronic Transcript Status Validation (STVETST) page is used to create and maintain transcript order status codes.

These values are delivered and should not be changed. No user values should be entered. The SHKEORS package uses the order status codes to drive the automated order processing and identify the processing stages of an order.

Fields	Descriptions
Order Status Code	Transcript order status code.
Description	Transcript order status code description.
Third Party Translation	Transcript order translation value to be sent for processing.
Send to Vendor	Check box used to indicate a transcript order with this status should be sent to the vendor for processing.
Send to Cloud	Check box used to indicate a transcript order with this status should be sent to the Ellucian Cloud for processing.
Activity Date	Date the record was added or updated.

eTranscript PESC Transcript Type Validation (STVETTP) page

Updated: August 27, 2020

The eTranscript PESC Transcript Type Validation (STVETTP) page is used to create and maintain third party transcript type values from PESC. These values are delivered and should not be changed. No user values should be entered.

Fields	Descriptions
PESC Transcript Type Code	PESC transcript type code to be used with eTranscripts, such as GRADUATE, LAW, UNDERGRADUATE, DENTAL.

Fields	Descriptions
Description	Transcript type code description.
User ID	ID of user that added or updated the record.
Activity Date	Date the record was added or updated.

Event/Function Type Code Validation (STVETYP) page

Updated: August 27, 2020

Use the Event/Function Type Code Validation (STVETYP) page to create, update, insert, and delete event type codes, such as Athletic Event, Lecture, Meeting, and so on.

The Event (SLAEVNT) page and the Event Query (SLQEVNT) page use this page to validate event and function type codes. You can create or update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the event type. After an event type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the event type code record cannot be deleted.
Description	Description of the event type.
Activity Date	Date on which the record was last updated. Display only.

Evaluation Question Code Validation (STVEVAL) page

Updated: August 27, 2020

Use the Evaluation Question Code Validation (STVEVAL) page to create, update, insert, and delete evaluation question codes. This page is used by the Schedule Evaluation (SSAEVEL) page to specify evaluation questions. You can create or update evaluation question codes only from this page.

Fields	Descriptions
Code	Code of the evaluation question. After an evaluation question code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the evaluation question code record cannot be deleted.
Description	Description of the evaluation question.
Activity Date	Date on which the record was last updated. Display only.

Academic History Event Code Validation (STVEVEN) page

Updated: August 27, 2020

Use the Academic History Event Code Validation (STVEVEN) page to create, update, insert, and delete academic history event codes, such as Undergraduate Admissions, Graduate Candidacy, or Undergraduate Suspension, and so on.

The Transcript Events and Comments (SHATCMT) page uses this page to validate academic history event codes. You can create or update these codes only from this page.

Please see the Required System Values for Validation Pages section in the Validation Pages chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the academic history event. After an academic history event code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the academic history event code record cannot be deleted.
Description	Description of the academic history event.
Transcript Print	Check box used to specify that the event is to be printed on transcripts.
System Required	Check box used to specify whether this value is required by the

Fields	Descriptions
	system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
Activity Date	Date on which the record was last updated. Display only.

Examination Code Validation (STVEXAM) page

Updated: August 27, 2020

Use the Examination Code Validation (STVEXAM) page to create, update, insert, and delete examination codes, such as Advanced Placement, Credit by Exam, Experiential Learning, and so on.

The Term Course Maintenance (SHAINST) page uses this page to validate examination codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the examination. After an examination code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the examination code record cannot be deleted.
Description	Description of the examination.
Activity Date	Date on which the record was last updated. Display only.

Faculty Member Attributes Code Validation (STVFATT) page

Updated: August 27, 2020

Use the Faculty Member Attributes Code Validation (STVFATT) page to create, update, insert, and delete faculty member attribute codes such as Certified to Teach English, Department Chairperson, or Full-time Coach.

This page is used by other forms to validate faculty member's attribute codes. You can create or update faculty member attribute codes only from this page.

Fields	Descriptions
Code	Code of the faculty member attribute. After a faculty member attribute code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the faculty member attribute code record cannot be deleted.
Description	Description of the faculty member attribute.
Activity Date	Date on which the record was last updated. Display only.

Faculty Contract Type Code Validation (STVFCNT) page

Updated: August 27, 2020

Use the Faculty Contract Type Code Validation (STVFCNT) page to create, update, insert, and delete faculty contract type codes.

The codes specify during which semesters the faculty member's contract runs. This page is used by other forms to validate the faculty members contract types. You can create and update faculty contract type codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the faculty contract type. After a faculty contract type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the faculty contract type code record cannot be deleted.
Description	Description of the faculty contract type.
Activity Date	Date on which the record was last updated. Display only.

Faculty Status Code Validation (STVFCST) page

Updated: August 27, 2020

Use the Faculty Status Code Validation (STVFCST) page to create, update, insert and delete faculty status codes.

These codes specify faculty member status, such as Active, Inactive, or On Sabbatical. This page is used by other forms to validate the faculty status codes. You can create or update faculty status codes only from this page.

Fields	Descriptions
Code	Code of the faculty status. After a faculty status code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the faculty status code record cannot be deleted.
Description	Description of the faculty status.
Active	Check box used to specify whether the faculty member is available for assignments.
Activity Date	Date on which the record was last updated. Display only.

Faculty Category Code Validation (STVFCTG) page

Updated: August 27, 2020

Use the Faculty Category Code Validation (STVFCTG) page to create, update, insert, and delete faculty member category codes.

The codes represent the category into which a faculty member is placed (Advisor, Full-time Professor, Part-time Professor, and so on), and may be used in calculating workload. This page is used by other forms to validate the faculty member category codes. You can create or update faculty category codes only from this page.

Fields	Descriptions
Code	Code of the faculty member category. After a faculty member category code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the faculty member category code record cannot be deleted.
Description	Description of the faculty member category.
Activity Date	Date on which the record was last updated. Display only.

Faculty Staff Type Code Validation (STVFSTP) page (California Localization)

Updated: August 27, 2020

Use the Faculty Staff Type Code Validation (STVFSTP) page to create, update, insert and delete faculty staff type codes.

These codes represent the different staff types (Evening Division, Full-Time, Part-Time, and so on. This page is used by other forms to validate the faculty staff type codes. You can create or update faculty staff types only from this page.

Fields	Descriptions
Code	Code of the faculty staff type. After a faculty staff type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the faculty staff type code record cannot be deleted.
Description	Description of the faculty staff type.
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
Subject to Faculty Load Limit	Check box used to specify whether this faculty staff type code is tracked for faculty load limits. If you check this check box, the **Type Load Limit (FTE)** and **Faculty Load Limits Error Handling** fields must be updated before you save the record.
Type Load Limit (FTE)	Maximum load allowed for a specific type of faculty member in any term. `1.000` represents 100.0%. After the type load limit is defined (that is, is not null), all IDs with this type will be tracked for the noted limit. When a faculty assignment is saved on the Faculty Assignment (SIAASGN) page or the Instructor section of the Meeting Times and Instructor window of the Schedule (SSASECT) page, if the term/faculty-ID's load exceeds this value (greater than, but not equal to), the load error logic will activate according to the setting for the **Faculty Load Limits Error Handling** option button. If you define load limit adjustments for a specific faculty member on the Faculty ID/Term-Specific Load Limits (SVALOLI) page, those limits take precedence (for the term) over the value entered here.
Faculty Load Limits Error Handling	Option group used to specify how the system is to handle records of this faculty staff type when a record is saved that would cause the faculty member to exceed the specified load limit. Choices are: `Warning Only` System issues a message after saving a new assignment if the saved record surpasses the load limit `User Override` System issues a message requiring a user override before the transaction can be saved `Administrative` System issues a message requiring an administrative

Fields	Descriptions
	`Override` override before the transaction can be saved; an assignment that passed the load limit cannot be saved until an administrative user increases the ID's limit on SVALOLI

Fee Type Validation (STVFTYP) page

Updated: August 27, 2020

Use the Fee Type Validation (STVFTYP) page to maintain fee types used in section level fee assessment calculations.

Four system-required fee types are used with this page: `FLAT` (Flat Fee), `BILL` (Per Bill Hour Fee), `CRED` (Per Credit Hour Fee), and `DURN` (Per Duration Unit). If additional fee types are required and added to this validation table, modifications will be required in the fee assessment logic to incorporate the required processing.

These fee types are used by the Course Detail Information (SCADETL) page, the Section Detail Information (SSADETL) page, the Section Fee Assessment Control (SSADFEE) page, the Default Extension Processing Rules section of the Open Learning Section Default Rules (SOAORUL) page, and the Section Extension Processing Rules section of the Schedule Processing Rules (SSARULE) page.

A conversion script is used to convert the existing fee types defined in SCADETL and SSADETL (`F` - Flat or `C` - Per Credit) to the enhanced fee type structure.

Please see the Required System Values for Validation Pages section in the Validation Pages chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the fee type. After a fee type code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the fee type code record cannot be deleted.
Description	Description of the fee type.
System Required	Check box used to specify whether this value is required by the

Fields	Descriptions
	system. If this check box is selected, the validation table record cannot be deleted. After this check box is selected, it cannot be cleared.
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.

Graduation Application Display Rule Code Validation (STVGADR) page

Updated: August 27, 2020

Use the Graduation Application Display Rule Code Validation (STVGADR) page to maintain graduation application display rule codes. These codes are used on the Self-Service Graduation Application Display Rules (SHAGADR) page to define which Banner® Student Self-Service graduation application pages are displayed and how the graduation application will function.

Some sample rule codes might be:

- UGASMSP - Undergraduate Arts Science Main Spring
- GRBUDFA - Graduate Business Downtown Fall
- UGBACHS - Undergraduate Bachelors Spring
- DEFAULT - Default Rule

Fields	Descriptions
Graduation Application Display Rule Code	Graduation application display rule code.
Description	Description of the graduation application display rule code.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Gain Status Code Validation (STVGAIN) page

Updated: August 27, 2020

Use the Gain Status Code Validation (STVGAIN) page to create, update, insert, and delete GAIN status codes. The General Student (SGASTDN) page uses this page to validate GAIN status codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the GAIN status. After a GAIN status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the GAIN status code record cannot be deleted.
Description	Description of the GAIN status.
Activity Date	Date on which the record was last updated. Display only.

Graduation Application Status Validation (STVGAST) page

Updated: August 27, 2020

Use the Graduation Application Status Validation (STVGAST) page to maintain graduation application status codes. These codes indicate the status of the graduation application that is submitted through the Banner® Student Self-Service graduation application processing pages. The application is maintained on the Graduation Application (SHAGAPP) page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Graduation application status code.
Description	Description of the graduation application status code.
Active Indicator	Check box used to indicate if the graduation application with this status code is active or inactive.

Fields	Descriptions
Web Indicator	Check box used to indicate if the graduation application with this status code is available in self-service.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Goal Attribute Validation (STVGATT) page

Updated: August 27, 2020

Use the Goal Attribute Validation (STVGATT) page to create, update, insert, and delete goal attribute codes. The Support Services module uses this page to validate goal attribute codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the goal attribute. After a goal attribute code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the goal attribute code record cannot be deleted.
Description	Description of the goal attribute.
Activity Date	Date on which the record was last updated. Display only.

Grade Change Code Validation (STVGCHG) page (Electronic Grade Book)

Updated: August 27, 2020

Use the Grade Change Code Validation (STVGCHG) page to create, update, insert, and delete grade change codes.

A grade change will always be added as a new grade with a grade change reason code, with the original grade maintained as an audit trail. An incomplete or `I` grade would be maintained as the original grade, and the actual grade would then be added with a grade change reason code. For example, Original Entry, Entry Error, Substitute Grade, and so on. Several pages in the Academic History application use this page to validate grade change codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Grade change reason code. After a grade change reason record has been saved, the code entered in this field cannot be changed. After this grade change reason has been used in any other record, the record cannot be deleted. This is a mandatory field, and the grade change reason code must be unique.
Description	Description of the grade change reason. This is an optional field and can be updated for an existing record.
Attribute	Code and description of the change reason attributes required for electronic gradebook processing. These attributes are stored in the STVGCAT table. The grade change reason attribute must be assigned to the relevant grade change reason code.
Permit Duplicates	Check box used to specify whether this grade change code can be used more than one time for grading the same course. This is an optional field and can be updated for an existing record.
Definitive	Check box used to indicate whether a mark or grade change assigned this code should be overwritten by an automatic calculation. If this check box is selected, a mark or grade change assigned to this code will not be overwritten by an automatic calculation. If this check box is cleared, a mark or grade change assigned to this code will be overwritten by an automatic calculation.
Calculated	Check box used to indicate whether this code will be used to

Fields	Descriptions
	record the result of an automatic calculation of grades and marks. A reason with this indicator selected cannot be selected by users (in Banner 9.x or in Banner Faculty and Advisor Self-Service). If the **Calculated** check box is selected, the **Permit Duplicates** check box must also be selected. To clear the **Permit Duplicates** check box, the **Calculated** check box must be cleared first. If the **Calculated** check box is selected, the **Definitive** check box cannot be selected. If the **Definitive** check box is selected and then the **Calculated** check box is selected, the **Definitive Indicator** check box is cleared automatically.
Self Service	Check box used, in conjunction with the **Academic History** and **Reassessment** check boxes, to control whether the code will be available for assessment or reassessment in Self-Service. If this check box is selected and the **Academic History** check box is cleared, the grade change code is displayed for assessment. If this check box is selected and **Reassessment** check box is also selected, then the grade change code is displayed for reassessment. If this check box is cleared, the code will not be available on the web and it will be available only on the Course Maintenance (SHATCKN) page.
Academic History	Check box used to indicate whether this grade change code is to be used to record a grade or mark change in Academic History. If this check box is selected, the code will be available only for grade changes in Academic History in SHATCKN and, if the **Self Service** and **Reassessment** check boxes are selected, in electronic gradebook reassessment. If you want this code to be available for use in electronic gradebook assessment, this check box must be cleared and the

Fields	Descriptions
	Self Service check box must be selected.
Reassessment	Check box used to indicate this grade change code is to be available for reassessment. This check box can be selected only if the **Academic History** check box is selected. A grade change code with this check box selected is used to enter a reassessment grade or mark for a record in the Academic History. If the **Academic History** check box is cleared, the **Reassessment** check box must also be cleared. Only codes with this indicator and the **Self Service** indicator both selected will be available in electronic gradebook reassessment.
Exempt	Check box used to specify whether the mark entered has an exemption status for the grade change code. This is an optional field and can be updated for an existing record. To enter an exemption, the grader needs only to enter a grade change reason that has this indicator selected and is not required to enter a score or mark. The calculation process takes this into account when marks are rolled to the next level, adjusting the weightings accordingly and permitting the calculation to take place, even though there is a blank score present.
Resit	Check box used to specify whether the mark entered has a resit status for the grade change code. This is an optional field and can be updated for an existing record. The resit maximum values work in conjunction with the rules defined on SHAGRUL to calculate the maximum number of resits permitted for a component or sub-component. This value is used to validate additional mark entries for the sub-component or component in Self-Service.

Fields	Descriptions
	In Banner Faculty and Advisor Self-Service, if the maximum number of records with grade change codes marked as resit codes has been reached, graders are not allowed to enter any further records with a resit grade change code. Attempting to exceed this value produces a warning message: `*ERROR* Cannot exceed resit max`.
System Required	Check box used to specify whether the value is required by the system. If this check box is selected, the grade change reason record cannot be deleted. For existing records, if this check box is checked, it cannot be unchecked.

Electronic Grade Book

This section applies to Electronic Grade Book only.

Fields	Descriptions
Definitive Ind	Check box used to indicate whether a mark or grade change assigned this code should be overwritten by an automatic calculation. `Selected` A mark or grade change assigned this code should be *not* overwritten by an automatic calculation `Cleared` A mark or grade change assigned this code should be overwritten by an automatic calculation
Calculated Ind	Check box used to indicate whether this code will be used to record the result of an automatic calculation of grades and marks. A reason with this indicator selected cannot be selected by users (in Banner or in self-service).
SSB Ind	Check box used, in conjunction with the **Academic History** and **Reassess Ind** check boxes, to control whether the code will be available for use on assessment or reassessment pages in self-service.

Fields	Descriptions
	If this check box is selected and the **Academic History** is cleared, the code will be available in assessment pages. If this check box and the **Reassess Ind** check box are selected, the code will be available in reassessment pages. If this check box is cleared, the code will not be available on the web; it will be available only on the Course Maintenance (SHATCKN) page.
Academic History	Check box used to indicate whether this grade change code is to be used to record a grade or mark change in Academic History. If this check box is selected, the code will be available only for grade changes in Academic History in SHATCKN and, if the **SSB Ind** and **Reassess Ind** check boxes are selected, in EGB reassessment. If you want this code to be available for use in EGB assessment, this check box must be cleared and the **SSB Ind** check box must be selected.
Reassess Ind	Check box used to indicate this grade change code is to be available for use on reassessment pages. This check box can be selected only if the **Academic History** check box is selected.

Grade Comment Code Validation (STVGCMT) page

Updated: August 27, 2020

Use the Grade Comment Code Validation (STVGCMT) page to define institutional comments (result codes) that can be associated with a student's final mark. Codes entered on this page should not be deleted if they have been applied to any students (such as on SFASLST, SFAALST, or SHATCKN).

Fields	Descriptions
Code	Code of the grade comment. After a grade

Fields	Descriptions
	comment code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the grade comment code record cannot be deleted.
Description	Description of the grade comment.
Web Indicator	Check box used to indicate whether the comment for that code can be displayed to the student. This indicator can be used to provide a level of confidentiality for the academic staff. This indicator is not currently used with Self-Service.
Activity Date	Date on which the record was last updated. Display only.

Geographic Region Division Code Validation (STVGEOD) page

Updated: August 27, 2020

Use the Geographic Region Division Code Validation (STVGEOD) page to maintain user-defined codes that identify divisions to which regions belong.

Divisions are entered on the Geographic Region Rules (SOAGEOR) page and are displayed on the Geographic Region By ID Query (SOAIGEO) page, in addition to the Geographic Regions Query (SOAQGEO) page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the geographic region division. After a geographic region division code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the geographic region division code record cannot be

Fields	Descriptions
	deleted.
Description	Description of the geographic region division.
Activity Date	Date on which the record was last updated. Display only.

Geographic Region Code Validation (STVGEOR) page

Updated: August 27, 2020

Use the Geographic Region Code Validation (STVGEOR) page to maintain user-defined codes that identify geographic regions. Geographical region codes are entered on the Geographical Region Rules (SOAGEOR) page and can be viewed on the Geographic Region By ID Query (SOAIGEO) page, in addition to the Geographic Regions Query (SOAQGEO) page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the geographic region. After a geographic region code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the geographic region code record cannot be deleted.
Description	Description of the geographic region.
Activity Date	Date on which the record was last updated. Display only.

Grading Mode Code Validation (STVGMOD) page

Updated: August 27, 2020

Use the Grading Mode Code Validation (STVGMOD) page to create, update, insert, and delete grading mode codes. Several other forms use this page to validate grading mode codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the grading mode. After a grading mode code record has been saved, the

Fields	Descriptions
	code entered in this field cannot be changed. When this code has been used in any other record, the grading mode code record cannot be deleted.
Description	Description of the grading mode.
VR Msg	Voice Response Message Number. Number assigned to the Voice Response message assigned to this grading mode code.
Web Grade Mode Display	Indicator that determines whether to substitute the actual grade mode (selected by the student during registration) with one that will be displayed in Banner Faculty and Advisor Self-Service for faculty grading. When set to a grade mode, only grades with the substitute grade mode are displayed during faculty grading in Self-Service.
Activity Date	Date on which the record was last updated. Display only.

Goal Validation (STVGOAL) page

Updated: August 27, 2020

Use the Goal Validation (STVGOAL) page to create, update, insert, and delete goals codes, such as Employment Upgrade, English Competency Certificate, Transportation, and so on. The Support Services module uses this page to validate goals codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the goal. After a goal code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the goal code record cannot be deleted.

Fields	Descriptions
Description	Description of the goal.
Activity Date	Date on which the record was last updated. Display only.

Applicant GPA Type Validation (STVGPAT) page

Updated: August 27, 2020

Use the Applicant GPA Type Validation (STVGPAT) page to define GPA types, which can be recorded on the Applicant GPA Types (SOAGPAT) page.

Fields	Descriptions
GPA Type	Code of the GPA type. After a GPA type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the GPA type code record cannot be deleted.
Description	Description of the GPA type.
Activity Date	Date on which the record was last updated. Display only.

Graduation Status Validation (STVGRST) page

Updated: August 27, 2020

Use the Graduation Status Validation (STVGRST) page to create, update, insert, and delete graduation statuses.

The graduation processing in the Academic History module uses these statuses to update the student's degree record with any impediments to graduation, such as needed approval or monies owed. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the graduation status. When a graduation status code record has been

Fields	Descriptions
	saved, the code entered in this field cannot be changed. When this code has been used in any other record, the graduation status code record cannot be deleted.
Description	Description of the graduation status.
Update Next Degree Status	Check box used to specify whether the student's degree status is to be automatically updated when the graduation status is entered or modified. This field works in conjunction with the **Next Degree Status** field, which is maintained on the Degree Status Code Validation (STVDEGS) page. If the **Update Next Degree Status** check box is checked for the graduation status entered, then the current Degree Status Code on the Degrees and Other Formal Awards (SHADEGR) page will be updated with the next degree status maintained on STVDEGS. For example, if the student's current degree status is Undergraduate Pending Award (`UP`), and the graduation status is being updated to `Finalized`, and the `Finalized` graduation status code has the **Update Next Degree Status** check box checked, then the degree status will automatically be set to Undergraduate Awarded (`UA`).
Activity Date	Date on which the record was last updated. Display only.

A/F/I Status Validation (STVGSTA) page

Updated: August 27, 2020

Use the A/F/I Status Validation (STVGSTA) page to create, update, insert, and delete status codes for assistantships, fellowships, and internships. You can create or update status codes only from this page.

Fields	Descriptions
Code	Code of the assistantship, fellowship, or internship status. When an assistantship, fellowship, or internship status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the assistantship, fellowship, or internship status code record cannot be deleted.
Description	Description of the assistantship, fellowship, or internship status.
Activity Date	Date on which the record was last updated. Display only.

A/F/I Type Validation (STVGTYP) page

Updated: August 27, 2020

Use the A/F/I Type Validation (STVGTYP) page to create, update, insert, and delete type codes for assistantships, fellowships, and internships. You can create or update type codes only from this page.

Fields	Descriptions
Code	Code of the assistantship, fellowship, or internship type. When an assistantship, fellowship, or internship type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the assistantship, fellowship, or internship type

Fields	Descriptions
	code record cannot be deleted.
Description	Description of the assistantship, fellowship, or internship type.
Activity Date	Date on which the record was last updated. Display only.

Housing Application Status Code Validation (STVHAPS) page

Updated: August 27, 2020

Use the Housing Application Status Code Validation (STVHAPS) page to create, update, insert, and delete housing application status codes such as Active Application, Inactive Application, or Withdrawn Application.

The Dorm Room and Meal Application (SLARMAP) page and the Application Query (SLQRMAP) page use this page to validate housing application statuses. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the housing application status. When a housing application status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the housing application status code record cannot be deleted.
Description	Description of the housing application status.
Inactive	Check box used to specify whether a housing application with this status is inactive. Housing application status codes with this check box checked cannot be assigned to a dorm room, meal plan, or phone.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Hold Type Code Validation (STVHLDD) page

Updated: August 27, 2020

Use the Hold Type Code Validation (STVHLDD) page to create, update, insert, and delete hold type codes. This page is used by other forms to validate hold types. You can create or update hold type codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the hold type. When a hold type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the hold type code record cannot be deleted.
Description	Description of the hold type.
Registration	Check box used to specify whether this hold type will restrict registration.
Enrollment Verification	Check box used to specify whether this hold type will restrict enrollment verification.
Transcript	Check box used to specify whether this hold type will restrict transcripts.
Graduation	Check box used to specify whether this hold type will restrict graduation.
Grade	Check box used to specify whether this hold type will restrict the generation of grade reports.
A/R	Check box used to specify whether this hold type will restrict entry to a variety of Accounts Receivable module processing forms.
Application	Check box used to specify whether this hold type will restrict applications.
Compliance	Check box used to specify whether this hold type will restrict

Fields	Descriptions
	running compliance (or degree evaluations).
Voice Message	Voice Response Message Number. Number assigned to the Voice Response message assigned to this hold type code.
Web Indicator	Check box used to specify the hold types which can be displayed in Banner Self-Service applications. It allows an institution to limit the types of holds which will be displayed to a subset of all available holds. The check box defaults to unchecked or N when a new record is added, but you can change it at any time.
Activity Date	Date on which the record was last updated. Display only.

Highest Level of Work Validation (STVHLWK) page

Updated: August 27, 2020

Use the Highest Level of Work Validation (STVHLWK) page to create, update, insert, and delete highest level of work codes such as Unknown, Two Years (Associate Degree), or First Professional, and so on.

The Transfer Articulation Institution (SOABGTA) page uses this page to validate highest level of work codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the highest level of work. When a work level code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the work level code record cannot be deleted.
Description	Description of the highest level of work.
Activity Date	Date on which the record was last updated. Display only.

Departmental Honors Code Validation (STVHOND) page

Updated: August 27, 2020

Use the Departmental Honors Code Validation (STVHOND) page to create, update, insert, and delete departmental honors codes such as Drama Award, Humanities Honors, or Math Honors, and so on.

The Degrees and Other Formal Awards (SHADEGR) page uses this page to validate departmental honors codes. You can create or update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the departmental honor. When a departmental honor code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the departmental honor code record cannot be deleted.
Description	Description of the departmental honor.
Transcript Print Indicator	Check box used to specify whether this honor will be printed on the student's transcript.
Commencement Print Indicator	Check box used to specify whether this honor will be printed on the student's commencement program.
Activity Date	Date on which the record was last updated. Display only.

Institutional Honors Code Validation (STVHONR) page

Updated: August 27, 2020

Use the Institutional Honors Code Validation (STVHONR) page to create, update, insert, and delete institutional honors codes such as Cum Laude, Magna Cum Laude, or Summa Cum Laude, and so on.

The Degrees and Other Formal Awards (SHADEGR) page uses this page to validate institutional honors codes. You can create or update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the institutional honor. When an institutional honor code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the institutional honor code record cannot be deleted.
Description	Description of the institutional honor.
Transcript Print Indicator	Check box used to specify whether this honor will be printed on the student's transcript.
Commencement Print Indicator	Check box used to specify whether this honor will be printed on the student's commencement program.
EDI Equiv (Equivalent)	EDI Equivalent. Used to assign the EDI SPEEDE/ExPRESS honors level code values to the institution's institutional honors codes. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value will be used in the transmission of transcript information electronically through EDI. These values are defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under data element #641.
Activity Date	Date on which the record was last updated. Display only.

Income Range Code Validation (STVINCM) page

Updated: August 27, 2020

Use the Income Range Code Validation (STVINCM) page to create, update, insert, and delete codes representing income ranges. This page is used by the General Student (SGASTDN) page to validate these codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the income range. When an income range code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the income range code record cannot be deleted.
Description	Description of the income range.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Interface Validation (STVINFC) page

Updated: August 27, 2020

Use the Interface Validation (STVINFC) page to create, update, insert, and delete interface codes, such as ACT, Financial Aid CSS, GRE, and so on. It is also used to assign a matching source code to the interface code to define the matching rules to be used with that interface code.

This page is used by the Electronic Prospect Validation (STVPREL) page to validate the interface code with the matching source codes from the Common Matching Source Code Validation (GTVCMSC) page. You can create or update these codes only from this page.

Note: For common matching processing, interface codes must be entered on STVINFC before entering information on the Common Matching Rules (GORCMRL) page. GORCMRL is used to set up the matching rules associated with the matching source codes.

Fields	Descriptions
Code	Code of the interface. When an interface code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the interface code record cannot be deleted.
Description	Description of the interface.
Test Source	Code of the test source for the data load interface. When a test score source is maintained, the system automatically updates the **Test Source** field on the Test Score Information (SOATEST) page when the scores are loaded. Select the **Search** button for this field to access the Admissions Test Score Source (STVTSRC) list. List Admissions Test Score Source (STVTSRC)

Fields	Descriptions
Source Code	Code of the source/background institution. When a source is maintained, the system automatically updates the **Source Code** field in the Source section of the Source/Interests window on the Prospect Information (SRARECR) page. Select the **Search** button for this field to access the Source/ Background Inst Validation (STVSBGI) list. List Source/Background Inst Validation (STVSBGI)
Contact Type	Code of the recruiting contact type. When a contact type is maintained, the system automatically updates the associated field in the following forms: • **Contact (Type)** field in the Contact section of the Contact/ Cohort/Attribute window on the Prospect Information (SRARECR) page • **Contact (Type)** field in the Contacts section of the main window on the Person Appointments/Contacts (SOAAPPT) page • **Contact Type** field in the Contact section of the Contact/ Application Cohort/Application Attribute window on the Admissions Application (SAAADMS) page Select the **Search** button for this field to access the Contact Code Validation (STVCTYP) list. List Contact Code Validation (STVCTYP)
Common Matching Source	Code of the source of data to by used by common matching processing. This field is used to map an interface code to a common matching source rule and allows you to link the student matching process with the match routine. Select the **Search** button for this field to access the Common Matching Source Code (GTVCMSC) list.

Fields	Descriptions
	List Common Matching Source Code (GTVCMSC)
Activity Date	Date on which the record was last updated. Display only.

Initials Code Validation (STVINIT) page

Updated: August 27, 2020

Use the Initials Code Validation (STVINIT) page to create, update, insert, and delete recruiting information. This page is used by the Material (SOAMATL) page and the Letter Generation process to validate this information. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Initials	Initials of the recruiter that will be used on the Recruiting Material Control (SRAMATL) page and the Prospect Information (SRARECR) page.
Full Name	Full name of the recruiter associated with the recruiter initials. This field is used to generate signature line for recruiting materials.
E-Mail	Email address of the recruiter.
Title Line One	First line of the title associated with the recruiter.
Title Line Two	Second line of the title associated with the recruiter.
Activity Date	Date on which the record was last updated. Display only.

Awarding Institution Validation (STVINNM) page

Updated: August 27, 2020

Use the Awarding Institution Validation (STVINNM) page to create, update, insert, and delete awarding institution codes. These codes represent the school, college, or institution which is awarding the degree. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the awarding institution. When an awarding institution code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the awarding institution code record cannot be deleted.
Description	Description of the awarding institution.
Activity Date	Date on which the record was last updated. Display only.

Outside Interest Code Validation (STVINTS) page

Updated: August 27, 2020

Use the Outside Interest Code Validation (STVINTS) page to create, update, insert, and delete codes representing outside interests, such as Vocal Music, Debate, Varsity Athletics, and so on.

This page is used by the Prospect Information (SRARECR) page and the Admissions Application (SAAADMS) page to validate these codes. You can create and update these codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the outside interest. When an outside interest code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the outside interest code record cannot be deleted.
Description	Description of the outside interest.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be

Fields	Descriptions
	unchecked.
Activity Date	Date on which the record was last updated. Display only.

Interview Code Validation (STVINTV) page

Updated: August 27, 2020

Use the Interview Code Validation (STVINTV) page to create, update, insert, and delete interview codes such as Good Interview, Poor Interview, Undecided, and so on. This page is used by other forms to validate the interview codes. You can create or update interview codes only from this page.

Fields	Descriptions
Code	Code of the interview outcome. When an interview outcome code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the interview outcome code record cannot be deleted.
Description	Description of the interview outcome.
Activity Date	Date on which the record was last updated. Display only.

Language Code Validation (STVLANG) page

Updated: August 27, 2020

Use the Language Code Validation (STVLANG) page to create, update, insert, and delete language codes. These codes may refer to languages such as Chinese, English, or Spanish. This page is used by other forms to validate language codes. You can create or update language codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the language. When a language code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the language code record cannot be deleted.
Description	Description of the language.
Activity Date	Date on which the record was last updated. Display only.

Leadership Validation (STVLEAD) page

Updated: August 27, 2020

Use the Leadership Validation (STVLEAD) page to maintain user-defined codes that identify leadership codes such as Chairman, Coordinator, President.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page. Currently, this page is only used by Banner Advancement®.

Fields	Descriptions
Code	Code of the leadership type. When a leadership code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the leadership code record cannot be deleted.
Description	Description of the leadership type.
Activity Date	Date on which the record was last updated. Display only.

Leave of Absence Code Validation (STVLEAV) page

Updated: August 27, 2020

Use the Leave of Absence Code Validation (STVLEAV) page to maintain codes for leaves of absence such as Maternity, Illness, or Academic Research Leave of Absence.

The General Student (SGASTDN) page uses this page to validate the leave of absence codes. You can create or update the leave of absence codes only from this page.

Fields	Descriptions
Code	Code of the leave of absence type. When a leave of absence code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the leave of absence code record cannot be deleted.
Description	Description of the leave of absence type.
Third Party Report Indicator	Check box used to indicate that the leave of absence code from the general student record is to be used for the Clearinghouse Extract Report (SFRNSLC) and the NSLDS SSCR Process (SFRSSCR) when leaves are calculated.
Activity Date	Date on which the record was last updated. Display only.

Web Prospect How I Learned About Validation (STVLEND) page

Updated: August 27, 2020

Use the Web Prospect How I Learned About Validation (STVLEND) page to build Web for Prospects How I Learned About codes to designate how the prospect learned about the school.

These codes are entered by prospects on the Web for Prospects Web entry forms. The data is migrated to the Banner® production Recruiting module and is available on the Recruit Prospect Information (SRARECR) page.

Fields	Descriptions
Code	Code of the manner a prospect can learn about your institution. When a `How I Learned` code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the `How I Learned` code record cannot be deleted.
Description	Description of the `How I Learned` code.
Activity Date	Date on which the record was last updated. Display only.

Level Code Validation (STVLEVL) page

Updated: August 27, 2020

Use the Level Code Validation (STVLEVL) page to create, update, insert, and delete level codes, such as No Level Declared, Undergraduate, Non-Matriculated Graduate, and so on. Several forms in various modules use this page to validate the level codes. You can create and update these codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Level Code	Code of the level. When a level code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the level code record cannot be deleted.
Description	Description of the level.
CEU Indicator	Continuing Education Indicator. Check box used to specify whether the level is a CEU level.
Voice Message	Voice Response Message Number. Number assigned to the Voice Response message assigned to this level code.
EDI Equivalent	EDI Equivalent. Used to assign the EDI SPEEDE/ExPRESS level code values to an institution's level codes for the level of coursework which is reflected in the GPA and hours. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value is used in the transmission of transcript information electronically through EDI. These values are defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under data element #1142 (Academic Grade or Course Level Code). These levels, if appropriate at your institution, should be mapped to only one STVLEVL code. Additional values exist for data element 1142, but are not relevant to this processing. G Graduate

Fields	Descriptions
	`P` Professional `U` Undergraduate
System Required	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Legacy Code Validation (STVLGCY) page

Updated: August 27, 2020

Use the Legacy Code Validation (STVLGCY) page to create, update, insert, and delete legacy codes to designate alumni relationships, such as Father, Mother, Brother, and so on.

Several forms in various modules use this page to validate the level codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the legacy type. When a legacy code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the legacy code record cannot be deleted.
Description	Description of the legacy type.
Activity Date	Date on which the record was last updated. Display only.

Learner Module Validation (STVLMOD) page

Updated: August 27, 2020

Use the Learner Module Validation (STVLMOD) page to maintain the codes for the Banner® modules in which the curriculum processing takes place.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

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

Fields	Descriptions
Module Code	Code of the module, such as RECRUIT, ADMISSIONS, LEARNER, OUTCOME. When a module code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the module code record cannot be deleted.
Description	Description of the module.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Major, Minor, Concentration Code Validation (STVMAJR) page

Updated: August 27, 2020

Use the Major, Minor, Concentration Code Validation (STVMAJR) page to create, update, insert, and delete major, minor, and concentration codes, such as Undeclared, Journalism, Music, Law, and so on.

Pages in several modules use this page to validate the major, minor, and concentration codes. You can create and update these codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Field	Description
Major Code	Code of the major area of study. After a major code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the major code record cannot be deleted.
Description	Description of the major area of study.
CIPC	Code used to identify the Classification of Instructional Programs (CIP) code associated with the major area of study.
Major	Check box used to specify that this major code can be used anywhere in the system where a value for a major is entered.
Minor	Check box used to specify that this major code can be used anywhere in the system where a value for a minor is entered.
Concentration	Check box used to specify that this major code can be used anywhere in the system where a value for a concentration is entered.
Occupation	Check box used to specify that this major code can be designated as an occupationally specific major.
Financial Aid Eligibility	Check box used to specify that this major code is used for Banner Financial Aid. When this check box is checked, a student to whom this major code is assigned is eligible for financial aid. The financial aid record is tied to the major code in the Student System.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. After this check box is checked, it cannot be cleared.
Voice Response Message Number	Number assigned to the Voice Response message assigned to this major code.
SEVIS Equivalent	SEVIS major code that corresponds to this major code. You must enter the new values before attempting to process records. Values for this field come from the INS's website. **Note:** Please refer to FAQ #13143, posted on the Support Center,

Field	Description
	for scripts you can run when you are ready to move from using CIPC codes to CIPC 2000 codes. The scripts will provide a list of expected changes and a list of errors, and will move the SEVIS equivalent values to the `STVMAJR_CIPC_CODE`.
Activity Date	Date on which the record was last updated. Display only.

Student CARE Marital Status Validation (STVMARS) page

Updated: August 27, 2020

Use the Student CARE Marital Status Validation (STVMARS) page to create, update, insert, and delete codes which indicate the marital status of a CARE student. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the marital status. When a marital status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the marital status code record cannot be deleted.
Description	Description of the marital status.
Activity Date	Date on which the record was last updated. Display only.

Material Code Validation (STVMATL) page

Updated: August 27, 2020

Use the Material Code Validation (STVMATL) page to create, update, insert, and delete material codes for use in communication plans and letter generation, such as President Greeting Letter, Campus Brochure, Course Schedule, and so on.

Pages related to communication plans and letter generation use this page to validate the material codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the material. When a material code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the material code record cannot be deleted.
Description	Description of the material.
Activity Date	Date on which the record was last updated. Display only.

Medical Equipment Code Validation (STVMDEQ) page

Updated: August 27, 2020

Use the Medical Equipment Code Validation (STVMDEQ) page to create, update, insert, and delete medical equipment codes, such as Leg Braces, Seeing Eye Dog, Hearing Aid, and so on.

The Medical Information (GOAMEDI) page uses this page to validate the medical equipment codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the medical equipment. When a medical equipment code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the medical equipment code record cannot be deleted.
Description	Description of the medical equipment.
Activity Date	Date on which the record was last updated. Display only.

Measurement Validation (STVMEAS) page

Updated: August 27, 2020

Use the Measurement Validation (STVMEAS) page to create, update, insert, and delete measurement codes for Graduation processing in the Academic History module for use in sizing and ordering caps and gowns. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the measurement. When a measurement code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the measurement code record cannot be deleted.
Description	Description of the measurement.
Activity Date	Date on which the record was last updated. Display only.

Mass Entry Column Validation (STVMECL) page

Updated: August 27, 2020

Use the Mass Entry Column Validation (STVMECL) page to create and update mass entry code column names that are used in mass entry processing. Mass entry processing is used in Admissions, Registration, General Student, and in Academic History for graduation.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Mass Entry Code	Mass entry code column name.
Description	Description of mass entry code column name.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Medical Code Validation (STVMEDI) page

Updated: August 27, 2020

Use the Medical Code Validation (STVMEDI) page to create, update, insert, and delete medical codes, such as Blind, Deaf, Prosthetic Limb, and so on. The Medical Information (GOAMEDI) page uses this page to validate the medical codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the type of disability. When a medical code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the medical code record cannot be deleted.
Description	Description of the type of disability.
Activity Date	Date on which the record was last updated. Display only.

Meeting Time Code Validation (STVMEET) page

Updated: August 27, 2020

Use the Meeting Time Code Validation (STVMEET) page to create, update, insert, and delete meeting time codes. These codes establish both the days of the week on which the meetings will take place and the begin and end times.

Check the check boxes for the days of the week on which the meetings will occur. This page is used by the Schedule (SSASECT) page to validate the meeting time codes. You can create or update meeting time codes only from this page.

Meeting time codes are used to assign sets of defined meeting days and times, such as the meeting times for schedules on SSASECT. These sets of values are created to facilitate data entry. When meeting times have been established using the meeting time codes from STVMEET, the selected meeting time is not stored on SSASECT (in the **Meeting Time** field) or in the meeting time record (SSRMEET), so no constraints exist on the values. Therefore, meeting time codes can be deleted from STVMEET. However, you should give careful consideration to deleting these values, as they will no longer be available for departments to use when assigning meeting times. If the values are deleted on STVMEET, meeting days and times will need to be entered manually.

Fields	Descriptions
Code	Code of the meeting days and times. Meeting time codes can be modified and deleted, as they are not stored in the meeting time record on SSRMEET. However, if the meeting time code is needed after it has been deleted, the meeting days and times used with that code will need to be entered manually.
Mon	Check box used to specify that the meeting time includes Mondays.
Tue	Check box used to specify that the meeting time includes Tuesdays.
Wed	Check box used to specify that the meeting time includes Wednesdays.
Thu	Check box used to specify that the meeting time includes Thursdays.
Fri	Check box used to specify that the meeting time includes Fridays.
Sat	Check box used to specify that the meeting time includes Saturdays.
Sun	Check box used to specify that the meeting time includes Sundays.
Begin Time	Time at which meetings with this meeting time code start.
End Time	Time at which meetings with this meeting time code end.
Activity Date	Date on which the record was last updated. Display only.

Meal Rate Code Validation (STVMRCD) page

Updated: August 27, 2020

Use the Meal Rate Code Validation (STVMRCD) page to create, update, insert, and delete meal rate codes, such as Breakfast Only, Lunch Only, Lunch and Dinner Only, and so on.

The Meal Assignment (SLAMASG) page uses this page to validate the meal rate codes.

You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the meal rate. When a meal rate code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the meal rate code record cannot be deleted.
Description	Description of the meal rate.
Month	Check box used to specify that the rate is to be assessed on a monthly basis.
Day	Check box used to specify that the rate is to be assessed on a daily basis.
Term	Check box used to specify that the rate is to be assessed on a term basis.
Activity Date	Date on which the record was last updated. Display only.

Marital Status Code Validation (STVMRTL) page

Updated: August 27, 2020

Use the Marital Status Code Validation (STVMRTL) page to create, update, insert, and delete marital status codes, such as Married, Single, Widowed, and so on. The General Person (SPAPERS) page uses this page to validate the marital status codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the marital status. When a marital status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the marital status code record cannot be deleted.
Description	Description of the marital status.

Fields	Descriptions
FA Equiv (Equivalent)	Financial aid marital status code associated with this marital status code.
EDI Equiv (Equivalent)	EDI Equivalent. Used to assign the EDI SPEEDE/ExPRESS marital status code values to an institution's marital status codes. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value is used in the transmission of transcript information electronically through EDI. These values are defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under data element #1067.
Activity Date	Date on which the record was last updated. Display only.

Meal Assignment Status Code Validation (STVMSCD) page

Updated: August 27, 2020

Use the Meal Assignment Status Code Validation (STVMSCD) page to create, update, insert, and delete meal assignment status codes such as Active, Inactive, or Withdrawn Assignments.

The Meal Assignment (SLAMASG) page uses this page to validate the meal assignment status codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the meal assignment status. When a meal assignment status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the meal assignment status code record cannot be deleted.
Description	Description of the meal assignment status.
Prevent Roll	Check box used to specify that this meal assignment status code is not to be rolled forward through the Assignment Roll Process (SLRROLL).
Activity Date	Date on which the record was last updated.

Fields	Descriptions
	Display only.

Nation Code Validation (STVNATN) page

Updated: August 27, 2020

Use the Nation Code Validation (STVNATN) page to create, update, insert, and delete nation codes, such as Australia, France, Iceland, and so on.

Pages in several modules use this page to validate the nation codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Described below are two potential sources for country code standards. These are by no means the only references available, and the company does not officially endorse them. These sources are merely suggested material.

For information on standards for country codes, you may refer to the book *Codes for Educational and Cultural Exchange* which is printed by the United States Information Agency. These codes are updated as countries change and are renamed, and the updates are supplied by the agency. To order the book, contact the agency at the following address.

Office of the General Counsel United States Information Agency Washington, DC 20547

Another publication of standards you may refer to is the *Federal Information Processing Standards Publication 10-3*, which is used by the U.S. Dept. of Commerce. The U.S. Dept. of Commerce uses a two (2) character code abbreviation for all nations. If you call and ask for FIPS Publication 10-3 and all change notices to date, they will send them to you free of charge and will also put you on a list to receive future revisions. You may contact the department at the following address.

Standards Processing Coordinator (ADP) Computer Systems Laboratory Building 225, Room B-64 National Institute of Standards and Technology Gaithersburg, MD 20899-0001 Phone: (301) 975-2000

Nation Code Validation (STANATN) fields

Updated: August 27, 2020

Use this page to create, update, insert, and delete nation codes, such as Australia, France, Iceland, and so on.

Field	Description
Nation Code	Code of the nation. After a nation code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the nation code record cannot be deleted.
Description	Description of the nation.
SEVIS Equivalent	SEVIS major code that corresponds to this nation code. You must enter the new values before attempting to process records. Values for this field come from the INS's website.
EDI Equivalent	Used to assign the EDI SPEEDE/ExPRESS country code values to the institution's nation codes. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value will be used in the transmission of transcript information electronically by EDI. These values are defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under data element #26.
LMS Equivalent	LMS Equivalent Class Code. Used to display the IA-PLUS Loan Management System (LMS) country or nation code values that are equivalent to the Banner nation codes. These codes are not validated. The translation to these LMS codes occurs during the LMS transaction feed interface from Banner Financial Aid. For more information, please refer to the *Banner Financial Aid Use* content or the *IA-PLUS Loan Management System User Manual*.
ISO Code	International Standards Organization (ISO) nation code associated with this nation code. These codes are set by the ISO and are used internationally by countries for reporting requirements. While the nation code is still used for address information in Banner, the ISO code is used for specific reporting. **Note:** Use the ISO 3166-1 alpha-2 standard for codes. The codes are available at www.iso.org

Field	Description
	The **ISO Code** field will only allow the entry of a value from GTVSCOD where the Element field is 3166 and the Standard field is I (ISO Standard). Values come from the EDI/ISO Standard Code Validation (GTVSCOD) page.
Canadian Statistics Code	Five-digit code representing the nation code defined and used on the Annual University Full-Time Teaching Staff Survey associated with this nation code. Enter code that identifies the nation to Stats Canada.
MMREF Code	Optional field used by the Banner Human Resources System. Institutions using Banner Human Resources must populate this column with the MMREF-1 codes listed in the MMREF-1 format document published by the Social Security Administration (SSA) each year. In producing W-2 disc files, the W-2 MMREF-1 File (PXPW2MM) and the Puerto Rico W-2 MMREF-1 File (PXPW2MP) processes replace nation codes obtained from Banner pages with associated MMREF-1 codes from the MMREF Code column on STVNATN. The nation codes for employees are obtained from the Identification (PPAIDEN) page, and those for submitters, companies, and employers are obtained from the MMREF-1 Electronic Filing (PXAMMEF) page.
Activity Date	Date on which the record was last updated. Display only.

Non-Course Requirements Code Validation (STVNCRQ) page

Updated: August 27, 2020

Use the Non-Course Requirements Code Validation (STVNCRQ) page to create, update, insert, and delete non-course requirement codes, such as Interactive Qualifying Project, Senior Paper, Sufficiency, and so on.

The Academic Non-Course (SHANCRS) page uses this page to validate the non-course requirement codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the non-course requirement. When a non-course requirement code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the non-course requirement code record cannot be deleted.
Description	Description of the non-course requirement.
Activity Date	Date on which the record was last updated. Display only.

Non-Course Requirements Status Code Validation (STVNCST) page

Updated: August 27, 2020

Use the Non-Course Requirements Status Code Validation (STVNCST) page to create, update, insert, and delete non-course requirements status codes, such as Approved, Pending, Received but not Approved, and so on.

The Academic Non-Course (SHANCRS) page uses this page to validate non-course requirement status codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the non-course requirement status. When a non-course requirement status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the non-course requirement status code record cannot be deleted.
Description	Description of the non-course requirement status.

Fields	Descriptions
Satisfied	Check box used to specify that this status means that a non-course requirement to which it is applied is satisfied.
Activity Date	Date on which the record was last updated. Display only.

Need Referral Validation (STVNDRF) page

Updated: August 27, 2020

Use the Need Referral Validation (STVNDRF) page to create, update, insert, and delete need referral codes, such as Referred by counselor, Referred by instructor, Referred by Veterans Administration, and so on.

The Support Services module uses this page to validate need referral codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the need referral. When a need referral code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the need referral code record cannot be deleted.
Description	Description of the need referral.
Activity Date	Date on which the record was last updated. Display only.

Needs Validation (STVNEED) page

Updated: August 27, 2020

Use the Needs Validation (STVNEED) page to create, update, insert, and delete need codes, such as Health Services, Remedial Reading, Transportation, and so on. The Support Services module uses this page to validate need codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the need. When a need code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the need code record cannot be deleted.
Description	Description of the need.
Activity Date	Date on which the record was last updated. Display only.

Faculty Non-Instructional Type Code Validation (STVNIST) page (California Localization)

Updated: August 27, 2020

Use the Faculty Non-Instructional Type Code Validation (STVNIST) page to create, update, insert, and delete faculty non-instructional type codes. These codes describe the various types of non-instructional work that a faculty member might be involved in, such as Academic Committee, Coach, Department Chairperson, and so on.

These codes also list the minimum and maximum allowable workload for the positions. Other forms use this page to validate faculty non-instructional type codes. You can create or update faculty non-instructional type codes only from this page.

If minimum and or maximum workloads are specified, then the non-instructional assignments will be checked when entered on the Faculty Assignment (SIAASGN) page to verify that the non-instructional assignments fall within the range specified.

Fields	Descriptions
Code	Code of the non-instructional work type. When a non-instructional work type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the non-instructional work type code record cannot be deleted.
Description	Description of the non-instructional work type.
Minimum Workload	Minimum workload for the non-instructional assignment.
Maximum Workload	Maximum workload for the non-instructional assignment.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
Subject to Faculty Load Limit	Check box used to specify whether the non-instructional work type is subject to faculty load limit tracking. Any CRN assignment on the Faculty Assignment (SIAASGN) page that uses an assignment type code for which this check box is not checked will not be included in the load limit calculations.

Student Note Category Validation (STVNTCG) page (California Localization)

Updated: August 27, 2020

The Student Note Category Validation (STVNTCG) page is used to create and maintain note category codes such as Academic Warning or General Note.

This page is used with the Banner Student Advising Student Profile application. It is not used with Banner Student 8.x processing.

Fields	Descriptions
Code	Student note category code.
Description	Student note category code description.
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
Subject to Faculty Load Limit	Check box used to specify whether the non-instructional work type is subject to faculty load limit tracking.

Fields	Descriptions
	Any CRN assignment on the Faculty Assignment (SIAASGN) page that uses an assignment type code for which this check box is not checked will not be included in the load limit calculations.

Student Note Interaction Type Validation (STVNTIN) page (California Localization)

Updated: August 27, 2020

The Student Note Interaction Type Validation (STVNTIN) page is used to create and maintain note contact or interaction type codes, such as Phone, Email, or Appointment.

This page is used with the Banner Student Advising Student Profile application. It is not used with Banner Student 8.x processing.

Fields	Descriptions
Code	Student note interaction type code.
Description	Student note interaction type code description.
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
Subject to Faculty Load Limit	Check box used to specify whether the non-instructional work type is subject to faculty load limit tracking. Any CRN assignment on the Faculty Assignment (SIAASGN) page that uses an assignment type code for which this check box is not checked will not be included in the load limit calculations.

Occupational Course Code Validation (STVOCCS) page

Updated: August 27, 2020

Use the Occupational Course Code Validation (STVOCCS) page to create, update, insert, and delete occupational course codes, such as Apprenticeship Course, Consumer and Homemaker Course, Occupational Course, and so on.

The Course Detail Information (SCADETL) page uses this page to validate the occupational course codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the occupational course. When an occupational course code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the occupational course code record cannot be deleted.
Description	Description of the occupational course.
Activity Date	Date on which the record was last updated. Display only.

Originator Code Validation (STVORIG) page

Updated: August 27, 2020

Use the Originator Code Validation (STVORIG) page to create, update, insert, and delete originator codes, such as Student Accounts Office, Bursar's Office, Dean of Students, and so on.

Pages in several modules use this page to validate the originator codes. You can create and update these codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Required Value for CAPP Processing

Updated: August 27, 2020

The value AUTO, for Generated Automatically, is a required value on this page when CAPP processing is in use.

To reduce the number of parameters required for batch compliance, some of the values used to create compliance requests are hard-coded and do not allow user options. For the most part, the hard-coded values are the same as the values that default when a new compliance request record is created using SMARQCM.

One value that does not default on SMARQCM is hard-coded in batch compliance. That value is the originator code, and AUTO is the hard-coded value. Therefore, the value AUTO (with any description you desire) must exist in STVORIG. (The value AUTO is also used in a number of other Banner processes to indicate that a record was created and updated automatically by a batch process.)

Warning! If the value AUTO does not exist on STVORIG, batch compliance will terminate unsuccessfully with the error: ORA-02291: integrity constraint (SATURN.FK1_SMRRQCM_INV_STVORIG_CODE) violated - parent key not found. If this error occurs, add AUTO to STVORIG to continue processing.

Fields	Descriptions
Code	Code of the originator. When an originator code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the originator code record cannot be deleted.
Description	Description of the originator.
Activity Date	Date on which the record was last updated. Display only.

Orientation Session Code Validation (STVORSN) page

Updated: August 27, 2020

Use the Orientation Session Code Validation (STVORSN) page to create, update, insert, and delete orientation session codes, such as New Freshman, Graduate, or Transfer Only, and so on.

This page is used by the General Student (SGASTDN) page to validate orientation session codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the orientation session. When an orientation session code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the orientation session code record cannot be deleted.
Description	Description of the orientation session.
Activity Date	Date on which the record was last updated. Display only.

Port of Entry Code Validation (STVPENT) page

Updated: August 27, 2020

Use the Port of Entry Code Validation (STVPENT) page to create, update, insert, and delete port of entry codes such as Miami Port Authority, New York City Port Authority, San Francisco Port Authority, and so on.

The International Information (GOAINTL) page uses this page to validate the port of entry codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the port of entry. When a port of entry code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the orientation session code record cannot be deleted.
Description	Description of the port of entry.

Fields	Descriptions
SEVIS Equivalent	SEVIS major code that corresponds to this port of entry code. You must enter the new values before attempting to process records. Values for this field come from the INS's website.
Activity Date	Date on which the record was last updated. Display only.

Persona Validation (STVPERS) page

Updated: August 27, 2020

The Persona Validation (STVPERS) page is used to create and maintain codes for personas used with Banner Student Self-Service Registration. Personas control what pages can be accessed in Self-Service by a user and what tasks can be performed.

Fields	Descriptions
Code	Persona code, such as REGISTRAR, STUDENT, FACULTYINSTRUCTOR, FACULTYADVISOR, FACULTYBOTH, PROXY.
Description	Persona code description.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.

Practical Training Code Validation (STVPRAC) page

Updated: August 27, 2020

Use the Practical Training Code Validation (STVPRAC) page to create, update, insert, and delete codes for practical training, such as Computer Programmer, Insurance Adjuster, Secondary School Teacher, and so on.

The General Student (SGASTDN) page uses this page to validate the practical training codes. You can create or update the practical training codes only from this page.

Fields	Descriptions
Code	Code of the practical training type. When a practical training code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the practical training code record cannot be deleted.
Description	Description of the practical training type.
Activity Date	Date on which the record was last updated. Display only.

Phone Rate Code Validation (STVPRCD) page

Updated: August 27, 2020

Use the Phone Rate Code Validation (STVPRCD) page to create, update, insert, and delete phone rate codes, such as Private Line - Monthly Rate, Shared Phone - Daily Rate, Phone Charge - Term Rate, and so on.

The Phone Assignment (SLAPASG) page, Building Definition (SLABLDG) page, and the Room Definition (SLARDEF) page use this page to validate the phone rate codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the phone rate. When a phone rate code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the phone rate code record cannot be deleted.
Description	Description of the phone rate.
Month	Check box used to specify that the rate is to be assessed on a monthly basis.
Day	Check box used to specify that the rate is to be assessed on a

Fields	Descriptions
	daily basis.
Term	Check box used to specify that the rate is to be assessed on a term basis.
Activity Date	Date on which the record was last updated. Display only.

Electronic Prospect Validation (STVPREL) page

Updated: August 27, 2020

Use the Electronic Prospect Validation (STVPREL) page to define the various types of search or test score data loads.

Fields	Descriptions
Prospect Code	Electronic prospect code associated with the search or test score data loaded into the search file temporary tables.
Description	Description of the electronic prospect code.
Interface Code	Interface code (and therefore matching rules) to be used when loading this search or test score data. The interface code also determines which conversion rules to use as defined on the Tape Code Conversion Rules (SOTCNVT) page. Select the **Search** button for this field to access the Interface Code Validation (STVINFC) list. List Interface Code Validation (STVINFC)
Tape Code	Code of the tape (data load) source of the electronic prospect. This field associates the tape field positions defined on the Tape Field Position Rule (SRATPFD) page with a specific prospect and interface code.

Fields	Descriptions
	For example, the Student Search file can provide different data depending on whether it contains PSAT or SAT1 data. The file layout is the same in either case, but the major codes have different meanings. So, the same tape code could be used with two different prospect and interface codes. The two interface codes allow you to set up the appropriate data conversions based on the two sets of input values for `Major`. Select the **Search** button for this field to access the Tape Code (STVTAPE) list. List Tape Code (STVTAPE)
Enter on WEB	Check box used to specify the prospect codes that can be displayed in the Web for Prospects module of Banner® Student Self-Service.
WEB Page ID	Free-format field for grouping prospects in Web for Prospects module of Banner Student Self-Service. For example, if your institution has several undergraduate programs, you may have different default values and require that different data be entered. Therefore, you would create separate prospect codes. You can key the selection of your undergraduate programs off one site by constructing a link using the **WEB Page ID** value.
Activity Date	Date on which the record was last updated. Display only.
Header Record Exists in Tape File	Check box to indicate whether a header record exists in the tape file.

Progress Evaluation Code Validation (STVPREV) page

Updated: August 27, 2020

Use the Progress Evaluation Code Validation (STVPREV) page to create and define valid progress evaluation codes.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the progress evaluation. When a progress evaluation code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the progress evaluation code record cannot be deleted.
Description	Description of the progress evaluation.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Voice Msg	Voice Response Message Number. Number assigned to the Voice Response message assigned to this progress evaluation code.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Program Accreditation Code Validation (STVPRGA) page

Updated: August 27, 2020

Use the Program Accreditation Code Validation (STVPRGA) page to create, update, insert, and delete program accreditation codes, such as Allied Health, Business Administration, Journalism, and so on.

The Transfer Articulation Institution (SOABGTA) page uses this page to validate the program accreditation codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the program accreditation type. When a program accreditation code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the program accreditation code record cannot be deleted.
Description	Description of the program accreditation type.
Activity Date	Date on which the record was last updated. Display only.

Compliance Print Code Validation (STVPRNT) page

Updated: August 27, 2020

Use the Compliance Print Code Validation (STVPRNT) page to define and maintain compliance print codes. Print codes can be assigned to text for numerous data entities, such as programs, areas, groups, and various types of restrictions and requirements.

The print codes are then assigned to print on various types of compliance hard copy output depending on conditions, such as the data contained on the output and the results of the compliance test.

Fields	Descriptions
Code	Code of the compliance print type. When a compliance print code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the compliance print code record cannot be deleted.
Description	Description of the compliance print type.
Activity Date	Date on which the record was last updated. Display only.

Create a print code that links comments to compliance output types

Updated: August 27, 2020

You can print code that links comments for the compliance output types.

About this task

Procedure

1. Access the **Compliance Print Code Validation (STVPRNT)** page.
2. Select Insert Record.
3. Enter the code for the type of compliance print output in the **Print Code** field.
4. Enter a description for the print code.
5. Save.

   Note: The **Activity Date** field is populated when you save the new record.

Change a print code that links comments to compliance output types

Updated: August 27, 2020

You can change the print code that links comments for the compliance output types.

About this task

Procedure

1. Access the **Compliance Type Code Validation (STVCPRT)** page.
2. Enter a new description for the print code.
3. Save.

   Note: The **Activity Date** field is updated when you save the changed record.

Delete a print code that links comments to compliance output types

Updated: August 27, 2020

You can delete the print code that links comments for the compliance output types.

About this task

Procedure

1. Access the **Compliance Type Code Validation (STVCPRT)** page.
2. Go to the **Print Code** field for the code you want to delete.
3. Select Remove Record.
4. Save.

Process Control Code Validation (STVPROC) page

Updated: August 27, 2020

Use the Process Control Code Validation (STVPROC) page to create, update, insert, and delete the process codes used for the rules that allow faculty member or advisor access to student information by process or role in Self-Service.

The Faculty/Advisor Process Rules (SOAFACS) page is used to set up the process rules for faculty members and advisors.

The following values are required in Banner® Student for use in security processing in Banner Faculty and Advisors Self-Service:

- DISPLAYSCHEDULE - accessing student schedules
- DISPLAYTESTS - accessing student test scores
- DISPLAYGRADES - accessing student grades
- ENTERGRADES - entering student grades
- DISPLAYHOLDS - accessing student holds
- TRANSCRIPT - accessing student transcripts

The `COMPLIANCE` – value that is used for accessing student compliance information is required in Banner Student for use in security processing in Banner Student Self-Service for the Web for CAPP module.

These values are also listed in the *Required System Values for Validation Pages* section of the *Validation Pages* chapter in the *Banner Student Use* content.

Fields	Descriptions
Process	Process type code. When a process code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the process code record cannot be deleted.
Description	Description of the process.
Check Order	Used to indicate which SOAFACS rule will be considered for the process code if the person is a faculty member, an advisor, or both. Valid values are: Faculty, Advisor, Both. The ENTERGRADES rule only allows the entry of Faculty. While the field will still display the values for Faculty, Advisor, or Both, only the value of Faculty can be saved for the ENTERGRADES rule.
Activity Date	Date on which the record was last updated. Display only.
Enforce Check Order	Check box used to ensure the appropriate SOAFACS rule is used when a user is identified as a faculty member and an advisor on the Faculty/Advisor Information (SIAINST) page, and the user has a relationship to the student. This option is not valid for `ENTERGRADES` rule.
PIN Control Allowed	Check box used to indicate whether the PIN is enabled for the process code on SOAFACS.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.

Phone Assignment Status Code Validation (STVPSCD) page

Updated: August 27, 2020

Use the Phone Assignment Status Code Validation (STVPSCD) page to create, update, insert, and delete phone assignment status codes, such as Active, Inactive, Withdrawn, and so on.

The Phone Assignment (SLAPASG) page uses this page to validate the phone assignment status codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the phone assignment status. When a phone assignment status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the phone assignment status code record cannot be deleted.
Description	Description of the phone assignment status.
Prevent Roll	Check box used to specify that this phone assignment status code is not to be rolled forward through the Assignment Roll Process (SLRROLL).
Activity Date	Date on which the record was last updated. Display only.

Part of Term Code Validation (STVPTRM) page

Updated: August 27, 2020

Use the Part of Term Code Validation (STVPTRM) page to create, update, insert, and delete part of term codes, such as Full Term, Continuing Education, Second Half Term, and so on.

Pages in several modules, such as Schedule and Registration, use this page to validate the part of term codes. You can create and update these codes only from this page.

The value of C for Combined Sessions is used in registration fee assessment when assessing at the student level for those students who have courses for more than one part of term.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the part of term. When a part-of-term code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the part-of-term code record cannot be deleted.
Description	Description of the part of term.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Source Contact Person Type Code Validation (STVPTYP) page

Updated: August 27, 2020

Use the Source Contact Person Type Code Validation (STVPTYP) page to create, update, insert, and delete source contact person type codes, such as Asst. High School Principal, Coach, Teacher, and so on.

The Source or Background Institution Base (SOASBGI) page uses this page to validate the source contact person type codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the source contact person type. When a source contact person type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the source contact person type code record cannot be deleted.
Description	Description of the source contact person type.
Activity Date	Date on which the record was last updated. Display only.

Prerequisite Waiver Code Validation (STVPWAV) page

Updated: August 27, 2020

Use the Prerequisite Waiver Code Validation (STVPWAV) page to create, update, insert, and delete prerequisite waiver codes, such as Dean of Instruction, Faculty Advisor, Division Chairperson, and so on.

The Basic Course Information (SCACRSE) page uses this page to validate the prerequisite waiver codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the prerequisite waiver type. When a prerequisite waiver code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the prerequisite waiver code record cannot be deleted.
Description	Description of the prerequisite waiver type.
Activity Date	Date on which the record was last updated. Display only.

Qualifying Paper Type Code Validation (STVQPTP) page

Updated: August 27, 2020

Use the Qualifying Paper Type Code Validation (STVQPTP) page to create, update, insert, and delete qualifying paper type codes, such as Competency Exam, Honors Paper, Master's Thesis, and so on.

The Qualifying Papers (SHAQPNO) page and the Qualifying Papers by Person (SHQPPNM) page use this page to validate the qualifying paper type codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the qualifying paper type. When a qualifying paper type code record has been saved, the code entered in this field cannot

Fields	Descriptions
	be changed. When this code has been used in any other record, the qualifying paper type code record cannot be deleted.
Description	Description of the qualifying paper type.
Transcript Print	Check box used to specify whether this qualifying paper type is eligible to appear on the transcript.
Activity Date	Date on which the record was last updated. Display only.

Administrative Role Code Validation (STVRADM) page

Updated: August 27, 2020

Use the Administrative Role Code Validation (STVRADM) page to define various types of administrator roles to be used with regionalization processing. Examples of such roles are: Recruiter, Reader, Alumni Recruiter, and so on. These codes are used by the Administrator Role Rules (SOAADAS) page and the Administrator's Assignments (SOAAINF) page.

Fields	Descriptions
Code	Code of the administrator role. When a administrator role code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the administrator role code record cannot be deleted.
Description	Description of the administrator role.
Rater Indicator	Check box used to specify whether this administrator role can assign ratings on the Admissions Rating (SAARRAT) page and the Admissions Decision and Rating Batch Entry (SAADCBT) page.
Activity Date	Date on which the record was last updated. Display only.

Student Fee Assessment Code Validation (STVRATE) page

Updated: August 27, 2020

Use the Student Fee Assessment Code Validation (STVRATE) page to maintain the list of valid student registration fee assessment rate codes used as an identifier for assessing registration fees such as Local Resident, Senior Citizen, Staff, and so on.

Other forms use this page to validate student registration fee assessment rate codes. You can create or update student registration fee assessment rate codes only from this page.

Fields	Descriptions
Code	Code of the student registration fee assessment rate. When a student registration fee assessment rate code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student registration fee assessment rate code record cannot be deleted.
Description	Description of the student registration fee assessment rate.
Activity Date	Date on which the record was last updated. Display only.

Admissions Rating Type Validation (STVRATP) page

Updated: August 27, 2020

Use the Admissions Rating Type Validation (STVRATP) page to define codes that identify all the types of ratings an institution might use. Possible examples include ratings for different application forms, personal ratings, academic ratings, athletic ratings, art or music ratings, and so on.

The rating type `0000 - Admissions Rating` is system-required. This value is also listed in the *Required System Values for Validation Pages* section of the *Validation Pages* chapter in the *Banner Student Use* content.

Fields	Descriptions
Code	Code of the admissions rating type. When an admissions rating type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the admissions rating type code record cannot be deleted.
Description	Description of the admissions rating type.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Building/Room Attribute Code Validation (STVRDEF) page

Updated: August 27, 2020

Use the Building/Room Attribute Code Validation (STVRDEF) page to create, update, insert, and delete building/room attribute codes, such as Auditorium, Music Room, Chemistry Lab, and so on.

Several forms in the Location Management and Housing module use this page to validate the building/room attribute codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the building/room attribute. When a building/room attribute code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the building/room attribute code record cannot be deleted. Although this field is primarily for use with classroom requirements, it is also used to populate the Schedule25 files.
Description	Description of the building/room attribute.
Auto Schedule	Check box used to specify whether this building/room attribute is

Fields	Descriptions
	to be extracted for input into the Schedule25 process when the schedule type is assigned to a CRN. This check box also controls the operation of the **Scheduler Number** field.
Scheduler Number	If the **Auto Schedule** check box is checked, this field will be automatically populated with a unique one-up number, if the Schedule25 Code is null when the attribute record is saved. Of, if desired, you can enter a unique one-up number. If the **Auto Schedule** check box is unchecked, this field will be blank. Use the Resequence option on the Option Menu to resequence the value in the **Scheduler Number** field. This process will overwrite the existing code and replace it in sequence starting with a value of 01.
Activity Date	Date on which the record was last updated. Display only.

Recruiter Code Validation (STVRECR) page

Updated: August 27, 2020

Use the Recruiter Code Validation (STVRECR) page to create, update, insert, and delete recruiter codes, such as East Coast Recruiter, Central Recruiter, High School Recruiter, and so on. Several modules use this page to validate the recruiter codes. You can create and update these codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the recruiter. When a recruiter code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the recruiter code record cannot be deleted.
Description	Description of the recruiter.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation

Fields	Descriptions
	table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Religion Code Validation (STVRELG) page

Updated: August 27, 2020

Use the Religion Code Validation (STVRELG) page to create, update, insert, and delete religion codes, such as Baptist, Hindu, Lutheran, and so on. The General Person (SPAPERS) page uses this page to validate the religion codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the religion. When a religion code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the religion code record cannot be deleted.
Description	Description of the religion.
Activity Date	Date on which the record was last updated. Display only.

Relation Code Validation (STVRELT) page

Updated: August 27, 2020

Use the Relation Code Validation (STVRELT) page to create, update, insert, and delete relation codes, such as Brother, Mother, Spouse, and so on.

The Emergency Contact (SPAEMRG) page and the Guardian Information (SOAFOLK) page use this page to validate the relation codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the relation type. When a relation code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the relation code record cannot be deleted.
Description	Description of the relation type.
SEVIS Equivalent	SEVIS major code that corresponds to this relation type code. You must enter the new values before attempting to process records. Values for this field come from the INS's website.
Activity Date	Date on which the record was last updated. Display only.

Repeat Status Code Validation (STVREPS) page

Updated: August 27, 2020

Use the Repeat Status Code Validation (STVREPS) page to create, update, insert, and delete repeat status codes, such as Course may be Repeated, Course may not be Repeated).

The Basic Course Information (SCACRSE) page uses this page to validate the repeat status codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the repeat status. When a repeat status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the repeat status code record cannot be deleted.
Description	Description of the repeat status.
Activity Date	Date on which the record was last updated. Display only.

Residence Code Validation (STVRESD) page

Updated: August 27, 2020

Use the Residence Code Validation (STVRESD) page to maintain codes for residency, such as Foreign, Out of State Resident, In State Resident, and so on. Other forms use this page to validate the residency codes. You can create or update these codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the residency type. When a residency code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the residency code record cannot be deleted.
Description	Description of the residency type.
In State/Prov	Check box used to specify whether a person with this residency code is a resident of the state or province.
EDI Equiv (Equivalent)	EDI Equivalent. Used to assign the EDI SPEEDE/ExPRESS residency code values to an institution's residency codes. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value is used in the transmission of transcript information electronically through EDI. These values are defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under data element #1073.
VR Msg	Voice Response Message Number. Number assigned to the Voice Response message assigned to this residency code.
Sys Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
MIS Foreign	Check box used to specify whether this residence code signifies as foreign for MIS reporting purposes only. This has no impact on any functionality other than the MIS report.
BOGW Eligibility	Check box used to specify whether records with this residence code are eligible for BOG waivers.

External API Information Validation (STVREST) page

Updated: August 27, 2020

The External API Information Validation (STVREST) page is used to create and maintain codes for external APIs used to connect with third party products.

This page should be set up and monitored by technical administrators. A system-required code of RPL has been delivered for use with registration planning and connections to Degree Works.

This page is composed of the External API Information section.

External API Information

Updated: August 27, 2020

Use the External API Information section of the page to create and maintain the external API codes for use with third party products.

Fields	Descriptions
Code	External API information code.
Description	External API information code description.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be

Fields	Descriptions
	unchecked.

Registration Reason Code Validation (STVRGRE) page

Updated: August 27, 2020

Use the Registration Reason Code Validation (STVRGRE) page to create, update, insert, and delete registration reason codes, such as Academic, Continuing Education, Degree, and so on.

The Student Course Registration (SFAREGS) page uses this page to validate the registration reason codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the registration reason. When a registration reason code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the registration reason code record cannot be deleted.
Description	Description of the registration reason.
Activity Date	Date on which the record was last updated. Display only.

Room Status Code Validation (STVRMST) page

Updated: August 27, 2020

Use the Room Status Code Validation (STVRMST) page to create, update, insert, and delete room status codes, such as Active, Inactive, Room Being Repaired, and so on.

Several forms in the Location Management and Housing module use this page to validate the room status codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other

Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the room status. When a room status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the room status code record cannot be deleted.
Description	Description of the room status.
Inactive	Check box used to specify whether a room assigned this status is inactive.
Activity Date	Date on which the record was last updated. Display only.

Role Definition Validation (STVROLE) page

Updated: August 27, 2020

Use the Role Definition Validation (STVROLE) page to define the various roles inherent to your institution.

These roles, such as Faculty, Advisor, Teaching Assistant, Administrative Assistant, Dean) are assigned to an individual and subsequently used in the Role-Based Security checking to determine access privileges to gradebook information on the Web. You may not delete a role code, if the role has been assigned on SOAFAPC or SOAROLE.

The delivered role codes of F (Faculty Member) and A (Advisor) provide all users who are set up in SIAINST as faculty members and advisors with a role description on SOAFAPC.

Fields	Descriptions
Code	Code of the role. When a role code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the role code record cannot be deleted.
Description	Description of the role.
Activity Date	Date on which the record was last updated. Display only.

Registration Permit-Override Code Validation (STVROVR) page

Updated: August 27, 2020

Use the Registration Permit-Override Code Validation (STVROVR) page to define and maintain the codes and descriptions for assigning registration permit-override groups to individual students in the Student Permit-Overrides (SFASRPO) page for registration processing. Some examples are Degree, Level, Prerequisite, or Special Approval.

The rules for each registration permit-override group are defined on the Registration Permit-Overrides Control (SFAROVR) page on a term-by-term basis and must exist before they can be assigned to students.

Fields	Descriptions
Code	Code of the registration permit-override group. When a registration permit-override group code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the registration permit-override group code record cannot be deleted.
Description	Description of the registration permit-override group.
Activity Date	Date on which the record was last updated. Display only.

Room Rate Code Validation (STVRRCD) page

Updated: August 27, 2020

Use the Room Rate Code Validation (STVRRCD) page to create, update, insert, and delete room rate codes, such as Suite - Term Rate, Single Room - Daily Rate, Apartment - Monthly Rate, and so on.

Several forms in the Location Management and Housing module use this page to validate the room rate codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other

Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the room rate. When a room rate code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the room rate code record cannot be deleted.
Description	Description of the room rate.
Month	Check box used to specify that the rate is to be assessed on a monthly basis.
Day	Check box used to specify that the rate is to be assessed on a daily basis.
Term	Check box used to specify that the rate is to be assessed on a term basis.
Activity Date	Date on which the record was last updated. Display only.

Appointment Result Code Validation (STVRSLT) page

Updated: August 27, 2020

Use the Appointment Result Code Validation (STVRSLT) page to create, update, insert, and delete appointment result codes such as Attended Interview, Did Not Attend Interview, Late to Interview.

The Prospect Information (SRARECR) page and the Person Appointments/Contacts (SOAAPPT) page use this page to validate the recruiting appointment result codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the appointment result. When an appointment result code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the appointment result code record cannot be deleted.
Description	Description of the appointment result.
Generate Contact	Check box used to specify whether this

Fields	Descriptions
	code means that the appointment result generates follow-up contact material.
Activity Date	Date on which the record was last updated. Display only.

Recruiting Internal Status Code Validation (STVRSTA) page

Updated: August 27, 2020

Use the Recruiting Internal Status Code Validation (STVRSTA) page to create, update, insert, and delete recruiting status codes. This page is used by other forms to validate recruiting status codes. You can create or update recruiting status codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the recruiting status. When a recruiting status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the recruiting status code record cannot be deleted.
Description	Description of the recruiting status.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Course Registration Status Code Validation (STVRSTS) page (California Localization)

Updated: August 27, 2020

Use the Course Registration Status Code Validation (STVRSTS) page to create, update, insert, and delete course registration status codes such as Audit, Registered, Web Drop. Other pages use this page to validate course registration statuses.

You can set the check boxes to determine what the various status codes allow, such as count in enrollment, place on waitlist, whether the course is gradable, and so on. You may also specify an automatic grade which will be placed on the student's registration record when the status is entered. For example, a course registration status of WF, Withdraw Failing, can automatically place an F on the student registration record.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Status Code	Code of the course registration status. When a registration status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the registration status code record cannot be deleted.
Description	Description of the course registration status.
Action Description	Description of the course registration action. This description allows users to differentiate between the registration status code description and the action description that is associated with the status code. You can modify the text to display the description used by your institution. This text populates the **Action** field in Banner Student Self-Service Registration.
Allowed to Enter	Check box used to specify whether this status can be entered on an individual course. When this check box is unchecked, this indicates that you cannot enter this status on an individual course, as this status is associated with the student's entire enrollment.
Count in Enrollment	Check box used to specify whether a course with this status will be included in the enrollment counts displayed on various pages and reports.
Count in Assessment	Check box used to specify whether a course with this status will be included in the assessment process. When the check box is unchecked, a course with this status will be excluded from the assessment process

Fields	Descriptions
	A status of drop or withdrawal, with or without refund, should have this check box checked so that the status is assessed at the % refund or no refund.
Count in Attempted	Check box used to include the student's hours for this section in attempted hours. Clear the check box to default attempted hours to 0 for the registration record.
Count in Time Status	Check box used to include the registration hours in the student's time status calculation. Clear the check box to not include the registration hours in the student's time status calculation.
Withdrawal Indicator	Check box used to specify whether this course registration status code is used for a course withdrawal or a dropped course, which affects refunding and student fee assessment.
Waitlist Indicator	Check box used to specify whether a course with this status can have a waitlist.
Gradable Indicator	Check box used to specify whether a course with this status can have grades manually assigned, either online on the Class Attendance Roster (SFAALST) page or the Class Roster (SFASLST) page, or through the Web. (Autogrades can be assigned to courses with statuses which do not allow grading.) Until a course has a grade, the course will not be rolled to academic history. Therefore, courses which are not gradable will not be rolled to academic history unless an autograde has been assigned.
Auto Grade	If you enter an auto grade in this field, a course with this status will have this grade automatically assigned when the status is assigned to the course. If the **Gradable Indicator** check box is checked, the grade is a default only and can be overridden anywhere that grades can be assigned. If the **Gradable Indicator** check box is unchecked, the grade defaults to SFAALST, SFASLST, or the Web, and cannot be overridden.

Fields	Descriptions
Print on Schedule	Check box used to specify whether a course with this status will be printed on a student's schedule, schedule/bill, and so on.
Status Type	Code of the status type that describes the course registration status code for baseline, self-service, and telephone applications. Required. Valid values are: • Registered, saved to the database as R. • Dropped, saved to the database as D. • Waitlisted, saved to the database as L. • Withdrawn, saved to the database as W. This field must be populated for every course registration status code that is in use. If this field is Null or blank for a record, the value defaults to Registered.
Web Indicator	Check box used to specify whether this status is to be available for processing in Banner Web registration. For more information on the use of these statuses, please refer to the Registration procedures for Web set-up in the Registration chapter of the *Banner Student Use* content. In addition to the system-required statuses, other course registration status codes can be Web-enabled as desired. This check box defaults to unchecked or N when a record is added, but you can change it at any time.
Extension Indicator	Check box used to specify whether this status code can be used in conjunction with extension processing. When this check box is checked, the associated registration code can only be used when processing extensions for open learning registration sections. When this check box is unchecked, the code cannot be used when processing extensions.
System Required	Check box used to specify whether this value is required by the

Fields	Descriptions
	system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.

California Localization

Fields	Descriptions
Apportionment Indicator	Check box used to specify whether records with this course registration status code are to be used for CCFS-320 reporting (considering other criteria, such as the census date, where appropriate). This check box has no direct impact in registration functionality.
Audit Indicator	Check box used as an audit type status code and to specify whether audit registrations are to be excluded from CCFS-320 reporting. This check box has no direct impact in registration functionality.

Term Restriction Code Validation (STVRTRM) page

Updated: August 27, 2020

Use the Term Restriction Code Validation (STVRTRM) page to create, update, insert, and delete term restriction codes, such as Fall, Spring, Summer I, and so on.

The Course Schedule Restrictions (SCASRES) page uses this page to validate the term restriction codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the restriction. When a restriction code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the restriction code record cannot be deleted.
Description	Description of the restriction.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Recruit Type Validation (STVRTYP) page

Updated: August 27, 2020

Use the Recruit Type Validation (STVRTYP) page to create, update, insert, and delete recruit type codes for use in the communications plan in the Recruiting and Admissions modules. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the recruit type. When a recruit type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the recruit type code record cannot be deleted.
Description	Description of the recruit type.
Activity Date	Date on which the record was last updated. Display only.

Athletic Attribute Validation (STVSAAT) page

Updated: August 27, 2020

Use the Athletic Attribute Validation (STVSAAT) page to create, update, insert, and delete codes for athletic attributes, such as 4-2-4 Rule or Transfer GPA Met. These codes are used on SGASPRT.

Fields	Descriptions
Code	Athletic attribute code for the athlete. When an athletic attribute code record has been saved, this code cannot be changed. When this code has been used in any other record, the athletic attribute code record

Fields	Descriptions
	cannot be deleted.
Description	Description of the athletic attribute code for the athlete.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Athletic Academic Eligibility Validation (STVSAEL) page

Updated: August 27, 2020

Use the Athletic Academic Eligibility Validation (STVSAEL) page to create, update, insert, and delete codes for athletic academic eligibility, such as Eligible, Ineligible, or Pending. These codes are used on SGASPRT.

Fields	Descriptions
Code	Athletic academic eligibility code. When an athletic academic eligibility code record has been saved, this code cannot be changed. When this code has been used in any other record, the athletic academic eligibility code record cannot be deleted.
Description	Description of the athletic academic eligibility code.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Athletic Qualifier Status Validation (STVSAQS) page

Updated: August 27, 2020

Use the Athletic Qualifier Status Validation (STVSAQS) page to create, update, insert, and delete codes for athletic qualifier status, such as Academic Probation, Override, or Qualified. These codes are used on SGAPSRT.

Fields	Descriptions
Code	Athletic qualifier status code, such as qualified or academic probation. When an athletic qualifier status code record has been saved, this code cannot be changed. When this code has been used in any other record, the athletic qualifier status code record cannot be deleted.
Description	Description of the athletic qualifier status code.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Special Approval Code Validation (STVSAPR) page

Updated: August 27, 2020

Use the Special Approval Code Validation (STVSAPR) page to define codes and descriptions for types of special approvals and permissions, such as Instructor, Dean, Honor's Advisor, and so on which cannot be checked by system processing when a person attempts to register for a course.

One special approval type (or none) can be assigned to each section on the Schedule (SSASECT) page, and special approval checking is controlled for each term by the error checking indicators on the Term Control (SOATERM) page.

Fields	Descriptions
Code	Code of the special approval. When a special approval code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the special approval code record cannot be deleted.

Fields	Descriptions
Description	Description of the special approval.
Activity Date	Date on which the record was last updated. Display only.

Athletic Competition Reason Validation (STVSARE) page

Updated: August 27, 2020

Use the Athletic Competition Reason Validation (STVSARE) page to create, update, insert, and delete codes for athletic competition available reasons, such as Approved Leave of Absence, Family Leave, or Military Service.

These codes are used on SGASPRT to explain why the number of seasons of competition available has changed and to provide a history of those changes on the competition record.

Reason codes can also be used to describe a time lapse in competition or for other informational reasons defined by the institution, when the number of seasons of competition that are available has not been changed.

Fields	Descriptions
Code	Athletic competition reason code. When an athletic competition reason code record has been saved, this code cannot be changed. When this code has been used in any other record, the athletic competition reason code record cannot be deleted.
Description	Description of the athletic competition available reason code.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Athletic Residency Exception Validation (STVSARX) page

Updated: August 27, 2020

Use the Athletic Residency Exception Validation (STVSARX) page to create, update, insert, and delete codes for athletic residency exceptions, such as Green Card or Student Visa. These codes are used on SGASPRT.

Fields	Descriptions
Code	Residency exception code for the athlete. When a residency exception code record has been saved, this code cannot be changed. When this code has been used in any other record, the residency exception code record cannot be deleted.
Description	Description of the residency exception code for the athlete.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Athlete Transfer Status Validation (STVSATR) page

Updated: August 27, 2020

Use the Athlete Transfer Status Validation (STVSATR) page to create, update, insert, and delete codes for athletic transfer status, such as Eligible or Probationary. These codes are used on SGASPRT.

Fields	Descriptions
Code	Athlete transfer status code. When an athlete transfer status code record has been saved, this code cannot be changed. When this code has been used in any other record, the athlete transfer status code record cannot be deleted.

Fields	Descriptions
Description	Description of the athlete transfer status code.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Service Attribute Validation (STVSATT) page

Updated: August 27, 2020

Use the Service Attribute Validation (STVSATT) page to create, update, insert, and delete support service attributes such as Covered by Student Insurance, Federal Grant, or No Loans Available.

The Support Services module uses this page to validate support service attributes. You can create or update service attributes only from this page.

Fields	Descriptions
Code	Code of the support service attribute. When a support service attribute code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the support service attribute code record cannot be deleted.
Description	Description of the support service attribute.
Activity Date	Date on which the record was last updated. Display only.

Source/Background Institution Code Validation (STVSBGI) page

Updated: December 12, 2024

Use the Source/Background Institution Code Validation (STVSBGI) page to create, update, insert, and delete source/background institution codes, such as Harvard

University, Yale University, Bryn Mawr College, and so on.

Several forms in the Recruiting, Academic History, and Admissions modules use this page to validate the source/background institution codes. You can create and update these codes only from this page.

Use the Source Background Type section of the page to enter valid *Source Background Type* codes that are associated with specific *Source or Background Institution* codes and set the value for them, these codes cannot be maintained in this section, user must perform this action in the Source Background Type Validation (GTVSBGT) page. This section allows to associate multiple *Source Background Type* codes values to a specific *Source or Background Institution*.

Fields	Descriptions
Code	Valid "Source Background Type Validation" code from validation page GTVSBGT. This is required.
Description	Description for "Source Background Type Validation" code from validation page GTVSBGT. This will be auto populated with selected code description value.
Value	The value of the "Source Background Type". Allowed values are alphanumeric, this is required field and the number of characters allowed are up to 20 char.

This page is entered in filter mode. Enter and execute a filter in the **Source or Background Institution** field to populate the page.

See the Required System Values for Validation Pages section in the Validation Pages chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Required Value for Transfer Course and AMCAS Processing

Updated: August 27, 2020

The value 999999 - Miscellaneous Institution is used in transfer course and AMCAS processing.

- The value 999999 - Miscellaneous Institution must be defined if you want to use this code on the Transfer Course (SHATRNS) page. The existence of this code in the Transfer Institution information of SHATRNS allows you to enter a name for the institution when you are entering transfer work for a person.
- The value 999999 - Miscellaneous Institution must be defined for AMCAS processing in the Person Course Summary Types Table (SORCRSS) and the Person GPA Types Table (SORGPAT) for use with the SAVAMCT Banner view. If this value does not exist, processing may not run successfully.

Fields	Descriptions
Source or Background Institution	Code of the source/background institution. When a source/ background institution code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the source/background institution code record cannot be deleted.
Description	Description of the source/background institution.
Type	Identifier for the type of institution. Valid values are: `H` high school `C` college or university `S` source-only
Source Indicator	Check box used to specify whether an institution with this source/ background institution code is for a recruiting source.
Admissions Request	Code of the admission request checklist item associated with the source/background institution. Select the **Search** button for this field to access the Admission Request Code Validation (STVADMR) list.

Fields	Descriptions
	List Admission Request Code Validation (STVADMR)
Admissions Request Description (untitled)	Description associated with the admission request checklist item code, automatically displayed when a valid value is entered in the **Admissions Request** field. Display only.
Electronic	Indicator used for each record to specify whether the institution can receive electronic transcripts or not, and if so, whether they should be sent in EDI or XML format. Valid values are: PESC/XML (P), EDI (E), No, (Print paper transcript - N), or Null.
FICE	Federal Interagency Commission on Education (FICE) number assigned to the institution. If the FICE code is used as the source/background institution code, it does not need to be entered in this field. A valid FICE code is required to send transcripts electronically through EDI to those institutions which are capable of receiving them. If a value exists in this field, then this number will be used in the EDI process.
Voice Response Message Number	Number assigned to the Voice Response message assigned to this source/background institution code.

High School Subject Validation (STVSBJC) page

Updated: August 27, 2020

Use the High School Subject Validation (STVSBJC) page to create, update, insert, and delete high school subject codes, such as English, History, Mathematics, and so on.

The Admissions Decision (SAADCRV) page and the Admissions Decision Rules (SAADCSN) page use this page to validate the high school subject codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the high school subject. When a high school subject code record has been

Fields	Descriptions
	saved, the code entered in this field cannot be changed. When this code has been used in any other record, the high school subject code record cannot be deleted.
Description	Description of the high school subject.
Activity Date	Date on which the record was last updated. Display only.

Schedule Contract Code Validation (STVSCCD) page

Updated: August 27, 2020

Use the Schedule Contract Code Validation (STVSCCD) page to create, update, insert, and delete schedule contract codes, such as Military Sponsored, State Services Sponsored, Company Sponsored, and so on.

The Schedule Detail (SSADETL) page uses this page to validate the schedule contract codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the schedule contract type. When a schedule contract code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the schedule contract code record cannot be deleted.
Description	Description of the schedule contract type.
Activity Date	Date on which the record was last updated. Display only.

Schedule Type Code Validation (STVSCHD) page

Updated: August 27, 2020

Use the Schedule Type Code Validation (STVSCHD) page to create, update, insert, and delete schedule type codes, such as Lecture, Lab, Self-paced, Seminar, and so on.

Pages in the Catalog, Class Schedule, and Registration modules use this page to validate the schedule type codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the schedule type. When a schedule type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the schedule type code record cannot be deleted.
Description	Description of the schedule type.
Instructional Method	Code of the course content delivery method. This field is used to create a relationship between a schedule type and an instructional method. Select the **Search** button for this field to access the Instructional Method Validation (GTVINSM) list. List Instructional Method Validation (GTVINSM)
Auto Scheduler	Check box used to specify whether this schedule type is to be extracted for input into the Schedule25 process when the schedule type is assigned to a CRN. When this indicator is checked, only sections with a schedule type defined to have classes automatically scheduled will be extracted.
Co-op Assignment Allowed	Check box used to specify whether this schedule type is allowed to be assigned for a section to a co-op on SGACOOP.
Voice Response Message Number	Number assigned to the Voice Response message assigned to this schedule type.
Activity Date	Date on which the record was last updated. Display only.

Student Centric Period Cycle Validation (STVSCPC) page

Updated: August 27, 2020

Use Student Centric Period Cycle Validation (STVSCPC) page to create, update, insert, and delete codes for student centric period cycles, such as CYCLE1, CYCLE2, or CYCLE3.

Field	Description
Cycle Code	Student centric period cycle code. This is the code for the cycle the student starts in. When a student centric period cycle code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student centric period cycle code record cannot be deleted.
Description	Description of the student centric period cycle code.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Services Provided Validation (STVSEPR) page

Updated: August 27, 2020

Use the Services Provided Validation (STVSEPR) page to create, update, insert, and delete support services provided codes, such as Services Accepted, Services Provided, or Services Rejected).

The Support Services module uses this page to validate the support services provided codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the support service. When a support service code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the support service code record cannot be deleted.
Description	Description of the support service.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Session Code Validation (STVSESS) page

Updated: August 27, 2020

Use the Session Code Validation (STVSESS) page to create, update, insert, and delete session codes, such as Afternoon & Evening, Day, Weekend, and so on. Pages in several modules use this page to validate the session codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the session. When a session code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the session code record cannot be deleted.
Description	Description of the session.
Activity Date	Date on which the record was last updated. Display only.

State F/A Eligibility Validation (STVSFAE) page

Updated: August 27, 2020

Use the State F/A Eligibility Validation (STVSFAE) page to create, update, insert, and delete State F/A Eligibility codes.

These codes, which describe the manner in which a student was accepted into the EOPS (Educational Opportunity Programs and Services) program, are used by the Educational Opportunity Programs and Services (SGAEOPS) page for validation. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the State F/A Eligibility. When a

Fields	Descriptions
	State F/A Eligibility code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the State F/A Eligibility code record cannot be deleted.
Description	Description of the State F/A Eligibility.
Activity Date	Date on which the record was last updated. Display only.

Site Code Validation (STVSITE) page

Updated: August 27, 2020

Use the Site Code Validation (STVSITE) page to maintain information for sites, including name of the site and the address. Other forms use this page to validate the site codes, which you can create or update only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Site Code	Code of the site. When a site code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the site code record cannot be deleted.
Description (untitled)	Description of the site.
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 Street Line 2 Street Line 3	Four lines for the street address.

Fields	Descriptions
Street Line 4	
City	City for the address.
State or Province	Code for the state or province in which the address is located. Select the **Search** button for this field to access the State/Province Code Validation (STVATYP) list. List State/Province Code Validation (STVATYP)
ZIP or Postal Code	ZIP or postal code for the address. When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation (GTVZIPC) page, the combination of city, state/province, and nation information that exists in GTVZIPC defaults into the appropriate fields. The related information does not default in when the ZIP/postal code is entered manually. Select the **Search** button for this field to access the ZIP/Postal Code Validation (GTVZIPC) page. List ZIP/Postal Code Validation (GTVZIPC) page
Nation	Nation for the address. Select the **Search** button for this field to access the Nation Validation (STVNATN) list.

Fields	Descriptions
	List Nation Validation (STVNATN)
Other Description	Name of the foreign country in which the site is locate, if applicable.
Activity Date	Date on which the record was last updated. Display only.

Academic Dress Size Validation (STVSIZE) page

Updated: August 27, 2020

Use the Academic Dress Size Validation (STVSIZE) page to create, update, insert, and delete academic dress size codes which are used in graduation processing in the Academic History module for ordering and tracking of caps and gowns. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the academic dress size. When a size code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the size code record cannot be deleted.
Description	Description of the size.
Activity Date	Date on which the record was last updated. Display only.

A/F/I Fund Source Validation (STVSOFF) page

Updated: August 27, 2020

Use the A/F/I Fund Source Validation (STVSOFF) page to create, update, insert, and delete source of funds codes for assistantships, fellowships, and internships. You can create or update source of funds codes only from this page.

Fields	Descriptions
Code	Code of the source of funds. When a source of funds code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the source of funds code record cannot be deleted.
Description	Description of the source of funds.
Activity Date	Date on which the record was last updated. Display only.

International Student Sponsor Code Validation (STVSPON) page

Updated: August 27, 2020

Use the International Student Sponsor Code Validation (STVSPON) page to create, update, insert, and delete sponsor codes, such as Bnai Brith, Knights of Columbus, Sunshine Foundation, and so on.

The International Information (GOAINTL) page uses this page to validate the sponsor codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the sponsor. When a sponsor code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the sponsor code record cannot be deleted.
Description	Description of the sponsor.
Activity Date	Date on which the record was last updated. Display only.

Service Provider Validation (STVSPRV) page

Updated: August 27, 2020

Use the Service Provider Validation (STVSPRV) page to create, update, and delete the service provider codes, such as Training Center, Counseling Center, Learning Center). The Support Services module uses this page to validate the support services provider codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the service provider. When a service provider code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the service provider code record cannot be deleted.
Description	Description of the service provider.
Activity Date	Date on which the record was last updated. Display only.

Disability Service Code Validation (STVSPSR) page

Updated: August 27, 2020

Use the Disability Service Code Validation (STVSPSR) page to create, update, insert, and delete disability service codes, such as County Paratransit Service, Hearing Aid Required, Disabled Student Services, and so on.

The Medical Information (GOAMEDI) page uses this page to validate the disability service codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the disability service. When a disability service code record has been saved, the code entered in this field cannot

Fields	Descriptions
	be changed. When this code has been used in any other record, the disability service code record cannot be deleted.
Description	Description of the disability service.
Activity Date	Date on which the record was last updated. Display only.

Sport Status Code Validation (STVSPST) page

Updated: August 27, 2020

Use the Sport Status Code Validation (STVSPST) page to create, update, insert, and delete sport status codes used in the General Student module. The Athletic Compliance (SGASPRT) page uses this page to validate the sport status codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the sport status. When a sport status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the sport status code record cannot be deleted.
Active Indicator	Check box used to indicate whether the sports status code is active or inactive.
Description	Description of the sport status.
Activity Date	Date on which the record was last updated. Display only.

Scheduling Region Code Validation (STVSRGN) page

Updated: August 27, 2020

Use the Scheduling Region Code Validation (STVSRGN) page to set up data used in the Plan Ahead option to display course sections based on the location associated with a student’s primary program of study or study path.

About this task

By default, students will be able to select from all of the course sections your institution offers. If you have multiple campus locations, this includes the sections at each location. You have the option to limit the sections displayed to the student by the geographic region associated with their primary program of study or their selected study path. When you do this, students will see the sections offered at the location you've defined for the area they are in and all online courses. If a student wants to see sections offered at another location, they can do so by selecting the specific Campus Code for that location.

To enable this functionality, complete these steps.

Procedure

1. On the Scheduling Region Code Validation (STVSRGN) page, define a code for each region that your institution covers. For example, if your institution has city and suburb campuses, you could create the following.

Code	Description
CITY	The campuses in the city proper.
SBRB	The campuses located outside of the city.

2. On the Scheduling Region Code Rules (SSASRGN) page, associate a region to every campus associated with your institution. Do not assign online courses to a region. For example, if your institution has multiple courses in the CITY region, your SSASRGN entry would be similar to the following.

Campus Code	Campus Description	Scheduling Region	Scheduling Region Description
MHT	Manhattan	CITY	The campuses in the city proper.
BKLN	Brooklyn	CITY	The campuses in the city proper.
QNS	Queens	CITY	The campuses in the city proper
WEST	Westchester	SBRB	The campuses located outside of the city.

Warning! Every physical campus must be assigned to a region. If a campus is not assigned to a region, all courses will be displayed.

3. On the Crosswalk Validation (GTVSDAX) page, set the External Code for CAMPCODE to Y.

Services Exemption Validation (STVSSEP) page

Updated: August 27, 2020

Use the Services Exemption Validation (STVSSEP) page to create, update, insert, and delete the services exemption codes, such as Process of Transferring, Outside Tutoring Obtained, Obtained Own Provider).

The Support Services module uses this page to validate the services exemption codes. You can create or update services exemption codes only from this page.

Fields	Descriptions
Code	Code of the services exemption. When a services exemption code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the services exemption code record cannot be deleted.
Description	Description of the services exemption.
Activity Date	Date on which the record was last updated. Display only.

Service Code Validation (STVSSER) page

Updated: August 27, 2020

Use the Service Code Validation (STVSSER) page to create, update, insert, and delete service codes such as Day Care, Career Planning, Transportation. The Support Services module uses this page to validate service codes. You can create or update services only from this page.

Fields	Descriptions
Code	Code of the service. When a service code record has been saved, the code entered in this field cannot be changed. When this

Fields	Descriptions
	code has been used in any other record, the service code record cannot be deleted.
Description	Description of the service.
Service Type	Free-format field you can use to further define the service code.
Activity Date	Date on which the record was last updated. Display only.

Service Group Validation (STVSSGP) page

Updated: August 27, 2020

Use the Service Group Validation (STVSSGP) page to create, update, insert, and delete service groups such as Disabled Student Group, English Tutoring Group, or Foreign Student Group. The Support Services module uses this page to validate service groups. You can create or update service groups only from this page.

Fields	Descriptions
Code	Code of the service group. When a service group code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the service group code record cannot be deleted.
Description	Description of the service group.
Activity Date	Date on which the record was last updated. Display only.

Service Result Validation (STVSSRS) page

Updated: August 27, 2020

Use the Service Result Validation (STVSSRS) page to create, update, insert, and delete student service result codes, such as Promotion Obtained, Job Obtained, Goal Not Met, and so on.

The Support Services module uses this page to validate service result codes. You can create or update service result codes only from this page.

Fields	Descriptions
Code	Code of the student service result. When a student service result code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student service result code record cannot be deleted.
Description	Description of the student service result.
Activity Date	Date on which the record was last updated. Display only.

Services Status Validation (STVSSST) page

Updated: August 27, 2020

Use the Services Status Validation (STVSSST) page to create, update, insert, and delete services status codes, such as In Progress, Service Refused, Referred to Provider). The Support Services module uses this page to validate service status codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the services status. When a services status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the services status code record cannot be deleted.
Description	Description of the services status.
Activity Date	Date on which the record was last updated. Display only.

Section Status Code Validation (STVSSTS) page

Updated: August 27, 2020

Use the Section Status Code Validation (STVSSTS) page to create, update, insert, and delete section status codes such as Active, Inactive, Reserved, and so on. This page is used by other forms to validate section statuses. You can create or update section status codes only from this page.

Fields	Descriptions
Code	Code of the section status. When a section status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the section status code record cannot be deleted.
Description	Description of the section status.
Allow Registration	Check box used to specify whether students are allowed to register in a section with this section status.
Active/Inactive	Check box used to specify whether a section with this section status is activate.
Activity Date	Date on which the record was last updated. Display only.

State/Province Code Validation (STVSTAT) page

Updated: August 27, 2020

Use the State/Province Code Validation (STVSTAT) page to create, update, insert, and delete state and province codes, such as Delaware, British Columbia, New South Wales, and so on.

Pages in several modules use this page to validate the state and province codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Field	Description
Code	Code of the state or province. After a state or province code record has been saved, the code entered in this field cannot be changed. After this code has been used in any other record, the state or province code record cannot be deleted.
Description	Description of the state or province.
EDI Equivalent	Used to assign the EDI SPEEDE/ExPRESS state and province code values to the institution's state and province codes. When an institutional code is not equated with an EDI code, this field should be blank. The EDI equivalent value will be used in the transmission of transcript information electronically by EDI. These values are defined in the third party *EDI SPEEDE/ ExPRESS Implementation Guide* under data element #156.
IPEDS State Code	Free-format student IPEDS reporting code. This field is used in the production of the IPEDS First Time Residency Report (SHRIRES) Web upload file, which is produced in conjunction with the report output.
ISO Code	ISO code of the state or province.
Canadian Statistics Code	Five-digit code representing the state or province code defined and used on the Annual University Full-Time Teaching Staff Survey associated. Enter the code that identifies the state/ province for the state or province to Stats Canada.
Activity Date	Date on which the record was last updated. Display only.

Study Path Status Code Validation (STVSTSP) page

Updated: August 27, 2020

Use the Study Path Status Code Validation (STVSTSP) page to create, update, insert, and delete codes for study path statuses, such as Active or Inactive. You can create and update these codes only from this page.

Field	Description
Status Code	Study path status code. When a study path status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the study path status code record cannot be deleted.

Field	Description
Description	Description of study path status code.
Active and Allow Registration	Check box used to indicate whether the study path status code is active and registration is allowed for that study path status.
System Required	Check box is used to specify whether the code is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Student Status Code Validation (STVSTST) page

Updated: August 27, 2020

Use the Student Status Code Validation (STVSTST) page to create, update, insert, and delete student status codes, such as Active, Withdrawn, Inactive Due to Graduation, and so on.

Pages in several modules use this page to validate the student status codes. You can create and update these codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Status Code	Code of the student status. When a student status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student status code record cannot be deleted.
Description	Description of the student status.
Allow Registration	Check box used to specify whether the student status code can

Fields	Descriptions
	register in classes for students.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Curriculum Status	Code of the curriculum status for this student status code. Select the **Search** button for this field to access the Curriculum Status (STVCSTS) list. List Curriculum Status (STVCSTS)
Activity Date	Date on which the record was last updated. Display only.

Student Type Code Validation (STVSTYP) page

Updated: August 27, 2020

Use the Student Type Code Validation (STVSTYP) page to create, update, insert, and delete student type codes, such as Returning Freshman, Continuing, Transfer, and so on.

Several forms in various modules use this page to validate the student type codes. You can create and update these codes only from this page.

The following student type codes should be created for IPEDS reporting:

- `Freshman`
- `First Time Freshman`
- `Unclassified`
- `Continuing`
- `First Time Graduate`
- `First Time Professional`

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for

this validation page.

Fields	Descriptions
Code	Code of the student type. When a student type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student type code record cannot be deleted.
Description	Description of the student type.
Next Student Type	Code of the student type that should be assigned to a student record when the Student Type Update Process (SHRTYPE) is run, based on the student type in the existing effective student record. For example, `New Freshman` and `New Transfer` types should have a next student type of `Continuing`, while `Continuing` students will remain `Continuing`.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Subject Code Validation (STVSUBJ) page

Updated: August 27, 2020

Use the Subject Code Validation (STVSUBJ) page to create, update, insert, and delete subject codes, such as Accounting, Botany, Economics, and so on.

Several forms in the Catalog, Registration, and Academic History modules use this page to validate the subject codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the subject. When a subject code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the subject code record cannot be deleted.
Description	Description of the subject.
VR Msg	Voice Response Message Number. Number assigned to the Voice Response message assigned to this schedule type.
Web Ind	Web Indicator. Check box used to specify whether this subject is to be available in the Banner Self-Service applications when a list of valid subjects is requested. It allows you to limit the subjects available for Web processing to a subset of all valid subjects. This check box defaults to checked or Y when a new subject code is added, but you can change it at any time. Please note that the default setting for this indicator is the opposite of the other Web indicators on Banner Student System validation forms.
Activity Date	Date on which the record was last updated. Display only.

Student Element One Validation (STVSUDA) page

Updated: August 27, 2020

Use the Student Element One Validation (STVSUDA) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 1 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 1. When a student institutional reporting element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.
Description	Description of the student institutional reporting element 1.
Activity Date	Date on which the record was last updated. Display only.

Student Element Two Validation (STVSUDB) page

Updated: August 27, 2020

Use the Student Element Two Validation (STVSUDB) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 2 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 2. When a student institutional reporting element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.

Fields	Descriptions
Description	Description of the student institutional reporting element 2.
Activity Date	Date on which the record was last updated. Display only.

Student Element Three Validation (STVSUDC) page

Updated: August 27, 2020

Use the Student Element Three Validation (STVSUDC) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 3 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 3. When a student institutional reporting element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.
Description	Description of the student institutional reporting element 3.
Activity Date	Date on which the record was last updated. Display only.

Student Element Four Validation (STVSUDD) page

Updated: August 27, 2020

Use the Student Element Four Validation (STVSUDD) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 4 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 4. When a student institutional reporting element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.
Description	Description of the student institutional reporting element 4.
Activity Date	Date on which the record was last updated. Display only.

Student Element Five Validation (STVSUDE) page

Updated: August 27, 2020

Use the Student Element Five Validation (STVSUDE) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 5 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 5. When a student institutional reporting element code record has been saved, the code entered in this field cannot

Fields	Descriptions
	be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.
Description	Description of the student institutional reporting element 5.
Activity Date	Date on which the record was last updated. Display only.

Student Element Six Validation (STVSUDF) page

Updated: August 27, 2020

Use the Student Element Six Validation (STVSUDF) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 6 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 6. When a student institutional reporting element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.
Description	Description of the student institutional reporting element 6.
Activity Date	Date on which the record was last updated. Display only.

Student Element Seven Validation (STVSUDG) page

Updated: August 27, 2020

Use the Student Element Seven Validation (STVSUDG) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 7 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 7. When a student institutional reporting element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.
Description	Description of the student institutional reporting element 7.
Activity Date	Date on which the record was last updated. Display only.

Student Element Eight Validation (STVSUDH) page

Updated: August 27, 2020

Use the Student Element Eight Validation (STVSUDH) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 8 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 8. When a student institutional reporting element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.
Description	Description of the student institutional reporting element 8.
Activity Date	Date on which the record was last updated. Display only.

Student Element Nine Validation (STVSUDI) page

Updated: August 27, 2020

Use the Student Element Nine Validation (STVSUDI) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 9 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 9. When a student institutional reporting element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.
Description	Description of the student institutional reporting element 9.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Student Element Ten Validation (STVSUDJ) page

Updated: August 27, 2020

Use the Student Element Ten Validation (STVSUDJ) page to create, update, insert, and delete institutional reporting data elements specific to an institution's needs for state or local reporting for a student.

This page is one of ten used in the General Student module for this purpose. You can create or update values for Element 10 on the Student Institutional Reporting Requirements (SGAUSDF) page from this validation page.

Fields	Descriptions
Code	Code of the student institutional reporting element 10. When a student institutional reporting element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the student institutional reporting element code record cannot be deleted.
Description	Description of the student institutional reporting element 10.
Activity Date	Date on which the record was last updated. Display only.

SUSI Award Code Validation (STVSURT) Page

Updated: August 27, 2020

Use this page to define the SUSI award rate codes.

SUSI Award Code Validation section

Updated: August 27, 2020

Use the SUSI Award Code Validation section to define the SUSI award rate code.

Field	Description
Grant Award Code	Enter the SUSI award rate code
Description	Provide a description of the award rate code.
Active	Check box used to indicate whether the SUSI Grant Award Code is active. By default, the check box is selected for you.

Acceptance Authority Code Validation (STVTAAU) page

Updated: August 27, 2020

Use the Acceptance Authority Code Validation (STVTAAU) page to create, update, insert, and delete acceptance authority codes such as Office of the Dean, Office of the Registrar, or Director of Admissions.

Other forms use this page to validate acceptance authority codes. You can create or update acceptance authority codes only from this page.

Fields	Descriptions
Code	Code of the acceptance authority. When an acceptance authority code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the acceptance authority code record cannot be deleted.
Description	Description of the acceptance authority.
Activity Date	Date on which the record was last updated. Display only.

Test Score Administration Type Code Validation (STVTADM) page

Updated: August 27, 2020

Use the Test Score Administration Type Code Validation (STVTADM) page to create, update, insert, and delete codes for test score administration types, such as Local, National, or Residual.

The Test Score Information (SOATEST) page uses this page to validate the test score administration types. You can create or update the test score administration type codes only from this page.

Fields	Descriptions
Code	Code of the test score administration type. When a test score administration type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the test score administration type code record cannot be deleted.
Description	Description of the test score administration type.
Activity Date	Date on which the record was last updated. Display only.

Electronic Data File and Tape Validation (STVTAPE) page

Updated: August 27, 2020

Use the Electronic Data File and Tape Validation (STVTAPE) page to define the unique types of search or test score data loads that a school will use. These codes are associated with the field positions of each file on the Tape Field Position Rule (SRATPFD) page.

Fields	Descriptions
Tape Code	Code of the electronic prospect tape (data load) source. When an electronic prospect

Fields	Descriptions
	tape source code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the electronic prospect tape source code record cannot be deleted.
Description	Description of the electronic prospect tape source.
Activity Date	Date on which the record was last updated. Display only.

A/F/I Task Validation (STVTASK) page

Updated: August 27, 2020

Use the A/F/I Task Validation (STVTASK) page to create, update, insert, and delete task codes for tasks or duties associated with assistantships, fellowships, and internships. You can create or update task codes only from this page.

Fields	Descriptions
Code	Code of the task. When a task code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the task code record cannot be deleted.
Description	Description of the task.
Activity Date	Date on which the record was last updated. Display only.

Transfer Articulation Course Status Validation (STVTAST) page

Updated: August 27, 2020

Use the Transfer Articulation Course Status Validation (STVTAST) page to create, update, insert, and delete transfer articulation course status codes.

The Transfer Institution Catalog Entry (SHATATC) page, Transfer Course Articulation

(SHATATR) page, and the Transfer Course Query (SHQTATC) page use this page to validate the transfer articulation course status codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the transfer articulation course status. When a transfer articulation course status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the transfer articulation course status code record cannot be deleted.
Description	Description of the transfer articulation course status.
Status	Check box used to specify that a transfer course with this status is active.
Activity Date	Date on which the record was last updated. Display only.

Test Accommodation Validation (STVTEAC) page

Updated: August 27, 2020

Use the Test Accommodation Validation (STVTEAC) page to create, update, insert, and delete test accommodation codes, such as Assistance by Translator, Extended Time Allowed, Full Accommodation, and so on.

The Test Score Information (SOATEST) page uses this page to validate the test accommodation codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the test accommodation. When a test accommodation code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the test accommodation code record cannot be

Fields	Descriptions
	deleted.
Description	Description of the test accommodation.
Activity Date	Date on which the record was last updated. Display only.

Test Page Validation (STVTEFR) page

Updated: August 27, 2020

Use the Test Page Validation (STVTEFR) page to create, update, insert, and delete test page codes, such as Standard Page, Series 01, Test Page A, and so on.

The Test Score Information (SOATEST) page uses this page to validate the test page codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the test page. When a test page code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the test page code record cannot be deleted.
Description	Description of the test page.
Activity Date	Date on which the record was last updated. Display only.

Test Instrument Validation (STVTEIN) page

Updated: August 27, 2020

Use the Test Instrument Validation (STVTEIN) page to create, update, insert, and delete test instrument codes, such as Standard Test, Oral Test Format, Form 011, and so on.

The Test Score Information (SOATEST) page uses this page to validate the test instrument codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the test instrument. When a test instrument code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the test instrument code record cannot be deleted.
Description	Description of the test instrument.
Activity Date	Date on which the record was last updated. Display only.

Telephone Type Validation (STVTELE) page

Updated: August 27, 2020

Use the Telephone Type Validation (STVTELE) page to create, update, insert, and delete telephone types such as Car, Residence Hall, Business, and so on. Several forms in various modules use this page to validate telephone types. You can create and update these types only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the telephone type. When a telephone type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the telephone type code record cannot be deleted.
Description	Description of the telephone type.
Activity Date	Date on which the record was last updated. Display only.

Test Purpose Validation (STVTEPR) page

Updated: August 27, 2020

Use the Test Purpose Validation (STVTEPR) page to create, update, insert, and delete test purpose codes, such as Initial Placement, Career Planning, and so on.

The Test Score Information (SOATEST) page uses this page to validate the test purpose codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the test purpose. When a test purpose code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the test purpose code record cannot be deleted.
Description	Description of the test purpose.
Activity Date	Date on which the record was last updated. Display only.

Term Code Validation (STVTERM) page

Updated: August 27, 2020

Use the Term Code Validation (STVTERM) page to create, update, insert, and delete term codes, such as 999999 The End of Time, 200010 Fall 1999, 200020 Spring 2000, and so on.

Pages throughout the Student System use this page to validate the term codes. You can create and update these codes only from this page.

Note: STVTERM is a common page that defaults the start and end term dates to the start and end housing dates if Banner Human Resources is installed and Banner Student is not installed.

Term codes should be numeric, in the format YYYYTT, and the codes must be constructed so that they maintain the appropriate sequence of terms. On this page, term codes display in descending order, with the highest term first.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the term. When a term code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the term code record cannot be deleted.
Description	Description of the term.
Start Date	First date on which classes in this term meet. 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.
End Date	Last date on which classes in this term meet. 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.
Term Type	EDI SPEEDE/ExPRESS session code (type of session) associated with this term code. The value will default from the Academic History Control (SHACTRL) page and can be overridden. Type codes are used in transmission of transcript information electronically through EDI. Select the **Search** button for this field to access the Term Type Validation (STVTRMT) list. List Term Type Validation (STVTRMT)
Academic Year	Code of the academic year to which this term code is assigned. Select the **Search** button for this field to access the Academic Year Validation (STVACYR) list.

Fields	Descriptions
	List Academic Year Validation (STVACYR)
Housing Start Date	First date for housing, meal plan, and phone assignments associated with this term. This field is used in the Location Management and Housing module. 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.
Housing End Date	Last date for housing, meal plan, and phone assignments associated with this term. This field is used in the Location Management and Housing module. 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.
Financial Aid Process Year	Code of the aid year with which this term is associated. Because financial aid is processed by aid year, institutional terms must be associated with a value in this field.
Summer	Check box used to indicate that the term is a summer term for interfacing with a third-party financial aid system, if applicable. This field is not required for Banner Financial Aid. The default is unchecked or N.
(Financial Aid) Term	Code of the term for interfacing with a third-party financial aid system, if applicable. This field is not required for Banner Financial Aid. Valid values are 1 - 6.
(Financial Aid) Period (Beginning)	Code of the beginning period for interfacing with a third-party financial aid system, if applicable. This field is not required for Banner Financial Aid. Valid values are 1 - 12.
(Financial Aid Period Ending) untitled	Code of the ending period for interfacing with a third-party financial aid system, if applicable. This field is not required for Banner Financial Aid. Valid values are 1 - 12.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record

Fields	Descriptions
	cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

California Localization

Fields	Descriptions
MIS Term Identifier	Identifier to be used in most MIS reports for the term. This is the CCCCO coding for the term. When you run an MIS report, the report will convert the Banner term to this code for reporting in the GI03 field.
Apportionment Category	Category assigned to the term for apportionment reporting and calculation of FTES. Choices are: `Not Reported` This term is skipped on apportionment reports. (default) `First Primary` This term is listed in the first primary term bucket for weekly census on apportionment reports. `Second Primary` This term is listed in the "second primary term" bucket for weekly census on apportionment reports. `Third Primary` This term is listed in the "third primary term" bucket for weekly census on apportionment reports. (Used with quarters.) `Intersession` This term is an intersession.
Term Length Multiplier	Term length multiplier for weekly census apportionment reporting and calculation of FTES. If the value in this field is changed and SSRMEET records exist for the term, the system displays the following message: `*WARNING* CRN meetings exist for this term; total contact hours will not recalculate for weekly type CRNs`.

Fields	Descriptions
IS Term Length Multiplier	Independent study term length multiplier for apportionment reporting and calculation of FTES. The value entered in this field is used to calculate FTES for independent study weekly CRNs in this term. This is null if the **Apportionment Category** field is null. If the **Apportionment Category** field contains any other value, this field is required. If the value in this field is changed and SSRMEET records exist for the term, the system displays the following message: `*WARNING* CRN meetings exist for this term; total contact hours will not recalculate for independent study type CRNs.`

Test Code Validation (STVTESC) page

Updated: August 27, 2020

Use the Test Code Validation (STVTESC) page to create, update, insert, and delete codes for test types (ACT Math, GRE French, Law School Admission, or SAT Verbal, and so on.

Other forms use this page to validate the test codes. You can create or update the test codes only from this page.

You can either use letter X or Z as the first letter of custom Test Codes on this page because Banner Student will not deliver any baseline Test Codes where the first letter is X or Z.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Test Code	Code of the test type. When a test type code record has been saved, the code entered in this field cannot be changed. When this

Fields	Descriptions
	code has been used in any other record, the test type code record cannot be deleted.
Description	Description of the test type.
Maximum Number of Positions	Maximum number of positions required for each test score. Valid values whole numbers from `1` to `15`.
Data Type	Check box used to specify the data type of the test score. When the check box is checked, numeric test scores are used. When the **c**heckbox is unchecked, alphanumeric test scores are used.
Minimum Score	Minimum test score value for the test code.
Maximum Score	Maximum test score value for the test code.
Admissions Checklist Request Item	Code of the admission request checklist item associated with the test. Select the **Search** button for this field to access the Admission Request Code Validation (STVADMR) list. List Admission Request Code Validation (STVADMR)
Activity Date	Date on which the record was last updated. Display only.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
MIS	Free-format field in which you can enter an associated management information systems code, if desired.
Assessment Data	Assessment instrument data code associated with this test code.
Voice Response Message Number	Number assigned to the Voice Response message assigned to this schedule type.

Transfer Level Code Validation (STVTLVL) page

Updated: August 27, 2020

Use the Transfer Level Code Validation (STVTLVL) page to create, update, insert, and delete transfer level codes, such as Undergraduate Transfer, Graduate Transfer, Adult

Education Transfer, and so on.

Several forms in Transfer Articulation processing and the Academic History module use this page to validate the transfer level codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the transfer level. When a transfer level code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the transfer level code record cannot be deleted.
Description	Description of the transfer level.
Activity Date	Date on which the record was last updated. Display only.

Time Status Code Validation (STVTMST) page

Updated: August 27, 2020

Use the Time Status Code Validation (STVTMST) page to create, update, insert, and delete time status codes for enrollment verification. These codes are used on the Time Status Rules (SFATMST) page in the Registration module. You can create and update these codes only from this page.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the time status. When a time status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the time status code record cannot be deleted.
Description	Description of the time status.
NSLC Equivalent	National Student Clearinghouse equivalent value for an institutionally defined time status code. These values are used in

Fields	Descriptions
	NSC reporting. Valid NSC values are: F full-time H half-time L less than half-time Q three quarter time An exception to these values is a code on STVTMST and a rule on SFATMST, which must be built for `0.00` minimum and `0.00` maximum credit hours applicable to each student level and a system-required code of 99 (Error Calculating Time Status). The value of Q can be used with three quarter time status for 150 Percent Subsidized Stafford Usage Limit regulatory reporting.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Taxonomy of Program Code Validation (STVTOPS) page

Updated: August 27, 2020

Use the Taxonomy of Program Code Validation (STVTOPS) page to create, update, insert, and delete taxonomy of program codes.

These codes specify the taxonomy of the program, such as English, Biology, or History. This page is used by other forms to validate the program taxonomy. You can create or update taxonomy of program codes only from this page.

Fields	Descriptions
Code	Code of the taxonomy of program. When a taxonomy of program code record has

Fields	Descriptions
	been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the taxonomy of program code record cannot be deleted.
Description	Description of the taxonomy of program.
Activity Date	Date on which the record was last updated. Display only.

Tape Field Names Validation (STVTPFD) page

Updated: August 27, 2020

Use the Tape Field Names Validation (STVTPFD) page to define all the possible field names into which search or test score data might be loaded.

It may also be used to define all possible field names into which data from other sources might be loaded. The fields defined in this table are delivered.

Please see the Required System *Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Field Name	Name of the field on the electronic prospect data load. Field names are delivered and cannot be changed.
Description	Description of the field.
System Ind	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Transcript Type Code Validation (STVTPRT) page

Updated: August 27, 2020

Use the Transcript Type Code Validation (STVTPRT) page to create, update, insert, and delete codes for transcript types, such as Official, Internal, Advising, and so on. This page is used by other forms to validate transcript type codes. You can create or update transcript type codes only from this page.

Fields	Descriptions
Code	Code of the transcript type. When a transcript type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the transcript type code record cannot be deleted.
Description	Description of the transcript type.
Web Indicator	Check box used to specify whether this transcript type can be displayed in Banner® Self-Service applications. It allows you to limit the types of transcripts that can be requested through the Web to a subset of all transcript types. This check box defaults to unchecked or N when a new record is added, but you can change it at any time.
Web Request Indicator	Check box used to specify whether this transcript type can be used by learners when creating transcript requests through Banner Student Self-Service. This field maps to `STVTPRT_WEB_RQST_IND`.
Activity Date	Date on which the record was last updated. Display only.

Acceptance Reason Validation (STVTRAC) page

Updated: August 27, 2020

Use the Acceptance Reason Validation (STVTRAC) page to create, update, insert, an

EOPS (Educational Opportunity Programs and Services) reason of acceptance codes for use in the General Student module. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the EOPS acceptance reason. When an EOPS acceptance reason code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the EOPS acceptance reason code record cannot be deleted.
Description	Description of the EOPS acceptance reason.
Activity Date	Date on which the record was last updated. Display only.

Transfer Center Code Validation (STVTRCN) page

Updated: August 27, 2020

Use the Transfer Center Code Validation (STVTRCN) page to create, update, insert, and delete codes for transfer centers, such as District Transfer Center Used, State Transfer Center Used, No formal transfer center used, and so on.

This page is used by the General Student (SGASTDN) page to validate transfer center codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the transfer center. When a transfer center code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the transfer center code record cannot be deleted.
Description	Description of the transfer center.
Activity Date	Date on which the record was last updated. Display only.

Time Required Validation (STVTREQ) page

Updated: August 27, 2020

Use the Time Required Validation (STVTREQ) page to create, update, insert, and delete codes for the time requirement codes which are used in the Support Services module such as One Semester, Two Years, Indefinite, and so on. You can create and update codes only from this page.

Fields	Descriptions
Code	Code of the time requirement. When a time requirement code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the time requirement code record cannot be deleted.
Description	Description of the time requirement.
Activity Date	Date on which the record was last updated. Display only.

Term Type Validation (STVTRMT) page

Updated: August 27, 2020

Use the Term Type Validation (STVTRMT) page to create, update, insert, and delete term type codes, such as Standard Semester, Quarter, Extended Term, and so on.

The Academic History Control (SHACTRL) page and the Term Code Validation (STVTERM) page use this page to validate term type codes. You can create and update these codes only from this page.

Warning! Term type is needed by the EDI electronic transcript process, and STVTRMT must contain the full set of valid EDI term types as defined in the third party *EDI SPEEDE/ ExPRESS Implementation Guide* (Data Element 1139 - Session Code).

These required codes and descriptions are listed below:

Code	Description
1	Full Year

Code	Description
2	Semester
3	Trimester
4	Quarter
5	Quinmester
6	Mini--term
7	Summer
8	Intersession
9	Long Session

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Term Type	Code of the term type. When a term type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the term type code record cannot be deleted.
Description	Description of the term type.
Activity Date	Date on which the record was last updated. Display only.

Transcript Name Source Code Validation (STVTRNS) page

Updated: August 27, 2020

Use the Transcript Name Source Code Validation (STVTRNS) page to create and maintain transcript name source codes. A student's name source could be the diploma name, the legal name, or the identification name from the general person record.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the transcript name source, such as IDEN, DIPLOMA, or LEGAL. When a transcript name source code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the transcript name source code record cannot be deleted.
Description	Description of the transcript name source code.
User ID	ID of the person who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Test Score Percentile Type Validation (STVTSPT) page

Updated: August 27, 2020

Use the Test Score Percentile Type Validation (STVTSPT) page to create and maintain percentile type codes for use on SOATEST.

Currently, SAT and GRE files that are loaded through SRTLOAD/baseline data load processing use delivered, system-required values on STVTSPT for percentile types. It is suggested when manual SAT or GRE percentiles are inserted on SOATEST that these percentile types be used.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the test score percentile. When a test score percentile code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the test score percentile code record cannot be deleted.
Description	Description of test score percentile code.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
User ID	ID of the person who last updated the record. Display only.

Fields	Descriptions
Activity Date	Date on which the record was last updated. Display only.

Admission Test Score Source Code Validation (STVTSRC) page

Updated: August 27, 2020

Use the Admission Test Score Source Code Validation (STVTSRC) page to maintain admission test score sources such as High School Transcript, College Transcript, or Test Score File, and so on.

Other forms use this page to validate the test score sources. You can create or update the admission test score sources only from this page.

Fields	Descriptions
Code	Code of the admission test score source. When an admission test score source code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the admission test score source code record cannot be deleted.
Description	Description of the admission test score source.
Activity Date	Date on which the record was last updated. Display only.

Academic Dress Type Validation (STVTYPE) page

Updated: August 27, 2020

Use the Academic Dress Type Validation (STVTYPE) page to create, update, insert, and delete academic dress type codes such as Black Gown, Scholar's Hood, Formal Dress Required. and so on.

This page is used in Graduation processing in the Academic History module to validate types of caps and gowns worn for various institution ceremonies. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the academic dress type. When an academic dress type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the academic dress type code record cannot be deleted.
Description	Description of the academic dress type.
Activity Date	Date on which the record was last updated. Display only.

Veteran Type Code Validation (STVVETC) page

Updated: August 27, 2020

Use the Veteran Type Code Validation (STVVETC) page to create, update, insert, and delete veteran type codes, such as Chapter 32 Post Vietnam Vet, Other Veteran, ROTC, and so on.

The General Student (SGASTDN) page uses this page to validate the veteran type codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the veteran type. When a veteran type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the veteran type code record cannot be deleted.
Description	Description of the veteran type.
Activity Date	Date on which the record was last updated. Display only.

Vocational Education Code Validation (STVVOED) page

Updated: August 27, 2020

Use the Vocational Education Code Validation (STVVOED) page to create, update, insert, and delete vocational education codes such as Vocational Education Program. The General Student (SGASTDN) page uses this page to validate the vocational education codes. You can create and update these codes only from this page.

Fields	Descriptions
Code	Code of the vocational education type. When a vocational education code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the vocational education code record cannot be deleted.
Description	Description of the vocational education.
Activity Date	Date on which the record was last updated. Display only.

Web Display Tables Validation (STVVTAB) page

Updated: August 27, 2020

Use the Web Display Tables Validation (STVVTAB) page to provide a list of applicable validation tables when the Lookup button is displayed from the **Validation Table Name** field in the key block of the Web Display List Customization (SOAWDSP) page.

Users can then customize the Web display of the validation table code values on SOAWDSP.

Please see the Required System *Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Table Name	Seven letter validation table name, such as STVATTR, STVCAMP,

Fields	Descriptions
	and so on. The validation table name listed here can be selected on SOAWDSP, and the codes from the selected validation table can be customized to be displayed on the Web.
Sys Req	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.
User	ID of the user who last updated the record. Display only.

Visa Type Code Validation (STVVTYP) page

Updated: August 27, 2020

Use the Visa Type Code Validation (STVVTYP) page to create, update, insert, and delete visa type codes, such as Tourist, Student Visa, Exchange Scholar, and so on.

The International Information (GOAINTL) page uses this page to validate the visa type codes. You can create and update these codes only from this page.

Note: All Banner® systems share this validation page. You should coordinate with other Banner system users at your institution when deciding what codes are used on this page.

Fields	Descriptions
Code	Code of the visa type. When a visa type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the visa type code record cannot be deleted.
Description	Description of the visa type.
Admission Request Code	Code of the required admission request checklist item associated with the visa type. Select the **Search** button for this field to

Fields	Descriptions
	access the Admission Request Code Validation (STVADMR) list. List Admission Request Code Validation (STVADMR)
Description	Description associated with the admission request checklist item code, automatically displayed when a valid value is entered in the **Admissions Request** field. Display only.
Non-Resident	Check box used to specify that a student with this visa type is a non-resident alien.
Voice Response Message Number	Number assigned to the Voice Response message assigned to this visa type.
Canadian Statistics Code	Five-digit code representing the immigration status code defined and used on the Annual University Full-Time Teaching Staff Survey associated. Enter the code that identifies the immigration status for the visa to Stats Canada.
SEVIS Code	SEVIS visa type code associated with this visa type. You must enter the new values before attempting to process records. Values for this field come from the INS's website.
Activity Date	Date on which the record was last updated. Display only.

Web Acknowledgement Validation (STVWACK) page

Updated: August 27, 2020

Use the Web Acknowledgement Validation (STVWACK) page to build Web for Prospects acknowledgement codes for data elements from the Electronic Prospect System. The values delivered with Web for Prospects are system required.

These codes are used on the Web for Prospects Acknowledgement Letter (SRAWACK) page for placing Electronic Prospect data elements on the Web acknowledgment letter. The acknowledgment letter appears on the Web after the prospect presses the **Submit** button.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the prospect self-service acknowledgement data element. When an acknowledgement data element code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the acknowledgement data element code record cannot be deleted.
Description	Description of the acknowledgement data element.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Application Waiver Reason Code Validation (STVWAIV) page

Updated: August 27, 2020

Use the Application Waiver Reason Code Validation (STVWAIV) page to enter codes describing application fee waivers and associated discounts. The discount amount is subtracted from the specified application fee.

These codes are entered on SAAADMS in the **Waiver** field and on the Credit Card Waiver page in the Admissions module of Banner Student Self-Service using a pull-down list. The applicant selects a waiver reason if they are allowed to waive all or part of the fee. Waiver reasons may be specific to application types.

The STVWAIV table is part of the seed data for the EDI Verification Label Validation (STVXLBL) page. STVXLBL lists the valid labels used in the cross-references on the EDI Cross Reference Rules (SOAXREF) page.

The institution can customize which waiver codes display on the Web waiver page by application type using the Web Application Customized Lists (SAAWADP) page.

Fields	Descriptions
Code	Code of the application waiver reason. When an application waiver reason code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the application waiver reason code record cannot be deleted.
Description	Description of the application waiver reason.
Discount Amount	Monetary amount to be subtracted from the associated application fee.
Activity Date	Date on which the record was last updated. Display only.

Application Type Code Validation (STVWAPP) page

Updated: August 27, 2021

Use the Application Type Code Validation (STVWAPP) page to define the types of applications which you want to receive electronically and also to define the values for several required data elements for each application type. Ensure that you have created all possible application types in STVWAPP.

Note: You can define new codes for additional applications.

Copy procedures or routines from default application (delivered) in SAAECRL to new application code.

Copy *Web Sections* and *Elements* in SAAWAPP.

Each application type to be used in Student Self-Service processing must be defined. In addition, the student level, student type, and admission type associated with each application type will be defined. When a Web application is loaded into Banner®, the values specified for these fields will be used in the created applications.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the electronic admissions application type. When an admissions application type code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the admissions application type code record cannot be deleted.
Description	Description of the electronic admissions application type.
Level	Code of the student level that will be assigned to all Banner admissions applications created through the Web for this admissions application type. Select the **Search** button for this field to access the Level Code Validation (STVLEVL) list. List Level Code Validation (STVLEVL)
Student Type	Code of the student type that will be assigned to all Banner admissions applications created through the Web for this admissions application type. Select the **Search** button for this field to access the Student Type Code Validation (STVSTYP) list. List Student Type Code Validation (STVSTYP)
Admissions Type	Code of the admissions type that will be assigned to all Banner admissions applications created through the Web for this admissions application type. Select the **Search** button for this field to access the Admission Type Validation (STVADMT) list. List Admission Type Validation (STVADMT)
Web Indicator	Check box used to specify whether this admissions application

Fields	Descriptions
	type can be displayed in Banner Self-Service applications. It allows you to limit the types of admissions applications that can be requested through the Web to a subset of all admissions application types. This check box defaults to unchecked or N when a new record is added, but you can change it at any time.
System Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Student Withdrawal Status Code Validation (STVWDRL) page

Updated: August 27, 2020

Use the Student Withdrawal Status Code Validation (STVWDRL) page to define Title IV withdrawal status codes.

Fields	Descriptions
Code	Code of the Title IV withdrawal status. When a Title IV withdrawal status code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the Title IV withdrawal status code record cannot be deleted.
Description	Description of the Title IV withdrawal status.
TIV Update Ind	Title IV Aid Recalculation Indicator. This check box is used to specify whether records with this status will cause financial aid records to be updated (as opposed to allowing recalculation in audit mode only). Check this check box to process Title IV recalculation.

Fields	Descriptions
	An optional crosswalk column exists on STVESTS referencing these codes if desired so that the SFAWDRL withdrawal code will be automatically updated/created upon withdrawing a student through the batch process or online with the code. However, the **TIV Record (Indicator)** will not be automatically checked on SFAWDRL. This must be performed manually, directly on the page.
Period Midpoint Ind	Title IV Period Midpoint Indicator. This check box is used to specify whether records with this status will generate a 50% refund for a student who has withdrawn, but has no withdrawal date from which to figure the refund amount. When a student leaves without notice and does not return, the refund is based on the date at which half the semester has been completed or 50%. Check this check box to process the refund at 50%.
Activity Date	Date on which the record was last updated. Display only.

Term Workload Rules Code Validation (STVWKLD) page

Updated: August 27, 2020

Use the Term Workload Rules Code Validation (STVWKLD) page to create, update, insert, and delete term workload rules codes, such as Full Time, Evening Division, Part Time - Business, and so on.

Other forms in the Faculty Load module use this page to validate the term workload rules codes. You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the term workload rule. When a term workload rule code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the term workload rule code record cannot be deleted.
Description	Description of the term workload rule.
Activity Date	Date on which the record was last updated. Display only.

Web Application Customized Letter Types Validation (STVWLTT) page

Updated: August 27, 2020

Use the Web Application Customized Letter Types Validation (STVWLTT) page to define letter codes for the different types of letters that may be displayed on the Student Self-Service Signature Page. The entries on this page are system-required and are delivered.

Use the Web Signature Letters window on SAAWADF to assign customized letters to these letter types. These will determine which letters will display, depending on the various circumstances (such as standard customized letter for non-Quick Start Web applicants, letter if Quick Start is suspended, letter for successful Quick Start, letter for applicant who is currently enrolled, and so on).

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Code	Code of the letter type. When a letter type rule code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the letter type rule code record cannot be deleted.
Description	Description of the letter type.
Module	Code of the Banner® module for which this letter is used. This

Fields	Descriptions
	associates a view with a letter code (from SOAELTR), thereby identifying the columns that are available for the customized letter to use. The module codes are pre-defined but are updatable by your institution. List Module Code for HTML Letter (STVELMT)
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
User ID	ID of the user who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

Web Prospect Information Selection Validation (STVWPIC) page

Updated: August 27, 2020

Use the Web Prospect Information Selection Validation (STVWPIC) page to build Web for Prospects information selection codes for Web data entry sections. The values delivered with Web for Prospects are system required.

These codes are entered on the Web for Prospects Selection Rules (SRAWPRO) page to control order and data entry requirements for the Web for Prospects Web entry forms.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Selection Code	Code of the prospect self-service information selection. When an information selection code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the information selection code record cannot be deleted.
Description	Description of the prospect self-service information selection.
System Req	System Required. Check box used to specify whether this value is

Fields	Descriptions
	required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Web Payment Options Validation (STVWPYO) page

Updated: August 27, 2020

Use the Web Payment Options Validation (STVWPYO) page to create and update the Web payment option codes for use with Web transcript requests.

Fields	Descriptions
Code	Code of the Web payment option. When a Web payment option code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the Web payment option code record cannot be deleted. This field maps to `STVWPYO_CODE`. This is a required field.
Description	Description of the Web payment option. This field maps to `STVWPYO_DESC`. This is a required field.
For Credit Card	Check box used to specify that the use of this Web payment option will invoke the Web credit card payment process. This field maps to `STVWPYO_CREDIT_CARD_IND`.
Detail Code	Charge detail code to be used in billing for the transcript request. This field maps to `STVWPYO_DETC_CODE`. It is a required field.

Fields	Descriptions
	Values are validated against the Detail Code Control (TSADETC) page for detail codes with a detail category of TRN. Accounts Receivable charges will be posted only when the **Billing Term** (if being posted to the learner's account), **Detail Code**, and **Amount** fields are all populated and valid. Select the **Search** button for this field to access the Detail Code Control (TSADETC) page. List Detail Code Control (TSADETC) page
User ID	ID of the user who last updated the record. This field maps to `STVWPYO_USER_ID` and is automatically updated anytime the **(Web Payment Option) Code**, **Description**, and **Detail Code** fields are entered or updated. Display only.
Activity Date	Date on which the record was last updated. This field maps to `STVWPYO_ACTIVITY_DATE` and is automatically updated anytime the **(Web Payment Option) Code**, **Description**, and **Detail Code** fields are entered or updated. Display only.

Withdrawal Reason Code Validation (STVWRSN) page

Updated: August 27, 2020

Use the Withdrawal Reason Code Validation (STVWRSN) page to create, update, insert, and delete codes for withdrawal reasons, such as Personal, Left for Job in Related Field of Study, or Transferring to Another Institution.

The codes for transfer to another institution may be used for the IPEDS Graduation Rate Survey Report (SHRIGRS). Please see the IPEDS procedure information in the Academic History procedures section of the manual for more information.

The Admissions Application (SAAADMS) page uses this page to validate the application withdrawal reason. You can create or update the application withdrawal reason codes from this page.

Fields	Descriptions
Code	Code of the withdrawal reason. When a withdrawal reason code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the withdrawal reason code record cannot be deleted.
Description	Description of the withdrawal reason.
Activity Date	Date on which the record was last updated. Display only.

Web Application Elements Validation (STVWSCF) page

Updated: August 27, 2020

Use the Web Application Elements Validation (STVWSCF) page to define the data elements that can be used on a Web application.

It is also used to define within which section that data element will display. These values are delivered and are not meant to be updated. This validation page is used by the Web Application Section Rules (SAAWAPP) page to create Web applications.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
Element Code	Code of the element name from the column on the table being referenced. When an element name code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the element name code record

Fields	Descriptions
	cannot be deleted.
Description	Default label that will appear on the Web page. For example, you might enter LAST_NAME in the Element Code field, as this is the table column being referenced, and enter Surname in this field as the description, so that Surname appears on the Web page.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Web Section	Code of the Web section in which the data element exists. All data elements, excluding the questions, exist on a fixed data section on the Web. This minimizes the Web page load time and the Oracle database interaction time at any one time. Select the **Search** button for this field to access the Web Application Sections (STVWSCT) list. List Web Application Sections (STVWSCT)
Activity Date	Date on which the record was last updated. Display only.

Web Application Section Validation (STVWSCT) page

Updated: August 27, 2020

Use the Web Application Section Validation (STVWSCT) page to define Web application section codes and descriptions and to specify basic processing rules for each section of the Web page.

Information maintained on this page is used only in Student Self-Service admissions application processing. All data required to support the Banner® Web admissions application is delivered.

Please see the *Required System Values for Validation Pages* section in the *Validation Pages* chapter of the *Banner Student Use* content for a list of required system values for

this validation page.

Fields	Descriptions
Section Code	Code of the Web application section. This is the section of the Web page that will be available in your Banner Self-Service processing. When a Web application section code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the Web application section code record cannot be deleted. This is a required field. It is not validated in any way.
Description	Description of the Web application section.
Sys Req	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Image	Pathname for a graphics image or picture to be displayed in the section of the Web page. This field is optional and is not validated in any way. However, if the image label is not entered, no image will display within the associated section of the Web page.
Procedure	Label of the procedure that will be invoked when the associated section of a Banner Self-Service page is requested. This is a required field and is not validated in any way. However, if the procedure label entered does not represent a valid procedure, errors and other unpredictable results may occur.
Activity Date	Date on which the record was last updated. Display only.

Overall Configurable Page Field Validation (STVWSFD) page

Updated: August 27, 2020

The Overall Configurable Page Field Validation (STVWSFD) page is used to define the fields that can be configured on the Self-Service Registration pages. This validation page is used with the Overall Page and Field Configuration (SOAWSCR) page.

Field	Description
Code	Field code for the field item on the configurable Self-Service Registration page.
Description	Description of the field on the Self-Service Registration page.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the record cannot be deleted. When this check box is checked, it cannot be unchecked.

Overall Configurable Page Validation (STVWSPG) page

Updated: August 27, 2020

The Overall Configurable Page Validation (STVWSPG) page is used to define Self-Service Registration pages, sections of pages, and page panels that can be configured. This validation page is used with the Overall Page and Field Configuration (SOAWSCR) page.

Field	Description
Code	Page code (number) for the configurable Self-Service Registration page.
Description	Description of the Self-Service Registration page.
System Required	Check box used to specify whether this value is required by the system. If this check box is checked, the record cannot be deleted. When this check box is checked, it cannot be unchecked.

Web Self Service Options Validation (STVWSSO) page

Updated: August 27, 2020

Use the Web Self Service Options Validation (STVWSSO) page to create and update the self-service option codes for use with self-service transcript and enrollment verification requests.

Fields	Descriptions
Code	Code of the self-service option. When a self-service option code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the self-service option code record cannot be deleted. This field maps to `STVWSSO_CODE`. This is a required field.
Description	Description of the self-service option. This field maps to `STVWSSO_DESC`. This is a required field.
Charge	Monetary amount associated with the self-service option code. Valid values are any number from `00.00` to `9999999999.99`. This field maps to `STVWSSO_CHRG`. This is an optional field.
Issued To	Text to be inserted into the Issued To line on the paper transcript or the enrollment verification for this self-service option. For example, you might want the comment Hold for pickup to be printed in the Issued To line on the transcript or enrollment verification when the `HOLD` code is selected by the learner. This field maps to `STVWSSO_ISSUE_TO_COMMENT`. It is optional and defaults to null.
Printer Code	ID of the printer to be associated with any self-service transcript (SHRTRTC) or

Fields	Descriptions
	enrollment verification (SFRENRL) requests created using this self-service option. You can run the Academic Transcript Process (SHRTRTC) in sleep/wake mode, or run the Enrollment Verification Report (SFRENRL), specify this printer code in the appropriate parameter, and have all requests printed automatically on a designated printer. This field maps to `STVWSSO_PRNT_CODE`. It is an optional field. It is validated against GTVPRNT and defaults to null. Select the **Search** button for this field to access the Printer Validation (GTVPRNT) list. List Printer Validation (GTVPRNT)
User	ID of the user who last updated the record. This field maps to `STVWSSO_USER_ID` and is automatically updated anytime the **(Web Self-Service Option) Code**, **Description**, **Charge**, **Issued To**, and **Printer Code** fields are entered or updated. Display only.
Activity Date	Date on which the record was last updated. This field maps to `STVWSSO_ACTIVITY_DATE` and is automatically updated anytime the **(Web Self-Service Option) Code**, **Description**, **Charge**, **Issued To**, and **Printer Code** fields are entered or updated. Display only.

Student EOPS/CARE Withdrawal Reason Validation (STVWTHD) page

Updated: August 27, 2020

Use the Student EOPS/CARE Withdrawal Reason Validation (STVWTHD) page to create, update, insert, and delete codes which indicate a student's reason for withdrawing from the EOPS (Educational Opportunity Programs and Services) and CARE programs for the following term, as of the end of the reporting term.

Examples are Lack of Resources, Student or Family Problems, Discontinued (Academic Reasons). You can create or update these codes only from this page.

Fields	Descriptions
Code	Code of the EOPS/CARE withdrawal reason. When an EOPS/CARE withdrawal reason code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the EOPS/CARE withdrawal reason code record cannot be deleted.
Description	Description of the EOPS/CARE withdrawal reason.
Activity Date	Date on which the record was last updated. Display only.

EDI Verification Label Validation (STVXLBL) page

Updated: August 27, 2020

Use the EDI Verification Label Validation (STVXLBL) page to display codes and descriptions for EDI data verification labels which will be used when processing a variety of incoming EDI data.

Values in this table are not intended to be maintained locally. All required values will be delivered and will be inserted during the install process and through update scripts.

Please see the *Required System Values for Validation Pages* section in the *Validation*

Pages chapter of the *Banner Student Use* content for a list of required system values for this validation page.

Fields	Descriptions
EDI Label Code	Code of the EDI data verification label. This is used when validating and translating EDI data values to their equivalent Banner® codes. When an EDI data verification label code record has been saved, the code entered in this field cannot be changed. When this code has been used in any other record, the EDI data verification label code record cannot be deleted.
Description	Description of the EDI data verification label.
Sys Required	System Required. Check box used to specify whether this value is required by the system. If this check box is checked, the validation table record cannot be deleted. When this check box is checked, it cannot be unchecked.
Activity Date	Date on which the record was last updated. Display only.

Student Mail (SUAMAIL) page

Updated: August 27, 2020

This page is used to display and maintain details about correspondence with a person.

Correspondence may be entered directly on this page or this page may be updated through the Recruit Prospect Information (SRARECR) page, the Admissions Application (SAAADMS) page, the Admissions Decision (SAADCRV) page, the Quick Recruit (SRAQUIK) page, and the Quick Entry (SAAQUIK) page.

A person must first be added to the system through the Identification Page on any Banner® product. This page may be called from the Admissions Module forms SAAADMS, SAADCRV, and SAAQUIK, and from the Recruiting Module forms SRARECR and SRAQUIK.

Main window

Updated: August 27, 2020

The main window contains the key block and the Student Mail section.

Key block

Updated: August 27, 2020

Use this section to enter the ID of the student for whom you want to filter mail records.

Student Mail section

Updated: August 27, 2020

Use this section to view details about the student mail records. Use a Go button from the key block to access this section, and then use Go in Filter window to populate the section.

Fields	Descriptions
Admin ID	Administrative identifier, used for either the admissions application number for the applicant or the sequence number for the recruit, depending on the setting of the **Module** field. Use the **Search** button to display the application or recruiting summary information and return the administrative ID and term. When the **Module** field is set to Admissions, SAASUMI is displayed. When the **Module** field is set to Recruit, SRASUMI is displayed. If the **Module** field is set to another value, a Enter, Tab or Mouse function will take the user to the **Material** field, and will skip over the **Admin ID** field. List Admissions Application Summary (SAASUMI) page List Prospect Summary (SRASUMI) page

Global - SKAATSU

Updated: August 27, 2020

Attendance Tracking Setup (SKAATSU) page

Updated: August 27, 2020

Use this page to set up attendance tracking for CRNs, placements, and events.

There is a separate tab for each type of entity. You cannot navigate from tab to tab but must return to the key block to change entity type. When you save a record on this page, the system creates an SKRATTR record for each meeting for each individual associated with the entity. The SKRATTR records hold the attendance data entered using Self-Service or data load.

For CRNs only, if the CRN does not yet have meeting times or does not yet have registered students, when you save a record the system creates an SKBATTR record for the CRN.

Key block

Updated: August 27, 2020

Use this block to specify the type of entity for which you want to enter or display attendance tracking setup information.

Field	Description
Entity	Type of entity. Choices are *CRN*, *Placement*, and *Event*.

CRN section

Updated: August 27, 2020

This section is composed of the Selection block and the CRN Attendance Record Creation block.

Selection block

Updated: August 27, 2020

Use this block to specify the CRN(s) for the attendance tracking setup information you want to enter or display.

You can specify the CRN(s) based on one of the following:

- Subject only
- Subject and course
- Subject and term
- CRN and term
- Term only

Field	Description
Subject	Subject code.
Course Number	Course number.
Term	Term code.
CRN	Course reference number.

CRN Attendance Record Creation block

Updated: August 27, 2020

Use this block to enter or display attendance tracking setup information for the CRN(s) specified in the Selection block.

Field	Description
Term Code	Term code. Display only.
CRN	Course reference number. Display only.
Subject Code	Subject code. Display only.
Course Number	Course number. Display only.
Track Attendance	Check box used to specify whether attendance is to be tracked for this CRN and term combination. This defaults to cleared when a CRN and term combination is first accessed using this page.

Field	Description
	If the Track Attendance indicator is selected but the Attendance Records Exist check box is cleared, this indicates that only SKBATTR records exist for a CRN and term combination. If SKRATTR records already exist for a CRN and term combination (that is, the **Attendance Records Exist** check box is selected), the **Track Attendance** check box is selected. If the check box is cleared when records exist, the records in SKRATTR and SKBATTR will be deleted when you save the change.
Recording Method	Method by which attendance is to be tracked for this CRN and term combination. Values are the following: • `Default` Only exceptions (that is, absences) need to be entered, and data is entered at the hour level • `Manual` All attendance and absence is to be manually entered, and data is entered at the hour level • `Load` Attendance data will be loaded from a third-party application • `Yes/No` Attendance is entered on a yes/no basis • A value defaults into this field from the Default CRN Recording Method system parameter on the System Parameter (GKAKSYS) page.
Attendance Records Exist	Check box used to indicate whether SKRATTR records for this CRN and term combination exist. Display only.
Attendance Records Retention Date	Date on and after which the attendance records are not to be deleted when the student has a 'drop' registration status on the CRN. When a drop registration is used before this date, all attendance records are deleted for that student on that CRN. When a drop registration is used on or after this date, the attendance records

Field	Description
	for meetings on and after the drop date are not deleted unless the CRN is removed from a student's record.
Check All button	Select this button to select the **Track Attendance** check box for all CRN and term combinations displayed in the CRN Attendance Record Creation block.
Uncheck All button	Select this button to clear the **Track Attendance** check box for all CRN and term combinations displayed in the CRN Attendance Record Creation block.

Placement section

Updated: August 27, 2020

This section is composed of the Selection block and the Placement Attendance Record Creation block.

Selection block

Updated: August 27, 2020

Use this block to specify the placement(s) for the attendance tracking setup information.

You can specify the CRN(s) based on one of the following:

- Term only
- Placement only
- Term and Placement
- Term, placement, and number

Field	Description
Term	Term code.
Placement	Placement title.
Number	Placement number.

Placement Attendance Record Creation block

Updated: August 27, 2020

Use this block to enter or display attendance tracking setup information for the placement(s) specified in the Selection block.

Field	Description
Placement	Placement title. Display only.
Description	Description associated with the placement. Display only.
Term Code	Term code. Display only.
Number	Placement number. Display only.
Track Attendance	Check box used to specify whether attendance is to be tracked for this placement and term combination. This defaults to cleared when a placement and term combination is first accessed using this page. If SKRATTR records already exist for a placement and term combination (that is, the **Attendance Records Exist** check box is selected), the **Track Attendance** check box is selected. If the check box is cleared when records exist, the records will be deleted when you save the change.
Recording Method	Method by which attendance is to be tracked for this placement and term combination. Values are the following: • *`Default`* Only exceptions (that is, absences) need to be entered, and data is entered at the hour level • *`Manual`* All attendance and absence is to be manually entered, and data is entered at the hour level • *`Load`* Attendance data will be loaded from a third-party application • *`Yes/No`* Attendance is entered on a yes/no basis A value defaults into this field from the Default Placement Recording Method system parameter on the System Parameter

Field	Description
	(GKAKSYS) page.
Attendance Records Exist	Check box used to indicate whether SKRATTR records for this placement and term combination exist. Display only.
Check All button	Select this button to select the **Track Attendance** check box for all placement and term combinations displayed in the Placement Attendance Record Creation block.
Uncheck All button	Select this button to clear the **Track Attendance** check box for all placement and term combinations displayed in the Placement Attendance Record Creation block.

Event section

Updated: August 27, 2020

Use this section to enter or display attendance tracking setup information for events. This section displays all events set up in Banner.

Field	Description
Event Code	Event code. Display only.
Description	Description associated with the event code. Display only.
Track Attendance	Check box used to specify whether attendance is to be tracked for this event. This defaults to cleared when an event is first accessed using this page. If SKRATTR records already exist for an event (that is, the **Attendance Records Exist** check box is selected), the **Track Attendance** check box is selected. If the check box is cleared after records exist, the records will be deleted when you save the change.
Recording Method	Method by which attendance is to be tracked for this event. Values are the following: • `Default` Only exceptions (that is, absences) need to be

Field	Description
	entered, and data is entered at the hour level • *Manual* All attendance and absence is to be manually entered, and data is entered at the hour level • `Load` Attendance data will be loaded from a third-party application • `Yes/No` Attendance is entered on a yes/no basis A value defaults into this field from the Default Event Recording Method system parameter on the System Parameter (GKAKSYS) page.
Attendance Records Exist	Check box used to indicate whether SKRATTR records exist for the event. Display only.
Check All button	Select this button to select the **Track Attendance** check box for all.
Uncheck All button	Select this button to clear the **Track Attendance** check box for all.