



## Banner Student User Guide

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# Notices

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Ellucian  
2003 Edmund Halley Drive  
Reston, VA 20191  
United States of America

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# Contents

<b>System Overview.....</b>	<b>44</b>
Application Summary.....	44
Functions and Features.....	45
Application Flow.....	47
<b>Validation Reference.....</b>	<b>49</b>
Overall System Validation Forms Reference.....	49
Validation Forms Cross Reference.....	53
Required System Values for Validation Forms.....	54
Validation Forms Menu System.....	123
Validation Forms System Reference.....	123
<b>Course Catalog.....</b>	<b>162</b>
Building or Changing a Course Catalog.....	162
Course Contact Hours.....	162
Open Learning Registration and Course Catalog.....	162
Set Up New Course for Traditional and Open Learning Registration.....	164
Update Existing Course for Open Learning Registration.....	165
Creating a Continuing Education Catalog Entry.....	166
Maintaining Faculty Workload.....	166
Building Registration Restrictions on Courses.....	167
Campus Restrictions.....	168
Test Score and Prerequisite Restrictions.....	168
Using All Field of Study Types with Restrictions.....	170
Using Field of Study Type Codes with Restrictions.....	171
Sample Rules for Field of Study Codes and Types.....	173
Ending Field of Study Type Rules.....	174
Building Schedule Restrictions on Courses.....	174
Mutually Exclusive Courses.....	174
Implementation Steps.....	175
Set up Registration Error Checking for Mutually Exclusive Courses.....	175
Define Mutually Exclusive Courses.....	176
Course Detail Error Checking.....	177
Set up Registration Error Messages for Mutually Exclusive Courses.....	178
Use Registration Error Overrides with Mutually Exclusive Courses.....	178
Use Registration Processing with Mutually Exclusive Courses.....	178
Use Mass Registration Processing with Mutually Exclusive Courses.....	178
View Mutually Exclusive Courses in Self-Service.....	179
Use Voice Response Registration.....	179
Identify Students Affected by Courses Defined after Registration.....	179
Repeat/Equivalent Course Rules.....	179
Tuition Fee Waivers.....	180
Banner Course Data Extract Capabilities.....	181
Overview.....	181

Course Data Extract Processing.....	181
Course Data.....	181
Course Data Details.....	181
IMS Properties Object.....	182
The IMS Course Group Data Object.....	182
SCRRIMS Program Parameters.....	183
SCRRIMS Program Output Files.....	183
America's Learning Exchange with Banner.....	183
Catalog Extract and Load Processing.....	183
Exchanging Data for Transfer Articulation.....	184
Extracting Data for File Transmission.....	184
Importing External Data for Transfer Articulation.....	185
Updating Existing Imported Data.....	185
Storing Course Details, Descriptions, and Attributes.....	185
Copying Data to Another Institution.....	186
Using the Default Institution and Copy Options.....	186
Course Catalog Data Extract Process (SCRCATE).....	187
Transfer Catalog Data Import Process (SHRTCIM).....	190
Oracle Object Types.....	193
Catalog Reports.....	195
Configuring Zero Text Book Cost (ZTC) courses.....	195

## **Class Schedule..... 196**

Class Schedule Procedures.....	196
Create Term Controls.....	196
Creating Instructors.....	196
Building Available Rooms.....	197
Creating Campus Security.....	197
Create Future Term Schedule.....	197
Building/Changing Course Sections.....	199
Meeting Time/Room Assignments.....	199
Session Creation.....	199
Duplicate Section Creation.....	200
Duplicate Section for Same Term.....	200
Duplicate Section From One Term to a Different Term.....	202
Create Duration Units.....	203
Create Instructional Methods.....	204
Open Learning and Class Schedule.....	205
Set up an Open Learning Section.....	205
Additional Registration Information Table (SFRAREG).....	207
Update an Existing Section to be an Open Learning Section.....	208
Set Up Non-Open Learning Section.....	209
Set Up Section Fee Assessment, Extension, and Refunding Rules for Open Learning Courses.....	210
Faculty Assignments.....	211
Maintaining Section Comments.....	211
Reviewing Course Sections.....	211
Reviewing Building/Room Schedule.....	211
Producing a Schedule of Classes.....	213
Reviewing Enrollment Counts.....	213

---

Schedule Contact Hours.....	214
Calendar.....	215
Section Contact Hours.....	216
Section Weekly Contact Hours.....	216
Creating Cross List Definitions.....	217
Schedule Module Links.....	218
Corequisites.....	218
Link Processing.....	218
Create Section Contract Information.....	221
Creating/Modifying Restrictions on Sections.....	221
Test Score Restrictions and Prerequisites.....	222
Course Fee Assessment Rules by Level.....	222
Tuition & Fee Analysis by Course.....	222
Tuition Fee Waivers.....	223
Reserved Seating.....	224
When a Student Meets Multiple Rules.....	224
Curricula Hierarchy.....	225
Rule Data Entry.....	226
Reserved Seats Rules Totals.....	226
Overflow Rule Option.....	226
Querying Reserved Seats.....	227
Rolling Reserved Seats.....	228
Reserved Seats Rules Script - srssrresv.sql.....	228
Converting Existing Reserved Seats Rules.....	228
Maintain Academic Calendar.....	229
Maintain Attendance Accounting Method.....	231
Schedule Overrides.....	233
Block Scheduling.....	233
Schedule Module.....	233
Block Scheduling Example.....	235
General Student and Registration Modules.....	236
Reports and Processes.....	238
Sample Test Plan.....	238
Course Request Processing Operating Procedures.....	240
Scheduling Process Operating Procedures.....	241
Auto Scheduling Processing.....	241
Auto scheduling processing overview.....	241
Getting Started.....	242
Create your validation table entries.....	242
Define your campus.....	243
Define room attributes and characteristics for your classrooms.....	243
Record class location and required room characteristics at the subject level.....	244
Partitions.....	244
Room Attributes.....	244
Record class location and room characteristic overrides (if any) at the course, section, or meeting time level.....	245
Complete the class setup.....	245
Extract data from Banner.....	246
Review scheduler output.....	246
Update work table and review.....	246
Update class records in SSRMEET.....	247

---

Purge appropriate work table entries.....	247
Forms Used in Schedule25 Processing.....	247
Scheduling Status Code Validation Form (GTVSCHS).....	247
Partition Code Validation Form (GTVPARS).....	248
Subject Scheduling Rules Form (SSASBSH).....	249
Scheduling Tool Interface Control Form (SSACTRL).....	249
Scheduler Work Form (SSASCHW).....	249
Schedule Type Code Validation Form (STVSCHD).....	249
Building/Room Attribute Code Validation Form (STVRDEF).....	250
Building Definition Form (SLABLDG).....	250
Room Definition Form (SLARDEF).....	251
Attributes, Inactive Dates, and Comments Window.....	251
Basic Course Information Form (SCACRSE).....	251
Partition and Room Attribute Preferences Window:.....	251
Schedule Form (SSASECT).....	252
Meeting Time Window:.....	252
Section Scheduler Preferences Window:.....	253
Meeting Time Preferences Window:.....	253
Reports and Processes Used in Schedule25 Processing.....	254
Room Attribute Sequence Update Process (SSRATSQ).....	254
Schedule25 Work File Creation Process (SSRSCRM).....	254
Room Attribute File (phys.date).....	254
Partition File (part.dat).....	255
Room File (rooms.dat).....	255
Department Subject File (depts.dat).....	256
Control File (ctrl.dat).....	257
Class Descriptor File (datain.dat).....	257
Phantom Class Records.....	259
Work File Creation.....	260
Scheduler Work Table Update Process (SSRSCUP).....	260
Update Building/Room Process (SSRSCMT).....	261
Scheduler Work Table Purge Process (SSRSCPR).....	262
Class Schedule Report (SSRSECT).....	262
Schedule Purge Process (SSPSCHD).....	262
Term Roll Report (SSRROLL).....	262
Purge Process.....	263
Schedule Purge (SSPSCHD).....	263
Class Schedule Reports.....	263
<b>General Person.....</b>	<b>264</b>
General Person Procedures.....	264
Establish Person.....	264
Common Matching Processing.....	264
Setting Up Common Matching.....	265
How the Matching Process Works.....	266
New Records.....	266
Matched Records.....	267
Potentially Matched Records.....	267
Rule Examples.....	267
Matching Algorithm.....	268

---

How the Algorithm Works.....	269
Rule Indicators.....	270
Rule Priorities.....	270
Field Length Values.....	270
Primary Matching Logic.....	271
Secondary Matching Logic.....	272
Examples of Matching Algorithm Process and Results.....	273
Forms Used with Matching Process.....	275
Common Matching Entry Form (GOAMTCH).....	275
Wildcards and Special Characters.....	275
Button Detail.....	276
Key Block.....	277
Data Entry Block.....	278
Match Block.....	278
Potential Matches Block.....	279
General Person Identification Form (SPAIDEN).....	280
Quick Recruit Form (SRAQUIK).....	281
Quick Entry Form (SAAQUIK).....	281
Data Loads Used with Matching Process.....	281
Electronic Prospect Inquiry Form (SRIPREL).....	281
Electronic Prospect Match (SRRSRIN) and Migrate Electronic Prospects Process (SRRPREL).....	282
Electronic Application Process Form (SAAEAPS).....	284
Online Transcripts Activity List Form (SHAEDIS).....	285
Maintaining Multiple Telephone Numbers.....	286
STVATYP.....	287
STVTELE.....	287
Enter Biographic Information.....	288
Maintain Comments.....	288
Enter Emergency Contacts.....	288
Enter Medical Information.....	288
Maintain International Information.....	288
Add/Remove Holds.....	288
Schedule Appointments/Track Contacts.....	289
Support Services Processing.....	289
Produce List of Persons.....	290
General Person purge process.....	290
Address Purge (GPPADDR).....	290
Banner Student Interface to Banner Human Resources.....	291
General Person Reports.....	291
Creating a Population Selection.....	291
<b>Faculty Load.....</b>	<b>293</b>
Faculty Load Procedures.....	293
Faculty Workload Rules Creation.....	293
Faculty Information.....	295
Faculty assignments for Faculty Load.....	296
Faculty Contract Analysis.....	301
Multiple Contracts.....	301
Automatic PIN Creation.....	302

---

---

Automated Faculty Load and Compensation Processing.....	302
Building Job Labor Distribution Data for Courses.....	303
Building Job Labor Distribution Data for Sections.....	303
Tracking Compensation for Faculty Assignment Records.....	305
Using Position Numbers with Faculty Compensation.....	306
Full-Time Salaried Faculty.....	306
Part-Time Course-Based Faculty.....	307
Rolling Distribution Information.....	307
Faculty Security Menu and Term Availability.....	310
Set Up SOATERM.....	310
Processing Examples.....	311
Faculty Security Scripts.....	313
srsormenu.sql: Menu Report.....	313
srsorterm.sql: Term Selection Report.....	314
srsorfrm.sql: Summary Report.....	314
Faculty Security Process Rules.....	315
Obsolete GTVSDAX Rules.....	315
Modified GTVSDAX Rules.....	316
Conversion from GTVSDAX to SOAFACS.....	318
Modified GTVSDAX Rules and Corresponding Self-Service Pages.....	321
Faculty Member and Advisor Access to Self-Service.....	323
All Access to Self-Service.....	327
Check Order Functionality.....	327
Enforce Use of Check Order.....	328
Process Order.....	328
Check Order on STVPROC.....	329
Usage Examples.....	330
Use of the DISPLAYGRADES Rule.....	332
Override Process Rule Security for an ID.....	332
Faculty load purge process.....	334
Instructor Term Rule Purge (SIPASGN).....	334
Faculty load interface to Human Resources.....	334
Faculty Load Reports.....	334
<b>Location Management.....</b>	<b>335</b>
Location Management Procedures.....	335
Housing Room Assignment Using Building and Room Genders.....	335
Gender Specific Buildings.....	335
Gender Non-Specific Buildings.....	335
Housing Module Deposits.....	336
Housing Module Assessment.....	336
Batch Scheduling of Housing Assignments.....	339
Assignment Roll Process.....	344
Housing Letter Generation and Population Selection.....	344
Dynamic Parameter.....	346
Housing Population Selection.....	346
Location management purge process.....	347
Housing Purge (SLPHOUS).....	347
Location Management Reports.....	347
Creating a Population Selection.....	347

---



---

<b>Recruiting.....</b>	<b>349</b>
Recruiting Procedures.....	349
Add/Maintain Prospects.....	349
Add/Maintain Test Scores.....	349
Add/Maintain High School Data.....	350
Add/Maintain Prior College Data.....	350
Review Prospects.....	350
Assign/Review Recruiter's Appointments and Visits.....	350
Establish Source, High School, or College.....	351
Build Statistical Information for a Source or Background Institution.....	351
Review Prospects and Visits by Source.....	351
Produce System-Generated Letters.....	351
Analyze Recruiting Enrollment.....	351
Print/Delete Recruits Who Did Not Apply.....	352
Appointment Scheduling.....	352
Communication Plan Processing.....	353
Communication Plan Processing Overview.....	353
Introduction.....	353
How Processing is Called by Module.....	354
Determining Material Recipients.....	355
Defining Materials and Rules.....	356
Using Material Groups.....	357
Associating Materials with Plans.....	357
Using Communication Plans.....	357
Using the Communication Plan Change Window.....	358
Using the Collector File.....	360
Assigning Communication Plans.....	361
Implementing Communication Plans.....	362
Validation Forms.....	362
Application Rule/Control Forms.....	362
Report/Process.....	362
Electronic Prospects Processing.....	366
Processing Steps.....	366
Web Prospect How I Learned About Validation Form (STVLEND).....	367
Electronic Prospect Validation Form (STVPREL).....	367
Web Acknowledgment Validation Form (STVWACK).....	367
Web Prospect Information Selection Validation Form (STVWPIC).....	367
Electronic Prospects Default Options Form (SRAPRED).....	368
Web for Prospects Acknowledgment Letter Form (SRAWACK).....	368
Web for Prospects Display Rules Form (SRAWPDS).....	369
High School and Prior College Lists.....	369
Web for Prospects Selection Rules Form (SRAWPRO).....	370
Electronic Prospect Detail Form (SRAPREL).....	370
Test Scores/Interests/Learned Window.....	371
Requested Materials Window.....	371
Recruit Prospect Information Form (SRARECR).....	371
Comments/Learned Window.....	371
Electronic Admissions Application Rules Form (SAAERUL).....	372
Rules on SAAERUL.....	373

---

---

New Recruit Data.....	373
New Address Data.....	374
New Phone Data.....	374
Web for Prospects Phone and Address Data.....	374
SAAERUL Rules.....	375
Data Load and Match Processing.....	392
Overview of Banner Student External Load and Match Process.....	392
External Load Processes.....	393
Setting up Rule Restrictions on GORCMRL.....	393
Using the Common Matching Algorithm.....	394
How the Matching Process Works in Banner Student.....	394
New Records.....	394
Matched Records.....	394
Potentially Matched Records.....	395
Rule Examples.....	395
Matching Algorithm - Primary and Secondary Matches.....	396
How the Algorithm Processes Rules.....	396
Rule Indicators.....	397
Rule Priorities.....	397
Field Length Values.....	398
Suggested Rules.....	398
Primary Matching Logic.....	399
Secondary Matching Logic.....	401
Examples of Matching Algorithm Process and Results.....	401
Search and Test Score Data Load.....	403
Use of PIDM In Data File.....	404
Handling of IDs in Temporary Table.....	405
Overall Process.....	405
Option 1: Batch Load.....	406
Option 2: Individual Record Loads.....	407
Purging Records.....	409
Other Optional Processes Related to Data Load.....	409
SAT Recentering Process (SOPSATS).....	409
Communication Plan Processing Report (SORCPLN).....	411
Steps for Individual Record Data Load Processing.....	411
Steps for Batch Data Load Processing.....	412
API Errors on SRRPREL, SRRSRIN, and SRIPREL.....	412
Loading Records Using SRRPREL.....	412
Loading Records Using SRRSRIN.....	413
Matching and Loading Records Manually Using SRIPREL.....	413
Major Code Errors.....	413
Data Load Processing for Nation Codes Using APIs.....	413
Creation of New Records and Display of Associated Messages.....	414
Processing Percentiles.....	415
Search Tape View (SRVPREL).....	416
Electronic Prospect Validation Form (STVPREL).....	416
Electronic Data File and Tape Validation Form (STVTAPE).....	417
Tape Field Names Validation Form (STVTPFD).....	417
Electronic Prospects Default Options Form (SRAPRED).....	417
Tape Field Position Rule Form (SRATPFD).....	418
Tape File Delimiter Type Rules Form (SORDLIM).....	418

---

---

Tape File Test Score Controls Form (SRATPTS).....	418
Electronic Prospect Detail Form (SRAPREL).....	419
Electronic Prospect Inquiry Form (SRIPREL).....	419
Common Matching Entry Form (GOAMTCH).....	420
Electronic Prospect Load (SRTLOAD).....	422
Loading User-Defined Activity Codes.....	426
SRTLOAD Process Results with PIDM.....	427
Data Load PIDM Matches Banner PIDM.....	427
Data Load PIDM Does Not Match Banner PIDM.....	427
Matching on Middle Name.....	427
Student Search Service Data Load and SRTLOAD.....	428
SAT and PSAT/NMSQT Majors.....	428
Using Tape Code SSS_SEARCH.....	429
SSS_Search File Format.....	432
Field Positions on SRATPFD.....	432
Using Additional ID with SSS_SEARCH.....	434
Example Conversion Code Setup.....	435
Run SRTLOAD with Additional ID.....	436
Electronic Admissions Application Rule for Loading an Alternate ID.....	436
Migrate Electronic Prospects with Additional ID.....	437
Match Electronic Prospects with Additional ID.....	437
SSS_Search File Format.....	438
Reporting Changes.....	438
Use of prospect codes on SRAPRED.....	439
SSS_SEARCH.....	439
Race and Ethnicity Fields.....	439
Set up Race Mapping on SOTCNVT.....	440
Tape Load Code.....	440
Electronic Prospect Code.....	441
SSS_SEARCH file layout.....	441
SAT File Format.....	442
SAT File Format.....	443
Use of Layout Code versus Prospect Code.....	444
Use of prospect codes on SRAPRED.....	444
SAT15.....	444
SAT.....	445
Reporting Changes.....	445
SAT ID.....	446
Race and Ethnicity Fields.....	446
Set up Race Mapping on SOTCNVT.....	447
Tape Load Code.....	447
Electronic Prospect Code.....	447
Tape Field Names.....	448
New Test Score Percentile Codes.....	450
Test Score to Percentile Crosswalk.....	453
Test scores.....	455
SAT File Layout.....	457
PSAT File Format.....	468
Electronic Prospect Match (SRRSRIN).....	469
Using the Auto Load Parameter.....	470
Duplicate Processing and the Auto Load Parameter.....	471

---

---

Migrate Electronic Prospects Process (SRRPREL).....	471
Processing Incoming Data Load Information.....	472
Electronic Admissions Application Rules Form (SAAERUL).....	472
Rules on SAAERUL.....	473
New Recruit Data.....	473
New Address Data.....	474
New Phone Data.....	474
Web for Prospects Phone and Address Data.....	474
SAAERUL Rules.....	475
Electronic Prospect Purge (SRTPURG).....	493
Tape Code Conversion Form (SOTCNVT).....	493
Race/Ethnicity Conversion.....	496
Using PCU Data Load.....	496
Loading Records to Banner.....	497
Forms Used with PCU Data Load Processing.....	497
Tape Field Names Validation Form (STVTPFD).....	497
Tape Field Position Rule (SRATPFD).....	497
Electronic Prospect Detail Form (SRAPREL).....	497
Electronic Prospect Inquiry Form (SRIPREL).....	497
Tape Code Conversion Form (SOTCNVT).....	498
PCU Term Code SOTCNVT Conversions.....	498
Processing and Validation of Student Type.....	498
Setup Steps on SOTCNVT.....	499
Reports Used with PCU Data Load Processing.....	499
Electronic Prospect Load (SRTLOAD).....	499
Electronic Prospect Match (SSRSRIN).....	501
Migrate Electronic Prospects Process (SRRPREL).....	501
Electronic Prospect Purge (SRTPURG).....	502
Using ACT Data Load.....	502
Updating the Canadian Nation Code in STVNATN or SOTCNVT or both.....	503
Reviewing the State Code List.....	503
Loading Multiple Records.....	503
Viewing Present Test Location on SRAPREL.....	503
ACT File Format.....	504
File Updates.....	504
Conversion of Codes.....	505
Percentiles Associated with Test Scores.....	507
ACT File Format.....	512
ACT File Format.....	512
Use of Layout Code versus Prospect Code.....	513
Use of prospect codes on SRAPRED.....	513
ACT15.....	513
ACT.....	513
ACT ID.....	513
Test Scores.....	514
Tape Load Code.....	515
Electronic Prospect Code.....	515
Tape Field Names.....	515
ACT File Layout.....	516
ACT EOS File Format.....	517
ACT EOS File Format.....	517

---

---

Using Peterson Data Load.....	517
Using SRTLOAD With Peterson Data Load.....	518
First and Second Occurrence of Phone Number.....	518
Saved Parameter Sets.....	519
Job Submission Navigation Tips for Multiple Telephone Type Codes.....	519
Peterson File Format.....	520
GRE File Format.....	520
Additional Fields.....	520
Modified Fields.....	521
Revised General Test Codes.....	522
Intended Graduate Major Field Code.....	522
Examinee's ISO Country Code.....	523
Examinee's Telephone Number.....	523
Tips for Loading GRE Phone Numbers.....	523
Load Telephone Information.....	524
Match and Push Phone Information.....	524
Manual Match for New ID with Manual Push.....	524
Manual Match for Selected ID with Manual Push.....	525
Manual Match to Update ID with Manual Push.....	525
Batch Process Match with Batch Push.....	525
Batch Process Match with Manual Push.....	525
GRE File Format.....	526
Test Scores.....	526
Test Day.....	527
GMAT File Format.....	528
GMAT Load Unique ID Number and Additional ID.....	529
Example Conversion Code Setup.....	530
Run SRTLOAD with Additional ID.....	530
Electronic Admissions Application Rule for Loading an Alternate ID.....	531
Migrate Electronic Prospects with Additional ID.....	532
Match Electronic Prospects with Additional ID.....	532
Banner Recruiter Integration.....	532
Processing Summary.....	533
Send Prospects and Applications from Recruiter to Banner.....	533
Provision Recruiter with Banner Data.....	534
Provision Other Validation Data.....	535
Send Information from Banner to Recruiter.....	536
Event Rules that Support Recruiter Funnel Processing.....	536
ERP ID and Application Status Events.....	537
RECRUITER_ERP_ID.....	537
RECRUITER_APPLICATION_STATUS.....	537
Admit Date Events.....	538
RECRUITER_ADMIT_DATE_INSTACCEPT.....	538
RECRUITER_ADMIT_DATE_APPLACCEPT.....	539
Confirmed Date Events.....	540
RECRUITER_CONFIRMED_DATE_REGISTERED.....	540
RECRUITER_CONFIRMED_DATE_DECISIONCODE.....	541
Configure the RECRUITER_CONFIRMED_DATE_DECISIONCODE Event.....	541
RECRUITER_CONFIRMED_DATE_DEPOSITPAID.....	542
Configure the RECRUITER_CONFIRMED_DATE_DEPOSITPAID Event.....	543
Enrolled Date Events.....	544

---

---

RECRUITER_ENROLLED_DATE_APPLACCEPT.....	544
RECRUITER_ENROLLED_DATE_REGISTERED.....	545
RECRUITER_ENROLLED_DATE_DECISIONCODE.....	546
Configure the RECRUITER_ENROLLED_DATE_DECISIONCODE Event.....	547
Banner Recruiter Integration Flow.....	548
Processing Details.....	548
Banner Setup Steps.....	548
Provision Data.....	549
Provision Prospect Data.....	549
Provision Validation Data.....	553
Link Records Across the Systems.....	554
Break the Link Between the Systems.....	555
Use Financial Aid Data.....	556
Use Supplemental Items and Checklists.....	556
Data Notes.....	557
SSN/SIN Data.....	557
Admissions Applications Processing.....	557
Application Type of Withdrawn.....	557
Send Admissions Decision from Recruiter.....	558
Temporary Addresses on Application.....	558
Crosswalk Conversion Values.....	558
Conversion Translations.....	558
Hardcoded Values.....	558
Mapping Values.....	560
Source/Background Institution Code Conversion.....	562
Unlisted High Schools and Colleges.....	562
Electronic Admissions Application Rules.....	562
SAAERUL Rules Used for the Integration.....	564
Data Loaded to Banner.....	578
Identification Data.....	578
Biographic and Demographic Data.....	579
Race Codes.....	579
Relationship Data.....	580
Addresses.....	581
International Addresses.....	581
Telephone Numbers.....	582
Telephone Number Fields.....	583
Email Addresses.....	583
Extracurricular Activities and Interests.....	584
Admissions Applications.....	585
Curriculum and Academic Program Data.....	585
Generate Academic Programs.....	586
Repopulating Banner.....	587
Alternate Sample SQL for Generating Academic Programs.....	587
Prospects.....	588
High Schools.....	589
Prior Colleges.....	590
Proposed Application Decisions.....	590
Test scores from Recruiter to Banner.....	591
Manage the Integration.....	592
Extend the Integration.....	593

---

Technical Information.....	594
Banner Tables.....	594
Packages.....	595
Multi-Entity Processing.....	595
MEP and Banner Tables.....	596
MEP and Provisioning.....	597
Banner Document Management (BDM).....	597
Additional Seed Data.....	597
Electronic Prospect Load Validation Form (STVPREL).....	598
EDI Rule Group Validation Form (STVEGRP).....	598
Interface Validation Form (STVINFC).....	598
Recruiter Integration Configuration Table (SRBRCFG).....	599
Business Rule Process Code Validation Table (GTVSQPR).....	599
Business Rule Code Validation Table (GTVSQRU).....	599
Business Rule Parameter Code Validation Table (GTVSQPA).....	600
Business Rules Table (GORRSQL).....	600
Recruiting Reports.....	600

## **Admissions..... 602**

Admissions Procedures.....	602
Build Admission Credentials.....	602
Build Automated Decision Rules.....	603
sakdcsn.p_process_decsn.....	603
Significant Decision Codes.....	604
Not Significant Decision Codes.....	604
Institutional Acceptance Decision Codes.....	604
Inactive Application Decision Codes.....	604
Applicant Acceptance Decision Codes.....	605
Review Decision Rules.....	608
Create Application.....	608
Application Preference Number.....	609
Enter/Calculate Decision on Applicant.....	609
Multiple Applicant Acceptance Decisions.....	610
Add/Maintain Test Scores.....	612
Add/Maintain High School Data.....	613
Add/Maintain Prior College Data.....	613
Maintain Guardian Information.....	613
Add Student Through Quick Entry.....	613
Review Application Data.....	614
Letter Generation—Letters, Paragraphs, and Variables.....	614
Banner Student System Users.....	614
Recruiting Letters.....	614
Dynamic Parameters.....	614
Paragraphs.....	615
Variables.....	615
Admissions Letters.....	617
Dynamic Parameters.....	617
Paragraphs.....	618
Variables.....	618
Notes on Variables for Recruiting and Admissions.....	621

---

+ Multiple Returns Possible.....	621
* Subquery Variables.....	621
Additional Dynamic Parameters for Delivered Variables.....	621
Build Curriculum Definition.....	622
Concurrent Curricula Processing.....	622
Mass Entry Processing.....	622
Study Path Processing.....	622
Duplicating An Admissions Application.....	623
Admissions Application Set-Up Procedures for Banner Self-Service.....	623
Procedures Used in Self-Service Admissions Processing.....	638
Routines Used in Self-Service Admissions Processing.....	641
Rule Groups Used in Self-Service Admissions Processing.....	649
Delivered Rule Groups Used in Self-Service Admissions Processing.....	650
Cross-Reference Labels Used in Self-Service Admissions Processing.....	668
Address Hierarchy Rules for Credit Card Payment.....	677
Identify Payment Profile for Credit Card Payment.....	678
Include Cell Phone with Self-Service Admissions Applications.....	678
Processing Self-Service Admissions Applications.....	679
Overall Process.....	680
Detailed Steps.....	680
Update Null SSN during Admissions Push Process.....	684
Manually Matching, Verifying, and Pushing Electronic Applications.....	684
Changing PINs.....	688
Review Applicant Information.....	688
Pushing Test Score Information.....	688
Addresses in Banner and Entered on the Web.....	690
Quick Start Set-Up Procedures for Banner Student Self-Service.....	691
Overview.....	691
Processing Steps.....	691
Behind the Scenes.....	692
Application Status Errors and Resolutions.....	693
Using Accept Admissions Offer in Self-Service.....	697
Processing.....	698
SAAERUL Rules.....	699
Set-Up Steps.....	701
Admissions and Curriculum Processing in Banner Self-Service.....	702
Pushing Curriculum Data.....	703
Setting Up Curriculum Processing for Self-Service Applications.....	704
TS 189 Upload (SAR189U) of Electronic Applications.....	707
EDI Smart Requirements.....	708
Overall Data Requirements.....	708
Overview of Peterson Admissions Application Processing.....	708
EDI Set-Up Procedures.....	709
Procedures Used in EDI Processing.....	717
Routines Used in EDI Processing.....	721
Rule Groups Used in EDI Processing.....	728
Delivered Rule Groups Used in EDI Processing.....	730
Cross-Reference Labels Used in EDI Processing.....	752
Receiving EDI Applications (to Temporary Tables).....	759
Processing EDI Applications.....	759
Overall Process.....	760

---



---

Detailed Steps.....	760
Manually Matching, Verifying, and Pushing Electronic Applications.....	763
Race/Ethnicity Processing.....	766
Prerequisites.....	766
Processing Checklist.....	767
Processing.....	768
Race/Ethnicity Functionality for AMCAS.....	769
Using the Electronic Prospect Load (SRTLOAD).....	770
Purging Data.....	771
Self-Service Race and Ethnicity Survey.....	771
Survey Questions Presentation.....	772
AMCAS (American Medical College Application Service) Load Procedures Using SRTLOAD.....	772
Introduction.....	772
AMCAS Application Load Processing Set-up.....	774
AMCAS Application Load Processing and Reporting Procedures.....	799
Banner Programs.....	800
Banner Forms and Tables.....	800
Steps to be Followed in AMCAS Load Processing.....	808
Common Matching for AMCAS Processing.....	810
AMCAS Report Detail.....	811
AMCAS File Format.....	812
Using the 2008 Tape Code.....	813
Additional Field Name Values, Flag Descriptions, and Fields.....	813
AMCAS Field Notes.....	813
Setup Checklist.....	814
AMCAS File Format.....	815
AMCAS File Format.....	815
AMCAS File Format.....	817
Use of Layout Code versus Prospect Code.....	817
Use of prospect codes on SRAPRED.....	818
AMCS15.....	818
AMCS.....	818
Use of 100th Percentile.....	818
Test Scores.....	818
Tape Load Code.....	820
Electronic Prospect Code.....	821
Data File Code.....	821
Test Score Percentile Codes.....	821
Tape Field Names.....	822
Tape File Test Score Controls.....	824
AMCAS File Layout.....	824
AMCAS Admissions Action File Creation.....	838
Overview.....	838
Flat File Process.....	838
Submitting Actions through FTP.....	839
HDR Segment.....	840
ADM Segment.....	840
END Segment.....	841
Log File.....	842
AMCAS Extract File Process (SARAMXF).....	842

---

---

AMCAS Date Purge (SARAMDP).....	843
AMCAS Views.....	843
SAVAMCD View.....	844
SPRIDEN Identification Table.....	844
SPRADDR Address Repeating Table.....	844
SPRTELE Telephone Repeating Table.....	844
SPBPERS Basic Person Base Table.....	844
GORVISA Visa Information Table.....	845
GOREMAL E-mail Address Table.....	845
SORDEGR Prior College Degree Table.....	845
SORMAJR Prior College Major Repeating Table.....	845
SARADAP Admissions Application Repeating Table.....	845
SABSUPL Application Supplemental Information Base Table.....	846
SAVAMCT View.....	846
SPRIDEN Identification Table.....	847
SARADAP Admissions Application Table.....	847
SARERUL Electronic Admissions Application Rules Table.....	847
STVEGRP EDI Rule Group Validation Table.....	847
SORTEST Test Score Table.....	847
SORCRSS Person Course Summary Types Table.....	848
SORGPAT Person GPA Types Table.....	848
SAVAMC2 View.....	848
SPRIDEN Identification Table.....	848
SARADAP Admissions Application Table.....	849
SARAPPD Application Decision Table.....	849
SABSUPL Admissions Supplemental Data Table.....	849
SORXREF Cross-reference Rules Table.....	849
Selective Admissions - Communication Load and Removal.....	849
Overview.....	849
Communication Load Process (SURLOAD).....	850
Log File.....	850
Communication Removal Process (SURDELT).....	850
Log File.....	851
Selective Admissions - Secondary School Tracking.....	851
Overview.....	851
Source/Background Institution Summary Form (SOASBSM).....	852
Prior College Enrollment Summary Form (SOAPCSM).....	852
Source/Background Summary Report (SORSBSM).....	853
Prior College Summary Report (SORPCSM).....	853
Source/Background Institution Summary View (SOVSBGI).....	853
Prior College Summary View (SOVPSCM).....	854
Selective Admissions - Admissions Rating/Batch Entry.....	855
Overview.....	855
Admissions Rating Type Validation Form (STVRATP).....	855
Admissions Rating Type Rules Form (SAARRCT).....	855
Admissions Rating Form (SAARRAT).....	856
Admissions Decision and Rating Batch Entry Form (SAADCBT).....	856
Admissions Decision Form (SAADCRV).....	856
Admissions Decision Rules Form (SAADCSN).....	856
Rating Audit Report (SARDCBT).....	856
Admission Decision Criteria Report (SARDCSN).....	858

---

Admit Decision Calculation Report (SARBDSN).....	858
Admissions Purge Process (SAPADMS).....	858
Data Load and Match Processing.....	858
Selective Admissions - Search and Test Score Data Load.....	858
Selective Admissions - Regionalization.....	858
Overview.....	858
Overall Process Flow.....	859
Administrative Role Code Validation Form (STVRADM).....	860
Enrollment Planning Service Code Validation Form (STVEPSC).....	860
Administrator Assignment Data Element Validation Form (STVADDA).....	860
Administrator Role Rules Form (SOAADAS).....	860
Enrollment Planning Service Rules Form (SOAEPSC).....	861
Administrator Assignment Search Form (SOIAROL).....	861
Administrator's Assignments Form (SOAAINF).....	861
Assign Administrator Window.....	862
Administrator Role Form (SOAAROL).....	862
Source/Background Institution Geographic Form (GOASGEO).....	862
Geographic Regions/Divisions by ID Form (GOAPGEO).....	862
Administrator Assignments Process (SORAINF).....	862
Person Geo Region/Divisions Report (GORPGEO).....	863
SBGI Geo Region/Divisions Report (GORSGEO).....	863
High School/College Administrator Assignments View (SAVADAS1).....	863
Selective Admissions - Process Geographic Regions, Administrators, and Ratings.....	863
Setup steps.....	863
Selective Admissions Purge Process.....	867
Admissions Purge (SAPADMS).....	867
Admissions Reports.....	867
Creating a Population Selection.....	868
<b>General Student.....</b>	<b>870</b>
General Student Procedures.....	870
Review/Change Current Student Information.....	870
Athletic Compliance Processing.....	871
Processing Overview.....	871
Set Up Values Used with Athletic Compliance Processing.....	871
Enter and Update Compliance (Sport) Records.....	872
Steps to Enter Compliance Records Without Competition Data.....	873
Enter and Update Competition Records.....	874
Steps to Enter Compliance Records With Competition Data.....	875
Enter and Update Athletic Attributes.....	876
Enter and Update Athletic Comments.....	877
Enter and Update Athletic Eligibility Information.....	877
Enter and Update General Comments.....	877
Enter and Update Admissions Information.....	877
Enter and Update Transfer Information.....	877
Perform Mass Entry for Compliance (Sport) Records.....	878
Copy Compliance (Sport) Records to Future Terms.....	878
Search on SGAMSPT.....	878
Copy on SGAMSPT.....	879
Insert or Update on SGAMSPT.....	879

Copy on SGASPR	880
Sample Rules for Insert, Update, and Copy	882
Insert and Update Compliance (Sport) Records	882
Copy Records Individually	883
Insert and Update Records Through Mass Entry Processing	883
Delete Compliance (Sport) Records	883
Query on Athletic Competition Information	884
Track Athletic Academic Progress	886
Banner Views Used with Athletic Compliance Processing	886
Athletic Compliance Sport Records by Term and ID View (SGVATPT)	886
Athletic Compliance Sport Records View (SGVISPT)	886
Student Right to Know Reporting	887
Assign Cooperative Education Program	895
Assign Education Opportunity Programs and Services	895
Establish Student Classification	895
Class Standing	896
Add/Maintain Test Scores	896
Add/Maintain High School Data	897
Add/Maintain Prior College Data	897
Review Student Data	897
Review Veterans Data	897
Cooperative Education (Co-op) Tracking	898
Overview	898
Tracking Co-ops	898
Validation Form Set-up	898
Using SGACOO for Co-ops	898
Using SFAREGQ for Co-ops	900
Using SHATCKN for Co-ops	900
Using the Grade Roll Process for Co-ops	900
Purge Processes	901
General Student Purge (SGPSTDN)	901
Cooperative Education Purge (SGPCOOP)	901
Hold Purge (SGPHOLD)	901
General Student Reports	901
Creating a Population Selection	902

## **Registration..... 904**

Registration Procedures	904
Registration Tables to be Updated Each Semester	904
Mainline Edit Registration	905
Overview	905
Registration Access Control Table (SFRRACL)	905
Registration Temporary Table (SFTREGS)	906
Registration Processing	906
Starting Registration	906
Saving Registration	906
Ending Registration	907
GTVSDAX Rule	907
Common Procedures	908

---

sfkedit.sql, Packaged Procedures for Registration Edits and Base-Table Updates/Insert.....	908
Registration Error Messages.....	909
Enrollment Count Scripts.....	916
Enrollment Count Audit Trail.....	918
Audit Process.....	919
GTVSDAX Rule.....	920
Implement Optional Section Audit.....	920
Find Count Discrepancies.....	920
Enrollment Count Audit Script.....	921
Create Term Controls.....	922
Set Up Registration Hours.....	922
Define Registration Statuses for Student and Course.....	924
Student Registration Status and Course Registration Status.....	924
Define Codes.....	924
Define Rules.....	925
Flags on STVRSTS.....	925
Student Levels Versus Course Levels in Registration.....	926
Registration Course Error Flags.....	926
Build Tuition and Fees.....	927
Special Part-of-Term Processing.....	927
Assess Additional Fees.....	928
Assess Tuition and Fees.....	928
Registration Fee Assessment Processing.....	929
Overview.....	929
Define Charges Based on Course Registration Records.....	930
Assessment Methods.....	931
Reporting, Viewing, Auditing, Trouble Shooting, and Purging Fee Assessment.....	931
Course Catalog.....	932
Class Schedule.....	932
Term Control.....	933
Registration and Enrollment Status.....	934
Course Registration Status Code Validation Form (STVRSTS).....	934
Course Registration Status Form (SFARSTS).....	934
Enrollment Status Code Validation Form (STVESTS).....	935
Enrollment Status Controls Form (SFAESTS).....	935
Manually Updating Existing Registration Status Codes.....	935
Storing Related Values and Options.....	936
Setting Up Non-Refundable Fees.....	937
Maximum Limits.....	937
Registration Fee Assessment Rules.....	937
Copying Rules to New Term.....	938
Audit History.....	939
Fee Assessment Audit History Records from Batch.....	939
Per Credit, Flat, and Flat Plus Per Credit (Overload) Processing.....	940
Per Credit.....	940
Flat and Flat Plus Per Credit (Overload) Processing.....	941
Per Credit Charging.....	941
<b>Scenario 1: Flat Charges versus Per Credit with a Maximum Charge</b> .....	941
Old Rule Set-Up Charges.....	941
Alternative Rule Set-Up for Flat Charging.....	942

---

---

Scenario 2: Overload Charging.....	943
Non-Refund by Total and Multiple Flat Rules.....	944
Multiple Flat Rules GTVSDAX Rule.....	947
Old Rule Set-Up for Overload Charges.....	947
Alternative Rule Set-Up for Overload Charges.....	948
Fee Assessment Using the Assess by Course Indicator.....	949
Using Assess By Course With Part-of-Term Processing.....	949
Examples of Part-of-Term Processing.....	950
Example 1 - Ken Jones.....	950
Example 2 - Ken Samuels.....	951
Track by CRN.....	952
Definition and Use of Registration in SFAFMAX.....	952
Use of View Students Classes and Charges on SFAREGF.....	953
Fee Assessment Processing Steps - Refunding by Course.....	953
Using Optional Swapping Processing with Refunding by Course.....	956
Refund by Course Processing and Examples.....	956
Swapping and Section Fees Examples.....	958
Swapping and Non-Refundable Fees Example.....	959
Refunding By Registration Enrollment Status.....	959
Minimum/Maximum Rules.....	960
How Fee Assessment Processes Refunds by Enrollment Status.....	960
Refunding by Total.....	960
Special Migration Considerations For Institutions Using Refunding By Total.....	961
Calculation Differences For Refunding by Total Refunds.....	961
Using Optional Swapping Processing with Refund by Total.....	963
Refund by Total Processing and Examples.....	964
Refunding Using Combined Flat and Overload Rules.....	965
Refunding When Overload Rules Are Used.....	972
Refunding and Variable Credit Hours.....	972
Example 1: Variable hours are not changed.....	973
Example 2: Variable hours are changed.....	973
Example 3: Variable hours are changed within a flat charge period.....	974
Registration Activity Processing Order.....	975
Examples of Registration Activity Processing Order.....	975
Drop/Delete Processing.....	979
Examples of Drop/Delete Processing.....	980
Batch Fee Assessment – Creating the First Audit History Records.....	982
Banner Views Used in Fee Assessment.....	982
SFVFAUD View.....	982
SFVREGD View.....	982
Fee Assessment Report (SFRFEES).....	983
Fee Assessment Script Set.....	984
Overview.....	984
Description of Scripts.....	984
How to Run the Scripts.....	987
Files Produced by the Scripts.....	988
.csv Files.....	989
Using the Purge Process.....	990
Updating Records with Incorrect Assessments.....	990
Registration Fee Assessment and Open Learning Courses.....	991
Refunding Rule Setup.....	991

---

---

Examples of Simple Section Level Fee Assessment.....	992
Section Setup.....	992
Examples of Simple Section Level Refunding.....	993
Refunding by Percent Complete (Rule Set 1).....	993
Refunding by Duration Complete (Rule Set 2).....	994
Examples of Section Level Refunding for Traditional Type Courses.....	994
Refunding by Percent Complete.....	995
Refunding by Duration Complete.....	995
Extension Fee Processing.....	996
Extension Refunding Processing.....	996
Processing Algorithms.....	997
Percent Complete Calculation.....	997
Duration Complete Calculation.....	998
Examples of Individual Extension Refunding.....	998
Refunding by Percent Complete.....	999
Refunding by Duration Complete.....	999
Examples of Extension Refunding for Dropped/Withdrawn Course.....	999
Section Setup.....	999
Refunding by Percent Complete with Extensions (Rule Set 1).....	1000
Refunding by Duration Complete with Extensions (Rule Set 2).....	1000
Registration Fee Assessment and Study Paths.....	1000
Set up Study Paths with Fee Assessment.....	1000
Registration Fee Assessment Combined Fee Assessment Process.....	1001
Fee Assessment Functionality.....	1001
Tuition and Fee Refunding Functionality.....	1001
Register Students.....	1003
Open Learning Registration.....	1005
Set Up Open Learning Rules.....	1005
Register for an Open Learning Course.....	1007
Create an Extension for an Open Learning Course.....	1008
Drop or Withdraw from an Open Learning Course.....	1009
Drop or Withdraw from an Extension.....	1009
Using Usage Cutoffs.....	1010
Processing Examples.....	1011
Calculating the Learner's Completion Rate.....	1011
Calculating the Usage Cutoff Percentage.....	1012
Calculating the Usage Cutoff Duration.....	1013
Report and Update Scripts.....	1014
Enrollment Verification Processing.....	1014
Selection of Concurrent Curricula Enrollment Verification Data.....	1015
Execution of Curriculum Conversions.....	1016
Time Status and Enrollment Verification.....	1016
SSN/SIN/TIN, ID, and Birth Date Format Masks.....	1017
SSN/SIN/TIN and ID.....	1017
Dates/Birth Dates and Times.....	1018
Self-Service Request and Payment Options.....	1020
Enrollment Verifications Submissions in Banner Self-Service.....	1021
Schedule/Invoice/Statement Options.....	1022
Printing of Bills.....	1023
Printing of Student Schedule.....	1024
Produce Student's Schedule.....	1026

---



---

Unsatisfied Links.....	1026
Produce Student's Bill.....	1026
View Student's Registration.....	1026
Produce Course Request Edit.....	1026
Produce Course Request Update.....	1027
Produce Class Roster.....	1027
Produce Headcount.....	1027
View Class Roster/Enter Grades.....	1027
Last Date of Attendance.....	1028
Handle Student's Registered, Not Paid.....	1028
Process Canceled Classes.....	1029
Faculty Feedback.....	1029
Faculty Feedback Processes.....	1031
Feedback Monitor Students Process (SFRFFMN).....	1031
Faculty Feedback Purge Process (SFRFFPG).....	1031
Faculty Feedback View (SFVFDDBK).....	1031
Faculty Feedback APIs.....	1032
Faculty Feedback Tables.....	1032
Faculty Issues and Recommendations Validation Table (STVFFVA).....	1033
Faculty Feedback Session Control Table (SRBFFSC).....	1033
Faculty Feedback Student Estimated Grade and Comments Table (SFRFFST).....	1033
Faculty Feedback About Students Table (SFRFFBK).....	1034
Waitlisting.....	1034
Reserved Seating & Waitlist Processing.....	1036
Automated Waitlisting.....	1036
Processing.....	1036
Configure Waitlist Processing.....	1037
Processing Order.....	1039
Waitlist Registration Verification Checking.....	1040
Registration Verification Checking.....	1042
Manage Waitlist Priorities.....	1043
Reorder Waitlist Priorities.....	1043
Review Student Waitlist Status and Priority.....	1044
Reserved Seats Overflow.....	1044
Capacity Verification.....	1045
Notify Students of Available Seats.....	1046
Modify Available Seats.....	1047
Courses with Reserved Seats.....	1047
Cross-listed Courses.....	1047
Drop Processing.....	1048
Waitlist Students in Self-Service.....	1048
Waitlist Examples.....	1048
Example for Standard Course.....	1048
Capacity Verification and Waitlist Notification.....	1049
Waitlist Queue for CRN 1001, Term 200810.....	1050
Examples for Cross-Listed Courses.....	1050
Capacity Verification.....	1052
Waitlist Notification.....	1052
Waitlist Queue for Cross-List Group 01, Term 200810.....	1053
Examples for Reserved Seats.....	1054
Waitlist Notification.....	1057

---



---

Waitlist Queue for CRN 1010, Term 200810, use reserved seats.....	1058
Examples for Connected Courses.....	1059
Waitlist Notification Errors.....	1060
Setup.....	1061
Example.....	1061
Error Types.....	1062
Permanent event.....	1062
Transient event.....	1062
Other errors.....	1063
Drop Last Class.....	1063
Drop/Withdrawal Processing for Connected Courses.....	1063
Status Types.....	1064
Automatic Drops.....	1064
Connected Drops Allowed with User Approval.....	1066
Connected Drops Processed Automatically.....	1067
Connected Drops Not Allowed.....	1067
Drop Last Class Not Allowed.....	1068
Administrative Drops.....	1068
Administrative Drop if an Approval is Added to a CRN.....	1069
Administrative Drop if a Corequisite is Added to a CRN.....	1070
Administrative Drops if Active Drop Codes are Not Defined.....	1071
Administrative Drops if Other Errors are Found during Processing.....	1071
Rules on GTVSDAX.....	1072
AUTODROP Rule.....	1072
ADMINDROP Rule.....	1073
Rules and Use of the Term Control Form (SOATERM) in Repeat Processing.....	1073
Repeat Limit.....	1074
Using Repeat Limit only as a fatal error on SOATERM.....	1074
Using Repeat Maximum Hours only as a fatal error on SOATERM.....	1074
Using both Repeat Limit and Repeat Maximum Hours as fatal errors on SOATERM.....	1075
Selection Rules.....	1075
Repeat Policies.....	1076
National Student Clearinghouse (NSC) Reporting Procedures.....	1076
Overview of Processing for Clearinghouse Reporting.....	1076
Sources of Data for Clearinghouse Reporting.....	1077
Overall Data Requirements.....	1079
Establish Time Status Codes.....	1079
Establish Time Status Rules.....	1079
Establish Institution FICE Code for Reporting.....	1080
Establish Term Control for Time Status Calculation.....	1080
Establish Time Status Hours.....	1080
Establish Attempted Hours.....	1081
Establish Withdrawn Enrollment Status.....	1081
Establish Leave of Absence for Reporting.....	1082
Establish Finals Start and End Dates for Part of Term and CRN Section Records (Optional).....	1082
Time Status Calculations.....	1082
Update and Insert Time Status Records.....	1082
Dynamic Calculation of Time Status and Update/Insert of Records.....	1083

---

---

SFAREGS - System Time Status Calculations, Functionality, and Error Messages.....	1083
Overriding System Time Status Calculations.....	1084
Back Dating Registration.....	1085
SFAMREG - System Time Status Calculations, Functionality, and Error Messages.....	1085
Telephone Registration Processing - System Time Status Calculations, Functionality, and Error Messages.....	1086
SFPFREQ - System Time Status Calculations, Functionality, and Error Messages.....	1086
Batch Calculation and Update/Insert of Time Status Records.....	1086
Reporting to the Clearinghouse (SFRNSLC).....	1089
Report Processing Overview.....	1090
Identifying and Correcting Missing or Invalid Data.....	1090
Creating the Extract File for Submitting to the Clearinghouse.....	1093
Initial Reporting Versus Subsequent Reporting for the Same Term.....	1095
Using Multiple Branch and FICE Codes.....	1095
National Student Loan Clearinghouse Data Extract Process Control Table (SFRTCTL).....	1095
Using the Institution FICE Code On SHACTRL.....	1096
Using the FICE Code Parameter on SFRNSLC.....	1096
Using the Optional Scripts.....	1096
Processing Recommendations for Creating the Extract Files.....	1097
Job Stream Processing Alternatives and Recommendations.....	1098
Additional Information About Clearinghouse Reporting.....	1098
Foreign Addresses.....	1099
Reporting Graduates and Summer Term Enrollment.....	1099
Reporting Spring Graduates.....	1099
Reporting Summer Enrollment.....	1100
FERPA and Clearinghouse.....	1100
Reporting Class/Credential Levels.....	1101
Reporting Degree Levels.....	1103
Deletion of Time Status Records.....	1103
Troubleshooting - Error Messages.....	1103
SFAREGS Error Messages and Resolutions.....	1103
SFAMREG Error Messages and Resolutions.....	1104
Other Errors and Problems.....	1104
Achieve the Dream Reporting.....	1105
National Student Loan Data System (NSLDS) Student Status Confirmation Report (SSCR) Roster File Procedures.....	1106
Overview of Processing for NSLDS SSCR Reporting.....	1106
Sources of Data for SSCR Roster File Update.....	1106
Process Flow for SSCR File Processing.....	1108
Initial receipt of SSCR Roster File.....	1108
Subsequent receipt of Error Notification File.....	1108
NSLDS SSCR Roster File Update Process (SFRSSCR).....	1109
Class/Credential Levels.....	1110
Roster File Processing.....	1110
Resolving Data Errors in the Roster File.....	1111
Matching Students in the SSCR File to Banner Records.....	1112
Source of Effective Dates for Statuses.....	1113

---

---

Updating Existing Records With New/Changed Information.....	1114
Identifying New Students and Adding Them to the SSCR File.....	1114
Error Notification File Processing.....	1115
Resolving Data Errors in the Error Notification File.....	1117
Job Stream Processing Recommendations.....	1117
Roster File and Error Notification File Processing Errors and Troubleshooting.....	1117
Error Notification File Only Processing Errors and Troubleshooting.....	1118
General File Execution Processing Errors and Troubleshooting.....	1118
Percent Subsidized Stafford Usage Limit Reporting.....	1119
Overview.....	1119
Processing.....	1120
Recommended Preparation for Banner Student Institutions.....	1127
Banner Setup and Processing Steps.....	1127
Test rule matching.....	1128
Rule Examples.....	1128
Enrollment Reporting Types Table (SFRFDRV).....	1131
Reporting to the NSC and the NSLDS.....	1132
File Record Types.....	1135
Bundled Records.....	1136
SFRNSLC EDI Output.....	1136
SFRNSLC Error Reporting.....	1171
Use Required Terms.....	1171
Curriculum Views.....	1172
Data Reported With SFRNSLC and SFRSSCR.....	1173
Basic Term Setup Example.....	1174
Finding Gaps.....	1175
Effective Date.....	1175
Withdrawn Majors.....	1177
Program Start Date.....	1178
Select Time Status.....	1179
SFVTMSS.....	1179
SFVTMST.....	1179
Registration Set-Up Procedures for Banner Student Self-Service.....	1180
Supporting Validation Forms.....	1180
Subject Code Validation Form (STVSUBJ).....	1180
Course Registration Status Code Validation Form (STVRSTS).....	1180
Registration Setup Overview.....	1181
Registration Setup Steps.....	1181
Display Term Date Ranges in Self-Service.....	1186
Registration Time-Ticketing in Banner Student Self-Service and Banner Voice Response.....	1186
Registration Priority Time-Ticketing Setup Overview.....	1187
Registration Priority Time-Ticketing Setup Steps.....	1188
Model Script for Populating Registration Groups.....	1190
Scenarios for Using the GTVSDAX Rules for Restricted Time Tickets and Time Controls.....	1191
Setting up Third-Party Controls.....	1193
Setting up Alternative PIN Processing.....	1194
Student Registration Permit-Override Procedure.....	1197
Permit-Overrides Set-Up Summary.....	1198
Student Registration Permit-Override Steps.....	1198

---

---

Example of Permit-Override Rules.....	1199
Registration Restrictions and Prerequisites.....	1201
Overview.....	1201
Terminology.....	1202
Corequisite.....	1202
Prerequisite.....	1203
Use of the Concurrency Indicator.....	1203
Use of Minimum Grade.....	1203
Use of In Progress Courses.....	1203
Prerequisite Processing.....	1204
Example of Incorrect Prerequisite Definition:.....	1205
Example of Correct Prerequisite Definition:.....	1205
Setting up Catalog Restrictions and Prerequisites.....	1207
Setting up Schedule Restrictions and Prerequisites.....	1208
More Information on Catalog and Schedule Prerequisites.....	1209
Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ).....	1209
Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ).....	1209
Basic Course Information Form (SCACRSE).....	1209
Schedule Form (SSASECT).....	1210
Setting Up Registration Restrictions and Prerequisites.....	1211
Setting up CAPP Restrictions and Prerequisites.....	1211
Implementing Area Prerequisite Processing.....	1212
Registration Prerequisite Checking using DegreeWorks.....	1217
Processing Overview.....	1217
Banner Setup.....	1218
Update and Conversion Scripts.....	1218
ssbcrseu_080400.sql.....	1218
sssbsectu_080400.sql.....	1219
ssbcrseu_dw_08040100.sql.....	1219
sssbsectu_dw_08040100.sql.....	1219
Prerequisite Checking GTVSDAX Rule.....	1220
Catalog and Schedule.....	1221
Registration.....	1222
DegreeWorks Integration Setup.....	1222
Scribe Tool.....	1223
Scribe Requisite Blocks.....	1223
Oracle Advanced Queue Processing.....	1223
Advanced Queue Processing GTVSDAX Rule.....	1224
DegreeWorks User Role.....	1224
Prerequisite Service.....	1224
Description Service.....	1225
Oracle Object Types.....	1225
so_dw_preq_request.....	1225
so_dw_preq_response.....	1226
so_dw_desc_request.....	1226
so_dw_desc_response.....	1226
Process Flow.....	1228
Return of Title IV Funds Processing.....	1230
Return of Title IV Funds and Authorizations Handbook.....	1230
Terminology.....	1230
Calculations.....	1231

---

---

Processing Notes.....	1233
Student Term Break Form (SOATBRK).....	1233
Student Withdrawal Form (SFAWDRL).....	1234
SFAWDRL and Status Changes.....	1235
Student Withdrawal Query Form (SFIWDRL).....	1237
Student Withdrawal Status Code Validation Form (STVWDRL).....	1238
Term Control Form (SOATERM).....	1238
Housing Term Control Form (SLATERM).....	1238
Enrollment Status Code Validation Form (STVESTS).....	1238
Student Course Registration Form (SFAREGS).....	1238
Room Assignment Form (SLARASG).....	1239
Meal Assignment Form (SLAMASG).....	1239
Phone Assignment Form (SLAPASG).....	1239
Class Attendance Roster Form (SFAALST).....	1239
Withdraw Pending Status Change Report (SFRNOWD).....	1239
Withdrawn Student Report (SFRWDRL).....	1240
Registration Fee Assessment Process (SFRFASC).....	1241
Batch Room/Meal/Phone Assess Report (SLRFASM).....	1241
Class Roster Report (SFRSLST).....	1241
Registered, Not Paid Process (SFRRNOP).....	1241
Student Centric Period Processing.....	1241
Set Up and Use Student Centric Periods.....	1241
Processing.....	1243
Terminology.....	1243
Student Centric Period.....	1243
Cycle Designator.....	1243
Mapping Example.....	1243
Enrollment Examples.....	1244
Set Up GTVSDAX Rules.....	1245
PROCESSSCP Rule.....	1246
Build Validation.....	1248
Define Terms Associated With Student Centric Periods.....	1248
Use Cycle Designators.....	1249
General Student Record.....	1249
Registration Record.....	1249
Build Continuant Rules.....	1250
Build Time Status Rules.....	1250
View Time Status History.....	1251
Calculate Time Status.....	1251
Track Student Centric Periods in Registration.....	1252
Calculate Academic Standing.....	1252
Calculate GPA.....	1253
Track Student Centric Periods in History.....	1254
Reporting.....	1254
Clearinghouse Extract.....	1254
Student Right to Know.....	1255
Enrollment Verification.....	1255
IPEDS.....	1255
IPEDS Data Table (SHRIPDS).....	1255
IPEDS File Generation Process (SHRIPDS).....	1255
IPEDS Total Activity Report (SHRIACT).....	1257

---

---

Graduation Rate Survey Report (SHRIGRS).....	1257
Printed Transcripts.....	1257
Self-Service Transcripts.....	1258
XML Transcripts.....	1258
Student Type Updates.....	1259
Gainful Employment Reporting.....	1260
Banner Forms.....	1260
Gainful Employment Program Rules Form (SFAGECR).....	1261
Matching rules.....	1261
Curricula Block.....	1262
Detail Codes Window.....	1262
Books/Supplies/Equipment Allowance Window.....	1263
OPEID Window.....	1263
Gainful Employment File Maintenance Form (SFAGEFM).....	1264
Banner Reports.....	1265
Gainful Employment Submittal Report (SFRGEED).....	1265
Gainful Employment Purge Process (SFPGEED).....	1266
Setup Steps.....	1266
Processing.....	1268
Office of Postsecondary Education Identifier (OPEID) Number.....	1268
Official Institution Name.....	1269
Aid Year.....	1269
Title IV Aid.....	1269
Programs Reported.....	1270
Medical or Dental Internship or Residency Program.....	1271
Population Selection.....	1272
Student Selection.....	1272
SSN, Name, and Birth Date Information.....	1272
CIP Code.....	1272
Credential Levels.....	1273
Enrollment Status.....	1273
Attendance Status.....	1273
Attendance Status Dates.....	1274
Graduation or Withdrawal.....	1274
Financial Data.....	1275
Institutional Debt.....	1276
Private Loans.....	1278
Books, Supplies, and Equipment Allowances.....	1278
Banner Accounts Receivable.....	1279
File Export Type Parameter.....	1279
Processing order.....	1280
Create Submittal File.....	1281
Review and Modify SFRGEED Output.....	1282
Curriculum Examples for Multiple Records.....	1282
Error Reporting.....	1284
GE Error/Acknowledgement File.....	1284
GE Error Submittal File.....	1284
Message Classes.....	1285
Process and Resubmit the Error Report.....	1285
Run SFRGEED in Error Mode.....	1286
Run SFRGEED in Resubmittal Mode.....	1286

---

---

Purge Data.....	1287
Course Program of Study Processing.....	1287
Processing.....	1288
Banner setup steps.....	1289
Set up Degree Works with course program of study.....	1290
Sample process flow.....	1291
Count in program.....	1291
Enable count in program.....	1291
Disable count in program.....	1292
Manual override.....	1292
Override rules.....	1292
Remedial courses.....	1292
ESL courses.....	1293
Repeated courses.....	1293
Registration.....	1293
Academic History.....	1293
CAPP.....	1294
Degree Works.....	1294
Seed Data.....	1294
Business Rules Form (GORRSQL).....	1294
Business Rule Process Parameters Form (GORSQPA).....	1296
Printer Validation Form (GTVPRNT).....	1296
Business Rule Parameter Code Validation Form (GTVSQPA).....	1296
Business Rule Process Code Validation Form (GTVSQPR).....	1297
Business Rule Code Validation Form (GTVSQRU).....	1297
Control and audit forms.....	1297
Course Program of Study Control Form (SFACPSC).....	1297
Main Window.....	1297
In Program Override Window.....	1298
Repeat Exclusion Rules Window.....	1298
Program Exclusion Rules Window.....	1298
Student Course Evaluation Audit Form (SFASCRE).....	1299
Main Window.....	1299
Course Program of Study Process (SFPCPOS).....	1299
Study Path Holds at Registration.....	1300
Purge Processes.....	1301
Registration Purge (SFPREGS).....	1301
Waitlist Enrollment Purge (SFPWAIT).....	1301
Enrollment Verification Request Purge (SFPENRL).....	1301
Gainful Employment Purge Process (SFPGEED).....	1301
Setting Up Sleep/Wake Processes.....	1302
Banner Student.....	1302
Accounts Receivable Module.....	1302
Setting up Sleep/Wake Processing.....	1302
Using SFRSCHD with Sleep/Wake Method One.....	1303
Registration Reports.....	1305
Creating a Population Selection.....	1306
<b>Academic History.....</b>	<b>1308</b>
Academic History Procedures.....	1308

---



---

Enter Pre-Banner Data.....	1308
Concurrent Curricula Processing.....	1308
Mass Entry Processing.....	1308
Study Path Processing.....	1309
GPA calculations by Study Path.....	1309
Academic Standing Calculation by Study Path.....	1309
Manual Curriculum Roll Processing.....	1310
Roll to Outcome Process Flow.....	1310
Roll Curriculum Records from Job Submission.....	1312
Manually Roll Records from Forms.....	1314
Roll to Outcome from SGASTDN and SFAREGS.....	1315
Apply Courses to Degrees.....	1315
Delete Learner Curriculum Records.....	1316
Manually Create Graduation Applications.....	1317
Apply to Graduate on SGASTDN and SFAREGS.....	1318
Apply to Graduate on SHADEGR.....	1318
Use Graduation Application Sequence Numbers.....	1319
Inactivate, Reactivate, and Delete Graduation Applications.....	1319
Inactivate.....	1319
Reactivate.....	1320
Delete.....	1320
Archive, Duplicate, and Delete Curriculum Records with Graduation Application Sequence Numbers.....	1320
Archive.....	1320
Duplicate.....	1320
Delete.....	1320
Use Graduation Application Sequencing Rules.....	1321
Replace Functionality on SGASTDN.....	1321
Replace Functionality on SHADEGR.....	1322
Delete and Purge General Student Records.....	1322
Update and Inactivate Curriculum Records.....	1322
Purge Curriculum Records.....	1323
Open Learning Registration and Academic History.....	1323
Build Grades.....	1323
Enter Grades.....	1324
Roll Grades.....	1324
Process Flow.....	1325
Unroll Grades.....	1326
How Degree Attributes Are Rolled from Catalog to Academic History.....	1326
Grade Roll and Concurrent Curricula Processing.....	1327
Grade Roll Package (SHKROLS) Processing.....	1330
Build/Change Term Header.....	1332
Change/Maintain Grades.....	1332
Automated Incomplete Grade Processing.....	1333
Processing Overview.....	1333
Grade Collection.....	1334
Identify Incomplete Grades.....	1335
Assign Incomplete Grades.....	1336
Assign Extension Dates.....	1337
Assign Comments for Incomplete Grades.....	1337
Build Processing Rules.....	1337

---



---

Automate Grade Changes.....	1339
Display Grades in Self-Service.....	1340
Processing Results.....	1340
Steps to Implement Incomplete Grades.....	1341
Forms Used with Processing.....	1342
Incomplete Grade Rules Form (SHAINCG).....	1342
Term Control Form (SOATERM).....	1343
Class Roster Form (SFASLST).....	1343
Class Attendance Roster Form (SFAALST).....	1344
Grade Code Maintenance Form (SHAGRDE).....	1344
Course Maintenance Form (SHATCKN).....	1345
Incomplete Grade Process (SHRCINC).....	1345
Grade Conversion and Substitution.....	1346
Build Academic Standing Rules.....	1347
Calculate Academic Standing.....	1347
Calculate Academic Standing by Student Centric Period.....	1351
Produce Grade Mailers.....	1352
Add/Change Degrees.....	1353
National Student Clearinghouse (NSC) Degree Verification Reporting.....	1353
Enter/Maintain Transfer Course Work.....	1354
Add/Change Transcript Events and Comments.....	1354
Enter Qualifying Papers.....	1354
Review Academic History Online.....	1355
Print Transcript.....	1355
Selection of Concurrent Curricula Transcript Data.....	1356
Print Options.....	1356
Using SORLMFS for Maximum Field of Study Counts.....	1358
Execution of Curriculum Conversions.....	1359
Using Levels with Self-Service and Paper Transcripts.....	1359
College and Major by Term.....	1360
Transcript Requests.....	1360
Name Type Hierarchy on Transcript Request.....	1362
SSN/SIN/TIN, ID, and Birth Date Format Masks.....	1363
SSN/SIN/TIN and ID.....	1363
Dates/Birth Dates and Times.....	1364
Self-Service Request and Payment Options.....	1365
Transcript Population Process.....	1367
Transcript Request Purge.....	1367
EDI Transcript Download Processing.....	1368
Electronic Data Interchange Extract (SHREDIY).....	1368
Using the Transcript Download.....	1370
EDI Transcript Upload Processing.....	1372
Processing Transcripts.....	1373
Concurrent Curricula and EDI Processing.....	1374
Name Type Hierarchy on Transcript Request.....	1374
Overall Data Requirements.....	1375
Term Type Validation Form (STVTRMT).....	1375
Level Code Validation Form (STVLEVL).....	1375
Loading SPEEDE Transcripts into Banner.....	1376
SHRSUMA table.....	1377
SHRSUMS table.....	1378

---

---

Note and RAP Segments.....	1380
Establishing Crosswalks to Banner Values for Incoming EDI Transcript Data (TS130)....	1381
Define EDI Cross-reference Values for High Schools and College.....	1382
Using Field of Study Types.....	1384
XML Transcript Processing.....	1390
Process Test Scores and GPA Information.....	1391
Process Immunization Records.....	1391
XML Transcripts in Banner Student Self-Service.....	1392
Security for XML Transcripts.....	1392
XML Transcript Data Selection Using SHATPRT.....	1392
Use the Export and Import Processes.....	1393
PESC/XML Transcript Export Process (SHRPESE).....	1393
PESC/XML Transcript Import Process (SHRPESI).....	1394
Set Up XML Transcripts.....	1394
Send (Export) XML Transcripts.....	1396
Receive (Import) XML Transcripts.....	1397
Export Crosswalk Values on SOAXREF.....	1398
Import Crosswalk Values on SOAXREF.....	1399
Use an Alternate Transmission Protocol.....	1400
Create Readable Output From the *.xml File.....	1402
Perform XSLT Transformation.....	1402
Modify the bwcktran.xsl File.....	1404
View Formatted Output.....	1405
Use Student Centric Periods on the XML Transcript.....	1406
Web Transcript Request Processing Set-Up.....	1407
Instructions.....	1408
SHVTRE1 Banner View.....	1410
eTranscripts Processing.....	1411
Forms Used With eTranscripts Processing.....	1412
Tables Used With eTranscripts Processing.....	1412
Processes Used With eTranscripts Processing.....	1413
Packages Used With eTranscripts Processing.....	1413
APIs Used With eTranscripts Processing.....	1413
Seed Data.....	1414
eTranscript Delivery Method Validation Table (STVETME).....	1414
eTranscript PESC Transcript Purpose Validation Table (STVETPU).....	1414
eTranscript Order Status Validation Table (STVETST).....	1415
eTranscript PESC Transcript Type Validation Table (STVETTP).....	1416
Banner Setup Steps.....	1416
Setup Needed for XML Output.....	1421
eTranscripts Components and Process Flow.....	1422
eTranscripts Request Fulfilled.....	1423
Setup Needed for the Vendor.....	1424
Setup Needed for the Ellucian Cloud.....	1424
Ellucian Cloud Configuration.....	1424
Ellucian Cloud Registration.....	1425
ERP Authentication Name.....	1426
Place an eTranscripts Order.....	1426
Student Identification.....	1427
Student Data Collected for the Order.....	1429
Order Processing APIs.....	1430

---

---

Find a Student API.....	1430
Find Student Transcript Restrictions API.....	1431
Get Student Ungraded Terms API.....	1431
Get Student Programs API.....	1431
Determine Student Effective Term.....	1432
Place Transcript Order API.....	1433
Update Order Ellucian Cloud Status API.....	1433
System Details API.....	1433
API Access.....	1433
Complete the eTranscripts Order.....	1433
Order Transmission.....	1434
Banner XML Processing.....	1435
Order Status Processing.....	1436
Order Status Sequence Exceptions.....	1436
Ellucian Cloud Order Status Update.....	1437
Daily Ellucian Cloud Status Update Requests.....	1437
Order Status Codes.....	1437
OR - Order Received.....	1438
Example XML Data Sent to the Vendor for OR Status Updates.....	1438
NR - Needs Research.....	1439
Example XML Data Sent to the Vendor for NR Status Updates.....	1439
NF - Student Not Found.....	1440
AR - Attachment Needs Review.....	1440
Example XML Data Sent to the Vendor for AR Status Updates.....	1441
HR - Hold for Restrictions.....	1441
Example XML Data Sent to the Vendor for HR Status Updates.....	1442
AG - Awaiting Grades.....	1443
AD - Awaiting Degrees.....	1443
RG - Ready to Generate.....	1444
GF - Generation Failed.....	1445
GC - Generation Complete.....	1445
TF - Transmission Failed.....	1445
TC - Transmission Complete.....	1446
FF - Order Fulfilled.....	1446
Example XML Data Sent to the Vendor for FF Status Updates.....	1446
FO - Offline Record Sent.....	1446
Example XML Data Sent to the Vendor for FO Status Updates.....	1447
EX - Order Expired.....	1447
CA - Canceled.....	1447
Example XML Data Sent to the Vendor for CA Status Updates.....	1448
eTranscript Transcript Summary Status View (SHVTEOS).....	1448
Generate Order Output.....	1448
Transform XML to PDF.....	1450
Modify the PDF Template.....	1451
Existing Custom Output.....	1451
PDF Filename.....	1451
SFTP Setup.....	1452
Oracle Advanced Queue Processing.....	1452
GTVSDAX Rule.....	1453
Oracle Object Types for eTranscripts.....	1453
ETRANSCRIPT_REQUEST_Q.....	1453

---

---

ETRANSCRIPT_RESPONSE_Q.....	1454
ETRANSCRIPT_REQUEST_QTAB.....	1454
ETRANSCRIPT_RESPONSE_QTAB.....	1454
Manual Transmission.....	1454
Ellucian Cloud Maintenance.....	1455
EDI Format.....	1455
Credits and Notations on Permanent Record.....	1455
Repeat/Equivalent Course Rules.....	1458
Repeat Policies.....	1458
Use of Equivalent Courses in Repeat Processing.....	1458
Course Selection Rules.....	1459
Evaluation Grade.....	1459
Sample Rules.....	1460
GPA Calculation Indicator.....	1466
S - Selected Course.....	1466
A - All Courses Count in GPA.....	1467
Notes.....	1467
Implementation of the Repeat/Equivalent Course Check Process.....	1467
Example Output From SHRRPTS.....	1469
Greatest or Latest.....	1469
First Passing Grade.....	1470
Schedule Type Processing.....	1475
Optional Printing of Transfer Work.....	1477
Handling of Courses With Different Titles.....	1478
Course Equivalency.....	1479
Courses With Multiple Repeat Messages.....	1481
Handling of Courses With Different Courses Levels.....	1481
Expanded Credit Hours and GPA Fields.....	1482
Field Sizes.....	1482
Set up Rules on SHAGPAR.....	1484
Forms and Reports/Processes That Select SHAGPAR Rules.....	1488
GPA Calculation Process.....	1491
Calculate GPA Using SHRCGPA.....	1493
Calculate GPA by Student Centric Period.....	1493
Calculate Campus GPA.....	1494
Recalculate GPA.....	1495
End of Term.....	1495
IPEDS Report Procedures.....	1496
Ethnicity Use Definition for IPEDS.....	1497
Multi-Race and Ethnicity Reporting.....	1497
SHRIPDS Processing.....	1498
Reporting Categories.....	1498
Data Conversion for Uploads.....	1499
IPEDS First Time Residency Report (SHRIRES).....	1499
SHRIRES Web Upload.....	1500
Key Pair Value File Format.....	1500
IPEDS Total Activity Report (SHRIACT).....	1500
SHRIACT Web Upload.....	1502
Key Pair Value File Format - Fall Data Collection, 12 - Month Enrollment Section.....	1503

---

---

Key Pair Value File Format - Winter/Spring Data Collection, Enrollment Section.....	1503
Race/Ethnicity Values.....	1504
FTE Calculations.....	1504
IPEDS Completions Report (SHRICIP).....	1505
Part A: Completions - CIP Data.....	1506
Part B: Completions - Distance Education.....	1506
Part C: All Completers.....	1506
Part D: Completers by Level.....	1506
SHRICIP Web Upload.....	1507
Key Pair Value File Format, Completions Section.....	1507
CIP Code Table.....	1508
Award Values.....	1508
Race/Ethnicity Values.....	1509
IPEDS File Generation Process (SHRIPDS).....	1509
Campus Codes.....	1511
Student Centric Periods.....	1511
Distance Education.....	1512
Student Location.....	1513
IPEDS Summary of Students by Age (SHRIAGE).....	1514
SHRIAGE Web Upload.....	1514
Key Pair Value File Format - Winter/Spring Data Collection, Fall Enrollment Section.....	1515
IPEDS Race/Ethnic Status Report (SHRIETH) - Fall Enrollment.....	1515
SHRIETH Web Upload.....	1517
Key Pair Value File Format - Winter/Spring Data Collection, Fall Enrollment Section (Part A).....	1518
Key Pair Value File Format - Winter/Spring Data Collection, Fall Enrollment Section (Part D).....	1518
Graduation Rate Survey Report (SHRIGRS).....	1518
Setting Up the Report.....	1519
Student Centric Periods.....	1523
SHRIGRS Web Upload.....	1523
Key Pair Value File Format.....	1523
Outcome Measures Report (SHRIOMS).....	1524
Setting Up the Report.....	1525
Reporting Details.....	1526
Cohort count.....	1526
Exclusion count.....	1527
Awarded count.....	1527
Still enrolled count.....	1528
Enrolled another count.....	1529
Student Centric Periods.....	1529
Web Upload.....	1530
Academic Standing Rules Processing.....	1530
Progress Evaluation Processing and Combined Academic Standing.....	1532
Combined Academic Standing Code Validation Form (STVCAST).....	1533
Progress Evaluation Code Validation Form (STVPREV).....	1533
Student Course Registration Form (SFAREGS).....	1533
General Student Form (SGASTDN).....	1534
General Student Summary Form (SGASTDQ).....	1534

---

---

Academic Standing Rules Form (SHAACST).....	1534
Progress Evaluation Rules Window.....	1534
Progress Evaluation Grade Exclusion Window.....	1535
Combined Academic Standing Rules Window.....	1535
Term Course Maintenance Form (SHAINST).....	1535
Subject Sequence History Form (SHASUBJ).....	1535
Term Sequence Course History Form (SHATERM).....	1535
Progress Evaluation Process (SHRPREV).....	1536
Audit pages.....	1537
Student Academic Status Audit Inquiry (SHISASA) page.....	1537
Satisfactory Academic Progress.....	1537
Process Flow.....	1538
Rejection Reasons.....	1539
Student Type Update Procedures.....	1542
Continuant Terms Rules.....	1543
More Example Process Steps.....	1544
Electronic Gradebook - Define Sub-Components.....	1545
Overview.....	1545
Forms and Process Used.....	1546
Sample Data.....	1546
Late Rule Function.....	1547
Resit Rule Function.....	1548
Best of Processing.....	1549
Best of ... Example:.....	1549
Subset Processing.....	1550
Subset Example:.....	1550
Electronic Gradebook - Enter Sub-Components.....	1551
Overview.....	1551
Forms and Processes Used.....	1551
Sample Data.....	1552
Electronic Gradebook - View Sub-Components.....	1552
Overview.....	1552
Forms Used.....	1553
Setting Up Sleep/Wake Processes.....	1553
Banner Student.....	1553
Accounts Receivable Module.....	1553
Creating a Population Selection.....	1554
Purge Process.....	1555
Transcript Request Purge (SHPTRTC).....	1555
Transfer Articulation Procedures.....	1556
Transfer Articulation Validation Tables.....	1556
Transfer Articulation Institution Creation.....	1556
Transfer Articulation Grading Schemes.....	1557
Creating the Transfer Institution Courses.....	1557
Transfer Course.....	1559
Equivalent Course.....	1559
Creating the Transfer Institution Equivalency.....	1559
Transfer Course Attributes.....	1560
Transfer Course Title.....	1561
Performing Transfer Articulation for Students.....	1561
Performing Unarticulation.....	1563

---

---

Graduation Procedures.....	1563
Graduation Processing.....	1563
Set Up Graduation Information.....	1564
Mass Enter Graduation Information.....	1564
Graduation Status Validation.....	1565
Set Up Diploma Information.....	1565
Mass Enter Diploma Information.....	1566
Mass Update Diploma Information.....	1567
Set Up Ceremony Information.....	1567
Set Up Ceremony Attendance Information.....	1568
Ceremony Attendance Validation.....	1568
Mass Enter Ceremony Attendance Information.....	1568
Mass Update Ceremony Attendance Information.....	1569
Create Graduation Rules.....	1570
Update Degree Status.....	1570
Produce Commencement Report.....	1571
Produce Commencement Attendance Report.....	1571
Self-Service Graduation Application Processing.....	1571
Set Up Processing in Baseline.....	1571
Use Apply to Graduate in Self-Service.....	1572
Curriculum Selection Page.....	1573
Graduation Date Selection Page.....	1573
Graduation Ceremony Selection Page.....	1573
Diploma Name Selection Page.....	1574
Diploma Mailing Address Selection Page.....	1574
Graduation Charge and Payment Page.....	1574
Graduation Application Summary Page.....	1575
Confirmation Letter Page.....	1575
Build Graduation Application Status Codes.....	1575
Build Graduation Application Display Rule Codes.....	1575
Build Graduation Application Display Rules.....	1576
Payment Options.....	1576
Charges for Application Fees.....	1576
Use Graduation Application Display Rule Selection.....	1577
Example of display rule selection data order.....	1579
Use Graduation Application Eligibility Rules.....	1580
Use Graduation Application Sequence Numbers.....	1581
Restrict Curriculum Term Selection.....	1581
All terms.....	1582
Latest academic history term.....	1582
Latest registration term.....	1582
Latest academic history and registration term.....	1582
Maintain Graduation Applications.....	1583
Use Apply to Graduate.....	1584
Apply to Graduate on SGASTDN and SFAREGS.....	1585
Apply to Graduate on SHADEGR.....	1586
Use Application Sequencing with Curriculum.....	1586
Replace on SGASTDN.....	1587
Duplicate and Update on SGASTDN and SFAREGS.....	1587
Replace, Duplicate, and Update on SHADEGR.....	1588
Deleting General Student and Degree Records.....	1588

---



Student Type and Sequence Number.....	1589
Admissions Decision and Sequence Number.....	1589
Student Status and Sequence Number.....	1589
Purging Curriculum Records with Sequence Numbers.....	1589
Create a Graduation Application Record.....	1589
Create and Update Academic History Records.....	1591
Degree Records.....	1591
Diploma Records.....	1591
Curriculum Archive Records.....	1591
Graduate Student Tracking Procedures.....	1591
Graduate Student Tracking Overview.....	1591
Processing Assistantship, Fellowship, and Internship Information.....	1592
Creating Multiple Advisors.....	1593
Tracking Dual Degree Information.....	1593
Setting Up Committee/Service Information.....	1594
Using Non-Course Processing.....	1595
Associating Academic Transcript With Committees and Events.....	1596
Graduate Student Tracking Implementation Instructions.....	1597
Create Assistantships, Fellowships, and Internships.....	1597
Create Multiple Advisors.....	1598
Create Dual Degree Data.....	1598
Create Committee/Service Information.....	1599
Create Non-Course Information.....	1601
Academic History Reports.....	1602

## **Banner Student System Management..... 1604**

Banner Student System Management Procedures.....	1604
Value-Based Security and Personally Identifiable Information Security Using Fine-Grained Access Control.....	1604
Processing Overview.....	1604
Banner Student VBS Domains.....	1604
Banner Student Institutional Example Using VBS.....	1606
Banner Student PII Domains.....	1607
Banner Student Institutional Example for PII.....	1608
How to Use Banner Student VBS Domains.....	1608
Catalog Domain.....	1608
Restrictions.....	1609
Business Cases.....	1609
Other Business Cases.....	1610
Impacted Objects.....	1610
Schedule Domain.....	1610
Restrictions.....	1611
Business Cases.....	1611
Other Business Cases.....	1612
Impacted Objects.....	1612
Curriculum Domain.....	1612
Restrictions.....	1613
Business Cases.....	1613
Other Business Cases.....	1613
Impacted Objects.....	1614



---

Field of Study Domain.....	1615
Restrictions.....	1615
Business Cases.....	1616
Other Business Cases.....	1616
Impacted Objects.....	1617
Recruit Domain.....	1617
Restrictions.....	1618
Business Cases.....	1619
Other Business Cases.....	1619
Impacted Objects.....	1620
Admissions Domain.....	1620
Restrictions.....	1621
Business Cases.....	1622
Other Business Cases.....	1622
Impacted Objects.....	1622
Learner (General Student) Domain.....	1623
Restrictions.....	1624
Business Cases.....	1625
Other Business Cases.....	1625
Impacted Objects.....	1626
Test Scores Domain.....	1626
Restrictions.....	1626
Business Cases.....	1627
Other Business Cases.....	1627
Impacted Objects.....	1627
Student Test Scores Domain.....	1628
Restrictions.....	1628
Business Cases.....	1628
Other Business Cases.....	1629
Impacted Objects.....	1629
Test Codes Domain.....	1629
Restrictions.....	1630
Business Cases.....	1630
Other Business Cases.....	1630
Impacted Objects.....	1630
Other GPAs Domain.....	1631
Restrictions.....	1631
Business Cases.....	1631
Other Business Cases.....	1631
Impacted Objects.....	1631
Student Other GPAs Domain.....	1632
Restrictions.....	1632
Business Cases.....	1632
Other Business Cases.....	1632
Impacted Objects.....	1633
Other GPA Type Codes Domain.....	1633
Restrictions.....	1633
Business Cases.....	1633
Other Business Cases.....	1633
Impacted Objects.....	1634
How to Use Banner General VBS Domains with Banner Student.....	1634

---

---

Addresses Domain.....	1634
Restrictions.....	1634
Business Cases.....	1634
Other Business Cases.....	1635
Impacted Objects - Banner Student.....	1635
Other Impacted Objects.....	1635
Telephones Domain.....	1636
Restrictions.....	1636
Business Cases.....	1636
Other Business Cases.....	1636
Impacted Objects.....	1636
Medical Domain.....	1637
Restrictions.....	1637
Business Cases.....	1637
Other Business Cases.....	1637
Impacted Objects - Banner Student.....	1637
Other Impacted Objects.....	1638
Seed Data.....	1638
Domain Driver Table Seed Data for GORFDMN.....	1638
VBS Policy Table Seed Data (GORFDPL).....	1639
PII Policy Table (GORFDPI).....	1659
Banner Student Elevate Support.....	1660
Forms Restricted Using FGAC.....	1660
Monitor Section Roll.....	1661
Using Elevate and Banner with FGAC and VBS.....	1661
Guidelines for Oracle User that Submits API.....	1661
Delivered Scripts.....	1662
Scripts.....	1662
Scripts.....	1662
GTVINTP table.....	1663
GORINTG table.....	1663
GTVFDMN table.....	1663
GOBFDMN table.....	1664
GORFDPL table.....	1664
GTVFGAC table.....	1704
GTVFBPR table.....	1704
GOBFGAC table.....	1704
GORFBPR table.....	1705
GORFPRD table.....	1705
GORFGBP table.....	1708
GORFDPL table.....	1709
GORFBPR table.....	1710
FGAC Tips.....	1710
Create/Activate FGAC Policies.....	1710
Use BANINST1 to Run gfvbsaddpol.sql.....	1710
View Policy Data from SQL*Plus.....	1712
Policy Names.....	1712
Drop a Policy.....	1712
Schedule a Daily Job to Populate the Business Profile.....	1712

---

---

**Interfaces..... 1713**

- Interfaces Used With Banner Student..... 1713
  - Banner Accounts Receivable Interface to Banner Finance..... 1713
  - Banner Accounts Receivable Interface to Banner Financial Aid..... 1713
  - Banner Student Interface to Banner Advancement..... 1713
  - Banner Student Interface to Banner Human Resources..... 1714
    - General Person Data..... 1714
      - Banner Student General Person to Banner Human Resources Data..... 1715
    - Faculty Load Data..... 1716
      - Faculty Load to Human Resources Data..... 1717

# System Overview

This chapter includes the following topics.

- Banner Student application summary
- functions and features of Banner Student by module
- user guide chapter organization
- product application process flow and flow narrative

## Application Summary

Banner® software products support the integrated flow of information throughout your institution to assist you in resource management. The Banner® product suite continues this tradition with its diverse and interrelated applications.

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

Banner Student supports the full range of functions necessary for student administration, including:

- creation of catalogs
- data collection for scheduling of classes
- admissions
- assignment of housing
- faculty workload analysis
- registration
- all accounts receivable
- academic history
- degree audit reporting

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

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

To accommodate the individual needs and preferences of your institution, Banner is delivered in a variety of hardware environments, including AT&T, Data General, Digital, Hewlett-Packard, IBM,

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NCR, Sequent, and SUN. This flexibility enables you to use your Banner Student System with the hardware package that is right for you.

## Functions and Features

The Banner Student System is made up of many interactive functions.

These functions are organized into fourteen modules:

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

advisor, activities, and veteran information. Student classification and cooperative information, and Student Right to Know information, is maintained here.

- *Registration* allows for creation of enrollment information for a specific term. It defines rules determining student and course statuses, and controlling actions to be taken at registration, such as amounts of allowable refunds. Tuition and fees policy is built in Registration, along with rules to be used for the fee assessment algorithm. Student schedules and bills are produced, and class rosters are maintained. It also allows for sections to be graded and rolled into academic history.
- *Accounts Receivable* establishes accounts receivable controls: detail codes identifying charges or payments; default values, methods of payment, and how credits are handled; and messages to print on bills. The Accounts Receivable module displays term specific tuition, housing, meal plan, and fee charges, and calculates exemptions and contracts for eligible students. Along with maintaining account information for non-student accounts, payments are entered here and accounts can be reviewed and updated.

This module allows for establishing installment plans for accounts and third-party contracts. Billing and invoicing are controlled from this module, along with collection agency assignments. Reports can be generated detailing activity of cashiers, unpaid charges for accounts, and account transactions.

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

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

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

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

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

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## Application Flow

This section describes the application flow of different modules in Banner Student.

1. The Course Catalog module defines the courses offered by your institution.
2. Information about the courses is transferred to the Schedule module, where it is used to build the schedule of classes. In turn, Schedule passes information on to Registration to create class rosters, to Location Management for room scheduling, and to Faculty Load for faculty workload analysis.
3. The General Person module is used to collect identification and demographic data about persons and non-persons. The person information is used in the Faculty Load, Admissions, and Recruiting modules.

The Support Services module receives information from the General Person module to create goals and needs, and to monitor services which the person may have received.

4. The Faculty Load module is used to maintain instructional and non-instructional information pertaining to faculty members and advisors on a term and contract basis. Information from the General Person module must be created first and is passed into the Faculty Load module. After the faculty members are established, and instructional assignments are created, the information is passed to the Schedule module and may be used in Academic History when creating committees, and in the General Student module in conjunction with assistantship data.
5. The General Person information is also passed to Recruiting, which collects and maintains information about potential recruits, such as sources, test scores, and high school and prior college information. Information regarding intended degree, major, department, etc., may be passed to the Admissions module when creating application records.
6. Data from General Person is also passed to Admissions, creating applicant records. Admissions, after establishing admission records, then passes the applicant data to General Student and Academic History as applicable. Admissions also allows for Quick Entry for eligible students.
7. The General Student module provides a place for changing established data for students, such as changes in curriculum or residency. This information can be updated by Registration and Academic History.
8. After rooms are defined in Location Management, information from the Schedule and General Person modules is used to build room assignments. Location Management, in turn, passes information back to Schedule. Location Management also sends data to the Accounts Receivable module regarding room, meal, and phone assessments.
9. The Registration module interfaces with the Schedule and General Student modules to create attributes for terms, and maintain class rosters. This information is then passed to the Academic History module to update the student's academic records.
10. Data from the General Person, Location Management, and Registration modules is fed into the Accounts Receivable module. Accounts Receivable not only displays charges for housing, meals, and fees, but also establishes installment plans for third party contracts.
11. Academic History, as noted, is updated by General Person, Admissions, and Registration, and in turn updates Degree Audit. Grade mailers are produced in this module.

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

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



# Validation Reference

This chapter includes the following topics.

- validation forms reference for overall forms (SO%)
- validation forms cross reference
- validation forms system required values
- validation forms menu system process flow
- validation forms system reference

## Overall System Validation Forms Reference

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

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

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

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

Validation Form	Application/Functional Form
	SOASBGI Source or Background Institution Base Form
	SOISBGI Source/Background Institution Query-Only Form
STVSBJC High School Subject Validation Form	SOAHSCH High School Information Form
STVSTAT State Code Validation Form	SOAFOLK Guardian Information Form
	SOAHSCH High School Information Form
	SOAIDNS Person Search Detail Form
	SOAPCOL Prior College Form
	SOASBGI Source or Background Institution Base Form
	SOADDRQ Address Summary Form
STVSTST Student Status Code Validation Form	SOAIDNS Person Search Detail Form
STVSTYP Student Type Code Validation Form	SOACTRM Continuant Terms Rule Form
	SOAIDNS Person Search Detail Form
	SOQCTRM Continuant Terms Query Form
STVTAAU Acceptance Authority Code Validation Form	SOABGTA Transfer Articulation Institution Form
STVTADM Test Score Administration Type Code Validation Form	SOATEST Test Score Information Form
	SOTCNVT Tape Code Conversion Form
STVTEAC Test Accommodation Validation Form	SOATEST Test Score Information Form
STVTEFR Test Form Validation Form	SOATEST Test Score Information Form
STVTEIN Test Instrument Validation Form	SOATEST Test Score Information Form
STVTEPR Test Purpose Validation Form	SOATEST Test Score Information Form
STVTERM Term Code Validation Form	SOABGTA Transfer Articulation Institution Form
	SOACTRM Continuant Terms Rule Form
	SOACURR Curriculum Rules Form
	SOAIDNS Person Search Detail Form
	SOATERM Term Control Form
	SOQCTRM Continuant Term Query Form
	SOTCNVT Tape Code Conversion Form
STVTESC Test Code Validation Form	SOABGIY Source/Background Institution Year Form

Validation Form	Application/Functional Form
	SOATEST Test Information Form
STVTLVL Transfer Level Code Validation Form	SOABGTA Transfer Articulation Institution Form
STVTSRC Admissions Test Score Source Code Validation Form	SOATEST Test Information Form

## Validation Forms Cross Reference

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

Validation Form	Validates Against Validation Forms
STVACTC Banner Student Activity Code Validation Form	STVACCG Activity Category Validation Form STVACTP Activity Type Validation Form
STVATYP Address Type Code Validation Form	STVTELE Telephone Type Validation Form
STVCHRT Cohort Code Validation Form	STVDLEV Degree Level Code Validation Form STVTERM Term Code Validation Form
STVCSTS Curriculum Status Validation Form	STVAPDC Admission Application Decision Code Validation Form STVDEGS Degree Status Code Validation Form STVSTST Student Status Code Validation Form
STVDEGC Degree Code Validation Form	STVACAT Degree Award Category Code Validation Form STVDLEV Degree Level Code Validation Form
STVEMPL Employer Code Validation Form	GTVZIPC ZIP/Postal Code Validation Form STVNATN Nation Code Validation Form STVSTAT State Code Validation Form
STVETHN Ethnic Code Validation Form	STVACYR Academic Year Validation Form STVETCT IPEDS Ethnic Code Validation Form
STVINFC Interface Validation Form	STVCTYP Contact Type Code Validation Form STVSBGI Source/Background Institution Code Validation Form STVTSRC Admissions Test Score Source Code Validation Form

<b>Validation Form</b>	<b>Validates Against Validation Forms</b>
STVMAJR Major, Minor, Concentration Code Validation Form	STVCIPC CIP Code Validation Form
STVSBGI Source/Background Institution Code Validation Form	STVADMR Admissions Checklist Code Validation Form
STVSCHD Schedule Type Code Validation Form	GTVINSM Instructional Method Validation Form
STVSITE Site Code Validation Form	GTVZIPC ZIP/Postal Code Validation Form STVNATN Nation Code Validation Form STVSTAT State Code Validation Form
STVSTAT State Code Validation Form	STVSITE Site Code Validation Form
STVTERM Term Code Validation Form	STVACYR Academic Year Validation Form
STVTESC Test Code Validation Form	STVADMR Admissions Checklist Code Validation Form
STVTRMT Term Type Validation Form	STVTERM Term Code Validation Form
STVVTYP Visa Type Code Validation Form	STVADMR Admissions Checklist Code Validation Form
STVWAPP Application Type Code Validation Form	STVADMT Admission Type Code Validation Form STVLEVL Level Code Validation Form STVSTYP Student Type Code Validation Form
STVWLTT Web Application Customized Letter Type Validation Form	STVELMT HTML Letter Module Validation Form

## Required System Values for Validation Forms

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

<b>GTVLFST</b>	<b>Learner Field of Study Type Validation Form</b>	
	MAJOR	Major
	MINOR	Minor
	CONCENTRATION	Concentration

<b>GTVMTYP</b>	<b>Meeting Type Validation Form</b>	
	CLAS	Classroom
<b>GTVPRNT</b>	<b>Printer Validation Form</b>	
SHRPESE_PRNT	Printer setup for SHRPESE	Command – Not used but required for sleep/wake
SHRPESI_PRNT	Printer setup for SHRPESI	Command – Not used but required for sleep/wake
<b>GTVPROC</b>	<b>Process Name Validation Form</b>	
	WEBCCAPPDEP	Web Credit Card Application Deposit Process
	WEBCCAPPFEEs	Web Credit Card Application Fees Process
	WEBCCENROLLDEP	Web Credit Card Enrollment Deposit
	WEBCCEPTREQ	Web Credit Card Enrollment Verification Charge
	WEBCCGRADAPP	Web Credit Card Graduation Application Process
	WEBCCREGFEEs	Web Credit Card Registration Fees Process
	WEBCCTTRANSREQ	Web Credit Card Request Process
<b>GTVSCHS</b>	<b>Scheduling Status Code Validation Form</b>	
	NSM	Class needs a room assignment.
	1SM	Class needs a room assignment and has a preferred first choice room indicated in the <b>Room Name</b> field. This code limits the initial pool of candidate rooms in the assignment algorithm.
	WSM	Class needs a room assignment and must be assigned with the preceding NSM or 1SM record to the

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



<b>GTVSCHS</b>	<b>Scheduling Status Code Validation Form</b>	
	5SM	Schedule25 assigned the class a room during a previous run.
	5XM	Schedule25 assigned the class a room, and it is double-booked with another class.
<b>STVACAT</b>	<b>Degree Award Category Code Validation Form</b>	
	11	Elementary School Program
	12	Junior High School Program
	13	High School Program
	21	Post Secondary Certificate/ Diploma < one year
	22	Post Secondary Certificate/ Diploma > one year and < two years
	23	Associate's Degree
	24	Baccalaureate Degree (Bachelor's)
	25	Post Secondary Certificate/ Diploma > two years and < four years
	41	Post-Baccalaureate Certificate (Graduate)
	42	Master's Degree
	43, 32	Post-Masters's Certificate (Intermediate Graduate)
	44	Doctoral Degree - Research/ Scholarship
	45, 31	Doctoral Degree - Professional Practice
	46	Doctoral Degree - Other
<b>STVACTP</b>	<b>Activity Type Validation Form</b>	
	SPRTS	Sports

<b>STVACYR Academic Year Validation Form</b>			
	0000		Beginning of Time
	9999		End of Time
<b>STVADDA Administrator Assignment Data Element Validation Form</b>			
<b>Base Table</b>	<b>Data Element</b>	<b>Description</b>	<b>Validation Table</b>
GORPGEO	GORPGEO_GEOD_CODE	Person Geod Code	STVGEOD
GORPGEO	GORPGEO_GEOR_CODE	Person Geor Code	STVGEOR
SORHSCH	GORSSEO_HSCH_GEOD_CODE	HS Code BGI Geod Code	STVGEOD
SORHSCH	GORSSEO_HSCH_GEOR_CODE	HS Code BGI Geor Code	STVGEOR
SORPCOL	GORSSEO_PCOL_GEOD_CODE	PC Code BGI Geod Code	STVGEOD
SORPCOL	GORSSEO_PCOL_GEOR_CODE	PC Code BGI Geor Code	STVGEOR
GORVISA	GORVISA_VTYP_CODE	Visa - Current	STVVVYP
SARAATT	SARAATT_ATTTS_CODE	Applicant Attribute Code	STVATTTS
SARADAP	SARADAP_ADMT_CODE	App Admit Code	STVADMT
SARADAP	SARADAP_CAMP_CODE	App Camp Code	STVCAMP
SARADAP	SARADAP_COLL_CODE	App Coll Code	STVCOLL
SARADAP	SARADAP_DEGC_CODE	App Degree Code	STVDEGC
SARADAP	SARADAP_DEPT_CODE	App Dept Code	STVDEPT
SARADAP	SARADAP_FULL_PART_IND	Full/Part Time Ind	N/A
SARADAP	SARADAP_LEVL_CODE	App Level Code	STVLEVL
SARADAP	SARADAP_MAJR_CODE	App Major Code	STVMAJR
SARADAP	SARADAP_PROGRAM_APP	App Program	SMRPRLE
SARADAP	SARADAP_RESD_CODE	App Residence Code	STVRESD
SARADAP	SARADAP_RTYP_CODE	App Recruit Type Code	STVRTYP
SARADAP	SARADAP_STYP_CODE	App Student Type Code	STVSTYP
SARADAP	SARADAP_TERM_CODE	App Term code	STVTERM
SARADAP	SARADAP_LFST_CODE	App 1st Curric LFST Code	GTVLFST

<b>STVADDA Administrator Assignment Data Element Validation Form</b>			
<b>Base Table</b>	<b>Data Element</b>	<b>Description</b>	<b>Validation Table</b>
SARADAP2	SARADAP_LFST_CODE	App 2nd Curric LFST Code	GTVLFST
SARADAP2	SARADAP_CAMP_CODE	App 2nd Curric Camp Code	STVCAMP
SARADAP2	SARADAP_COLL_CODE	App 2nd Curric Coll Code	STVCOLL
SARADAP2	SARADAP_DEGC_CODE	App 2nd Curr Degree Code	STVDEGC
SARADAP2	SARADAP_DEPT_CODE	App 2nd Curr Dept Code	STVDEPT
SARADAP2	SARADAP_LEVL_CODE	App 2nd Curr Level Code	STVLEVL
SARADAP2	SARADAP_MAJR_CODE	App 2nd Curr Major Code	STVMAJR
SARADAP2	SARADAP_PROGRAM	App 2nd Curr Program	SMRPRLE
SARCHRT	SARCHRT_CHRT_CODE	Applicant Cohort Code	STVCHRT
SORHSCH	SOBSBGI_HSCH_CITY	HSCH SBGI City	N/A
SORHSCH	SOBSBGI_HSCH_CNTY	HSCH SBGI County Code	STVCNTY
SORHSCH	SOBSBGI_HSCH_EPSCH	HSCH SBGI EPS Code	STVEPSC
SORHSCH	SOBSBGI_HSCH_STAT	HSCH SBGI State Code	STVSTAT
SORHSCH	SOBSBGI_HSCH_ZIP	HSCH SBGI ZIP Code	GTVZIPC
SORPCOL	SOBSBGI_PCOL_CITY	PCOL SBGI City	N/A
SORPCOL	SOBSBGI_PCOL_CNTY	PCOL SBGI County Code	STVCNTY
SORPCOL	SOBSBGI_PCOL_EPSC	PCOL SBGI EPS Code	STVEPSC
SORPCOL	SOBSBGI_PCOL_STAT	PCOL SBGI State Code	STVSTAT
SORPCOL	SOBSBGI_PCOL_ZIP	PCOL SBGI ZIP Code	GTVZIPC
SORCONT	SORCONT_CTYP_CODE	Contact Code	STVCTYP
SORHSCH	SORHSCH_SBGI_CODE	HSCH SBGI Code	STVSBGI
SORINTS	SORINTS_INTS_CODE	Interest Code	STVINTS
SORPCOL	SORPCOL_PCOL_CODE	PCOL SBGI Code	STVSBGI

<b>STVADDA Administrator Assignment Data Element Validation Form</b>			
<b>Base Table</b>	<b>Data Element</b>	<b>Description</b>	<b>Validation Table</b>
SORTEST	SORTEST_TEAC_CODE	Test Accommodation Code	STVTEAC
SORTEST	SORTEST_TEIN_CODE	Test Instrument Code	STVTEIN
SORTEST	SORTEST_TESC_CODE	Test Score Code	STVTESC
SPBPERS	SPBPERS_CITZ_CODE	Citizenship Code	STVCITZ
SPBPERS	SPBPERS_ETHN_CODE	Ethnic Code	STVETHN
SPBPERS	SPBPERS_LGCY_CODE	Legacy Code	STVLGCY
SPBPERS	SPBPERS_SEX	Gender Code	N/A
SPRIDEN	SPRIDEN_LAST_NAME	Last Name	N/A
SRBRECR	SRBRECR_ADMT_CODE	Recruit Admit Code	STVADMT
SRBRECR	SRBRECR_CAMP_CODE	Recruit Camp Code	STVCAMP
SRBRECR	SRBRECR_COLL_CODE	Recruit Coll Code	STVCOLL
SRBRECR	SRBRECR_DEGC_CODE	Recruit Degree Code	STVDEGC
SRBRECR	SRBRECR_DEPT_CODE	Recruit Dept Code	STVDEPT
SRBRECR	SRBRECR_LEVL_CODE	Recruit Level Code	STVLEVL
SRBRECR	SRBRECR_MAJR_CODE	Recruit Major Code	STVMAJR
SRBRECR	SRBRECR_PROGRAM	Recruit Program	SMRPRLE
SRBRECR	SRBRECR_RTYP_CODE	Recruit Type Code	STVRTYP
SRBRECR	SRBRECR_STYP_CODE	Recruit Student Type Code	STVSTYP
SRBRECR	SRBRECR_TERM_CODE	Recruit Term Code	STVTERM
SRBRECR	SRBRECR_LFST_CODE	Recruit 1st Curr LFST Code	GTVLFST
SRBRECR2	SRBRECR_LFST_CODE	Recruit 2nd Curr LFST Code	GTVLFST
SRBRECR2	SRBRECR_CAMP_CODE	Recruit 2nd Curr Camp Code	STVCAMP
SRBRECR2	SRBRECR_COLL_CODE	Recruit 2nd Curr Coll Code	STVCOLL
SRBRECR2	SRBRECR_DEGC_CODE	Recruit 2nd Curr Degree Code	STVDEGC
SRBRECR2	SRBRECR_DEPT_CODE	Recruit 2nd Curr Dept Code	STVDEPT

STVADDA				Administrator Assignment Data Element Validation Form			
Base Table		Data Element		Description		Validation Table	
SRBRECR2		SRBRECR_LEVL_CODE		Recruit 2nd Curr Level Code		STVLEVL	
SRBRECR2		SRBRECR_MAJR_CODE		Recruit 2nd Curr Major Code		STVMAJR	
SRBRECR2		SRBRECR_PROGRAM		Recruit 2nd Curr Program		SMRPRLE	
SRRCHRT		SRRCHRT_CHRT_CODE		Recruit Cohort Code		STVCHRT	
SRRRATT		SRRRATT_ATTTS_CODE		Recruit Attribute Code		STVATTTS	
STVAPLS				EDI Application Source Code Validation Form			
				EDI		Electronic Data Interchange	
				WEB		World Wide Web	
STVAPST				Admissions Application Status Code Validation Form			
				C		Complete/Ready for Review	
				D		Decision Made	
				I		Incomplete/Items Outstanding	
STVASTD				Academic Standing Code Validation Form			
				00		Good Standing	
STVATYP				Address Type Code Validation Form			
				MA		Mailing  MA is required for data load processing and is used by the Banner Advancement System for Banner Student loading processes.	
				PA		Parents  PA is from the original system-required values used on SOAFOLK when entering a parent address.	
				BI		Billing	

STVATYP	Address Type Code Validation Form	
		BI is required for sample data purposes if the Banner Finance System is installed.
	BU	Business BU is required for sample data purposes if the Banner Finance System is installed.
	XX	Accounts Payable XX is reserved for use by TGRFEED.

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

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

STVCAST	Combined Academic Standing Code Validation Form	
	00	Good Standing

STVCKSR	Application Checklist Source Validation Form	
	BASELINE	Originates from Banner

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

STVCSTS	Curriculum Status Validation Form	
	ADMITREPLACE	Application replaces learner
	APPACCEPT	Applicant Acceptance
	APPLIED	Application Exists

<b>STVCSTS</b>	<b>Curriculum Status Validation Form</b>	
	AWARDED	Degree Awarded
	CHANGED	Changed
	COMPLETED	Completed
	DENIED	Application has been rejected
	INPROGRESS	In Progress
	INSTACCEPT	Institution Acceptance
	NOPUSH	Self-Service No Push to Learner
	OVERLOAD	Overload
	PENDING	Pending
	REMOVED	Inactivate field of study
	SOUGHT	Degree has sought status
	STUDYPATH	Study Path Created

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

<b>STVDAYS</b>	<b>Days of the Week Validation Form</b>	
	U	Sunday
	M	Monday
	T	Tuesday
	W	Wednesday
	R	Thursday
	F	Friday
	S	Saturday

<b>STVDEGC</b>	<b>Degree Code Validation Form</b>	
	000000	Degree Not Declared

<b>STVDEGS</b>	<b>Degree Status Code Validation Form</b>	
	SO	Sought

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



STVEGRP	EDI Rule Group Validation Form	
	ATYP	Address Type Rules
	CHKL	Checklist Rules
	CQLF	Code Qualifiers
	CURR	Curriculum Rules
	DCSN	Applicant Decision
	DISP	Web Display Rules
	DTQL	Date/Time Qualifier Rules
	ENTY	Entity Rules
	FLVL	Field of Study Level Rules
	LGCY	Legacy Rules
	PATH	System Path Rules
	PCOL	Prior College Rules
	PQLF	Phone Qualifier Code Rules
	PREL	Electronic Prospect Group
	QSTN	Question Code Rules
	RESD	Residency Rules
	RFQL	Reference Qualifier Rules
	RLTN	Relationship Qualifier Rules
	TELE	Telephone Pattern Rules
	VCRL	Verification Control Rules

STVELMT	HTML Letter Module Validation Form		
	Module	Description	View
	A	Admissions	AS_ADMISSIONS_APPLICANT
	E	Electronic App	SAVEAPS
	F	Registration	AS_STUDENT_REGISTRATION_DETAIL
	P	Electronic Prospect	SRVPREL
	R	Recruit	AS_RECRUITING_DATA
	S	Student	AS_STUDENT_DATA
	T	Transcripts	SHVTRE1

<b>STVESTS</b>	<b>Student Registration Status Code Validation Form</b>	
	EL	Eligible to Register
<b>STVETCT</b>	<b>IPEDS Ethnic Code Validation Form</b>	
	1	Black Non-Hispanic
	2	American Indian or Alaskan Native
	3	Asian or Pacific Islander
	4	Hispanic
	5	White Non-Hispanic
	6	Other
<b>STVEVEN</b>	<b>Academic History Event Code Validation Form</b>	
	999	Miscellaneous Event
<b>STVFTYP</b>	<b>Fee Type Validation Form</b>	
	FLAT	Flat Fee
	BILL	Per Bill Hour Fee
	CRED	Per Credit Hour Fee
	DURN	Per Duration Unit
<b>STVGAST</b>	<b>Graduation Application Status Validation Form</b>	
	AC	Active Application
	IA	Inactivate Application
<b>STVGCHG</b>	<b>Grade Change Code Validation Form</b>	
	CC	Composite Calculation
	CR	Capped Resit
	DL	Degraded Late Mark
	OE	Original Entry
	RC	Re-Calculated
	SG	Substitute Grade

<b>STVINTS</b>	<b>Outside Interest Code Validation Form</b>	
	A1	Instrumental Music
	A2	Vocal Music
	A3	Student Government
	A4	Publications, Literary
	A5	Debate
	A6	Departmental Clubs
	A7	Dramatics, Theater
	A8	Religious Organizations
	A9	Racial or Ethnic Organizations
	AA	Intramural Athletics
	AB	Varsity Athletics
	AC	Political Organizations
	AD	Radio - TV
	AE	Fraternity or Sorority
	AF	Special Interest Groups
	AG	Campus or Community Service Groups
	AH	Art
	AI	Coop or Internship Programs
	AJ	Dance
	AK	Environmental or Ecology Activity
	AL	Foreign Study Abroad
	AM	Honors or Independent Study
	AN	ROTC
<b>STVLEVL</b>	<b>Level Code Validation Form</b>	
	00	Level Not Declared
<b>STVLMOD</b>	<b>Learner Module Validation Form</b>	
	RECRUIT	Recruiting
	ADMISSIONS	Admissions

STVLMOD	Learner Module Validation Form	
	LEARNER	Student
	OUTCOME	Student Outcome

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

STVMAJR	Major Code Validation Form	
	0000	Major Not Declared

STVMECL	Mass Entry Column Validation Form	
Mass Entry Code	Description	Mass Entry Forms Used
ACTC_CODE	Athletic - Sports Code	SGAMSPT
ADD_BILL_HRS	Add registration bill hours	SFAMREG
ADD_CAMP_CODE	Add registration campus code	SFAMREG
ADD_CREDIT_HRS	Add registration credit hours	SFAMREG
ADD_CRN	Add registration CRN	SFAMREG
ADD_END_DATE	Add registration end date	SFAMREG
ADD_GMOD_CODE	Add registration grade mode code	SFAMREG
ADD_INSM_CODE	Add registration instructional method code	SFAMREG
ADD_LEVL_CODE	Add registration level code	SFAMREG
ADD_PTRM_CODE	Add registration part of term	SFAMREG
ADD_RSTS_CODE	Add registration status code	SFAMREG
ADD_SSTS_CODE	Add registration with registration status code	SFAMREG
ADD_START_DATE	Add registration start date	SFAMREG
ADD_TMST_HRS	Add registration with time status hours	SFAMREG
ADMR_CODE	Admissions checklist code	SAAMAPP
ADMT_CODE	Admissions Code	SAAMAPP
APDC_CODE	Decision code	SAAMAPP

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

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

<b>STVMECL</b>		
<b>Mass Entry Column Validation Form</b>		
<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
DROP_RSTS_CODE	Drop registration status on drop	SFAMREG
DROP_SEQ_NUMB	Drop registration sequence number	SFAMREG
DROP_SUBJ_CODE	Drop registration subject code	SFAMREG
EDLV_CODE	Education level	SGAMSTU
EGOL_CODE	Education goal	SGAMSTU
ELIG_CODE	Athletic - Eligible	SGAMSPT
EXP_GRAD_DATE	Expected graduation date	SGAMSTU
FEE_AMOUNT	Fee Amount	SHAMDEG, SHAMDIP, SHAMCAT
FEE_DATE	Fee effective date	SHAMDEG, SHAMDIP, SHAMCAT
FEE_DETC_CODE	Fee detail code	SHAMDEG, SHAMDIP, SHAMCAT
FEE_IND	Y to charge fee; W to waive fee	SHAMDEG, SHAMDIP, SHAMCAT
FEE_TERM_CODE	Fee term code	SHAMDEG, SHAMDIP, SHAMCAT
GAST_CODE	Graduation Application Status	SHAMDEG
GMOD_CODE	CRN grade mode	SFAMREG
GOWN_ORDER_IND	Gown order indicator	SHAMUCA
GOWN_PICKUP_IND	Gown picked up indicator	SHAMUCA
GOWN_RETURN_IND	Gown returned indicator	SHAMUCA
GOWN_SIZE	Graduation Gown Size	SHAMUCA
GOWN_TYPE	Gown type	SHAMUCA
GRAD_ATTEND_CDE	Graduation Attend Value	SHAMCAT
GRAD_ATTEND_IND	Graduation Attend Ceremony Indicator	SHAMUCA
GRAD_DATE	Graduation date	SGAMSTU, SHAMDEG
GRAD_YEAR	Graduation year	SGAMSTU, SHAMDEG
GRST_CODE	Graduation status	SHAMDEG
HOOD_ORDER_IND	Hood order indicator	SHAMUCA

<b>STVMECL</b>		
<b>Mass Entry Column Validation Form</b>		
<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
HOOD_PICKUP_IND	Hood picked up indicator	SHAMUCA
HOOD_RETURN_IND	Hood returned indicator	SHAMUCA
HOOD_TYPE	Hood type	SHAMUCA
INNM_CODE	Degree Awarded by Code	SHAMDIP
INSERT_ACTC_CODE	Athletic Insert - Sports Code	SGAMSPT
INTS_CODE	Interest code	SAAMAPP
LCUR_ADMIT_TERM	Learner admission term	SGAMSTU
LCUR_ADMT_CODE	Learner admission code	SGAMSTU
LCUR_CAMP_CODE	Campus	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_COLL_CODE	College	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_CURRICULA	Which curricula to review: Primary, Secondary or All	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_DEGC_CODE	Degree	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_DEPT_CODE	Department	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_LEVL_CODE	Level	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_LFST_CODE	Field of study type	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_MAJR_CODE	Field of study code	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG,



<b>STVMECL</b>		
<b>Mass Entry Column Validation Form</b>		
<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
		SHAMCAT, SHAMDIP, SHAMUDI
LCUR_MATRIC_TERM	Learner matriculation term	SGAMSTU
LCUR_PROGRAM	Program	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LETR_CODE	Letter code	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA
LETR_DATE	Initiated date on the letter	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA
LETR_INIT_CODE	Letter initials code	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA
LETR_PRINT_DATE	Date letter was printed	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA
LETR_WAIT_DAYS	Wait days on the new letter	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA
MANDATORY_IND	Admissions checklist mandatory indicator	SAAMAPP
NUMBER_TICKETS	Number of Tickets	SHAMUCA
POPSEL_APPLICATION_ID	Population Selection Application	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA, SFAMREG
POPSEL_CREATOR_ID	Population Selection Creator ID	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA, SFAMREG

<b>STVMECL</b>		
<b>Mass Entry Column Validation Form</b>		
<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
POPSEL_SELECTION_ID	Population Selection ID	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA, SFAMREG
POPSEL_USER_ID	Population Selection User ID	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA, SFAMREG
RATE_CODE	Student fee assessment rate code	SGAMSTU, SAAMAPP, SFAMREG
REG_CHECK_APPR	Indicator to check for approvals	SFAMREG
REG_CHECK_ATTS	Indicator to check for student attributes	SFAMREG
REG_CHECK_CAMP	Indicator to check for campus	SFAMREG
REG_CHECK_CAPC	Indicator to check for capacity	SFAMREG
REG_CHECK_CHRT	Indicator to check for cohort	SFAMREG
REG_CHECK_CLAS	Indicator to check for class	SFAMREG
REG_CHECK_COLL	Indicator to check for college	SFAMREG
REG_CHECK_CORQ	Indicator to check for corequisites	SFAMREG
REG_CHECK_DEGREE	Indicator to check for degree	SFAMREG
REG_CHECK_DEPT	Indicator to check for department	SFAMREG
REG_CHECK_DUPL	Indicator to check for duplicates	SFAMREG
REG_CHECK_HOLD	Indicator to check for holds	SFAMREG
REG_CHECK_LEVL	Indicator to check for level	SFAMREG
REG_CHECK_LINK	Indicator to check for linked courses	SFAMREG
REG_CHECK_MAJR	Indicator to check for fields of study	SFAMREG
REG_CHECK_MAXH	Indicator to check for maximum hours	SFAMREG
REG_CHECK_MEXC	Indicator to check for mutual exclusions	SFAMREG

<b>STVMECL</b>		
<b>Mass Entry Column Validation Form</b>		
<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
REG_CHECK_MINH	Indicator to check for minimum hours	SFAMREG
REG_CHECK_PREQ	Indicator to check for prerequisites	SFAMREG
REG_CHECK_PROGRAM	Indicator to check for program	SFAMREG
REG_CHECK_REPT	Indicator to check for repeats	SFAMREG
REG_CHECK_RPTH	Indicator to check for repeat hours	SFAMREG
REG_CHECK_TIME	Indicator to check for time conflict	SFAMREG
REG_CURRENT_CRN	Currently in CRN	SFAMREG
REG_DATE	Registration date	SFAMREG
REG_FEE_ASSESSMENT	Process fees in batch or online	SFAMREG
REG_GRADE_MODE	Grade mode for currently registered CRN	SFAMREG
REJECT	ADPC IND, Student rejected	SAAMAPP
REJECT_ADPC_IND	Student rejected	SAAMAPP
RESD_CODE	Residence Code	SAAMAPP, SGAMSTU
RETURN_DATE	Tickets returned date	SHAMUCA
SAAT_CODE	Athletic - Attribute Code	SGAMSPT
SAEL_CODE	Athletic - Academic Eligibility	SGAMSPT
SBGI_INST_AWARD	Awarding institution	SHAMDIP
SEASON_USED_IND	Athletic - Season Used Indicator	SGAMSPT
SPST_CODE	Athletic - Status Code	SGAMSPT
STST_CODE	Student status	SGAMSTU
STYP_CODE	Student type code	SAAMAPP, SGAMSTU
TERM_CODE_APPL	Admissions application term	SAAMAPP
TERM_CODE_ATHL_COMP	Athletic - Compliance Term Code	SGAMSPT
TERM_CODE_ATHL_COPY	Athletic - Copy Compliance Term Code	SGAMSPT

<b>STVMECL</b>		
<b>Mass Entry Column Validation Form</b>		
<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
TERM_CODE_CERT	Ceremony term	SHAMCAT, SHAMDIP, SHAMUCA, SHAMUDI
TERM_CODE_DEGREE_COMPLETION	Term the degree is completed	SHAMDEG
TERM_CODE_EFF	Learner effective term	SGAMSTU, SFAMREG
TERM_CODE_EFF_IND	Term code equal indicator	SGAMSTU
TERM_CODE_GRAD	Graduation term	SHAMDEG, SGAMSTU, SHAMCAT, SHAMDIP
TERM_CODE_REG	Registration term	SFAMREG
TICKET_MAILED	Tickets mailed date	SHAMUCA
TICKET_ORDER_IND	Ticket order indicator	SHAMUCA
TICKET_PICKUP_IND	Ticket picked up indicator	SHAMUCA
WITHDRAWN_IND	Student withdrew	SAAMAPP
<b>STVNTCG</b>		
<b>Note Category Validation Form</b>		
Do not use the number range of 9900 - 9999 for your codes. This range is reserved for future development.		
<b>STVNTIN</b>		
<b>Note Interaction Validation Form</b>		
Do not use the number range of 9900 - 9999 for your codes. This range is reserved for future development.		
<b>STVORIG</b>		
<b>Originator Code Validation Form</b>		
	AUTO	Generated Automatically
<b>STVPREV</b>		
<b>Progress Evaluation Code Validation Form</b>		
	00	Good Standing

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

<b>STVPROC</b>	<b>Process Control Code Validation Form</b>	
	COMPLIANCE	Compliance Requests
	DISPLAYGRADES	Display Roster Grades
	DISPLAYHOLDS	Display Student Holds
	DISPLAYSCHEDULE	Display Student Schedule
	DISPLAYTESTS	Display Test Scores
	ENTERGRADES	Enter Roster Grades
	TRANSCRIPT	Transcript Request
<b>STVPTRM</b>	<b>Part of Term Code Validation Form</b>	
	1	Full Term
	C	Combined Parts of Term
<b>STVRATP</b>	<b>Admissions Rating Type Validation Form</b>	
	0000	Admissions Rating
<b>STVRECR</b>	<b>Recruiter Code Validation Form</b>	
	000	Recruiter Not Assigned
		(for Data Load Interface users only)
<b>STVRES D</b>	<b>Residence Code Validation Form</b>	
	0	Undeclared
<p><b>Note:</b> For clients in production before 1994: If your institution is already using 0 (zero) for a value other than “Undeclared”, you must assign one value which is not otherwise being used as a system-required “Undeclared” value.</p>		
<b>STVRSTA</b>	<b>Recruiting Status Code Validation Form</b>	
	00	Undetermined - New Recruit
		(for Data Load Interface users only)

STVRSTS	Course Registration Status Code Validation Form	
	RE	Registered
	DD	Delete
	DC	Drop Course
	WL	Waitlisted

STVSBGI	Source/Background Institution Code Validation Form	
	999999	Miscellaneous Institution

**Note:** Please note that STVSBGI does not contain a system-required indicator. However, it is recommended that the value 999999 exist when AMCAS processing or transfer course processing or both is used at your institution. If this value does not exist, processing may not run successfully. It is also recommended that the value 999999 exist on SHATRNS so you can enter a name for the institution when you are entering transfer work for a person.

STVSTSP	Student Study Path Status Code Validation Form		
	AS	Active Study Path	Active and Allow Registration = selected (Yes) Y

STVSTST	Student Status Code Validation Form		
	AS	Active	Allow Registration = selected (Yes) Y
	IS	Inactive	Allow Registration - cleared (No) N

STVSTYP	Student Type Code Validation Form	
	0	Undeclared

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

STVTERM	Term Code Validation Form	
	000000	The Beginning of Time
	999999	The End of Time

**Note:** Term codes are numeric and are in the format YYYYTT. The codes must be constructed so that the codes maintain the appropriate sequence of terms. Term codes are displayed in descending order with the highest term first.

<b>STVTESC</b>		<b>Test Code Validation Form</b>				
<b>Code</b>	<b>Test Type</b>	<b>Description</b>	<b>Number Positions</b>	<b>Data Type*</b>	<b>Min Score</b>	<b>Max Score</b>
* The Data Type value of Numeric (selected) corresponds to a value of <i>N</i> in the database. The Data Type value of Alphanumeric (cleared) corresponds to a value of <i>A</i> in the database.						
AA1	ASSET	Asset	2	selected	00	99
A01	ACT	English	2	selected	01	36
A02	ACT	Math	2	selected	01	36
A03	ACT	Reading	2	selected	01	36
A04	ACT	Science Reasoning	2	selected	01	36
A05	ACT	Composite	2	selected	01	36
A06	ACT	Sum of Standard Scores	3	cleared	001	180
A07	ACT	ACT Combined English/ Writing	2	selected	01	36
SWR	ACT	ACT Subscore Writing	2	selected	02	12
NEW	ACT	ACT Norm English/ Writing	2	selected	01	99
NWR	ACT	ACT Norm Writing	2	selected	01	99
SUM	ACT	Subscore - Usage and Mech.	2	cleared	01	18
SRH	ACT	Subscore - Rhetorical Skills	2	cleared	01	18

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
SEA	ACT	Subscore - Elementary Algebra	2	cleared	01	18
SAG	ACT	Subscore - Algebra/Geometry	2	cleared	01	18
SGT	ACT	Subscore - Plane Geometry/Trig.	2	cleared	01	18
SSS	ACT	Subscore - Social Studies	2	cleared	01	18
SAL	ACT	Subscore - Arts/Literature	2	cleared	01	18
NUM	ACT	Norm - Usage and Mech	2	cleared	01	99
NRH	ACT	Norm - Rhetorical Skills	2	cleared	01	99
NEA	ACT	Norm - Elementary Algebra	2	cleared	01	99
NAG	ACT	Norm - Algebra/Geometry	2	cleared	01	99
NGT	ACT	Norm - Plane Geometry/Trig	2	cleared	01	99
NSS	ACT	Norm - Social Studies	2	cleared	01	99
NAL	ACT	Norm - Arts/Literature	2	cleared	01	99



STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
G01	GMAT	GMAT Verbal Percent	2	selected	00	99
G02	GMAT	GMAT Quantitative Percent	2	selected	00	99
G03	GMAT	GMAT Total Converted Percent	3	selected	200	800
G04	GMAT	GMAT Writing Percent	2	selected	00	99
G05	GMAT	GMAT Total Percent	2	selected	00	99
G06	GMAT	GMAT Verbal Converted	2	selected	00	60
G07	GMAT	GMAT Quantitative Converted	2	selected	00	60
G08	GMAT	GMAT Writing Converted	2	selected	00	60
G09	GMAT	GMAT Integrated Reasoning Scor	2	selected	00	99
G10	GMAT	GMAT Integrated Reasoning Conv	1	selected	0	8
G03Q	GRE	Revised General Quantitative	3	selected	130	170
G03V	GRE	Revised General Verbal	3	selected	130	170

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
G03W	GRE	Revised General Writing	3	selected	0.0	6.0
GR01	GRE	Verbal Code	3	selected	200	800
GR02	GRE	Quantitative Code	3	selected	200	800
GR03	GRE	Analytical Code	3	selected	200	800
GR04	GRE	Writing Assessment	3	selected	0.0	6.0
GR05	GRE	Analytical Writing Test	3	selected	0.0	6.0
G22	GRE	Biochem, C & M Total Score	3	selected	200	990
G221	GRE	Biochem, C & M Subscore 1	3	selected	020	099
G222	GRE	Biochem, C & M Subscore 2	3	selected	020	099
G223	GRE	Biochem, C & M Subscore 3	3	selected	020	099
G24	GRE	Biology Total Score	3	selected	200	990
G241	GRE	Biology Subscore 1	3	selected	020	099
G242	GRE	Biology Subscore 2	3	selected	020	099
G243	GRE	Biology Subscore 3	3	selected	020	099
G27	GRE	Chemistry Total Score	3	selected	200	990

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
G271	GRE	Chemistry Subscore 1	3	selected	020	099
G272	GRE	Chemistry Subscore 2	3	selected	020	099
G273	GRE	Chemistry Subscore 3	3	selected	020	099
G29	GRE	Computer Science Total Score	3	selected	200	990
G291	GRE	Computer Science Subscore 1	3	selected	020	099
G292	GRE	Computer Science Subscore 2	3	selected	020	099
G293	GRE	Computer Science Subscore 3	3	selected	020	099
G2QE	GRE	GRE Quantitative Estimated Cur	3	selected	130	170
G2VE	GRE	GRE Verbal Estimated Current	3	selected	130	170
G31	GRE	Economics Total Score	3	selected	200	990
G311	GRE	Economics Subscore 1	3	selected	020	099
G312	GRE	Economics Subscore 2	3	selected	020	099
G313	GRE	Economics Subscore 3	3	selected	020	099
G34	GRE	Education Total Score *	3	selected	020	099

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
G341	GRE	Education Subscore 1 *	3	selected	020	099
G342	GRE	Education Subscore 2 *	3	selected	020	099
G343	GRE	Education Subscore 3 *	3	selected	020	099
G35	GRE	Rev. Education Total Score	3	selected	200	990
G351	GRE	Rev. Education Subscore 1	3	selected	020	099
G352	GRE	Rev. Education Subscore 2	3	selected	020	099
G353	GRE	Rev. Education Subscore 3	3	selected	020	099
G37	GRE	Engineering Total Score	3	selected	200	990
G371	GRE	Engineering Subscore 1	3	selected	020	099
G372	GRE	Engineering Subscore 2	3	selected	020	099
G373	GRE	Engineering Subscore 3	3	selected	020	099
G44	GRE	French Total Score *	3	selected	020	099
G441	GRE	French Subscore 1 *	3	selected	020	099
G442	GRE	French Subscore 2 *	3	selected	020	099
G443	GRE	French Subscore 3 *	3	selected	020	099

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
G46	GRE	Geography Total Score *	3	selected	020	099
G461	GRE	Geography Subscore 1 *	3	selected	020	099
G462	GRE	Geography Subscore 2 *	3	selected	020	099
G463	GRE	Geography Subscore 3 *	3	selected	020	099
G47	GRE	Geology Total Score	3	selected	200	990
G471	GRE	Geology Subscore 1	3	selected	020	099
G472	GRE	Geology Subscore 2	3	selected	020	099
G473	GRE	Geology Subscore 3	3	selected	020	099
G52	GRE	German Total Score *	3	selected	020	099
G521	GRE	German Subscore 1 *	3	selected	020	099
G522	GRE	German Subscore 2 *	3	selected	020	099
G523	GRE	German Subscore 3 *	3	selected	020	099
G57	GRE	History Total Score	3	selected	200	990
G571	GRE	History Subscore 1	3	selected	020	099
G572	GRE	History Subscore 2	3	selected	020	099
G573	GRE	History Subscore 3	3	selected	020	099
G64	GRE	Literature Total Score	3	selected	200	990

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
G641	GRE	Literature Subscore 1	3	selected	020	099
G642	GRE	Literature Subscore 2	3	selected	020	099
G643	GRE	Literature Subscore 3	3	selected	020	099
G67	GRE	Mathematics Total Score	3	selected	200	990
G671	GRE	Mathematics Subscore 1	3	selected	020	099
G672	GRE	Mathematics Subscore 2	3	selected	020	099
G673	GRE	Mathematics Subscore 3	3	selected	020	099
G68	GRE	Mathematics Rs Total Score	3	selected	200	990
G681	GRE	Mathematics Rs Subscore 1	3	selected	020	099
G682	GRE	Mathematics Rs Subscore 2	3	selected	020	099
G683	GRE	Mathematics Rs Subscore 3	3	selected	020	099
G71	GRE	Music Total Score *	3	selected	020	099
G711	GRE	Music Subscore 1 *	3	selected	020	099
G712	GRE	Music Subscore 2 *	3	selected	020	099
G713	GRE	Music Subscore 3 *	3	selected	020	099

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
G72	GRE	Music Total Score	3	selected	200	990
G721	GRE	Music Subscore 1	3	selected	020	099
G722	GRE	Music Subscore 2	3	selected	020	099
G723	GRE	Music Subscore 3	3	selected	020	099
G74	GRE	Philosophy Total Score *	3	selected	020	099
G741	GRE	Philosophy Subscore 1 *	3	selected	020	099
G742	GRE	Philosophy Subscore 2 *	3	selected	020	099
G743	GRE	Philosophy Subscore 3 *	3	selected	020	099
G77	GRE	Physics Total Score	3	selected	200	990
G771	GRE	Physics Subscore 1	3	selected	020	099
G772	GRE	Physics Subscore 2	3	selected	020	099
G773	GRE	Physics Subscore 3	3	selected	020	099
G78	GRE	Rev. Political Science Total Score	3	selected	200	990
G781	GRE	Rev. Political Science Subscore 1	3	selected	020	099
G782	GRE	Rev. Political Science Subscore 2	3	selected	020	099

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
G783	GRE	Rev. Political Science Subscore 3	3	selected	020	099
G79	GRE	Political Science Total Score *	3	selected	020	099
G791	GRE	Political Science Subscore 1 *	3	selected	020	099
G792	GRE	Political Science Subscore 2 *	3	selected	020	099
G793	GRE	Political Science Subscore 3 *	3	selected	020	099
G81	GRE	Psychology Total Score	3	selected	200	990
G811	GRE	Psychology Subscore 1	3	selected	020	099
G812	GRE	Psychology Subscore 2	3	selected	020	099
G813	GRE	Psychology Subscore 3	3	selected	020	099
G87	GRE	Sociology Total Score	3	selected	200	990
G871	GRE	Sociology Subscore 1	3	selected	020	099
G872	GRE	Sociology Subscore 2	3	selected	020	099
G873	GRE	Sociology Subscore 3	3	selected	020	099
G91	GRE	Spanish Total Score *	3	selected	020	099
G911	GRE	Spanish Subscore 1 *	3	selected	020	099



STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
G912	GRE	Spanish Subscore 2 *	3	selected	020	099
G913	GRE	Spanish Subscore 3 *	3	selected	020	099
<i>* These codes are no longer used for the GRE.</i>						
MBS	MCAT	MCAT Biological Science Score	2	selected	00	99
MPS	MCAT	MCAT Physical Science Score	2	selected	00	99
MVR	MCAT	MCAT Verbal Score	2	selected	00	99
MWS	MCAT	MCAT Writing Score	2	cleared	J	T
S01	SAT	Verbal Score	3	selected	200	800
S02	SAT	Mathematics Score	3	selected	200	800
S03	SAT	Reading Subscore	2	selected	20	80
S04	SAT	Vocabulary Subscore	2	selected	20	80
S07	SAT	SAT Writing	3	selected	200	800
S08	SAT	SAT Essay Subscore	2	selected	00	12
S09	SAT	SAT MC Subscore	2	selected	20	80
AH	SATII	American History/ Social Studies	3	selected	200	800
BY	SATII	Biology	3	selected	200	800

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
CH	SATII	Chemistry	3	selected	200	800
CL	SATII	Chinese with Listening	3	selected	200	800
EB	SATII	Bio-Ecological Emphasis	3	selected	200	800
EH	SATII	European History/ World Cultures	3	selected	200	800
EN	SATII	English Composition	3	selected	200	800
EP	SATII	English Proficiency	3	selected	200	800
ES	SATII	English Composition with Essay	3	selected	200	800
FL	SATII	French with Listening	3	selected	200	800
FR	SATII	French	3	selected	200	800
GL	SATII	German with Listening	3	selected	200	800
GM	SATII	German	3	selected	200	800
HB	SATII	Hebrew	3	selected	200	800
IT	SATII	Italian	3	selected	200	800
JL	SATII	Japanese with Listening	3	selected	200	800
KL	SATII	Korean with Listening	3	selected	200	800
LR	SATII	Literature	3	selected	200	800
LT	SATII	Latin	3	selected	200	800

STVTESC		Test Code Validation Form				
Code	Test Type	Description	Number Positions	Data Type*	Min Score	Max Score
MB	SATII	Bio-Molecular Emphasis	3	selected	200	800
M1	SATII	Mathematics Level I	3	selected	200	800
M2	SATII	Mathematics Level II	3	selected	200	800
1C	SATII	Mathematics Level IC	3	selected	200	800
2C	SATII	Mathematics Level IIC - Calculator	3	selected	200	800
MH	SATII	Modern Hebrew	3	selected	200	800
PH	SATII	Physics	3	selected	200	800
SL	SATII	Spanish with Listening	3	selected	200	800
SP	SATII	Spanish	3	selected	200	800
UH	SATII	U.S. History	3	selected	200	800
WH	SATII	World History	3	selected	200	800
WR	SATII	Writing	3	selected	200	800

**Note:** It is recommended that the listed values be selected periodically against the current delivered file layout values, because changes occur over time.

STVTMST	Time Status Code Validation Form	
	99	Error Calculating Time Status
STVTPFD	Tape Field Names Validation Form	
	Field names with an * are no longer used for the ACT.	
	A01_NATIONAL_NORM	ACT English National Norm
	A01_TADM_CODE	ACT A01 Test Admin Code

STVTPFD	Tape Field Names Validation Form	
	A01_TEST_MON	ACT A01 Test Month
	A01_TEST_SCORE	ACT A01 Test Score
	A01_TEST_YEAR	ACT A01 Test Year
	A02_NATIONAL_NORM	ACT Math National Norm
	A02_TADM_CODE	ACT A02 Test Admin Code
	A02_TEST_MON	ACT A02 Test Month
	A02_TEST_SCORE	ACT A02 Test Score
	A02_TEST_YEAR	ACT A02 Test Year
	A03_NATIONAL_NORM	ACT Reading National Norm
	A03_TADM_CODE	ACT A03 Test Admin Code
	A03_TEST_MON	ACT A03 Test Month
	A03_TEST_SCORE	ACT A03 Test Score
	A03_TEST_YEAR	ACT A03 Test Year
	A04_NATIONAL_NORM	ACT Science National Norm
	A04_TADM_CODE	ACT A04 Test Admin Code
	A04_TEST_MON	ACT A04 Test Month
	A04_TEST_SCORE	ACT A04 Test Score
	A04_TEST_YEAR	ACT A04 Test Year
	A05_NATIONAL_NORM	ACT Composite National Norm
	A05_TADM_CODE	ACT A05 Test Admin Code
	A05_TEST_MON	ACT A05 Test Month
	A05_TEST_SCORE	ACT A05 Test Score
	A05_TEST_YEAR	ACT A05 Test Year
	A06_TADM_CODE	ACT A06 Test Admin Code
	A06_TEST_MON	ACT A06 Test Month
	A06_TEST_SCORE	ACT A06 Test Score
	A06_TEST_YEAR	ACT A06 Test Year
	A07_NATIONAL_NORM	ACT Combined English/Writing National Norm
	A07_TEST_SCORE	ACT A07 Test Score
	A1_INTS_CODE	A1 Interest Code Chosen

STVTPFD	Tape Field Names Validation Form	
	A2_INTS_CODE	A2 Interest Code Chosen
	A3_INTS_CODE	A3 Interest Code Chosen
	A4_INTS_CODE	A4 Interest Code Chosen
	A5_INTS_CODE	A5 Interest Code Chosen
	A6_INTS_CODE	A6 Interest Code Chosen
	A7_INTS_CODE	A7 Interest Code Chosen
	A8_INTS_CODE	A8 Interest Code Chosen
	A9_INTS_CODE	A9 Interest Code Chosen
	AA_INTS_CODE	AA Interest Code Chosen
	AB_INTS_CODE	AB Interest Code Chosen
	AC_INTS_CODE	AC Interest Code Chosen
	ADDITIONAL_ID	Additional ID
	ADDL_MCAT_INTENT_IND	MCAT Intent Indicator Placehld
	ADM_ACTION_CODE	Admission Action Code Placehld
	ADM_ACTION_DATE	Admission Action Date Placehld
	ADVISOR_INFO_RELEASE	Advisor Info Release Placeholder
	AD_INTS_CODE	AD Interest Code Chosen
	AE_INTS_CODE	AE Interest Code Chosen
	AF_INTS_CODE	AF Interest Code Chosen
	AGE	Age of Recruit/App Placeholder
	AG_INTS_CODE	AG Interest Code Chosen
	AH_INTS_CODE	AH Interest Code Chosen
	AI_INTS_CODE	AI Interest Code Chosen
	AJ_INTS_CODE	AJ Interest Code Chosen
	AK_INTS_CODE	AK Interest Code Chosen
	AL_INTS_CODE	AL Interest Code Chosen
	AMCAS_ID	AMCAS ID
	AM_INTS_CODE	AM Interest Code Chosen
	AN_INTS_CODE	AN Interest Code Chosen
	AO_INTS_CODE	AO Interest Code Chosen

STVTPFD	Tape Field Names Validation Form	
	APPL_TYPE	Application Type
	APP_YEAR	Application Year
	AP_HOURS	Advanced Placement Hours
	BIO_NUMBER	Number of the Applicant
	BIRTH_CENT	Birth Date Century
	BIRTH_CITY	City of Birth
	BIRTH_COUNTY_COUNTRY_CODE	County or Country of Birth
	BIRTH_COUNTY_COUNTRY_NAME	BMC Cnty/Ctry Name Placeholder
	BIRTH_COUNTY_RURAL_IND	Birth County is Rural
	BIRTH_DATE	Full Birth Date
	BIRTH_DAY	Day of Month of Birth
	BIRTH_MON	Month of Birth
	BIRTH_STATE	State or Province of Birth
	BIRTH_YEAR	Year of Birth
	CANADIAN_POSTAL_CODE	Canadian Postal Code
	CANADIAN_PROVINCE	Canadian Province
	CHANGE_FLAG	Change Flag Placeholder
	CHANGE_NBR	Change Number Placeholder
	CITIZENSHIP	Citizenship Code
	CITIZEN_NATN_CODE	Nation Code of Citizenship
	CITIZEN_NATN_NAME	Nation Name of Citize Placehd
	CITY	Current Address City
	CLEP_HOURS	College Level Exam Prog Hours
	CNTY_CODE	Current Address County Code
	CUM_AO_GPA	Cumulative All Other GPA
	CUM_AO_HOURS	Cumulative All Other Hours
	CUM_BCPM_GPA	Cumulative BioChemPhysMath GPA
	CUM_BCPM_HOURS	Cumulative BioChemPhysMath Hrs
	CUM_TOTAL_GPA	Cumulative Total GPA

STVTPFD	Tape Field Names Validation Form	
	CYCLE_ADD	Cycle Add Placeholder
	CYCLE_CHANGE	Cycle Change Placeholder
	DATE_APPLIED	Application Date
	DEGC_CODE	Degree Code
	DEPT_CODE	Department Code
	DISADVANTAGED_IND	Disadvantaged Indicator
	EARLY_DECISION	Early Decision Indicator
	EDUC_GOAL	Education Goal
	EFFECTIVE_DATE	Effective Date of Test
	EMAIL_ADDR	Email Address
	ENROLLMENT_DATE	Intended Enrollment Date
	ETHN_CODE	Ethnic Code 1
	ETHN_CODE10	Ethnic Code 10
	ETHN_CODE2	Ethnic Code 2
	ETHN_CODE3	Ethnic Code 3
	ETHN_CODE4	Ethnic Code 4
	ETHN_CODE5	Ethnic Code 5
	ETHN_CODE6	Ethnic Code 6
	ETHN_CODE7	Ethnic Code 7
	ETHN_CODE8	Ethnic Code 8
	ETHN_CODE9	Ethnic Code 9
	EVALUATION	Evaluation Placeholder
	EXP_GRAD_DATE	Expect Graduation Date Holder
	FEE_WAIVER	Fee Waiver
	FELONY	Felony Indicator
	FELONY_PLACE_HOLDER	Felony Placeholder
	FOREIGN_ADDRESS	Foreign Address Indicator
	FOREIGN_NATION	Foreign Nation
	FOREIGN_SSN	Foreign SSN
	FR_AO_GPA	Freshman All Other GPA
	FR_AO_HOURS	Freshman All Other Hours

STVTPFD	Tape Field Names Validation Form	
	FR_BCPM_GPA	Freshman BioChemPhysMath GPA
	FR_BCPM_HOURS	Freshman BioChemPhysMath Hrs
	FR_TOTAL_GPA	Freshman Total GPA
	G01_TADM_CODE	GMAT G01 Test Admin Code
	G01_TEST_MON	GMAT G01 Test Month
	G01_TEST_SCORE	GMAT G01 Test Score
	G01_TEST_YEAR	GMAT G01 Test Year
	G02_TEST_SCORE	GMAT G02 Test Score
	G03_TEST_SCORE	GMAT G03 Test Score
	G04_TEST_SCORE	GMAT G04 Test Score
	G05_TEST_SCORE	GMAT G05 Test Score
	G06_TEST_SCORE	GMAT G06 Test Score
	G07_TEST_SCORE	GMAT G07 Test Score
	G08_TEST_SCORE	GMAT G08 Test Score
	G09_TEST_SCORE	GMAT G09 Test Score
	G10_TEST_SCORE	GMAT G10 Test Score
	GENDER	Gender
	GRAD_AO_GPA	Graduate All Other GPA
	GRAD_AO_HOURS	Graduate All Other Hours
	GRAD_BCPM_GPA	Graduate BioChemPhysMath GPA
	GRAD_BCPM_HOURS	Graduate BioChemPhysMath Hrs
	GRAD_TOTAL_GPA	Graduate Total GPA
	GRE_EST_CURR0	GRE Estimated Current 0
	GFRE_EST_CURR1	GRE Estimated Current 1
	GRE_PERCENTILE0	GRE Percentile 0
	GRE_PERCENTILE1	GRE Percentile 1
	GRE_PERCENTILE2	GRE Percentile 2
	GRE_PERCENTILE3	GRE Percentile 3



STVTPFD	Tape Field Names Validation Form	
	GRE_SCORE0	GRE Score 0
	GRE_SCORE1	GRE Score 1
	GRE_SCORE2	GRE Score 2
	GRE_SCORE3	GRE Score 3
	GRE_TEST_CENT	GRE Test Century
	GRE_TEST_CODE	GRE Test Code
	GRE_TEST_MON	GRE Test Month
	GRE_TEST_SCORE	GRE Test Score
	GRE_TEST_YEAR	GRE Test Year
	GRE_TYPE0	GRE Type 0
	GRE_TYPE1	GRE Type 1
	GRE_TYPE2	GRE Type 2
	GRE_TYPE3	GRE Type 3
	HISP_IND	Hispanic Indicator
	HSCH_AO_GPA	High School All Other GPA
	HSCH_AO_HOURS	High School All Other Hours
	HSCH_BCPM_GPA	High School ChemBioPhyMath GPA
	HSCH_BCPM_HOURS	High School ChemBioPhyMath Hrs
	HSCH_CITY	High School City
	HSCH_CLASS_RANK	High School Class Rank
	HSCH_CLASS_SIZE	High School Class Size
	HSCH_GPA	High School Total GPA
	HSCH_GRADE_LEVEL	High School Grade Level
	HSCH_GRAD_CENT	High School Graduation Century
	HSCH_GRAD_DAY	High School Graduation Day
	HSCH_GRAD_MON	High School Graduation Month
	HSCH_GRAD_YEAR	High School Graduation Year
	HSCH_NAME	High School Name
	HSCH_NATION	High School Nation

STVTPFD	Tape Field Names Validation Form	
	HSCH_SBG1_CODE	High School SBGI Code
	HSCH_STAT_CODE	High School State Code
	HSCH_STREET1	High School Street Address 1
	HSCH_TOTAL_HOURS	High School Total Hours
	HSCH_ZIP	High School ZIP Code
	INSTITUTIONAL_ACTION	Institutional Action
	INTEREST	Interest
	INTS_CODE1	Interest Code 1
	INTS_CODE2	Interest Code 2
	INTS_CODE3	Interest Code 3
	INTS_CODE4	Interest Code 4
	INTS_CODE5	Interest Code 5
	INTS_CODE6	Interest Code 6
	INTS_CODE7	Interest Code 7
	INTS_CODE8	Interest Code 8
	INTS_CODE9	Interest Code 9
	INTS_CODE10	Interest Code 10
	INTS_CODE11	Interest Code 11
	INTS_CODE12	Interest Code 12
	INTS_CODE13	Interest Code 13
	INTS_CODE14	Interest Code 14
	JR_AO_GPA	Junior All Other GPA
	JR_AO_HOURS	Junior All Other Hours
	JR_BCPM_GPA	Junior BioChemPhysMath GPA
	JR_BCPM_HOURS	Junior BioChemPhysMath Hours
	JR_TOTAL_GPA	Junior Total GPA
	LEGAL_COUNTY_CODE	Legal County Code
	LEGAL_COUNTY_NAME	Legal County Name Placeholder
	LEGAL_COUNTY_RURAL_IND	Legal County Rural Indicator

STVTPFD	Tape Field Names Validation Form	
	LEGAL_STATE	Legal State Code
	MAJR_CODE	Major Code 1
	MAJR_CODE2	Major Code 2
	MAJR_CODE3	Major Code 3
	MAJR_CODE4	Major Code 4
	MAJR_CODE5	Major Code 5
	MAJR_CODE6	Major Code 6
	MAJR_PSAT	PSAT Major Code
	MATRIC_DATE	Matriculation Date Placeholder
	MBS_LITHOCODE	MCAT BioSci Lcode Placeholder
	MBS_MED_MAR_IND	MCAT BioSci Med Mar Placeholder
	MBS_TEAC_CODE	MCAT BioSci Test Accommodation
	MBS_TEFR_CODE	MCAT BioSci Test Form Code
	MBS_TEST_DATE	MCAT MBS Test Date
	MBS_TEST_SCORE	MCAT MBS Test Score
	MBS_UNUSED1	MCAT BioSci Unused Placeholder
	MBS_UNUSED2	MCAT BioSci Unused Placeholder
	MBS_UNUSED3	MCAT BioSci Unused Placeholder
	MBS_WS_FORM_NUM	MCAT Writing Sample Placeholder
	MCAT_INTENT_DATE	MCAT Intent Test Date
	MILITARY_DISCHARGE_IND	Military Discharge Indicator
	MILITARY_HON_DISCHARGE_IND	Military Honorable Dischg Ind
	MILITARY_SERVICE_IND	Military Service Indicator
	MISDEMEANOR_IND	Misdemeanor Indicator
	MPS_TEST_SCORE	MCAT MPS Test Score
	MVR_TEST_SCORE	MCAT MVR Test Score
	MWS_TEST_SCORE	MCAT MWS Test Score

STVTPFD	Tape Field Names Validation Form	
	NAG_NATIONAL_NORM	ACT Alg/Coord Geom National Norm
	NAG_TADM_CODE	ACT NAG Test Admin Code
	NAG_TEST_MON	ACT NAG Test Month
	NAG_TEST_SCORE *	ACT NAG Test Score
	NAG_TEST_YEAR	ACT NAG Test Year
	NAL_NATIONAL_NORM	ACT Arts/Lit National Norm
	NAL_TADM_CODE	ACT NAL Test Admin Code
	NAL_TEST_MON	ACT NAL Test Month
	NAL_TEST_SCORE *	ACT NAL Test Score
	NAL_TEST_YEAR	ACT NAL Test Year
	NAME_FIRST	First Name
	NAME_LAST	Last Name
	NAME_LAST_OLD	Former Last Name
	NAME_MI	Middle Initial
	NATION_CODE	Nation Code
	NATION_NAME	Nation Name
	NEA_NATIONAL_NORM	ACT Elem Algebra National Norm
	NEA_TADM_CODE	ACT NEA Test Admin Code
	NEA_TEST_MON	ACT NEA Test Month
	NEA_TEST_SCORE *	ACT NEA Test Score
	NEA_TEST_YEAR	ACT NEA Test Year
	NEW_TADM_CODE	ACT NEW Test Admin Code
	NEW_TEST_MON	ACT NEW Test Month
	NEW_TEST_SCORE *	ACT NEW Test Score
	NEW_TEST_YEAR	ACT NEW Test Year
	NEXT_MCAT_DATE	Next MCAT Date (pre-2008)
	NGT_NATIONAL_NORM	ACT Plane Geom/Trig National Norm
	NGT_TADM_CODE	ACT NGT Test Admin Code
	NGT_TEST_MON	ACT NGT Test Month

STVTPFD	Tape Field Names Validation Form	
	NGT_TEST_SCORE *	ACT NGT Test Score
	NGT_TEST_YEAR	ACT NGT Test Year
	NRH_NATIONAL_NORM	ACT Rhetorical Skills National Norm
	NRH_TADM_CODE	ACT NRH Test Admin Code
	NRH_TEST_MON	ACT NRH Test Month
	NRH_TEST_SCORE *	ACT NRH Test Score
	NRH_TEST_YEAR	ACT NRH Test Year
	NSS_NATIONAL_NORM	ACT Soc Stud/Sci National Norm
	NSS_TADM_CODE	ACT NSS Test Admin Code
	NSS_TEST_MON	ACT NSS Test Month
	NSS_TEST_SCORE **	ACT NSS Test Score
	NSS_TEST_YEAR	ACT NSS Test Year
	NUMBER_OF_DEPENDENTS	Number of Dependents
	NUM_MCATS	Number of MCATS Placeholder
	NUM_NATIONAL_NORM	ACT Usage/Mech National Norm
	NUM_TADM_CODE	ACT NUM Test Admin Code
	NUM_TEST_MON	ACT NUM Test Month
	NUM_TEST_SCORE *	ACT NUM Test Score
	NUM_TEST_YEAR	ACT NUM Test Year
	NWR_NATIONAL_NORM	ACT Writing National Norm
	NWR_TADM_CODE	ACT NWR Test Admin Code
	NWR_TEST_MON	ACT NWR Test Month
	NWR_TEST_SCORE *	ACT NWR Test Score
	NWR_TEST_YEAR	ACT NWR Test Year
	OLDSAT1_PERCENTILE	SAT II National Percentile
	OLDSAT1_RCRV_IND	Old SAT RCRV
	OLDSAT1_TADM_CODE	Old SAT Test Admin Code
	OLDSAT1_TEST_CODE	Old SAT Test Code
	OLDSAT1_TEST_MON	Old SAT Test Month

STVTPFD	Tape Field Names Validation Form	
	OLDSAT1_TEST_SCORE	Old SAT Test Score
	OLDSAT1_TEST_YEAR	Old SAT Test Year
	OLDSAT2_PERCENTILE	SAT II National Percentile
	OLDSAT2_TEST_CODE	Old SAT Test Code
	OLDSAT2_TEST_SCORE	Old SAT Test Score
	OLDSAT3_PERCENTILE	SAT II National Percentile
	OLDSAT3_TEST_CODE	Old SAT Test Code
	OLDSAT3_TEST_SCORE	Old SAT Test Score
	PBUG_AO_GPA	Post Bac UG All Other GPA
	PBUG_AO_HOURS	Post Bac UG All Other Hours
	PBUG_BCPM_GPA	Post Bac UG BioChemPhyMath GPA
	PBUG_BCPM_HOURS	Post Bac UG BioChemPhyMath Hrs
	PBUG_TOTAL_GPA	Post Bac UG Total GPA
	PCOL_CITY	Prior College City
	PCOL_DEGR_CODE	Prior College Degree Code
	PCOL_DEGR_CODE2	Previous College Degree 2
	PCOL_DEGR_CODE3	Previous College Degree 3
	PCOL_DEGR_CODE4	Previous College Degree 4
	PCOL_DEGR_CODE5	Previous College Degree 5
	PCOL_GPA	Previous College GPA
	PCOL_GRAD_CENT	Previous College Grad Century
	PCOL_GRAD_DATE	Previous College Grad Date
	PCOL_GRAD_DATE2	Previous College Grad Date 2
	PCOL_GRAD_DATE3	Previous College Grad Date 3
	PCOL_GRAD_DATE4	Previous College Grad Date 4
	PCOL_GRAD_DATE5	Previous College Grad Date 5
	PCOL_GRAD_DAY	Previous College Grad Day
	PCOL_GRAD_MON	Previous College Grad Month
	PCOL_GRAD_YEAR	Previous College Grad Year

STVTPFD	Tape Field Names Validation Form	
	PCOL_LONG_DESC	Previous College Long Placehld
	PCOL_MAJR_CODE	Previous College Major 1
	PCOL_MAJR_CODE2	Previous College Major 2
	PCOL_MAJR_CODE3	Previous College Major 3
	PCOL_MAJR_CODE4	Previous College Major 4
	PCOL_MAJR_CODE5	Previous College Major 5
	PCOL_MAJR_NAME	Prev Coll Majr Desc 1 Placehld
	PCOL_MAJR_NAME2	Prev Coll Majr Desc 2 Placehld
	PCOL_MAJR_NAME3	Prev Coll Majr Desc 3 Placehld
	PCOL_MAJR_NAME4	Prev Coll Majr Desc 4 Placehld
	PCOL_MAJR_NAME5	Prev Coll Majr Desc 5 Placehld
	PCOL_NAME	Previous College Name Placehld
	PCOL_NATION	Previous College Nation
	PCOL_PROGRAM	Previous College Program
	PCOL_SBG1_CODE	Previous College SBGI Code
	PCOL_SHORT_DESC	Previous College Shrt Placehld
	PCOL_STAT_CODE	Previous College State Code
	PCOL_STREET1	Previous College Street Line 1
	PCOL_YEARS_ATTEND	Previous College To From YYYY
	PCOL_ZIP	Previous College ZIP Code
	PF_FAIL_HOURS	Pass Fail - Failed Hours
	PF_PASS_HOURS	Pass Fail - Passed Hours
	PHONE_AREA	Phone Area Code
	PHONE_COMMENT	Phone Comment for GRE
	PHONE_NUMBER	Phone Number
	PHONE_PREF	Preferred Phone Number Ind
	PIDM	PIDM
	PLUS_MINUS_GRADES	Grades Use Plus or Minus
	PREF_ADDRESS	Preferred Address Placeholder

STVTPFD	Tape Field Names Validation Form	
	PREF_CITY	Preferred City Placeholder
	PREV_APP1	YYYY Previously Applied 1
	PREV_APP2	YYYY Previously Applied 2
	PREV_APP3	YYYY Previously Applied 3
	PREV_APP4	YYYY Previously Applied 4
	PREV_MATRIC	Previous Matriculation
	RACE1	Race Code 1
	RACE10	Race Code 10
	RACE2	Race Code 2
	RACE3	Race Code 3
	RACE4	Race Code 4
	RACE5	Race Code 5
	RACE6	Race Code 6
	RACE7	Race Code 7
	RACE8	Race Code 8
	RACE9	Race Code 9
	REC_NUMBER	Record Number
	RELG_CODE	Religion Code
	S01_NATIONAL_PERCENTILE	SAT Verbal National Percentile
	S01_RCRV_IND	SAT S01 RCRV Indicator
	S01_STATE_PERCENTILE	SAT Verbal State Percentile
	S01_TADM_CODE	SAT S01 Test Admin Code
	S01_TEST_MON	SAT S01 Test Month
	S01_TEST_SCORE	SAT S01 Test Score
	S01_TEST_YEAR	SAT S01 Test Year
	S02_NATIONAL_PERCENTILE	SAT Math National Percentile
	S02_RCRV_IND	SAT S02 RCRV Indicator
	S02_STATE_PERCENTILE	SAT Math State Percentile
	S02_TADM_CODE	SAT S02 Test Admin Code
	S02_TEST_MON	SAT S02 Test Month
	S02_TEST_SCORE	SAT S02 Test Score



STVTPFD	Tape Field Names Validation Form	
	S02_TEST_YEAR	SAT S02 Test Year
	S03_RCRV_IND	SAT S03 RCRV Indicator
	S03_TADM_CODE	SAT S03 Test Admin Code
	S03_TEST_MON	SAT S03 Test Month
	S03_TEST_SCORE	SAT S03 Test Score
	S03_TEST_YEAR	SAT S03 Test Year
	S04_RCRV_IND	SAT S04 RCRV Indicator
	S04_TADM_CODE	SAT S04 Test Admin Code
	S04_TEST_MON	SAT S04 Test Month
	S04_TEST_SCORE	SAT S04 Test Score
	S04_TEST_YEAR	SAT S04 Test Year
	S05_RCRV_IND	SAT S05 RCRV Indicator
	S05_TADM_CODE	SAT S05 Test Admin Code
	S05_TEST_MON	SAT S05 Test Month
	S05_TEST_SCORE	SAT S05 Test Score
	S05_TEST_YEAR	SAT S05 Test Year
	S06_RCRV_IND	SAT S06 RCRV Indicator
	S06_TADM_CODE	SAT S06 Test Admin Code
	S06_TEST_MON	SAT S06 Test Month
	S06_TEST_SCORE	SAT S06 Test Score
	S06_TEST_YEAR	SAT S06 Test Year
	S07_NATIONAL_PERCENTILE	SAT Writing Natl Percentile
	S07_RCRV_IND	SAT S07 RCRV Indicator
	S07_STATE_PERCENTILE	SAT Writing State Percentile
	S07_TADM_CODE	SAT S07 Test Admin Code
	S07_TEST_MON	SAT S07 Test Month
	S07_TEST_SCORE	SAT S07 Test Score
	S07_TEST_YEAR	SAT S07 Test Year
	S08_RCRV_IND	SAT S08 RCRV Indicator
	S08_TADM_CODE	SAT S08 Test Admin Code
	S08_TEST_MON	SAT S08 Test Month

STVTPFD	Tape Field Names Validation Form	
	S08_TEST_SCORE	SAT S08 Test Score
	S08_TEST_YEAR	SAT S08 Test Year
	S09_RCRV_IND	SAT S09 RCRV Indicator
	S09_TADM_CODE	SAT S09 Test Admin Code
	S09_TEST_MON	SAT S09 Test Month
	S09_TEST_SCORE	SAT S09 Test Score
	S09_TEST_YEAR	SAT S09 Test Year
	SAG_TADM_CODE	ACT SAG Test Admin Code
	SAG_TEST_MON	ACT SAG Test Month
	SAG_TEST_SCORE	ACT SAG Test Score
	SAG_TEST_YEAR	ACT SAG Test Year
	SAL_TADM_CODE	ACT SAL Test Admin Code
	SAL_TEST_MON	ACT SAL Test Month
	SAL_TEST_SCORE	ACT SAL Test Score
	SAL_TEST_YEAR	ACT SAL Test Year
	SAT_ESSAY_ID	SAT Essay ID
	SCHOOL_NUM	School Number
	SCHOOL_STATE	School State
	SCHOOL_UNUSED	MCAT School Unused Placeholder
	SEA_TADM_CODE	ACT SEA Test Admin Code
	SEA_TEST_MON	ACT SEA Test Month
	SEA_TEST_SCORE	ACT SEA Test Score
	SEA_TEST_YEAR	ACT SEA Test Year
	SGT_TADM_CODE	ACT SGT Test Admin Code
	SGT_TEST_MON	ACT SGT Test Month
	SGT_TEST_SCORE	ACT SGT Test Score
	SGT_TEST_YEAR	ACT SGT Test Year
	SO_AO_GPA	Sophomore All Other GPA
	SO_AO_HOURS	Sophomore All Other Hours

STVTPFD	Tape Field Names Validation Form	
	SO_BCPM_GPA	Sophomore BioChemPhysMath GPA
	SO_BCPM_HOURS	Sophomore BioChemPhysMath Hrs
	SO_TOTAL_GPA	Sophomore Total GPA
	SRH_TADM_CODE	ACT SRH Test Admin Code
	SRH_TEST_MON	ACT SRH Test Month
	SRH_TEST_SCORE	ACT SRH Test Score
	SRH_TEST_YEAR	ACT SRH Test Year
	SR_AO_GPA	Senior All Other GPA
	SR_AO_HOURS	Senior All Other Hours
	SR_BCPM_GPA	Senior BioChemPhysMath GPA
	SR_BCPM_HOURS	Senior BioChemPhysMath Hours
	SR_TOTAL_GPA	Senior Total GPA
	SSN	Social Security Number
	SSN_OLD	Old SSN Placeholder
	SSS_TADM_CODE	ACT SSS Test Admin Code
	SSS_TEST_MON	ACT SSS Test Month
	SSS_TEST_SCORE	ACT SSS Test Score
	SSS_TEST_YEAR	ACT SSS Test Year
	STAT_CODE	State Code
	STREET_LINE1	Street Address Line 1
	STREET_LINE2	Street Address Line 2
	STREET_LINE3	Street Address Line 3
	STUDENT_TYPE	Student Type
	SUFFIX	Name Suffix
	SUM_TADM_CODE	ACT SUM Test Admin Code
	SUM_TEST_MON	ACT SUM Test Month
	SUM_TEST_SCORE	ACT SUM Test Score
	SUM_TEST_YEAR	ACT SUM Test Year
	SWR_TEST_SCORE	ACT SWR Test Score

<b>STVTPFD</b>	<b>Tape Field Names Validation Form</b>	
	TELE_TYPE_CODE	Telephone Type Code
	URM_IND	URM Indicator Placeholder
	VERIFY_IND	Verified Indicator Placeholder
	VISA	Visa Type
	ZIP	ZIP Code
<b>STVTRNS</b>	<b>Transcript Name Source Code Validation Form</b>	
	IDEN	General Person Identification
	LEGAL	General Person Legal Name
	DIPLOMA	Diploma Name
<b>STVTSPT</b>	<b>Test Score Percentile Type Validation Form</b>	
	ANN	ACT National Norm Cumulative Percent
	GRP	GRE Percentile
	SMN	SAT Math National College-Bound Percentile
	SMS	SAT Math State College-Bound Percentile
	SVN	SAT Verbal National College-Bound Percentile
	SVS	SAT Verbal State College-Bound Percentile
	SWN	SAT Writing National College-Bound Percentile
	SWS	SAT Writing State College-Bound Percentile
	S2N	SAT II National College-Bound Percentile
<b>STVVTAB</b>	<b>Web Display Tables Validation Form</b>	
	GTVINSM	Instructional Method Validation
	STVATTR	Attribute Validation
	STVBLDG	Building Code Validation

<b>STVVTAB</b>	<b>Web Display Tables Validation Form</b>	
	STVCAMP	Campus Code Validation
	STVCOLL	College Code Validation
	STVDEPT	Department Code Validation
	STVDIVS	Division Code Validation
	STVLEVL	Level Code Validation
	STVPTRM	Part of Term Code Validation
	STVSCHD	Schedule Type Code Validation
	STVSUBJ	Subject Code Validation
	STVSESS	Session Code Validation
	STVTESC	Test Code Validation
<b>STVWACK</b>	<b>Web Prospect Acknowledgment Letter Codes Validation Form</b>	
	ADDR1_ATYP_CODE	Address 1 Address Code
	ADDR1_CITY	Address 1 City
	ADDR1_FROM_DATE	Address 1 From Date
	ADDR1_HNUM	Address 1 House Number
	ADDR1_NATN_CODE	Address 1 Nation Code
	ADDR1_STAT_CODE	Address 1 State Code
	ADDR1_STR1	Address 1 Street 1
	ADDR1_STR2	Address 1 Street 2
	ADDR1_STR3	Address 1 Street 3
	ADDR1_STR4	Address 1 Street 4
	ADDR1_TO_DATE	Address 1 To Date
	ADDR1_ZIP	Address 1 ZIP
	ADDR2_ATYP_CODE	Address 2 Address Code
	ADDR2_CITY	Address 2 City
	ADDR2_FROM_DATE	Address 2 From Date
	ADDR2_HNUM	Address 2 House Number
	ADDR2_NATN_CODE	Address 2 Nation Code
	ADDR2_STAT_CODE	Address 2 State Code

STVWACK	Web Prospect Acknowledgment Letter Codes Validation Form	
	ADDR2_STR1	Address 2 Street 1
	ADDR2_STR2	Address 2 Street 2
	ADDR2_STR3	Address 2 Street 3
	ADDR2_STR4	Address 2 Street 4
	ADDR2_TO_DATE	Address 2 To Date
	ADDR2_ZIP	Address 2 ZIP
	BIRTHDATE	Birth Date
	CITZ_CODE	Citizenship
	EMAIL_ADDRESS	Email Address
	EMAL_CODE	Email Address Code
	ETHN_CODE	Ethnicity
	FIRST_NAME	First Name
	FOREIGN_SSN	Foreign SSN
	GENDER	Gender
	HS_CITY	High School City
	HS_CLASS_RANK	High School Class Rank
	HS_CLASS_SIZE	High School Class Size
	HS_GPA	High School GPA
	HS_GRAD_DATE	High School Grad Date
	HS_HNUM	High School House Number
	HS_NAME	High School Name
	HS_NATN_CODE	High School Nation
	HS_SBGI_CODE	High School SBGI Code
	HS_STAT_CODE	High School State
	HS_STR1	High School Street 1
	HS_STR2	High School Street 2
	HS_STR3	High School Street 3
	HS_STR4	High School Street 4
	HS_ZIP	High School ZIP Code
	INTS_CODE_1	Interest 1

STVWACK	Web Prospect Acknowledgment Letter Codes Validation Form	
	Code	Description
	INTS_CODE_2	Interest 2
	INTS_CODE_3	Interest 3
	INTS_CODE_4	Interest 4
	INTS_CODE_5	Interest 5
	LAST_NAME	Last Name
	LAST_NAME_PREFIX	Surname Prefix
	LEND_CODE_1	How I Learned About
	LEND_CODE_2	How I Learned About
	LEND_CODE_3	How I Learned About
	MAJR_CODE	Major
	MATL_CODE_1	Requested Material
	MATL_CODE_2	Requested Material
	MATL_CODE_3	Requested Material
	MIDDLE_NAME	Middle Name
	NAME_PREFIX	Name Prefix
	NAME_SUFFIX	Name Suffix
	NATN_CODE_LEGAL	Country of Citizenship
	NICKNAME	Nickname
	NTYP_CODE	Name Type Code
	PCOL_CITY	Prior College City
	PCOL_GPA	Prior College GPA
	PCOL_GRAD_DATE	Prior College Grad Date
	PCOL_HNUM	Prior College House Number
	PCOL_NAME	Prior College Name
	PCOL_NATN_CODE	Prior College Nation
	PCOL_SBG1_CODE	Prior College SBGI Code
	PCOL_STAT_CODE	Prior College State
	PCOL_STR1	Prior College Street 1
	PCOL_STR2	Prior College Street 2
	PCOL_STR3	Prior College Street 3

STVWACK	Web Prospect Acknowledgment Letter Codes Validation Form	
	Code	Description
	PCOL_STR4	Prior College Street 4
	PCOL_ZIP	Prior College ZIP Code
	SSNTINTFN	SSN/TIN/TFN
	STYP_CODE	Student Type
	TELE1_ATYP_CODE	Telephone 1 Address Code
	TELE1_CTRY_PHONE	Telephone 1 Country Code
	TELE1_INTL_ACCESS	Telephone 1 Inter Access
	TELE1_PHONE_AREA	Telephone 1 Phone Area
	TELE1_PHONE_EXT	Telephone 1 Phone Extension
	TELE1_PHONE_NUMBER	Telephone 1 Phone Number
	TELE2_ATYP_CODE	Telephone 2 Address Code
	TELE2_CTRY_PHONE	Telephone 2 Country Code
	TELE2_INTL_ACCESS	Telephone 2 Inter Access
	TELE2_PHONE_AREA	Telephone 2 Phone Area
	TELE2_PHONE_EXT	Telephone 2 Phone Extension
	TELE2_PHONE_NUMBER	Telephone 2 Phone Number
	TELE3_CTRY_PHONE	Telephone 3 Country Code
	TELE3_INTL_ACCESS	Telephone 3 Inter Access
	TELE3_PHONE_AREA	Telephone 3 Phone Area
	TELE3_PHONE_EXT	Telephone 3 Phone Extension
	TELE3_PHONE_NUMBER	Telephone 3 Phone Number
	TELE4_CTRY_PHONE	Telephone 4 Country Code
	TELE4_INTL_ACCESS	Telephone 4 Inter Access
	TELE4_PHONE_AREA	Telephone 4 Phone Area
	TELE4_PHONE_EXT	Telephone 4 Phone Extension
	TELE4_PHONE_NUMBER	Telephone 4 Phone Number
	TELE5_CTRY_PHONE	Telephone 5 Country Code
	TELE5_INTL_ACCESS	Telephone 5 Inter Access
	TELE5_PHONE_AREA	Telephone 5 Phone Area
	TELE5_PHONE_EXT	Telephone 5 Phone Extension



<b>STVWACK</b>	<b>Web Prospect Acknowledgment Letter Codes Validation Form</b>	
	TELE5_PHONE_NUMBER	Telephone 5 Phone Number
	TERM_CODE	Term Code
	TEST1_DATE	Test 1 Date
	TEST1_SCORE	Test 1 Score
	TEST1_TESC_CODE	Test 1 TESC Code
	TEST2_DATE	Test 2 Date
	TEST2_SCORE	Test 2 Score
	TEST2_TESC_CODE	Test 2 TESC Code
	TEST3_DATE	Test 3 Date
	TEST3_SCORE	Test 3 Score
	TEST3_TESC_CODE	Test 3 TESC Code
	TEST4_DATE	Test 4 Date
	TEST4_SCORE	Test 4 Score
	TEST4_TESC_CODE	Test 4 TESC Code
	TEST5_DATE	Test 5 Date
	TEST5_SCORE	Test 5 Score
	TEST5_TESC_CODE	Test 5 TESC Code
	VTYP_CODE	Visa
<b>STVWAPP</b>	<b>Application Type Code Validation Form</b>	
	00	Default Example - All Sections
	W1	Undergraduate Freshman
	W2	Undergraduate Transfer
	W3	Internatnl Undergrad Freshman
	W4	Internatnl Undergrad Transfer
	W5	Graduate Studies
	W6	International Graduate Studies
	W7	Continuing Ed, Non-Degree

<b>STVWLTT</b>		
<b>Web Application Customized Letter Type Validation Form</b>		
<b>Letter Type Code</b>	<b>Module</b>	<b>Description</b>
APPLHOLD	E	Application Holds Exist Letter
DECNERR	E	Error on Decision Record Letter
DEFAULT	E	Default Letter If Not Specified
MATCHERR	E	Matching Processing Returns Error Letter
NOSTUREC	S	Cannot Insert Student Record Letter
PUSHERR	E	Push Processing Returns Error Letter
QUIKADMT	S	Standard Quick Start Signature Letter
STANDARD	E	Standard Web Application Signature Letter
SUSPENSE	E	Suspended Match Status Signature Letter
VERERR	E	Verify Processing Returns Error Letter
<b>STVWPIC</b>		
<b>Web Prospect Information Selection Validation Form</b>		
	ADDRESS1	Primary Address
	ADDRESS2	Secondary Address
	BIRTHDATE	Prospect Birthdate
	CITIZENSHIP	Prospect Citizenship
	EMAIL	E-Mail Address
	ENTRYTERM	Prospect Entry Term
	ETHNICITY	Prospect Ethnicity/Race
	GENDER	Prospect Gender
	HIGHSCHOOL	Prospect High School
	HOWILEARND	How Prospect Learned About Us
	INTERESTS	Prospect Interests
	INTERNATNL	Prospect International Info
	MAJOR	Prospect Major

<b>STVWPIC</b>		<b>Web Prospect Information Selection Validation Form</b>	
	MATERIAL	Requested Material	
	NAME	Prospect Name	
	NTYPE	Prospect Name Type	
	PRIORCOLL	Prospect Prior College	
	SSNTINTFN	Prospect SSN/TIN/TFN	
	STUDENTTYP	Prospect Student Type	
	TELE3	Additional Telephone Numbers	
	TESTSCORES	Prospect Test Scores	
	VISA	Visa Information	
<b>STVWSCF</b>		<b>Admissions Web Page Element Validation Form</b>	
	<b>Element Code</b>	<b>Description</b>	<b>Web Section</b>
	ACTIVITY	Activity	ACTIVITIES
	ADDR2_CITY	City	ADDR2
	ADDR2_COUNTY	County	ADDR2
	ADDR2_HOUSE_NUMBER	House Number	ADDR2
	ADDR2_INTL_ACCESS	International Access	ADDR2
	ADDR2_NATION	Country	ADDR2
	ADDR2_PHONE_CTRY_CODE	Phone Country Code	ADDR2
	ADDR2_PHONE_NUMBER	Phone Number	ADDR2
	ADDR2_STATE	State/Province	ADDR2
	ADDR2_STREET1	Street Line 1	ADDR2
	ADDR2_STREET2	Street Line 2	ADDR2
	ADDR2_STREET3	Street Line 3	ADDR2
	ADDR2_STREET4	Street Line 4	ADDR2
	ADDR2_ZIP	ZIP Code	ADDR2
	ATYP	Address Type	ADDR1
	BIRTHDATE	Birth Date	PERSONAL
	CELL_EXTENSION	Cellular Phone Ext	PERSONAL
	CELL_INTL_ACCESS	Cellular Phone Int Access Code	PERSONAL

STVWSCF	Admissions Web Page Element Validation Form		
	Element Code	Description	Web Section
	CELL_PHONE	Cellular Phone Number	PERSONAL
	CELL_PHONE_CTRY_CODE	Cellular Phone Country Code	PERSONAL
	CITIZEN	Citizenship	PERSONAL
	CITY	City	ADDR1
	CONCENTRATION	Concentration	PLAN
	CONFIDENT	Confidentiality	PERSONAL
	COUNTY	County	ADDR1
	EMAIL	Email	PERSONAL
	ETHNIC	Ethnicity	PERSONAL
	ETHNIC_CATEGORY	Ethnicity	PERSONAL
	FIRST_NAME	First Name	NAME
	GENDER	Gender	PERSONAL
	HOUSE_NUMBER	House Number	ADDR1
	HSCH_CITY	High School City	HIGHSCH
	HSCH_CLASS_SIZE	High School Class Size	HIGHSCH
	HSCH_CODE	High School Code	HIGHSCH
	HSCH_COUNTY	High School County	HIGHSCH
	HSCH_GPA	GPA	HIGHSCH
	HSCH_GRAD_DATE	Graduation Date	HIGHSCH
	HSCH_HOME_SCHOOL	Home School	HIGHSCH
	HSCH_HOUSE_NUMBER	House Number	HIGHSCH
	HSCH_NAME	High School Name	HIGHSCH
	HSCH_NATION	High School Nation	HIGHSCH
	HSCH_RANK	High School Rank	HIGHSCH
	HSCH_STATE	High School State	HIGHSCH
	HSCH_STREET1	High School Street1	HIGHSCH
	HSCH_STREET2	High School Street2	HIGHSCH
	HSCH_STREET3	High School Street3	HIGHSCH
	HSCH_STREET4	High School Street4	HIGHSCH

STVWSCF	Admissions Web Page Element Validation Form		
	Element Code	Description	Web Section
	HSCH_ZIP	High School ZIP Code	HIGHSCH
	INTL_ACCESS	International Access	ADDR1
	LAST_NAME	Last Name	NAME
	LAST_NAME_PREFIX	Last Name Prefix	NAME
	LEGACY	Legacy	PERSONAL
	MAJOR	Major	PLAN
	MARITAL	Marital Status	PERSONAL
	MATERIAL	Requested Material	MATERIALS
	MEDICAL	Medical Information	PERSONAL
	MID_NAME	Middle Name	NAME
	MINOR	Minor	PLAN
	NATION	Nation	ADDR1
	NICKNAME	Nickname	NAME
	OTHER_ACTIVITY	Other Activity	ACTIVITIES
	PAR_CITY	City	PARENTS
	PAR_CODE	Relationship	PARENTS
	PAR_COUNTY	County	PARENTS
	PAR_DECEASED	Deceased	PARENTS
	PAR_FIRST_NAME	First Name	PARENTS
	PAR_HOUSE_NUMBER	House Number	PARENTS
	PAR_LAST_NAME	Last Name	PARENTS
	PAR_MIDDLE_NAME	Middle Name	PARENTS
	PAR_NATION	Nation	PARENTS
	PAR_PHONE_CTRY_CODE	Phone Country Code	PARENTS
	PAR_PREFIX	Prefix	PARENTS
	PAR_STATE	State/Province	PARENTS
	PAR_STREET1	Street Line 1	PARENTS
	PAR_STREET2	Street Line 2	PARENTS
	PAR_STREET3	Street Line 3	PARENTS
	PAR_STREET4	Street Line 4	PARENTS

STVWSCF	Admissions Web Page Element Validation Form		
	Element Code	Description	Web Section
	PAR_SUFFIX	Suffix	PARENTS
	PAR_SURNAME_PREFIX	Last Name Prefix	PARENTS
	PAR_ZIP	ZIP Code	PARENTS
	PARENT_EMPLOYER	Employer	PARENTS
	PARENT_INTL_ACCESS	International Access	PARENTS
	PARENT_PHONE_NUMBER	Phone Number	PARENTS
	PCOL_ATTEND_FROM	College Attend From Date	PRVCOLLEGE
	PCOL_ATTEND_TO	College Attend To Date	PRVCOLLEGE
	PCOL_CITY	City	PRVCOLLEGE
	PCOL_CLASS_SIZE	Class Size	PRVCOLLEGE
	PCOL_CODE	College School Code	PRVCOLLEGE
	PCOL_COUNTY	College County	PRVCOLLEGE
	PCOL_DEGREE	College Degree	PRVCOLLEGE
	PCOL_DEGREE_DATE	College Degree Date	PRVCOLLEGE
	PCOL_GPA	GPA	PRVCOLLEGE
	PCOL_HOUSE_NUMBER	House Number	PRVCOLLEGE
	PCOL_MAJOR	College Major	PRVCOLLEGE
	PCOL_MINOR	College Minor	PRVCOLLEGE
	PCOL_NAME	College Name	PRVCOLLEGE
	PCOL_NATION	College Nation	PRVCOLLEGE
	PCOL_RANK	Rank	PRVCOLLEGE
	PCOL_STATE	College State	PRVCOLLEGE
	PCOL_STREET1	Street1	PRVCOLLEGE
	PCOL_STREET2	Street2	PRVCOLLEGE
	PCOL_STREET3	Street3	PRVCOLLEGE
	PCOL_STREET4	Street4	PRVCOLLEGE
	PCOL_ZIP	ZIP Code	PRVCOLLEGE
	PHONE_CTRY_CODE	Phone Country Code	ADDR1
	PHONE_NUMBER	Phone Number	ADDR1

STVWSCF	Admissions Web Page Element Validation Form		
	Element Code	Description	Web Section
	PREFIX	Prefix	NAME
	PREV_APPL	Previously Applied?	NAME
	PREV_ATTEND	Previously Attended?	NAME
	PREV_LAST	Previous Last Name	NAME
	QUESTION	Question	*
	*You can select the Web section value that best suits the QUESTION element code for your site.		
	RACE	Race	PERSONAL
	RELIGION	Religion	PERSONAL
	RESID	Resident	PERSONAL
	SSN	SSN	PERSONAL
	STATE	State	ADDR1
	STREET1	Street Line 1	ADDR1
	STREET2	Street Line 2	ADDR1
	STREET3	Street Line 3	ADDR1
	STREET4	Street Line 4	ADDR1
	SUFFIX	Suffix	NAME
	TEST_INFO	Test	TESTS
	VET_CATEGORY	Veteran Classification	PERSONAL
	VET_FILE_NO	Veteran ID	PERSONAL
	VISA_BIRTH_NATION	Birth Country	INTERNATL
	VISA_CITZN_NATION	Citizenship Country	INTERNATL
	VISA_EXPIRE_DATE	Visa Expiration Date	INTERNATL
	VISA_ISSUE_DATE	Visa Issue Date	INTERNATL
	VISA_LANGUAGE	Native Language	INTERNATL
	VISA_NUMBER	Visa Number	INTERNATL
	VISA_TYPE	Visa	INTERNATL
	ZIP	ZIP Code	ADDR1

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

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

STVXLBL	EDI Verification Label Validation Form	
	AGEVERIFY	Age Verification Codes
	ASESSLVL	XML Import StudentLevelCode
	CNTYRURL	County Rural Indicators
	CRDBASIS	XML CourseCreditBasis to EDI
	CRDUNIT	XML CourseCreditUnits to EDI
	CRDLEVEL	XML CourseCreditLevel
	CRSLEVEL	XML CourseLevel to EDI
	CRSOVERR	XML CourseOverrideSchool
	CRSRPEAT	XML CourseRepeatCode to EDI
	DEGRLEVL	Degree Level Codes
	DFMTCODE	Date Format Codes
	EIDNCODE	Entity Identifier Codes



STVXLBL	EDI Verification Label Validation Form	
	FSTYIDQL	Field of Study Qualifier Codes
	FSTYLEVL	Field of Study Level Codes
	GENDER	Gender Codes
	GRCRLEVL	Grade or Course Level Codes
	GTVLFST	Field of Study Types
	HEADXPRP	XML DocumentType to XPRP
	HEADXRSN	XML TransmissionType to XRSN
	HONRLEVL	Honor Level Codes
	HSCHRSN	High School Graduation Codes
	IMMZRTYP	Immunization Report Type
	IMMZSTAT	Immunization Status Codes
	IMMZTYPE	Immunization Type Codes
	ITCCLEVL	Individual Level Codes
	LANGPROF	Language Proficiency Codes
	LANGUSE	Language Use Codes
	NTYPECODE	Name Type Codes
	QSTNCODE	EDI Question Codes
	RESDCRIT	Residency Criteria Codes
	RFNOQLFR	Reference Qualifier Code
	SBGIQLFR	Educational Inst Qualifier
	STVASTDD	XML ASTD Delinquency codes
	STVASTDH	XML ASTD Honor codes
	STVATTR	Course Attributes
	STVATYP	Address Type Codes
	STVATYPR	Relatives Address Type Codes
	STVCITZ	Citizenship Type Codes
	STVCLAS	Class Codes
	STVCNTY	County Codes
	STVDEGC	Degree Level-Degree Code
	STVEGOL	College Program Type Codes

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

<b>STVXLBL</b>	<b>EDI Verification Label Validation Form</b>	
	TESTCODE	EDI Test Qualifier Codes

## Validation Forms Menu System

The following page shows a diagram of the menu hierarchy for the Banner Student System and Accounts Receivable module validation forms.

All of the validation forms are listed alphabetically and are grouped by submenu. Each submenu is listed with a notation as to which validation forms are included on it. To find which menu a form is on, check the alphabetic range in which it falls.

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

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

## Validation Forms System Reference

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

<b>Validation Form</b>	<b>Application/Functional Form</b>	<b>Modules</b>
GTVDUNT Duration Unit Validation Form	SCACRSE Basic Course Information Form	Catalog
	SFAREGS Student Course Registration Form	Registration
	SFARHST Student Registration History and Extension Form	Registration
	SSARULE Schedule Processing Rules Form	Schedule
	SSASECQ Schedule Section Query Form	Schedule
	SSASECT Schedule Form	Schedule
GTVINSM Instructional Method Validation Form	SCACRSE Basic Course Information Form	Catalog
		Registration
		Overall

Validation Form	Application/Functional Form	Modules
	SFARGFE Registration Fee Assessment Rules Form	Schedule
	SOAORUL Open Learning Section Default Rules Form	Schedule
	SSADFEE Section Fees Assessment Control Form	Schedule
	SSASECQ Schedule Section Query Form	
	SSASECT Schedule Form	
GTVLETR Letter Code Validation Form	SAAADMS Admissions Application Form	Admissions
	SAADCRV Admissions Decision Form	Admissions
	SAAMAPP Admissions Mass Entry Form	General Student
	SGAMSPT Mass Entry Athletic Compliance Form	General Student
	SGAMSTU General Student Mass Entry Form	Academic History
	SHAGADR Self-Service Graduation Application Display Rules Form	Academic History
	SHAMCAT Mass Entry Ceremony Attendance Form	Academic History
	SHAMDEG Mass Entry Graduation Form	Academic History
	SHAMDIP Mass Entry Diploma Form	Overall
	SHAMUCA Mass Update Ceremony Attendance Form	Recruiting/Admissions
	SHAMUDI Mass Update Diploma Form	
	SHATPRT Transcript Type Rules Form	
	SOAMATL Material Form	
	SUAMAIL Student Mail Form	
GTVLFST Learner Field of Study Type Validation Form	SAAADMS Admissions Application Form	Admissions
		Admissions

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

Validation Form	Application/Functional Form	Modules
	SOAWLTC Automated Waitlist Term Control Form	Schedule
	SSADETL Schedule Detail Form	Schedule
	SSADFEE Section Fee Assessment Control Form	Schedule
	SSARRES Schedule Restrictions Form	Schedule
	SSASECT Schedule Form	Schedule
	SSIRESV Reserved Seats Inquiry Form	Schedule
GTVMTYP Meeting Type Validation Form	SHAGADR Self-Service Graduation Application Display Rules Form	Academic History
	SSASECT Schedule Form	Schedule
	SSAXMTI Cross List Meeting Time/Instructor Query Form	Schedule
GTVPARA Paragraph Code Validation Form	GUALETR Letter Process Form	Overall
GTVPARS Partition Code Validation Form	SCACRSE Basic Course Information Form	Catalog
	SLABLDG Building Definition Form	Location Management
	SLARDEF Room Definition Form	Location Management
	SSASBSH Subject Scheduling Rules Form	Schedule
	SSASECT Schedule Form	Schedule
GTVSCHS Scheduling Status Code Validation Form	SSASCHW Schedule Work Form	Schedule
	SSASECT Schedule Form	Schedule
GTVZIPC ZIP/Postal Code Validation Form	GOAMTCH Common Matching Entry Form	General Person
	SAAQUIK Quick Entry Form	Admissions
	SFARQST Enrollment Verification Request Form	Registration
	SHADIPL Diploma Form	Academic History
		Academic History

Validation Form	Application/Functional Form	Modules
	SHAGAPP Graduation Application Form	Academic History Location Management
	SHARQTC Transcript Request Form	General Person
	SLABLDG Building Definition Form	General Person Recruiting
	SPAEMRG Emergency Contact Form	Recruiting/Admissions
	SPAIDEN General Person Identification Form	
	SRAQUIK Quick Recruit Form	
	SOAFOLK Guardian Information Form	
PTRTENR Tenure Code Rule Form	SIAFPER Faculty Personnel Form	Faculty Load
	SIAIQRY Faculty/Advisor Query Form	Faculty Load
STVACCL Academic Calendar Type Validation Form	SSAACRL Schedule Academic Calendar Rules Form	Schedule
	SSAACCL Schedule Calendar Form	Schedule
	SSAQCRCL Academic Calendar Rule Query Form	Schedule
	SSASECT Schedule Form	
STVACCT Attendance Accounting Method Validation Form	SSASECT Schedule Form	Schedule
STVACPR Acceptance Practice Code Validation Form	SOABGTA Transfer Articulation Institution Form	Academic History
STVACST Institutional Accreditation Status Validation Form	SOABGTA Transfer Articulation Institution Form	Academic History
STVACTC Banner Student Activity Code Validation Form	SFAMHRS Registration Minimum Maximum Hours Form	Registration General Student
	SGAMSPT Mass Entry Athletic Compliance Form	General Student General Student
	SGASPRT Athletic Compliance Form	General Student

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



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

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

Validation Form	Application/Functional Form	Modules
	SLARASG Room Assignment Form	Location Management
	SLARMAP Dorm Room and Meal Application Form	Location Management
	SLQRASG Room Assignment Query Form	
	SLQRMAP Application Query Form	
STVASCD Room Assignment Status Code Validation Form	SLAASCD Room Assignment Status Form	Location Management
		Location Management
	SLARASG Room Assignment Form	Location Management
	SLARMAT Roommate Application Form	Location Management
	SLARUSE Dorm Room Query Form	Location Management
		Location Management
	SLASGNQ Available Dorm Room Query Form	
	SLQASCD Room Assignment Status Query Form	
STVASTA Application Verification Steps Validation Form	SAAEAPS Electronic Application Process Form	Admissions
STVASTD Academic Standing Code Validation Form	SFAREGS Student Course Registration Form	Registration
		Registration
	SFARQST Enrollment Verification Request Form	General Student
		General Student
	SGASADD Additional Student Information Form	General Student
		General Student
	SGASPRT Athletic Compliance Form	General Student
		Academic History
	SGASTDN General Student Form	Academic History
		Academic History
	SGISPRT Athletic Compliance Inquiry Form	Academic History
		Academic History
	SHAACST Academic Standing Rules Form	Academic History
		Academic History

Validation Form	Application/Functional Form	Modules
	SHAGELR Graduation Application Eligibility Rules Form	Academic History
	SHAINST Term Course Maintenance Form	Academic History
	SHARQTC Transcript Request Form	Overall
	SHASTAT Academic Standing Query Form	
	SHASUBJ Subject Sequence History Form	
	SHATERM Term Sequence Course History Form	
	SHATRMC Course History By Term and Campus Form	
	SHQTERM Term Summary Form	
	SOAWLTC Automated Waitlist Term Control Form	
STVASTY Assignment Type Code Validation Form	SIAASGN Faculty Assignment Form	Faculty Load
STVATRA Day Attribute One Validation Form	SOACALD Calendar Day Information Form	Schedule
STVATRB Day Attribute Two Validation Form	SOACALD Calendar Day Information Form	Schedule
STVATRC Day Attribute Three Validation Form	SOACALD Calendar Day Information Form	Schedule
STVATRD Day Attribute Four Validation Form	SOACALD Calendar Day Information Form	Schedule
STVATRE Day Attribute Five Validation Form	SOACALD Calendar Day Information Form	Schedule
STVATTR Attribute Validation Form	SCADETL Course Detail Information Form	Catalog
	SSADETL Schedule Detail Form	Schedule
	SSQATTR Section Course Attribute Form	Schedule
	SHADEGR Degrees and Other Formal Awards Form	Academic History
		Academic History

Validation Form	Application/Functional Form	Modules
	SHARQTC Transcript Request Form	Academic History
	SHATATR Transfer Course Articulation Form	Academic History
	SHATCKN Course Maintenance Form	Overall
	SHATRNS Transfer Course Form	
	SHATRTA Transfer Articulation Attributes Form	
	SOAWLTC Automated Waitlist Term Control Form	
STVATTS Student Attribute Validation Form	SAAADMS Admissions Application Form	Admissions
	SAAMAPP Admissions Mass Entry Form	Admissions
	SCADETL Course Detail Information Form	Catalog
	SCARRES Course Registration Restrictions Form	Catalog
	SFAMHRS Registration Minimum Maximum Hours Form	Registration
	SFAMREG Registration Mass Entry Form	Registration
	SFARWLP Reserved Seats Priority Management Form	General Student
	SGAMSTU General Student Mass Entry Form	General Student
	SGASADD Additional Student Information Form	Academic History
	SHAGELR Graduation Application Eligibility Rules Form	Overall
	SOAMATL Material Form	Recruiting
	SRARECR Recruit Prospect Information Form	Schedule
	SSADETL Schedule Detail Form	Schedule
		Schedule
		Schedule

Validation Form	Application/Functional Form	Modules
	SSADFEE Section Fee Assessment Control Form	
	SSARRES Schedule Restrictions Form	
	SSASECT Schedule Form	
	SSIRESV Reserved Seats Inquiry Form	
STVATYP Address Type Code Validation Form	GOAMTCH Common Matching Entry Form	General Person Admissions
	SAAQUIK Quick Entry Form	Admissions
	SAAWAPP Web Application Section Rules Form	Registration
	SFARQST Enrollment Verification Request Form	General Student Academic History
	SOAFOLK Guardian Information Form	Academic History Academic History
	SHADIPL Diploma Form	Academic History
	SHAMDIP Mass Entry Diploma Form	Overall
	SHAGAPP Graduation Application Form	Overall System Administration
	SHARQTC Transcript Request Form	General Person General Person
	SOAFOLK Guardian Information Form	General Person
	SOADDRQ Address Summary Form	Recruiting
	SOAIDNS Person Search Detail Form	
	SPAEMRG Emergency Contact Form	
	SPAIDEN General Person Identification Form	
	SPATELE General Person Telephone Form	
	SRAQUIK Quick Recruit Form	

Validation Form	Application/Functional Form	Modules
STVBCHR Background Inst. Characteristic Code Validation Form	SOABGIY Source/Background Institution Year Form	Recruiting
STVBLCB Block Code Validation Form	SFAMREG Registration Mass Entry Form	Registration
	SGAMSTU General Student Mass Entry Form	General Student
	SGASADD Additional Student Information Form	General Student
	SGASADD Additional Student Information Form	General Student
	SGASPRD Athletic Compliance Form	Academic History
	SGASTDN General Student Form	Schedule
	SHAINST Term Course Maintenance Form	Schedule
	SSABLCB Block Schedule Control Form	Schedule
	SSABLCQ Block Schedule Query Form	Schedule
	SSABSCQ Block Schedule Section Query Form	Schedule
	SSADETL Schedule Detail Form	Schedule
STVBLDG Building Code Validation Form	SFAREGQ Registration Query Form	Registration
	SFQSECT Section Schedule Query Form	Registration
	SHACATQ Ceremony Attendance Query Form	Academic History
	SHACATQ Ceremony Attendance Query Form	Academic History
	SHACPRQ Ceremonies By Attendee Query Form	Academic History
	SHACRMQ Ceremony Query Form	Academic History
	SHACRMQ Ceremony Query Form	Faculty Load
	SHACRMQ Ceremony Query Form	Faculty Load
	SHACRMQ Ceremony Query Form	Location Management
	SIAASGQ Faculty Schedule Query Form	Location Management
	SIQSECM Faculty Course Section Query Form	Location Management

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



Validation Form	Application/Functional Form	Modules
	SAAADMS Admissions Application Form	Admissions
	SGASTDN General Student Form	General Student
	SFAREGS Student Course Registration Form	Registration
	SHADEGR Degrees and Other Formal Awards Form	Academic History
	SORCACT Learner Curriculum Activity Rules Form	Overall
STVCALD Calendar Type Code Validation Form	SHATAEQ Transfer Articulation Evaluation Form	Academic History
	SHATATC Transfer Institution Catalog Entry Form	Academic History
	SHATATR Transfer Course Articulation Form	Academic History
	SHATRTA Transfer Articulation Attributes Form	Academic History
	SOABGTA Transfer Articulation Institution Form	
STVCAMP Campus Code Validation Form	SAAADMS Admissions Application Form	Admissions
	SAADCRV Admissions Decision Form	Admissions
	SAAMAPP Admissions Mass Entry Form	Admissions
	SAAQKER Quick Entry Rules Form	Admissions
	SAAQUIK Quick Entry Form	Catalog
	SCADETL Course Detail Information Form	Catalog
	SCARRES Course Registration Restrictions Form	Catalog
	SCASRES Catalog Schedule Restrictions Form	Registration
	SFAALST Class Attendance Roster Form	Registration
	SFAGEOR Gainful Employment OPEID Rules Form	Registration
		Registration

Validation Form	Application/Functional Form	Modules
	SFAMHRS Registration Minimum Maximum Hours Form	Registration Registration
	SFAMREG Registration Mass Entry Form	
	SFAREGF Student Course/Fee Assessment Query Form	
	SFAREGS Student Course Registration Form	
	SFAREGQ Registration Query Form	
	SFARGFE Registration Fee Assessment Rules Form	
	SFARQST Enrollment Verification Request Form	
	SFARWLP Reserved Seats Priority Management Form	
STVCAMP Campus Code Validation Form (cont.)	SFASLST Class Roster Form	Registration
	SFASTSR Student Centric Time Status Rules Form	Registration Registration
	SFATMST Time Status Rules Form	Registration
	SFQSECM Registration Section Query Form	Registration General Student
	SFQSECT Section Schedule Query Form	General Student General Student
	SGADISA Student Disability Services Form	General Student
	SGAMSTU General Student Mass Entry Form	General Student Academic History
	SGASADD Additional Student Information Form	Academic History Academic History
	SGAPSRT Student Sport Form	Academic History
	SGASTDN General Student Form	Academic History
	SHACRSE History Course Summary Form	Academic History Academic History
	SHADEGR Degrees and Other Formal Awards Form	Academic History Academic History

Validation Form	Application/Functional Form	Modules
	SHADGMQ Degree Summary Form	Academic History
	SHAGADS Graduation Application Display Rule Selection Form	
	SHAGELR Graduation Application Eligibility Rules Form	
	SHAINST Term Course Maintenance Form	
	SHAMCAT Mass Entry Ceremony Attendance Form	
	SHAMDEG Mass Entry Graduation Form	
	SHAMDIP Mass Entry Diploma Form	
	SHAMUDI Mass Update Diploma Form	
STVCAMP Campus Code Validation Form (cont.)	SHAPCMP Pre-Banner Summary Hours and GPA Form	Academic History
	SHASUBJ Subject Sequence History Form	Academic History
	SHATCKN Course Maintenance Form	Academic History
	SHATERM Term Sequence Course History Form	Academic History
	SHATRMC Course History by Term and Campus Form	Location Management
	SHQSECT Academic History Section Query Form	Location Management
	SLABLDG Building Definition Form	Location Management
	SLABQRY Building Query Form	Location Management
	SLAEVNT Event Form	Location Management
	SLARMAP Dorm Room and Meal Application Form	Location Management
	SLARMAT Roommate Application Form	Overall
		Overall
		Overall

Validation Form	Application/Functional Form	Modules
	SLARUSE Dorm Room Query Form	Overall
	SLIAEVN Event Available Room Query Form	
	SLQEVNT Event Query Form	
	SLQMEET Available Class Room Query Form	
	SOACURR Curriculum Rules Form	
	SOACOMM Communication Plan Form	
	SOAPROF Campus Security User Profile Form	
	SOAWLTC Automated Waitlist Term Control Form	
STVCAMP Campus Code Validation Form (cont.)	SRARECR Recruit Prospect Information Form	Recruiting
	SRAQUIK Quick Recruit Form	Recruiting
	SSABLCK Block Schedule Control Form	Schedule
	SSABSCQ Block Schedule Section Query Form	Schedule
	SSADETL Schedule Detail Form	Schedule
	SSADFEE Section Fee Assessment Control Form	Schedule
	SSAMATX Building/Room Schedule Form	Schedule
	SSASECQ Schedule Section Query Form	Schedule
	SSASECT Schedule Form	
	SSAXLST Cross List Definition Form	
	SSARRES Schedule Restrictions Form	
	SSIRESV Reserved Seats Inquiry Form	

Validation Form	Application/Functional Form	Modules
STVCAPL Career Plan Code Validation Form	SGASTDN General Student Form	General Student
	SHAINST Term Course Maintenance Form	Academic History
STVCAST Combined Academic Standing Code Validation Form	SGASTDN General Student Form	General Student
		General Student
	SGASTDQ General Student Summary Form	Registration
	SFAREGS Student Course Registration Form	Academic History
	SHAACST Academic Standing Rules Form	Academic History
	SHAGELR Graduation Application Eligibility Rules Form	Academic History
	SHAINST Term Course Maintenance Form	
	SHASUBJ Subject Sequence History Form	
STVCCSL Classification Code Validation Form	SCAETL Course Detail Information Form	Catalog
STVCERT Ceremony Type Validation Form	SHACATQ Ceremony Attendance Query Form	Academic History
	SHACATT Ceremony Attendance Form	Academic History
	SHACPRQ Ceremonies By Attendee Query Form	Academic History
	SHACRMQ Ceremony Query Form	Academic History
	SHACRMY Ceremony Form	Academic History
	SHADIPL Diploma Form	Academic History
	SHAMCAT Mass Entry Ceremony Attendance Form	Academic History
	SHAMDIP Mass Entry Diploma Form	

Validation Form	Application/Functional Form	Modules
	SHAMUCA Mass Update Ceremony Attendance Form	
	SHAMUDI Mass Update Diploma Form	
STVCGRP Communication Group Code Validation Form	SOACGRP Communication Group Form	Overall
	SOACPLN Communication Plan Form	Overall
STVCHRT Cohort Code Validation Form	SAAADMS Admissions Application Form	Admissions
	SAAMAPP Admissions Mass Entry Form	Admissions
	SCADETL Course Detail Information Form	Catalog
	SCADETL Course Detail Information Form	Catalog
	SCARRES Course Registration Restrictions Form	Registration
	SCARRES Course Registration Restrictions Form	Registration
	SFAMHRS Registration Minimum Maximum Hours Form	General Student
	SFAMHRS Registration Minimum Maximum Hours Form	General Student
	SFAMREG Registration Mass Entry Form	Academic History
	SFAMREG Registration Mass Entry Form	Academic History
	SFARWLP Reserved Seats Priority Management Form	Overall
	SGAMSTU General Student Mass Entry Form	Recruiting
	SGAMSTU General Student Mass Entry Form	Schedule
	SGASADD Additional Student Information Form	Schedule
	SGASADD Additional Student Information Form	Schedule
	SHAGELR Graduation Application Eligibility Rules Form	Schedule
	SHAGELR Graduation Application Eligibility Rules Form	Schedule
	SHAINST Term Course Maintenance Form	
	SHAINST Term Course Maintenance Form	
	SOAWLTC Automated Waitlist Term Control Form	
	SOAWLTC Automated Waitlist Term Control Form	
	SRARECR Recruit Prospect Information Form	
	SRARECR Recruit Prospect Information Form	
	SSADETL Schedule Detail Form	
	SSADETL Schedule Detail Form	

Validation Form	Application/Functional Form	Modules
	SSADFEE Section Fee Assessment Control Form	
	SSARRES Schedule Restrictions Form	
	SSIRESV Reserved Seats Inquiry Form	
STVCIPC CIP Code Validation Form	SCACRSE Basic Course Information Form	Catalog
STVCITZ Citizen Type Code Validation Form	SAAADMS Admissions Application Form	Admissions
	SAAQUIK Quick Entry Form	Admissions
	SGASTDN General Student Form	General Student
	SHAINST Term Course Maintenance Form	Academic History
	SPAPERS General Person Form	General Person
	SOAMATL Material Form	Overall
	SRARECR Recruit Prospect Information Form	Recruiting
STVCKSR Application Checklist Source Validation Form	SAAADMS Admissions Application Form	Admissions
	SAAMAPP Admissions Mass Entry Form	Admissions
STVCKST Application Checklist Status Validation Form	SAAADMS Admissions Application Form	Admissions
	SAAACKL Admissions Application/Checklist Summary Form	Admissions
STVCLAS Class Code Validation Form	SCADETL Course Detail Information Form	Catalog
	SCARRES Course Registration Restrictions Form	Catalog
	SFAMHRS Registration Minimum Maximum Hours Form	Registration
	SFAMREG Registration Mass Entry Form	Registration
		Registration
		Registration

Validation Form	Application/Functional Form	Modules
	SFAREGF Student Course/Fee Assessment Query Form	Registration General Student
	SFAREGS Student Course Registration Form	General Student
	SFARGFE Registration Fee Assessment Rules Form	General Student General Student
	SFARWLP Reserved Seats Priority Management Form	General Student Academic History
	SGACLSR Student Class Rules Form	Academic History
	SGAMSTU General Student Mass Entry Form	Academic History
	SGASADD Additional Student Information Form	
	SGASPRT Athletic Compliance Form	
	SGASTDN General Student Form	
	SHAACST Academic Standing Rules Form	
	SHAGELR Graduation Application Eligibility Rules Form	
	SHAINST Term Course Maintenance Form	
STVCLAS Class Code Validation Form (cont.)	SHAMCAT Mass Entry Ceremony Attendance Form	Academic History Academic History
	SHAMDEG Mass Entry Graduation Form	Academic History
	SHAMDIP Mass Entry Diploma Form	Academic History Academic History
	SHAMUDI Mass Update Diploma Form	Overall Schedule
	SHQSUBJ Academic History Catalog Query Form	Schedule
	SOAWLTC Automated Waitlist Term Control Form	Schedule Schedule
	SSADETL Schedule Detail Form	Schedule



Validation Form	Application/Functional Form	Modules
	SSADFEE Section Fee Assessment Control Form	
	SSARRES Schedule Restrictions Form	
	SSASECT Schedule Form	
	SSIRESV Reserved Seats Inquiry Form	
STVCMNT Comment Type Code Validation Form	SPACMNT Person Comment Form	General Person General Student
	SGASPRT Athletic Compliance Form	
STVCNTR Contract Rules Validation Form	SIAASGN Faculty Assignment Form	Faculty Load Faculty Load
	SIACONA Faculty Contract Analysis Form	Faculty Load
	SIAFLCT Faculty Contract Term Rules Form	Faculty Load Faculty Load
	SIACONQ Faculty Contract Query Form	Faculty Load
	SIAINST Faculty/Advisor Information Form	
	SIAFLRC Faculty Workload Contract Rules Form	
STVCNTY County Code Validation Form	GOAMTCH Common Matching Entry Form	General Person Admissions
	SAAQUIK Quick Entry Form	Location Management
	SLABLDG Building Definition Form	Overall
	SOAFOLK Guardian Information Form	Overall
	SOAHSCH High School Information Form	Overall
	SOAPCOL Prior College Form	System Administration
	SOASBGI Source or Background Institution Base Form	General Person Recruiting
	SOTCNVT Tape Code Conversion Form	

Validation Form	Application/Functional Form	Modules
	SPAIDEN General Person Identification Form	
	SRAQUIK Quick Recruit Form	
STVCOLL College Code Validation Form	SAAADMS Admissions Application Form	Admissions
	SAACHKB Admissions Checklist Rules Form	Admissions
	SAADCRV Admissions Decision Form	Admissions
	SAADCSN Admissions Decision Rules Form	Admissions
	SAAMAPP Admissions Mass Entry Form	Admissions
	SAAQKER Quick Entry Rules Form	Catalog
	SAAQUIK Quick Entry Form	Catalog
	SAASUMI Admissions Application Summary Form	Catalog
	SCACRSE Basic Course Information Form	Registration
	SCADETL Course Detail Information Form	Registration
	SCARRES Course Registration Restrictions Form	Registration
	SCATEXT College Department Text Form	Registration
	SFAMHRS Registration Minimum Maximum Hours Form	Registration
	SFAMREG Registration Mass Entry Form	
	SFAREGS Student Course Registration Form	
	SFARGFE Registration Fee Assessment Rules Form	
	SFARQST Enrollment Verification Request Form	

Validation Form	Application/Functional Form	Modules
	SFARWLP Reserved Seats Waitlist Priority Management Form	
	SFASTSR Student Centric Time Status Rules Form	
	SFATMST Time Status Rules Form	
STVCOLL College Code Validation Form (cont.)	SGAASST Assistantship/ Fellowship/Internship Form	General Student
	SGAMSTU General Student Mass Entry Form	General Student
	SGASADD Additional Student Information Form	General Student
	SGASPRT Athletic Compliance Form	General Student
	SGASTDN General Student Form	Academic History
	SHAACST Academic Standing Rules Form	Academic History
	SHACOMI Committee/Service Form	Academic History
	SHADEGR Degrees and Other Formal Awards Form	Academic History
	SHAGADS Graduation Application Display Rule Selection Form	Academic History
	SHAGELR Graduation Application Eligibility Rules Form	Academic History
	SHADGMQ Degree Summary Form	Academic History
	SHADIPL Diploma Form	
	SHAINST Term Course Maintenance Form	
	SHAMCAT Mass Entry Ceremony Attendance Form	
	SHAMDEG Mass Entry Graduation Form	
	SHAMDIP Mass Entry Diploma Form	

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

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

Validation Form	Application/Functional Form	Modules
	SOACPLN Communication Plan Form SOAPLAN Communication Plan Assignment Form	Overall
STVCPRT Compliance Type Code Validation Form	Please refer to the <i>CAPP Handbook</i> .	CAPP
STVCREA Cohort Reason Code Validation Form	SGASADD Additional Student Information Form	General Student
STVCSTA Course Status Code Validation Form	SCACRSE Basic Course Information Form SSASECT Schedule Form	Catalog Schedule
STVCSTS Curriculum Status Validation Form	SAAADMS Admissions Application Form SAAQUIK Quick Entry Form SFAREGS Student Course Registration Form SGASTDN General Student Form SHADEGR Degrees and Other Formal Awards Form SRARECR Recruit Prospect Information Form SRAQUIK Quick Recruit Form	Admissions Admissions Registration General Student Academic History Recruiting Recruiting
STVCTYP Contact Type Code Validation Form	SAAADMS Admissions Application Form SRAQUIK Quick Recruit Form SRARAPT Recruiter Appointments/Visits Form SRARECR Recruit Prospect Information Form SRASRCE Source Visit/Prospect Form SOAAPPT Person Appointments/Contacts Form SOAMATL Material Form	Admissions Recruiting Recruiting Recruiting Recruiting Overall Overall
STVCUDA Catalog Element One Validation Form	SCADETL Course Detail Information Form	Catalog

Validation Form	Application/Functional Form	Modules
STVCUDB Catalog Element Two Validation Form	SCADETL Course Detail Information Form	Catalog
STVCUDC Catalog Element Three Validation Form	SCADETL Course Detail Information Form	Catalog
STVCUDD Catalog Element Four Validation Form	SCADETL Course Detail Information Form	Catalog
STVCUDE Catalog Element Five Validation Form	SCADETL Course Detail Information Form	Catalog
STVCUDF Catalog Element Six Validation Form	SCADETL Course Detail Information Form	Catalog
STVDAYS Day of Week Validation Form	SFAREQQ Registration Query Form	Registration
	SFATMST Time Status Rules Form	Registration
	SFQSECM Registration Section Query Form	Registration
	SFQSECT Section Schedule Query Form	Location Management
	SLAEVNT Event Form	Location Management
	SLIAEVN Event Available Room Query Form	Schedule
	SLQMEET Available Class Room Query Form	Schedule
	SSAMATX Building/Room Schedule Form	Schedule
	SSASECT Schedule Form	
	SSAXMTI Cross List Meeting Time/Instructor Query Form	
	SSQMEET Meeting Time Help Form	
STVDAYT Institutional Type of Day Validation Form	SOACALD Calendar Day Information Form	Schedule
STVDCPR Degree Completion Change Reason Validation Form	SGAAPRG Athletic Academic Progress Form	General Student
STVDEGC Degree Code Validation Form	SAAADMS Admissions Application Form	Admissions
		Admissions
		Admissions

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



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

Validation Form	Application/Functional Form	Modules
	SOACURR Curriculum Rules Form	Overall
		Overall
	SOAPCOL Prior College Form	Recruiting
	SOAWLTC Automated Waitlist Term Control Form	Recruiting
	SRAQUIK Quick Recruit Form	Schedule
	SRARECR Recruit Prospect Information Form	Schedule
		Schedule
	SSADETL Schedule Detail Form	Schedule
	SSADFEE Section Fee Assessment Control Form	
	SSASECT Schedule Form	
	SSIRESV Reserved Seats Inquiry Form	
STVDEGS Degree Status Code Validation Form	SFAALST Class Attendance Roster Form	Registration
		Registration
	SFASLST Class Roster Form	General Student
	SGAASST Assistantship/Fellowship/Internship Form	General Student
	SGASTDN General Student Form	Academic History
		Academic History
	SHADEGR Degrees and Other Formal Awards Form	Academic History
		Academic History
	SHADGMQ Degree Summary Form	Academic History
		Academic History
	SHAGELR Graduation Application Eligibility Rules Form	Academic History
		Academic History
	SHAMCAT Mass Entry Ceremony Attendance Form	
	SHAMDEG Mass Entry Graduation Form	
	SHAMDIP Mass Entry Diploma Form	
	SHAMUDI Mass Update Diploma Form	

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

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

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

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

Validation Form	Application/Functional Form	Modules
	SGASPR Athletic Compliance Form	General Student
	SGISPRT Athletic Compliance Inquiry Form	
STVELMT HTML Letter Module Validation Form	SOAELTL HTML Letter Rules Form	Overall
STVEMEX Employment Expectation Validation Form	SGASTDN General Student Form	General Student
	SHAINST Term Course Maintenance Form	Academic History
STVEMPL Employer Code Validation Form	SFARQST Enrollment Verification Request Form	Registration
	SGACOOOP Cooperative Education Form	General Student
STVEOPS Education Opportunity Prog/Serv Status Validation Form	SGAEOPS Education Opportunity Programs and Services Form	General Student
STVEPRT Enrollment Verification Type Code Validation Form	SFAEPRT Enrollment Verification Request Rules Form	Registration
	SFAMESG Enrollment Verification Message Form	Registration
	SFARQSS Enrollment Verification Status Form	Registration
	SFARQST Enrollment Verification Request Form	Registration
STVESEL Eligibility Factor Validation Form	SGAEOPS Education Opportunity Programs and Services Form	General Student
STVESTS Enrollment Status Code Validation Form	SFAESTS Student Registration Status Form	Registration
	SFAREGF Student Course/Fee Assessment Query Form	Registration
	SFAREGS Student Course Registration Form	Registration
	SFARQST Enrollment Verification Request Form	General Student
	SFQUESTS Enrollment Status Query Form	General Student

Validation Form	Application/Functional Form	Modules
	SGASADD Additional Student Information Form	
	SGAPSRT Student Sport Form	
STVETHN Ethnic Code Validation Form	SAAQUIK Quick Entry Form	Admissions
	SPAPERS General Person Form	General Person
	SOABGIY Source/Background Institution Year Form	Overalls
	SOAMATL Material Form	Overall
	SOTCNVT Tape Code Conversion Form	System Administration
	SRAQUIK Quick Recruit Form	Recruiting
STVETYP Event/Function Type Code Validation Form	SLAEVNT Event Form	Location Management
	SLQEVNT Event Query Form	Location Management
STVEVAL Evaluation Question Code Validation Form	SSAEVAL Schedule Evaluation Form	Schedule
STVEVEN Academic History Event Code Validation Form	SHATCMT Transcript Events and Comments Form	Academic History
STVEXAM Examination Code Validation Form	SHAINST Term Course Maintenance Form	Academic History
STVFATT Faculty Member Attributes Code Validation Form	SIAFAVL Available Faculty Query Form	Faculty Load
	SIAINST Faculty/Advisor Information Form	Faculty Load
STVFCNT Faculty Contract Type Code Validation Form	SIAASGN Faculty Assignment Form	Faculty Load
	SIACFTE Faculty Workload Contract FTE Form	Faculty Load
	SIACONA Faculty Contract Analysis Form	Faculty Load
	SIACONQ Faculty Contract Query Form	Faculty Load
	SIAFAVL Available Faculty Query Form	Faculty Load
	SIAFCTR Faculty Contract Type Term Rules Form	Faculty Load



Validation Form	Application/Functional Form	Modules
	SIAFLCT Faculty Contract Term Rules Form	Schedule
	SIAFLRC Faculty Workload Contract Rules Form	
	SIAINST Faculty/Advisor Information Form	
	SIAIQRY Faculty/Advisor Query Form	
	SSASECT Schedule Form	
STVFCST Faculty Status Code Validation Form	SGASTDN General Student Form	General Student Academic History
	SHATCKN Course Maintenance Form	Faculty Load
	SIAASGN Faculty Assignment Form	Faculty Load Faculty Load
	SIACONQ Faculty Contract Query Form	Faculty Load Schedule
	SIAINST Faculty/Advisor Information Form	
	SIAIQRY Faculty/Advisor Query Form	
	SSASECT Schedule Form	

# Course Catalog

This chapter discusses processing and procedure information for Course Catalog.

## Building or Changing a Course Catalog

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

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

- the course title
- department
- credit hours

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

## Course Contact Hours

The **Contact (Hours) Low** and **Contact (Hours) High** fields contain the totals of the **Lecture**, **Lab**, and **Other** fields in the Hours section of the Basic Course Information Form (SCACRSE).

The default calculation may be overridden. Course contact hours high are calculated using lecture/lab/other hours low when the corresponding high hours are not entered. The first **Or/To (Hours Indicator)** entered for the **Lecture/Lab/Other Hours** fields defaults to the **Or/To (Hours Indicator)** for the **Contact (Hours)** fields.

## Open Learning Registration and Course Catalog

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

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

- A traditional course is a part-of-term based class that is defined by and conducted within a term structure.
- An open learning course, while still contained within a term, can be any class offering where:
  - section level controls are required,

- 
- registration records are processed at the student level versus the class level,
  - fees are to be calculated based on the duration of the class,
  - course content delivery is other than classroom-based.

This may include but is not limited to:

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

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

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

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## Set Up New Course for Traditional and Open Learning Registration

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

### Procedure

1. Access the **Basic Course Information Form (SCACRSE)**.
2. Enter the following in the Key Block:
  - subject code
  - course number
  - effective term
3. Use **Next Block** to access the Course Information block, and enter all applicable information including course high/low hour information.
  - a) Select the **Continuing Education** check box if the course is considered as a continuing education course.
  - b) Enter the duration and duration units if the course could be offered as an open learning course.

If the course will not be offered in an open learning format, duration is not required and will not be accepted for traditional sections.
4. Use **Next Block** to access the **Course Level** window, and add applicable course level code information.

For example, if the course is considered to be a continuing education course and has been designated as such in the Course Information block, assign a level for continuing education to the course in this window.
5. Use **Next Block** to access the **Grading Mode** window, and enter applicable grading modes for the course.

Make sure that one mode is designated as the default.
6. Use **Next Block** to access the **Schedule Type** window.
7. Enter applicable schedule types for the course.

The schedule type codes are entered in the **Schedule** field or selected using the List of Values from STVSCHD.

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

This causes the associated table entries to be created.
9. Access the **Course Syllabus Form (SCASYLB)** if course syllabus information such as the following is associated with this course for display on the Web:

- long course title
- URL
- learning objectives
- technical requirements or required materials or both

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

## Update Existing Course for Open Learning Registration

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

### Procedure

1. Access the **Basic Course Information Form (SCACRSE)**.
2. Enter the following in the Key Block:
  - subject code
  - course number
  - effective term
3. Use **Next Block** to access the Course Information block.
4. Enter the duration and duration units for the course.

This information will be used in the registration process to calculate the student's expected completion date based on the date the student elects to start the course.
5. Save the course.

This causes the associated table entries to be updated.
6. Access the **Course Syllabus Form (SCASYLB)** if course syllabus information such as the following is associated with this course for display on the Web:
  - long course title
  - URL
  - learning objectives
  - technical requirements or required materials or both

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

## Creating a Continuing Education Catalog Entry

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

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

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

Here is an example of the CEU calculation:

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

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

## Maintaining Faculty Workload

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

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

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

## Building Registration Restrictions on Courses

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

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

You may restrict a course to include or exclude students specifically by the following data items:

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

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

To end restrictions:

Click **Maintenance** and choose **End Restrictions**.

OR

Use **Duplicate Item** from that restriction section (such as Department Restriction), and those restrictions are ended for the term in the Key Information.

To modify restrictions:

Click **Maintenance** and choose **Copy Restrictions**.

OR

Use **Duplicate Record** from the appropriate section to create a new effective term record for the term in the Key Information. This new effective term record may be modified at the your discretion.

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## Campus Restrictions

Use the Campus Restriction section of the Course Registration Restriction Form (SCARRES) to create rules to restrict registration of a course by campus.

The course may be included or excluded to a single campus or a group of campuses. These campus restriction rules function in the same manner as the class and level restrictions which exist on the form.

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

For example, AUTO 123 has a campus registration restriction rule to include campus 1. This means that only those students whose campus value is equal to 1 on SFAREGS (**Campus** field in the **Curriculum** window for the curriculum record that is active and current) will be able to register for the course.

The course MATH 500 has a campus registration restriction rule to exclude campus 2 and campus 3. This means that a student whose campus value is equal to either 2 or 3 on SFAREGS (**Campus** field in the **Curriculum** window for the curriculum record that is active and current) will be prevented from registering for the course.

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

## Test Score and Prerequisite Restrictions

You may also restrict courses by test score restrictions and prerequisites.

Use the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) to set up course test score and prerequisite restrictions and course area prerequisite restrictions. Use the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) to set up section test score and prerequisite restrictions and section area prerequisite restrictions.

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

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

Restrictions and prerequisites set at the course level on the Course Registration Restrictions Form (SCARRES) and the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) will default



to the schedule information and are maintained on the Schedule Restrictions Form (SSARRES) and the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) respectively. These restrictions and prerequisites may then be added to or modified for the section through SSARRES and SSAPREQ.

Test score and prerequisite restrictions are examined on the Student Course Registration Form (SFAREGS) when the student attempts to register for the course. This restriction checking is controlled by the **Prerequisites (Course Severity)** option group on the Term Control Form (SOATERM).

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

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

### Example:

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

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

These restrictions would be set up as follows:

- TEST
- PREREQUISITE

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

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

**Note:** Level 01 is undergraduate, and Test Code S01 is SAT math.

If the **Prerequisites (Course Severity)** radio group on SOATERM is set to check these restrictions, and the student attempts to register for Math 400, the student's test information on SOATEST, in addition to the student's academic history and transfer course work, are examined to see if the student meets any of the three requirements. If the student does meet the required

restrictions, then the registration will be processed. If none of these restrictions are met, then an error message is generated on SFAREGS, and an override may be performed.

#### Example:

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

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

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

These restrictions would be set up as follows:

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

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

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

## Using All Field of Study Types with Restrictions

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

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

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

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

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.

## Using Field of Study Type Codes with Restrictions

The **(Field of Study) Type** field displays the learner field of study type code and the associated description from GTVLFST.

These include MAJOR, MINOR, CONCENTRATION.

When a field of study type is entered in the **Type** field, a field of study code must also be entered in the **(Field of Study) Code** field to activate the restriction rule. A message is displayed that the rule cannot be saved without a field of study code. The field of study type for the code entered will be selected during processing. When a field of study type exists in the **Type** field, you cannot access the **All Field of Study Types** check box.

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

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

### Example 1:

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

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

Include/Exclude	Field of Study Type	Field of Study Code
Include	CERTIFICATE	YOGA

**Example 2:**

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

Include/Exclude	Field of Study Type	Field of Study Code
Include	MINOR	MATH ENGL

**Example 3:**

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

Include/Exclude	Field of Study Type	Field of Study Code
Include	MAJOR	MATH
Exclude	MAJOR	ENGL

**Example 4:**

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

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

or

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

**Example 5:**

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

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

## Sample Rules for Field of Study Codes and Types

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

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

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

### Example:

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

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

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

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

---

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

## Ending Field of Study Type Rules

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

### Example:

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

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

## Building Schedule Restrictions on Courses

After you have added a course to the system, you can use the Catalog Schedule Restrictions Form (SCASRES) to build restrictions on when sections can be created for a course.

You may restrict courses that are used on the Schedule Form (SSASECT) by including or excluding courses for specific terms or campuses.

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

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

## Mutually Exclusive Courses

Institutions can track courses that are similar to other courses in content but are not considered to be equivalent courses. These courses can be defined in Banner at the catalog level as mutually exclusive courses.

Students who have taken courses in this category can be prevented from registering for other associated courses. This functionality builds on existing equivalent course processing. It is similar to repeat processing but does not use repeat hours or repeat limit error checking. Mutual exclusion

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

## Implementation Steps

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

### About this task

#### Procedure

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

## Set up Registration Error Checking for Mutually Exclusive Courses

Registration error checking can be set up for mutually exclusive courses on the Term Control Form (SOATERM).

Use the **Mutual Exclusion** option group in the Student Options in the Registration Error Checking window. This can be set to `Fatal` to prevent registration or `No Check` to not have error checking occur.

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

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

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

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

## Define Mutually Exclusive Courses

Existing courses can be associated with similar courses by defining them as mutually exclusive at the catalog level.

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

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

Rules are created for an effective term in the Key Block and can be copied and ended for a term range in the Mutuality Exclusive Course Definitions Block. The from and to term information defaults in for the course from the Key Block. Use the **Maintenance** button to create a new effective term and to copy and end the from and to term information for the course. Remember that the end term is included in the term range. For example, if a course is defined as a mutual exclusion from start term 200820 to end term 200920, term 200920 is included in the mutual exclusion definition time period. If you do not want to include term 200920, use the previous term as the end term for the mutual exclusion definition.

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



1007. The reverse is also true. If a student has completed LIT 1007, that student is not permitted to register for ENGL 1005.

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

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

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

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

### *Course Detail Error Checking*

The Course Information Detail Form (SCADETL) performs an edit check that prevents a user from defining an equivalent course if the same course is already defined as a mutual exclusion.

When a conflicting entry is found, a mutual exclusions error message, *\*Error\* Mutual Exclusions exist for this course. Courses may not be mutually exclusive and equivalent*, is displayed. The error appears when the user attempts to navigate out of the row (such as going to an empty row to create a new record) or when the user attempts to save the record.

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

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## Set up Registration Error Messages for Mutually Exclusive Courses

If a student attempts to register for a mutually exclusive course when the student has already taken the associated course, a registration error message is displayed.

The default error message that is delivered for the Registration Error Message Rules Table (SFRRMSG) and displayed on the Registration Error Messages Form (SFARMSG) is *Mutual Exclusion with %1% %2%*, where %1% represents the subject code, and %2% represents the course number. This error message can be customized on SFARMSG by modifying the *MEXC* error message row. The mutual exclusion error message is displayed in the **Message** field on the Student Course Registration Audit Form (SFASTCA).

## Use Registration Error Overrides with Mutually Exclusive Courses

Use the **Mutual Exclusion** check box on the Registration Permit-Override Control Form (SFAROVR) to designate that mutual exclusion errors can be overridden for a registration permit-override rule.

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

## Use Registration Processing with Mutually Exclusive Courses

When registration is performed on the Student Course Registration Form (SFAREGS), error checking for the term is determined by the severity level set on SOATERM.

When a student registers for a mutually exclusive course and has already taken the associated course, an error is displayed from SFARMSG. When the error checking is set to *Fatal*, the record must be deleted or overridden to continue with registration. When registration is performed in Banner Student Self-Service, and the same scenario occurs, registration is not allowed, unless an override has been entered through Banner Faculty and Advisor Self-Service or Student baseline.

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

## Use Mass Registration Processing with Mutually Exclusive Courses

When mass registration is performed using the Registration Mass Entry Form (SFAMREG), mutual exclusion errors will be displayed in the **Message** field in the Results window.

The message that is displayed comes from SFARMSG. The message displayed can be the default message that is delivered or a customized message of your choice.

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

## View Mutually Exclusive Courses in Self-Service

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

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

## Use Voice Response Registration

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

## Identify Students Affected by Courses Defined after Registration

The Registration Admin Messages Report (SFRRGAM) can be used to identify students who are affected when courses are defined as mutual exclusions during registration or after registration has occurred.

If these students make changes to their schedules, they will receive mutual exclusion errors on any existing registration records that are part of the newly defined mutual exclusion groups. SFRRGAM displays the mutual exclusion errors from the SFRRMSG table on the output.

## Repeat/Equivalent Course Rules

Repeat/Equivalent Course processing is controlled by the **(Repeat) Limit** and the **(Repeat) Maximum Hours** fields on the Basic Course Information Form (SCACRSE).

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

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

### Example 1:

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

---

Repeat Limit	3
--------------	---

---

---

Repeat Maximum Hours	Null
----------------------	------

---

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

**Example 2:**

Repeat Limit	Null
Repeat Maximum Hours	12

---

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

**Example 3:**

Repeat Limit	3
Repeat Maximum Hours	10

---

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

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

## Tuition Fee Waivers

To indicate that a course should not have the customary tuition and fee charges, check the **Tuition Waiver** box on the Basic Course Information Form (SCACRSE).

This indicates to the system that this course is exempt from tuition and fees which are overrideable when the **Override** box is selected on the Registration Fees Process Control Form (SFARGFE). If this field is selected, all rules on SFARGFE which are overrideable will be ignored during fee assessment. If this field is not selected, all rules on SFARGFE apply.

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

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

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

## Banner Course Data Extract Capabilities

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

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

### Overview

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

### Course Data Extract Processing

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

### Course Data

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

### Course Data Details

Item	Banner Source	IMS Data Element
Course Identifier	SCBCRSE_SUBJ_CODE concatenated with SCBCRSE_CRSE_NUMB	SOURCEDID.ID
Course Title	SCBCRSE_TITLE	DESCRIPTION.SHORT
Full Course Description	SCRTEXT_TEXT	DESCRIPTION.FULL
Course Department	SCBCRSE_DEPT_CODE	ORG.ORGUNIT
Course Active Indicator	Set to 0 (Not Accepting Enrollments). Cannot enroll in Banner course; enrollment occurs in Banner course section.	ENROLLCONTROL.ENROLLACCEPT

Item	Banner Source	IMS Data Element
Course Enrollment Indicator	Set to 0 (Target system cannot enroll).	ENROLLCONTROL.ENROLLALLOWED
Course Begin Date	STVTERM_START_DATE  Start date of the minimum effective term.	TIMEFRAME.BEGIN
Course End Date	STVTERM_END_DATE  End date of the maximum effective term.	TIMEFRAME.END
Academic Year	STVACYR_DESC	TIMEFRAME.ADMINPERIOD
Source ID	GUBINST_NAME concatenated with "Banner" TYPEVALUE of 1 (Instruction), 3 (Course)	SOURCEDID.SOURCE
Institution Name	GUBINST_NAME	ORG.ORGNAM
Institution FICE Code	SHBCGPA_INST_FICE	ORG.ORGID
Delivery Mode	STVSCHD_DESC	EXTENSION DELIVERY MODE
Data Source	GUBINST_NAME concatenated with "Banner"	DATASOURCE

## IMS Properties Object

The XML file created by the extract program contains an IMS Properties Object.

This object contains basic packaging and control data that the target system(s) use to determine the source, timing, and type of event that generated the data package. This basic information and control data facilitate the exchange of data between systems.

## The IMS Course Group Data Object

The Course Catalog IMS Extract (SCRRIMS) also creates an IMS Course Group Data Object.

This object contains course code, course title, full course descriptions, course start and end dates, and course delivery mode. The collection of these IMS Course Data Objects is a reflection of your institution's course catalog for the selected academic year.

## SCRRIMS Program Parameters

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

## SCRRIMS Program Output Files

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

The three files created by SCRRIMS are:

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

## America's Learning Exchange with Banner

America's Learning Exchange (ALX) no longer has an active website ([www.alx.org](http://www.alx.org)).

The United States Department of Labor has discontinued support for uploading course data to the ALX website. Institutions may continue to use the SCRIMMS process to extract course data to send to any third party that accepts course information in XML format.

## Catalog Extract and Load Processing

This processing allows a receiving institution to automatically extract catalog records from a sending institution and then load those records into their own database. This aids in the creation and setup of catalog records from multiple transfer institutions within the receiving institution's database.

This functionality is a base for self-service transfer credit modeling, which can assist receiving institutions with processing prospective transfer students and reducing paper work and coordination by admissions and advising staffs.

Catalog extract and load processing provides the ability to:

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

## Exchanging Data for Transfer Articulation

Course catalog data can be exchanged for use with transfer articulation.

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

## Extracting Data for File Transmission

Course catalog data can be extracted into a file that can be transmitted to an external institution.

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

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

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

Different types of extract files can be created by SCRCATE:

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



---

## Importing External Data for Transfer Articulation

External catalog data can be imported into the appropriate transfer articulation data structures. The Transfer Catalog Data Import Process (SHRTCIM) imports course catalog data from other institutions into Banner.

Extract files received from other institutions can be imported into the tables behind the Transfer Institution Catalog Entry Form (SHATATC). Data does not need to be entered manually.

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

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

## Updating Existing Imported Data

Existing, previously imported transfer articulation data can be updated.

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

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

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

## Storing Course Details, Descriptions, and Attributes

Course details, descriptions, and attributes for transfer courses can be stored on the Transfer Institution Catalog Entry Form (SHATATC) and the Transfer Course Articulation Form (SHATATR) to assist with the review of transfer courses and assignment of institutional equivalents.

Until PESC delivers the course catalog schema, only 2000 characters of the course description will be captured and transmitted.

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

equivalents. The **Protect from Import** field in the Course Details section is used to protect selected records from being updated by the Transfer Catalog Data Import Process (SHRTCIM).

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

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

## Copying Data to Another Institution

Transfer course data can be copied from one institution to another. Copy functionality can be used when separate institution codes are being set up for different campuses of the same school.

Use the Transfer Institution Catalog Entry Form (SHATATC) and the Transfer Course Articulation Form (SHATATR) to copy transfer course data from a default institution code to another institution code for a specific program.

### *Using the Default Institution and Copy Options*

These are the many ways you can use the default institution and copy options.

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

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

As 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	Institution B
CE	199010	N/A
GR	199510	199310
UG	200010	200510

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

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

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

If values are entered in both the **Program** and **Default Institution** fields before a Next Block function is performed, this indicates the intent to copy only those course records from the default institution that have been defined for that program. In this case, a warning message is displayed that only those courses defined for that program will be copied, and the **Default Institution** function cannot be used again.

- You have the option to cancel the copy process, which will roll back all of the changes and remove the value from the **Program** field.
- You also have the option to continue, in which case only those records defined for the program will be copied.

If records exist with a value defined in the **Minimum Grade** field that has not been defined in SHATGRD for the new institution, the `Invalid Grade code exists` warning message will be displayed.

- You have the option to cancel the copy process, which will roll back all of the changes and allow you to define the missing grade codes in SHATGRD.
- You also have the option to continue, in which case the records will be copied, but with a null value in the **Minimum Grade** field.

If records exist in the Comments block or Course Attributes block or both 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.

## Course Catalog Data Extract Process (SCRCATE)

This Java process is used to extract course catalog data and create an XML output file of that data.

### About this task

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

The process uses the same search parameters that are available on the **Search for Courses** page in Banner Student Self-Service, and additional parameters. These additional parameters allow users to determine if the output file should include course description data or course attributes, or both.

This process calls the `SP_CATALOG_EXPORT` process API, which contains all of the logic required to return the correct records and data fields.

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

To modify the stylesheet, do the following:

### Procedure

1. Extract the stylesheet using the following command:  

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

```
jar -uvf srccate.jar bwckctlg.xml
```

### Results

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

XML Field	Table Column	Additional Information
<b>Header Record Information</b>		
<Organization>		<i>Complex elements made up of the items below</i>
<FICE>	SHBCGPA_INST_FICE	Defined on SHACTRL
<OPEID/>		
<OrganizationName>	GUBINST_NAME	Defined on GUAINST
<Contacts>		<i>Complex element made up of the Address and Phone complex elements</i>
<Address>		<i>Complex element made up of the items below</i>
<AddressLine>	GUBINST_STREET_LINE1	Defined on GUAINST
<AddressLine>	GUBINST_STREET_LINE2	Defined on GUAINST
<AddressLine>	GUBINST_STREET_LINE3	Defined on GUAINST
<City>	GUBINST_CITY	Defined on GUAINST
<StateProvince>	GUBINST_STAT_CODE	Defined on GUAINST
<PostalCode>	GUBINST_ZIP	Defined on GUAINST
<CountryCode>	GUBINST_NATN_CODE	Defined on GUAINST

XML Field	Table Column	Additional Information
<Phone>		<i>Complex element made up of the items below</i>
<AreaCityCode>	GUBINST_PHONE_AREA	Defined on GUAINST
<PhoneNumber>	GUBINST_PHONE	Defined on GUAINST
<PhoneNumberExtension>	GUBINST_PHONE_EXT	Defined on GUAINST
<i>Course Detail Record Information</i>		
<CourseSubjectAbbreviation>	SCBCRSE_SUBJ_CODE	Defined on SCACRSE
<CourseNumber>	SCBCRSE_CRSE_NUMB	Defined on SCACRSE
<CourseShortTitle>	SCBCRSE_TITLE	Defined on SCACRSE
<CourseLongTitle>	SCBCRSE_TITLE	Defined on SCACRSE  After the PESC schema for course catalog data is finalized, the source for this field will most likely change to the SCRSYLN_LONG_COURSE_TITLE defined on SCASYLB.
<CourseDescription>	SCBDESC_TEXT_NARRATIVE	Defined on SCADETL
<CourseEffectiveDate>	STVTERM_START_DATE	The effective date for course is derived from the start date defined for the term code that is assigned as the effective term for the course.
<CourseCreditBasis>	Hardcoded to "Regular"	This value needed to be set to an enumerated value established for the PESC college transcript schema which uses the same field.  Given that "Regular" was the value hardcoded into the XML transcript export process, it was also selected for this process.  This value may be re-evaluated when the PESC course catalog schema is adopted as a standard.
<CourseCreditUnits>	STVTERM_TRMT_CODE or SHBCGPA_TRMT_CODE	The process checks the <b>Term Type</b> value on STVTERM, if it is not defined, it then checks the <b>Term Type</b> value on SHACTRL to retrieve this value.

XML Field	Table Column	Additional Information
<CourseCreditMinimumValue>	SCBCRSE_CREDIT_HR_LOW	Defined on SCACRSE
<CourseCreditMaximumValue>	SCBCRSE_CREDIT_HR_HIGH	Defined on SCACRSE
<CourseLevel>		<i>Complex element made up of the items below</i>
<CourseLevelCode>	SCRLEVL_LEVL_CODE	Defined on SCACRSE
<CourseLevelDescription>	STVLEVL_DESC	Institutional course level codes must be cross-referenced on SOAXREF to one of the enumerated values defined by PESC.
<Attribute>		<i>Complex element made up of the items below</i>
<RAPCode>	SCRATTR_ATTR_CODE	Defined on SCADETL
<RAPName>	STVATTR_DESC	To be included in the catalog extract, course attributes must be cross-referenced on SOAXREF.

## Transfer Catalog Data Import Process (SHRTCIM)

This Java process is used to import an XML extract file of course catalog data into a Banner database.

After entering the input file name and other default values, the user can choose between running the process in Audit Mode or Update Mode. In Audit Mode, the process compares the records in the incoming data file with transfer course records that already exist in the system. Records in the incoming data file that are found to match existing records will be identified as partial or exact matches.

When run in Audit Mode, the process calls the `SB_TRANSFER_CRSE` API for matching logic.

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

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

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

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

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

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

Banner Table	Table Column	Additional Information
<b>SHBTATC</b>		<b>Transfer Course Information</b>
	SBGI_CODE	Institution ID parameter
	PROGRAM	Defaults to “.....”
	TLVL_CODE	Comes from <CourseLevelCode>  Value must be defined on STVTLVL and be valid for the institution ID on SOABGTA.
	SUBJ_CODE_TRNS	Comes from <CourseSubjectAbbreviation>  Value is not validated by Banner.
	CRSE_NUMB_TRNS	Comes from <CourseNumber>
	TERM_CODE_EFF_TRNS	Effective Term parameter
	ACTIVITY_DATE	Defaults to system date
	TRNS_TITLE	Comes from <CourseShortTitle>
	TRNS_LOW_HRS	Comes from <CourseCreditMinimumValue>

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



Banner Table	Table Column	Additional Information
	USERID	Defaults to user ID of person running the process
	ACTIVITY_DATE	Defaults to system date
	DATA_ORIGIN	Defaults to SHRTCIM

## Oracle Object Types

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

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

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

Course Catalog Schema	Description
COURSESUBJECTABBREVIATION	VARCHAR2 (10 CHAR)
COURSENUMBER	VARCHAR2 (15 CHAR)
COURSESUBNUMBER	VARCHAR2 (15 CHAR)
PREVIOUSCOURSEID	VARCHAR2 (30 CHAR)
COURSESHORTTITLE	VARCHAR2 (60 CHAR)
COURSELONGTITLE	VARCHAR2 (60 CHAR)
COURSEDESCRIPTION	VARCHAR2 (2000 CHAR)

Course Catalog Schema	Description
COURSEHONORSCODE	VARCHAR2 (13 CHAR)
COURSEEFFECTIVEDATE	VARCHAR2 (6 CHAR)
COURSEEXPIRATIONDATE	VARCHAR2 (6 CHAR)
COURSECREDITBASIS	VARCHAR2 (30 CHAR)
COURSECREDITLEVEL	VARCHAR2 (30 CHAR)
COURSECREDITUNITS	VARCHAR2 (30 CHAR)
COURSECOLLEGECODE	VARCHAR2 (2 CHAR)
COURSECOLLEGEDESCRIPTION	VARCHAR2 (30 CHAR)
COURSEDIVSCODE	VARCHAR2 (4 CHAR)
COURSEDIVSDESCRIPTION	VARCHAR2 (30 CHAR)
COURSEDEPTCODE	VARCHAR2 (4 CHAR)
COURSEDEPTDESCRIPTION	VARCHAR2 (30 CHAR)
COURSECEUIND	VARCHAR2 (1 CHAR)
COURSECREDITHRIND	VARCHAR2 (2 CHAR)
COURSECREDITMINIMUMVALUE	NUMBER (7, 3)
COURSECREDITMAXIMUMVALUE	NUMBER (7, 3)
COURSELECHRIND	VARCHAR2 (2 CHAR)
COURSELECMINIMUMVALUE	NUMBER (7, 3)
COURSELECMAXIMUMVALUE	NUMBER (7, 3)
COURSELABHRIND	VARCHAR2 (2 CHAR)
COURSELABMINIMUMVALUE	NUMBER (7, 3)
COURSELABMAXIMUMVALUE	NUMBER (7, 3)
COURSEOTHHRIND	VARCHAR2 (2 CHAR)
COURSEOTHMINIMUMVALUE	NUMBER (7, 3)
COURSEOTHMAXIMUMVALUE	NUMBER (7, 3)
COURSEREPEATCODETYPE	VARCHAR2 (30 CHAR)
COURSELEVEL	BANINST1.S0_TRANSFER_COURSE_LEVEL_NT
COURSEATTRIBUTE	BANINST1.S0_TRANSFER_COURSE_ATTR_NT

## Catalog Reports

The following reports are run through the Catalog module.

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

Please refer to the *Banner Student Reports and Processes Handbook* for report descriptions, instructions, parameter definitions, and output samples.

## Configuring Zero Text Book Cost (ZTC) courses

Zero Textbook Cost program allows students or faculty to locate class sections that do not require textbook purchase by displaying a logo or a symbol. Students can locate class sections that participate exclusively in providing digital course materials free of charge to students (Zero Textbook Cost/ZTC).

Both the existing and new CRN's can be configured to be Zero Text Book Cost courses by following the steps mentioned below. After this set up, the image for ZTC courses will appear in the Registration Self-Service pages.

- Define an attribute code on the Attribute Validation page (STVATTR). For example, enter Code = ZTC & Description = Zero Text Book Cost and click **Save**.
- Go to the Integration Configuration Settings page (GORICCR) and add the attribute code created in step 1 to the process "DISPLAY.ZEROTEXTBOOKCOST.ATTR".

For example, enter Value = ZTC and click **Save**.

- Go to the Schedule Detail page (SSADETL) and add the attribute code created in step 1 to CRN's which have a Zero Text Book Cost. This attribute code should be added under **Degree Program Attributes** tab on SSADETL.
- Go to the Overall Page and Field Configuration page (SOAWSCR) and check the Displayed check box for the **Attributes** field.

### Note:

1. Details regarding Personas and Pages where the image indicating a Zero Text Book Cost, displayed on Registration Self-Service pages is found in the Banner Student Registration Release guide 9.10 under Functional Enhancements.
2. A custom image can be used to indicate ZTC for a CRN. This can be done using the Banner Applications Configurations page (GUACONF). Please refer to Zero Textbook Cost section in the Self-Service Registration Handbook 9.10 for more details.

# Class Schedule

This chapter discusses processing and procedure information for Class Schedule.

## Class Schedule Procedures

Here are tasks you can perform in this module.

### Create Term Controls

The first step in the schedule building process is to identify the characteristics of the term in which classes are being scheduled.

This is done through the Term Control Form (SOATERM) where dates for each session within the term are established and where the Course Reference Number starting number is established for the term.

The next step is to create any exclusion dates when classes are not being held. This is done through the Schedule Exclusion Rules Form (SSAEXCL). A date established on this form will be excluded from the number of meeting times for the section. Vacation days, in-service dates, and breaks in the academic calendar should be maintained on this form. The **Part of Term** field may be used to clearly define those days which are to be excluded from the academic calendar by part of term and calendar year.

New exclusion rules for each part of term at the institution must be built by the user. This process may be performed through the **Default Part of Term** window accessed from the Key Information. This allows exclusion days to be copied from one part of term to another. A description may be added for the excluded days, that is, 01/18/1994 is a national holiday; 02/18/1994 is an in-service day.

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

### Creating Instructors

Instructors must first be identified to the system using the General Person Identification Form (SPAIDEN). After this is completed, they are entered on the Faculty/Advisor Information Form (SIINST). Here, they may be identified as a faculty member, an advisor, or as both.

This process would be completed as an initial task; new hires and terminations would be part of the maintenance process. When a faculty member is identified on the Faculty/Advisor Information Form (SIINST), the faculty member may then be assigned to class sections.

## Building Available Rooms

Buildings must first be defined on the Building Code Validation Form (STVBLDG) and the Building Definition Form (SLABLDG).

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

## Creating Campus Security

If an institution wants to restrict the class schedule by campus, then the Campus Security User Profile Form (SOAPROF) should be used.

Each user may be assigned to a particular campus. After this is done, the user is restricted from updating any class schedule information not associated with the user's campus. This is an optional process which may be omitted if class schedule campus security is not necessary.

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

## Create Future Term Schedule

The Term Roll Report (SSRROLL) will roll the class schedule forward from one specified term to another specified term.

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

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

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

	Actual	Projected	Prior
199301			

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

The Term Roll Report (SSRROLL) uses section restriction rules when rolling data elements from one term to another term. A number of parameters allow the roll of data elements from the Catalog module to the Schedule module. The value of C can be used to roll data elements from the course to the section.

- When a specified parameter is set to Y, the data element is rolled from the Schedule module for the term in the From Term parameter to the term in the To Term parameter.
- When a specified parameter is set to C, the data element is rolled from the Catalog module by subject and course, in addition to the effective term that is less than or equal to the term in the Roll Term parameter.

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

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

## Building/Changing Course Sections

After the catalog records are established on the Banner® Student System, course sections are entered into the system for production of the Class Schedule (SSRSECT) and student registration.

Sections being offered for a term are built using the Schedule Form (SSASECT). The capacity of the section, and meeting days, times, and rooms, and instructors are assigned using this form.

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

## Meeting Time/Room Assignments

After a course section has been entered in the database, the section may be scheduled into a building and room for specific days and times.

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

## Session Creation

Individual sessions for a course section may be defined on the **Meeting Time** window of the Schedule Form (SSASECT).

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

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

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

---

## Duplicate Section Creation

You may duplicate a section on the Schedule Form (SSASECT).

1. When adding a new section of a course, enter the term in the **Term** field for which you would like to add a section.
2. Enter **ADD** in the **CRN** field.
3. Use **Next Item** to open the **Default Section Information** window.

This will default the term code from the **Term** field into the **Default Term** field. This default term code reflects the term from which you would like to duplicate a section. The default term can be changed.

4. Perform a List function from the **Default Term** field to display the Term Code Validation (STVTERM) list of values to view existing term codes.
5. Move to the **Default CRN** field, where a CRN may be entered.

OR

Use **Count Query Hits** to display the Schedule Section Query Form (SSASECQ) where you can query sections of courses.

6. Select the appropriate CRN to bring back to the **Default CRN** field.
7. After all Key Information has been entered, click **Process Default**.

OR

Use **Next Block** to duplicate section information.

A new CRN is immediately assigned to the newly created course.

8. If you want to discontinue processing with default data, use the **Cancel** button.

OR

Use **Rollback** to close the window and return to the Key Block in SSASECT.

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

## Duplicate Section for Same Term

Duplicate sections may be created within the same term; that is, the add term and the default term are the same.

When duplicating sections within the same term, the default section number **MUST BE zero (0)**. If the section number is not equal to zero, the section may not be duplicated.

Just as when entering a section from scratch on the Schedule Form (SSASECT), if a section exists with the subject, course, or section number, the section may not be entered, and therefore, may not be duplicated. Likewise, when entering a section from scratch, if the section number is zero, the subject, course, or section may be added multiple times to the same term, and therefore, can be duplicated.



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

#### From the Schedule Form (SSASECT)

- All information in the Section portion of the form, with the exception of cross list data and reserved seating, will be duplicated.
- **Meeting Time** window and **Instructor** window information is NOT duplicated.
- Enrollment data is handled in the following manner.

---

The following fields are duplicated:

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

---

The following fields are set to zero:

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

---

The following fields are set to a value:

- Waitlist Remaining is set equal to  
Waitlist Maximum
  - Seats Remaining is set equal to Maximum  
Enrollment
  - Reserved Seat Indicator is cleared
- 

#### From the Schedule Detail Form (SSADETL)

---

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

- Link Section
- Section Fees
- Degree Program Attribute

---

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

- Corequisite Section
  - Contract
  - Block Schedule Code
-

---

### From the Schedule Restrictions Form (SSARRES)

All information will be duplicated from the form sections and windows. This includes:	<ul style="list-style-type: none"> <li>• College Restriction</li> <li>• Major Restriction</li> <li>• Class Restriction</li> <li>• Level Restriction</li> <li>• Campus Restriction</li> <li>• Test Score and Prerequisite</li> </ul>
---	---

---

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

The following information will be duplicated from the form sections and windows:	<ul style="list-style-type: none"> <li>• Test Score Restriction</li> <li>• Prerequisite Restriction</li> </ul>
--	--

---

### Duplicate Section From One Term to a Different Term

Sections may be duplicated from one term to another; that is, the add term and the default term are different.

When duplicating from one term to another, keep the following in mind:

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

For example:

---

LAW 415

---

Start Term 199301

End Term 199401

---

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

---

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

For example:

---

If at the catalog (SCACRSE) for LAW 415,

---

---

From Term 199301	To Term 199301
Credit Hours	3.00 to 4.00
From Term 199302	To Term 999999
Credit Hours	2.50 to 3.00

---

and a section of LAW 415 is created in term 199301 with 3.50 credit hours specified at the section level, this section cannot be duplicated for term 199302, because the section specified hours are out of the valid credit range.

However, if no section specified range had been entered, the section could be duplicated, and the valid credit hour range from the catalog would default to the new section's credit hour range.

- 
- The default section's part of term must be defined on the Term Control Form (SOATERM) for the add term.
  - The **CEU Indicator** field on SSASECT will be set to **Y** or **N** according to the catalog for the effective term of the section being added.
  - A section may not be duplicated if the Catalog Schedule Restrictions Form (SCASRES) prohibits the creation of sections for either term or campus scheduling restrictions.
  - If a grading mode is specified at the section level, and this grading mode is not valid for the add term according to SCACRSE, the default grading mode will be specified for the new section.

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

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

## Create Duration Units

Use the Duration Unit Validation Form (GTVDUNT) to create and maintain duration unit codes that are associated with the calculation of an expected completion date for courses or sections or both, such as **SEM** (Semester), **WEEK** (Week), **DAYS** (Days), or **MTHS** (Month).

This calendar equivalent must be created to make sure that, regardless of when the learner elects to start the course, they would have the same time frame in which to complete it as other learners registering on different days. This does not reflect attendance hours.

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

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

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

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

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

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

Some example seed data might be:

Code	Description	Days
WEEK	Weeks	7
MTHS	Months	31

## Create Instructional Methods

Use the Instructional Method Validation Form (GTVINSM) to create and maintain instructional method codes that can be applied to schedule type codes, courses, or sections, or all.

This includes **CLASS** (Classroom based), **TUTOR** (Tutorial), or **WEB** (Web-based). This represents the delivery method of the course content.

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

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

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## Open Learning and Class Schedule

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

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

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

## Set up an Open Learning Section

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

### Procedure

1. Access the Schedule Form (SSASECT).
2. Enter the term and then enter **ADD** in the **CRN** field in the Key Block.
3. Use **Next Block** to access the Section Information block.
4. Enter all applicable information including the subject code and course number.
  - The section will inherit the instructional method assigned to the course when the schedule type is entered or selected. If this association has not been made before the creation of the section, you will be required to enter this information for open learning sections.
  - The duration units and number of duration units will automatically be defaulted if they are defined for the course. If they are not defined, you will be required to enter this information for open learning sections.
  - The part-of-term information is not required for open learning courses.
  - The registration from and to dates and start from and to dates are required. If the date record in SOAORUL is defined with the **Override (Indicator)** selected, those dates can be modified in SSASECT.

- 
- The registration dates default from SOAORUL and represent the period of time a learner may register in this section.
  - The start dates also default from SOAORUL and represent the date range the learner may actually start their course.
  - The census one and census two dates (if defined) will be populated with the corresponding information from SOAORUL.
  - The maximum number of extensions that will be granted to an individual student registered in this section will default to zero and should be changed if the institution's policy permits the extension of the expected completion date.
  - If you are using the contract analysis functionality in the Faculty Load module, the attendance method should be set to a code defined as Independent Studies if the section will not have regular instructor/learner contact hours. Then the instructor will not be penalized in the daily and weekly contact hour calculations. This information is displayed in the main window.
  - The lab, lecture, and other hours information are also displayed in the main window.
5. Save the course.  
At this time, a CRN is assigned, which replaces the word **ADD** in the Key Block, and the appropriate registration status code, extension and refunding rules will be created for the section and housed in SSARULE. In addition, the Faculty Self Service indicators, used to control the display of midterm grades, final grades, and waitlists, will be created. These check boxes will be defaulted to allow access and may be changed in the Section Web Controls Form (SSAWSEC).
  6. Use the **Detail** button next to the **Registration Dates First** and **Last** fields to view or update the registration status code rules, refunding rules, or extension processing rules which are stored on SSARULE.
  7. Use **Next Block** to access the Meeting Time block to record scheduled meeting times or other scheduled events.  
It is not mandatory to establish contact times in the Meeting Time block if the section has been deemed to be open learning one (that is, no part-of-term has been defined).
  8. It is not mandatory to establish contact times in the Meeting Time block if the section has been deemed to be open learning one (that is, no part-of-term has been defined).
    - If there is a face-to-face component of the course or an online chat available to students on a regular schedule, enter a meeting code to default in start and end dates, days of the week, and times, or enter the meeting information manually.
    - Also, enter the meeting type for the purpose of the meeting. A meeting type of **CLAS** will default into the **Meeting Type** field but may be changed to reflect the values housed in the Meeting Type Validation Form (GTVMTYP).  
This information appears on the student's hardcopy class schedule or their Web schedule in Banner Student Self-Service. For example, if there are regular chat sessions established for a Web-based course, these can be defined as such and then communicated to the student through their student schedule or through the Web.
  9. Save the meeting time information.
  10. Use **Next Block** to access the Instructor block and assign an instructor or tutor to this section.
-

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

11. Save the instructor information.
12. Access the Section Syllabus Form (SSASYLB) using the **\*SCHEDULE** menu or the **Section Syllabus Form** item in the Options Menu to enter syllabus information for display on the Web.
  - If syllabus information has already been entered for the course, this information is available to be copied from the Course Syllabus (SCASYLB) to the Section Syllabus (SSASYLB) by selecting the **Copy from Course** button. This button can be found in all blocks of this form. After the information is copied to the section, it is updatable.
  - If no course syllabus information has been stored, you can enter or cut and paste information into any of these fields. These fields will store approximately one and one half pages of text.
13. Access the Schedule Processing Rules Form (SSARULE) to review the defaulted open learning rules.
  - If the rule information that defaulted to the section from the Open Learning Section Default Rules Form (SOAORUL) is acceptable, or the information cannot be overridden, the section setup process is complete.
  - If no registration status codes, extension rules, or refunding rules were defined in SOAORUL, this information should now be entered to permit registration. All registration processes will verify that the appropriate registration status codes and rules were set up here.
  - To enter, update, or delete the extension processing rule, position the cursor on the status code record where **Ext** check box is selected, and use **Next Block**.
  - To enter, update, or delete a refunding rule, position the cursor on the appropriate status code record, and use **Next Block**.

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

## Additional Registration Information Table (SFRAREG)

The Additional Registration Information Table (SFRAREG) is used with registration processing.

One record for every registration, regardless of the type of section, will be created through the registration processes and will house the start or end (or both) dates of the registration (the part-of-term start and end dates for traditional sections), and the assigned tutor (the primary instructor for the section).

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

---

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

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

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

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

### About this task

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

### Procedure

1. Access the Schedule Form (SSASECT).
2. Enter the term and CRN in the Key Block.
3. Use **Next Block** to access the Section Information block.
4. Enter all applicable information including the subject code and course number.
  - An instructional method, registration from and to dates, start from and to dates, duration, and duration units are required to identify this section as available for open learning registration.
  - Remove the existing part-of-term information to ensure that the registration from and to dates will default from the Open Learning Section Default Rules Form (SOAORUL). It may be necessary to delete any meeting time or instructor assignments to accomplish this.
  - Update the **Maximum Extensions** field if extensions are permitted for this section.
5. Save the changes to the section records.
6. Use **Next Block** to access the Meeting Time block, and add any meeting time records (if required).
7. Save the changes to the meeting time information.
8. Use **Next Block** to access the Instructor block, and identify the instructor that will be assigned to the registering students as the primary instructor, if there are multiple instructors assigned to the section.

The student-tutor allocation process will ignore other instructor records at time of registration.
9. Save the changes to the instructor information.
10. Access the Schedule Processing Rules Form (SSARULE) to add the open learning rules.



- Open learning section rules should now be entered to permit registration. All registration processes will verify that the appropriate registration status codes and rules were set up here.
- To enter the extension processing rule, position the cursor on the status code record where **Extension** check box is selected, and use Next Block.
- To enter a refunding rule, position the cursor on the appropriate status code record, and use Next Block.

## Set Up Non-Open Learning Section

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

### Procedure

1. Access the **Schedule Form (SSASECT)**.
2. Enter the term, and then enter **ADD** in the **CRN** field in the Key Block.
3. Use **Next Block** to access the Section Information block.
4. Enter all applicable information including the subject code and course number.  
The part-of-term information is mandatory, and an applicable part-of-term number must be entered manually. (The value for part-of-term 1 is not defaulted in.)
5. Save the course.  
At this time, a CRN is assigned, which replaces the word **ADD** in the Key Block.
6. Use **Next Block** to access the Meeting Time block to record scheduled meeting times.
7. Enter a meeting code to default in start and end dates, days of the week, and times, or enter the meeting information manually.
8. Enter the meeting type for the purpose of the meeting.  
A meeting type of **CLAS** will default into the **Meeting Type** field, but may be changed to reflect the values defined in the Meeting Type Validation Form (GTVMTYP). This information appears on the student's hard copy class schedule or their Web schedule in Banner Student Self-Service.
9. Save the meeting time information.
10. Use **Next Block** to access the Instructor block and assign an instructor or tutor to this section.
11. Save the instructor information.
12. Access the Section Syllabus Form (SSASYLB) using the **\*SCHEDULE** menu or the **Section Syllabus Form** item in the Options Menu to enter syllabus information for display on the Web.
  - If syllabus information has already been entered for the course, this information is available to be copied from the Course Syllabus (SCASYLB) to the Section Syllabus (SSASYLB) by selecting the **Copy from Course** button. This button can be found in all blocks of this form. After the information is copied to the section, it is editable.

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

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

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

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

### Procedure

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

If course level fees have been defined in the Course Detail Information Form (SCADETL), they will be defaulted to the section when a new CRN is created. This is also the case if fees are defined in the Section Fees Assessment Control Form (SSADFEE).

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

## Faculty Assignments

Faculty members can be assigned to sections through the Instructor window on the Schedule Form (SSASECT).

Instructors must be created using the previously defined Create Instructors procedures. Instructors may be assigned to multiple sessions or only part of a session using the **Instructional Workload** and the **Percent of Session** fields. The instructional workload value will default from the catalog information but may be adjusted on the Faculty Assignment Form (SIAASGN).

When a new section is added to an instructor's schedule through SSASECT, the instructor's default contract type, specified on the Faculty/Advisor Information Form (SIAINST), defaults to the Faculty Assignment Form (SIAASGN).

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

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

## Maintaining Section Comments

After the course sections have been added to the database, the Schedule Comment Form (SSATEXT) may be used to enter section comments for the production of the Class Schedule (SSRSECT).

The comments may also be modified or deleted using this form. These comments may be free-format descriptive text lines for each section requiring a comment.

## Reviewing Course Sections

The Schedule Section Query Form (SSASECQ) displays all the sections entered into the system that match user-specified criteria.

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

## Reviewing Building/Room Schedule

The Building/Room Schedule Form (SSAMATX) is used to display section information for all sections scheduled into each building and room. The user may specify selection criteria to

determine what is displayed. For example, all classes scheduled in East Hall on Mondays, or a list where all English classes are scheduled.

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

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

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

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

Begin Time	End Time
0800	0900
0830	1000
0800	0930

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

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

**Example:**

	<b>SSRMEET Start</b>	<b>SSRMEET End</b>
1	01-Jan-1999	31-Jan-1999
2	05-Jan-1999	28-Jan-1999
3	01-Feb-1999	28-Feb-1999
4	01-Mar-1999	31-Mar-1999
5	31-Mar-1999	30-Jun-1999
6	01-Mar-1999	01-Mar-1999
<b>SSAMATX Start Entered</b>	<b>SSAMATX End Entered</b>	<b>Records Retrieved</b>
01-Feb-1999		record 3
15-Feb-1999		record 3
15-Jan-1999		records 1, 2
01-Jan-1999	01-Mar-1999	records 1, 2, 3, 4, 6
01-Mar-1999	01-Mar-1999	records 4, 6
01-Dec-1998	01-Feb-1999	records 1, 2, 3

**Note:** The same logic applies to the time searches.

## Producing a Schedule of Classes

After the course schedule information has been entered into the system, the Class Schedule Report (SSRSECT) may be produced.

The Class Schedule lists all course section information required for the registration process, including the title, meeting days and times, and instructors. It is used by students and advisors in the registration process for the upcoming term.

## Reviewing Enrollment Counts

The Schedule Section Tally Report (SSRTALY) may be used to review past enrollments in sections to aid in the determination of current capacity and may also be used to verify current enrollment counts during and following registration.

The report is able to show the maximum, actual, and remaining waitlists for enrollment, and census two counts and blocks associated with a CRN.

## Schedule Contact Hours

The information in the **Contact Hours** field in the Section information of the Schedule Form (SSASECT) defaults from the **Contact** field on SCACRSE.

Scheduling contact hours is defined for a term as follows:

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

<i>Example:</i> Section 10001 - ENGL 100					
Session 1	Meeting Period 1	MWF	8:00 – 8:50	29-AUG-1992	20-DEC-1992
Session 1	Meeting Period 2	TR	9:00 – 10:15	29-AUG-1992	20-DEC-1992
Session 2	Meeting Period 1	MWF	1:00 – 1:50	29-AUG-1992	20-DEC-1992

The data used for scheduling contact hours is as follows:

A	Meeting Period Number.				
B	Days of the Week for the Meeting Period.				
C	Start Time and End Time of Meeting Period (in military time).				
D	Starting Date of the Meeting Period. (This is not necessarily a Monday or Tuesday.)				
E	Ending Date of the Meeting Period. (This is not necessarily a Thursday or Friday.)				
F	Number of Days of the Week (B) that fall within the Start Date (D) and End Date (E) of the Meeting Period.				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Meeting Period 1	MWF	8:00 – 8:50	29-AUG-1992	20-DEC-1992	48
Meeting Period 2	TR	14:00 – 16:00	29-AUG-1992	20-DEC-1992	32
					80 days total

## Calendar

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

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

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

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

114 Actual Meeting Days / 7 days in a week = 16.28 weeks

## Section Contact Hours

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

The equation is as follows:

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

<b>Example:</b>		
$[(48 - 3 = 45) * 50]$	=	2250 min/50 = 45 Contact Hours for Session 1
$[(32 - 2 = 30) * 120]$	=	3600 min/50 = 72 Contact Hours for Session 2
Total Section Contact Hours is $45 + 72 = 117$		

## Section Weekly Contact Hours

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

The equation is as follows:

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

$(3 * 50) / 50$	=	3.0
$(2 * 120) / 50$	=	4.8
The sum of all Meeting Period Weekly Contact Hours = Section Weekly Contact Hours		
$3.0 + 4.8$	=	7.8



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## Creating Cross List Definitions

If the institution will be establishing cross-listed sections, the cross list group identifiers which will be used must be created on the Schedule Cross List Definition Form (SSAXLST).

The maximum enrollment for the cross list is also specified on this form. SSAXLST uses the **Block (Code)** field to indicate that a section is part of a block of courses.

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

To quickly schedule the other cross-listed courses to the same room, do the following:

1. Enter SSASECT for each of the remaining cross-listed courses.
2. Use **Duplicate Item** to access the Cross List Meeting Time/Instructor Query Form (SSAXMTI) from the **Meeting Time** window.

This form displays the meeting time and instructor information already associated with the cross-listed group of courses.

You will see the room, time, and instructor information added previously through SSASECT for other sections.

1. Place your cursor in the **CRN** field of the course with previously added schedule information.
2. Use **Select** to default the meeting dates, days, times, rooms, and instructors into SSASECT with the ☐ value (both time and room conflict) in the **Override Indicator** fields in the **Meeting Time** and **Instructor** windows.
3. Save your records.

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

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

## Schedule Module Links

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

### Corequisites

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

<b>Example 1:</b>			
ARTS 201 and ARTS 210 must be taken concurrently.			
SCADETL:	<i>Key Information</i>	<i>Corequisite information</i>	
	ARTS 201	Subject: ARTS	Course: 210
	ARTS 210	Subject: ARTS	Course: 201

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

<b>Example 2:</b>				
ARTS 201-01 and ARTS 210-10 must be taken concurrently.				
SSADETL:	<i>Key Information</i>	<i>Corequisite Section information</i>		
	ARTS 201 01 CRN	Subject: ARTS	Course: 210	Section: 10
	ARTS 210 10 CRN	Subject: ARTS	Course: 201	Section: 01

### Link Processing

Links are used to connect sections of the “same course” when it is required that some combination of these sections be taken concurrently.

The same course can be defined as a course having the same subject and the same course number but with different schedule types, and that course can be used in the linking process.

Linking sections requires defining link identifiers on the Schedule Form (SSASECT) and defining link connectors on the Schedule Detail Form (SSADETL). Both link identifiers and link connectors are two-byte characters which are user-defined.

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

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

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

#### Example 1:

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

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

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

#### Example 2:

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

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

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

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

**Example 3:**

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

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

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

**Example 4:**

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

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

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

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

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

## Create Section Contract Information

The Schedule Detail Form (SSADETL) allows the user to designate a section as a contract section through the Section Contracts information on the Contract/Block Schedule Code window.

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

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

The Section Contracts information could be set up as follows:

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

## Creating/Modifying Restrictions on Sections

When a course has been added to the system, restrictions as to who may register for the course are built on the Course Registration Restrictions Form (SCARRES).

When sections of a course are added for a term, any restrictions set at the catalog level will default to the sections at the schedule level. These restrictions are maintained on the Schedule Restrictions Form (SSARRES) and may be added to or otherwise modified for the Key Information.

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

You may restrict a course to include or exclude students specifically by the following data items.

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

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

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

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

Refer to [Building Registration Restrictions on Courses](#) on page 167 section of the Course Catalog chapter for more information on using the **All Field of Study Types** check box and the **(Field of Study) Type** field.

## Test Score Restrictions and Prerequisites

Use the Schedule Pre-requisite and Test Score Restrictions Form (SSAPREQ) to restrict sections for test scores and area prerequisites.

Restrictions set at the course level on the Catalog Pre-requisite and Test Score Restrictions Form (SCAPREQ) will default to the schedule prerequisite and test score restriction information maintained on SSAPREQ. These restrictions may be added to or otherwise modified on SSAPREQ.

## Course Fee Assessment Rules by Level

A **Level** field exists in the Section Fees information on the Schedule Detail Form (SSADETL). The Section Fee Assessment Control Form (SSADFEE) allows an institution to build fee assessment rules on a term basis for sections based on schedule type and level.

After these section assessment rules have been built, they will default to the section based on the schedule type of the section and the level entered in the Section Fees information in the Section Fees/Degree Program Attribute window of SSADETL. The **Tuition and Fee Waiver** check box on the Schedule Form (SSASECT) must be selected, and the **Override** check box on the Registration Fee Assessment Rules Form (SFARGFE) must be selected, if regular fee assessment processing is to be bypassed for this section.

When this section fee assessment process is used, the system stores the course reference number with the account detail information generated for the section. This will allow the institution to use the Tuition & Fee Analysis by Course View (SFVTFAN).

## Tuition & Fee Analysis by Course

You have the ability to monitor the tuition income for those sections which were assessed using course fee assessment rules by level. An Oracle view (SFVTFAN) is provided which contains the information necessary to report this tuition income.

Fields in the view include:

- Term
- CRN
- Subject
- Course Number
- Sequence Number
- Detail Code
- Detail Code Category
- Admissions Type
- Degree Code
- Course Level
- Registration Status Code
- Course Title
- Primary Instructor Name
- Transaction Number
- Amount

## Tuition Fee Waivers

To indicate that a section should not have the customary tuition and fee charges, check the **Tuition and Fee Waiver** box on the Schedule Form (SSASECT).

This will indicate to the system that this section is exempt from tuition and fees which are overrideable as defined on the Registration Fees Process Control Form (SFARGFE), when the **Override** box is selected. If this box is selected, all rules on SFARGFE which are overrideable will ignore billing hours for this section during registration fee assessment. If this box is not selected, all rules on SFARGFE apply.

If it is determined by your institution that a fee other than the customary tuition and fees should be charged for this course, this is accomplished by selecting the **Tuition and Fee Waiver** box in conjunction with assigning a section fee on the Schedule Detail Form (SSADETL). When assigning a fee code, an amount also needs to be entered. A flat fee or a per credit hour fee may be charged. This determination must be made by the institution when entering the fee code.

For a section, a level may also be specified for a fee. This level specifies the level at which the course is taken. This allows for differing fees or additional fees to be charged, if the section is taken at different levels. If no level is specified, the rule will apply to all levels. If tuition fee waiver rules had been defined at the catalog level, these rules will default to the section for all levels (level is null). These defaulted catalog rules may then be modified for each section as needed.

**Note:** After a waiver has been created for a section and enrollment has begun, the setting of the **Tuition and Fee Waiver** box should not be changed, so that fees are assessed correctly.

This flag is not dynamically looked at in the registration fee assessment process. Therefore, if a section has a waiver and a student registers for the course, they will be given a waiver. However, if at a later date the setting of the **Tuition and Fee Waiver** box is changed, even if this student is

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re-processed through registration fee assessment, they may not be charged correctly, because the **Tuition and Fee Waiver** box has already been populated.

## Reserved Seating

Reserved seats rules are established in the Reserved Seats window of SSASECT after enrollment information for non-reserved seats has been created for the section.

You can reserve a group of seats in a section for a particular group of students. Reservations can be defined using curriculum and student components, including the primary and secondary curriculum. Admission, matriculation, and graduation terms are included. The user ID and activity date are displayed for each rule. Reserved and waitlist totals are also displayed.

Reserved seat rules processing checks the curriculum data elements against SORLCUR and SORLFOS. Student attributes are selected against SGRSATT. Cohort data is selected against SGRCHRT. The admission and matriculation terms are selected against SORLFOS. The graduation term is selected against SGBSTDN.

Overflow checking is used during processing to check unreserved available seats when seats on the reserved rule are full. Students can register for those unreserved available seats when overflow checking is turned on.

Values can be entered in the data elements for the rules, but after a rule has been saved, it cannot be changed. The rule must be deleted and re-entered. The **Overflow** check box can be selected (set to Y) or cleared (set to N) as needed. The **Reserved Maximum** and **Waitlist Maximum** fields can also be modified by rule, for reserved or non-reserved seating. When waitlist maximums have been set up, the waitlist messages, which are displayed at registration, will reflect that this section has reserved seating in place.

The Reserved Seats Inquiry Form (SSIRESV) is used to query and review reserved seats rules for a term and CRN combination. This form can be accessed from the Options Menu on SSASECT.

## When a Student Meets Multiple Rules

The reserved seats process will attempt to place the student in the most restrictive rule that applies.

The most restrictive rule is considered the rule with the most reserved rule components. If the student meets rules with the same number of reserved rule components, left-most components are considered most restrictive. If a student meets multiple reserved seats rules that are equally restrictive, an attempt is made to place the student in the reserved rule the process finds first.

### Example:

If a student meets rule 1 with a level of UG and rule 2 with an attribute of A1, the student will be placed in rule 1.

If a student meets rule 1, where rule 1 has three data elements, and the student also meets rule 2, where rule 2 has three data elements, the student will be placed in the rule with the three elements that are listed left-most in the rule.



When the process makes a hit, and the most restrictive rule is found for the student, the student will be placed in the reserved seats bucket, if seats are available in that rule. The reserved seats process does not check for additional restrictive rules for which the student may apply.

Reserved seats processing does not consider the *value* of the components, rather the *quantity* or the *location* (or both) of the components. The exception is curriculum components. See additional information regarding curricula hierarchy, below.

When the student meets a rule, that student is placed in the reserved seat or waitlist bucket for the rule when available seats exist. If no reserved seats are available in the most restrictive rule for which the student qualifies, the system looks at the setting of the **Overflow** check box.

- When the **Overflow** check box is cleared (N), the student is not allowed to register for the course.
- When the **Overflow** check box is selected (Y), the student can register for an unreserved available seat in the course.
- When no unreserved available seats exist, the student is not allowed to register for the course.

The components for the reserved seats rule are selected in order as they appear in the Reserved Seats window. Rules are selected moving from left to right, and the data elements that appear to the left carry more weight on the rule.

## Curricula Hierarchy

The **Curricula** field is the exception to the above information. This field is used to determine which of the student's curriculum records should be selected against the reserved rule.

When curriculum components are considered, the following hierarchy is used:

- Any or Null curricula are considered first.
- Primary curriculum is considered second.
- Secondary curriculum is considered last.

### Example:

When the student meets multiple rules based on curriculum components, the student is placed in the rule where the curriculum components are considered first. In the example below, the student would be placed in the first rule with the **Curricula** field set to Null or Any.

Level	Field of Study Type	Field of Study Code	Curricula	Attribute	Matriculation Term
UG	MAJOR	MATH	Null or Any	A1	200510
UG	MAJOR	ENGL	Primary	A2	200510

## Rule Data Entry

Data entry of rules must be considered so that rules are valid and can be saved. Duplicate reserved rules cannot be saved.

Note that the **Curricula** field is not considered when determining equality. Therefore, the following rules are considered duplicates and will generate an error message. Only one of the following rules can be successfully saved.

Program	Field of Study Type	Field of Study Code	Curricula
BA-MATH	MAJOR	MATH	Primary
BA-MATH	MAJOR	MATH	Secondary

Here is another example of duplicate rules. Only one of the following can be saved.

Department	Field of Study Type	Field of Study Code	Curricula
	MAJOR	MATH	Null
	MAJOR	MATH	Any

## Reserved Seats Rules Totals

Reserved seats rules totals are displayed separately in the **Reserved Seats** window.

These numbers are the totals for all the rules for the CRN. As the maximum reserved seats and maximum waitlist seats values are modified by rule, the totals will automatically be updated and displayed. These fields are display only.

The totals in the **Reserved Seats** window reflect the totals from the Enrollment Data block. Use **Delete Reserved Seats** to delete all reserved seats rules if each reserved rule has zero (0) actual seats taken. This removes all the reserved seating information and returns the enrollment data to the section level.

**Note:** The system tests for reserved seating each time the **Reserved Seats** window is entered. You can only delete reserved seating when no enrollment exists for the reserved seating. When enrollment exists that meets the reserved seating requirement, you will not be allowed to delete reserved seating.

## Overflow Rule Option

The **Overflow (Indicator)** check box in the **Reserved Seats** window is used to select unreserved available seats when seats on the reserved rule are full. Students can register for those unreserved available seats when overflow checking is turned on.

When a student meets a reserved rule for which no reserved seats are available and the **Overflow (Indicator)** is selected (set to  $\text{Y}$ ), an attempt is made to place the student in a non-reserved

available seat and successfully register the student for the course. If there are no non-reserved available seats, processing will use the reserved rule and issue capacity messages as usual.

When the **Overflow** check box is selected (set to  $\text{Y}$ ), students who met a reserved rule but could not register because the maximum reserved seats value had been met are able to register for unreserved available seats. The overflow processing works as follows:

- When the **Overflow** check box is not selected ( $\text{N}$ ) and no reserved seats are available, the student is not allowed to register for the course. The reserved rule is used to issue capacity messages.
- When the **Overflow** check box is selected ( $\text{Y}$ ) and no reserved seats are available, the student can register for an unreserved available seat in the course. The overflow option is allowed. The reserved rule is deactivated so that unreserved available seats can be used by students who would have normally met the reserved seats rule.
- When the **Overflow** check box is selected ( $\text{Y}$ ) and no reserved seats are available and no unreserved available seats exist, registration processing will go back and use the reserved rule to issue associated capacity messages.
- When reserved seats rules are initially created, the **Overflow** check box is not selected ( $\text{N}$ ).
- The **Overflow** check box can be activated or inactivated at any time during registration.
- The **Overflow** check box CANNOT be activated for the unreserved rule.
- When seats are full for reserved or unreserved or both rules and the student who meets a reserved rule is waitlisted, the student is waitlisted for the rule in which the requirements are met, whether the **Overflow** check box is selected or not selected.
- When the **Overflow** check box is selected ( $\text{Y}$ ), it is used, regardless of the setting of the **Capacity** section option in SOATERM.

**Note:** The reserved seats rule overflow option is also used by Waitlist Automation processing. If a seat becomes available on the non-reserved rule, then all students waitlisted in that rule and in reserved rules with the **Overflow** check box selected ( $\text{Y}$ ) are treated as a single waitlist, and the student with the highest priority is notified.

Please note that the setting of the **Overflow** check box is not considered when the system attempts to waitlist a student. If a student meets a reserved rule where the waitlist is full and the **Overflow** check box is selected ( $\text{Y}$ ), the student will not overflow into the waitlist on the non-reserved rule.

## Querying Reserved Seats

The Reserved Seats Inquiry Form (SSIRESV) is used to query and view all reserved seats rules for a term and CRN combination. Rules are displayed in their entirety, and multiple rules are displayed for a section. This form can be accessed from the Options Menu on SSASECT.

Queries are based on the **Term** and **CRN** fields in the Key Block. The Data block displays the rules that are returned by the query for the term and CRN. Rule data elements are also queryable. Rule components are displayed in the same order as in the **Reserved Seats** window on SSASECT. The fields in the Reserved Seats Totals block are display only.

---

## Rolling Reserved Seats

The Term Roll Report (SSRROLL) rolls the data elements from SSASECT (**Reserved Seats** window) when reserved seats are rolled to a new term.

The setting of the **Overflow** check box for the rule is also rolled to the new term. The optional `ssrresv.sql` script is used to set the **Overflow** check box to selected (Y) or cleared (N) for all CRNs for a term. The overflow options can be reset using the delivered script or can be updated manually after the roll has been performed.

**Note:** When SSRROLL is run and the SSRRESV records are created for the new term, the user ID for the user that runs SSRROLL will be the user ID that populates the new SSRRESV records.

## Reserved Seats Rules Script - `srssrresv.sql`

The `srssrresv.sql` PL/SQL script is used as a report. When run, it selects all reserved seats rules by term and CRN. The script resides in the SQL\*Plus directory.

The script uses the following prompts:

- Term (Required) – Enter the term for the reserved seats rule.
- CRN (Optional) – Enter the CRN for the reserved seats rule.
- Date (Optional) – Enter the date the report is being run.

The output includes:

- Report Name
- Date
- Term Code
- CRN
- Subject
- Course Number
- Enrollment Detail (seat counts) for the CRN
- Reserved Rules detail, including the **Overflow** check box setting associated with each rule
- Reserved Detail (seat counts for the rule)

The output pages break on the CRN and print the sum of the seat counts for each CRN, based on the rules for the CRN. The display order of the rules within a term and CRN follows the sort order of the fields that make up the rule from left to right.

## Converting Existing Reserved Seats Rules

Before Release 8.0, reserved seats rules were constructed using level, major, and class.

Only the primary curriculum was selected during registration processing to determine which reserved seat rule was met by the student. During the upgrade to Banner Student 8.0, existing

reserved seat rules were converted as follows, to ensure that all rules function as they did in the previous release.

- Reserved seat components will be set to `Null`.
- The **Overflow** check box will be cleared (N). (An optional script is delivered to set the **Overflow** check box to selected (Y) or cleared (N) for all CRNs for a term.)
- If an existing rule contains a major value (STVMAJR), the **Field of Study Type** field will be set to `MAJOR`, and the **Field of Study Code** field will be populated with the existing major value.
- If the **Majr** field (now the **Field of Study Code** field) is `Null` in the existing reserved rule, both **Field of Study Type** and **Field of Study Code** will be set to `Null`.
- If an existing rule contains a level or a major, the **Curricula** field will be set to `Primary` to preserve prior registration processing that only selected the primary curriculum.
- If an existing rule used only class, the **Curricula** field will remain `Null`.

## Maintain Academic Calendar

The academic calendar processing records and calculates the significant academic calendar dates for a group of sections or a specific section.

**Note:** The academic calendar processing is an optional portion of the Schedule module which does not need to be implemented unless it is required.

Creating codes on the Academic Calendar Type Validation Form (STVACCL) is the first step in establishing the academic calendar. These academic calendar type codes are user-defined. Examples are: daily contact, weekly contact, CEU, or semester calendar.

The Schedule Academic Calendar Rules Form (SSAACRL) may be used to build the rules associated with an academic calendar. After the academic calendar rules are built, they may be copied to another academic calendar type within the same term through the **Default Type** field in the Default Calendar Type window.

The academic calendar contains an optional census two date. The **Census Two Date** field is also on the Term Control Form (SOATERM) in the Base Part of Term section. If census two is entered here, it will default to the Census Two information on the Schedule Form (SSASECT). A census two enrollment will automatically be maintained if a census two date is specified.

The information included in an academic calendar includes census one, census two, enrollment date, record academic history date, and drop without a penalty date. There are three fields associated with each of these rules: **Numbers of Days**, **Percentage of Days**, and **Date**. The user may choose a specific date or have the system calculate the date when the number of days or percentage of days is used. If number of days or percentage of days is specified, then the system will automatically calculate the correct dates when an academic calendar type is associated with a section. These three fields work in conjunction with one another. If a census one date is entered, then the number of days to census one and percentage of days to census one may not be entered.

The **Census One Date** and **Census Two Date** fields are used in processing the registration information to calculate the census one and census two enrollment. The last day to enroll, the last day to record academic history, and last day to drop without a penalty are informational only and are not currently used in any process.

The Academic Calendar Rule Query Form (SSAQCRL), which is a stand alone query form, may be used to view the academic calendar types for which rules are established for the term.

The Schedule Calendar Form (SSAACCL) allows you to tie an academic calendar to a section. The keys to the form are term and course reference number. After a calendar type is entered, this form examines the session meeting information from the Schedule Form (SSASECT) and calculates the academic calendar information. An academic calendar type may only be added or modified before enrollment existing for the section. This is because a change in the census dates after enrollment exists would give an inaccurate census enrollment count.

The dates on the Schedule Exclusion Rules Form (SSAEXCL) are excluded from the academic calendar calculations. The **Part of Term** field in the Key Information of SSAEXCL allows the institution to define those days which are to be excluded from the academic calendar by parts of term and calendar year. A description may also be added for the excluded days.

The Academic Calendar Type is included in the Section Roll Process (SSRROLL) to roll the academic calendar information forward to the next term being processed.

Academic calendar types may only be associated with those sections whose part of term allows override capabilities of start, end, and census dates on the Term Control Form (SOATERM).

**Note:** The academic calendar information on the Schedule Calendar Form (SSAACCL) cannot be deleted with a Remove Record function.

The following is an example of academic calendar processing. An academic calendar rule of daily contact is established on the Schedule Academic Calendar Rules Form (SSAACRL) for 199301 (Fall 1992) as follows:

	# Days	% Days	Date
Census One:	10		
Census Two:		50%	
Enrollment:	20		
Record Academic History:			10-NOV-1992
Drop Without Penalty:	35		

This rule is given to a section which meets Monday, Wednesday, and Friday, from August 29th till December 15th. Monday, September 7th, Thursday, November 26th, and Friday, November 27th, have been defined as exclusion days on the Schedule Exclusion Rules Form (SSAEXCL) for this section's part of term. Therefore, they are not used when calculating the academic calendar dates.

When you examine all the Mondays, Wednesdays, and Fridays which fall between August 29th and December 15th, and remove the two exclusion days that follow Monday, Wednesday, or Friday, you can determine that there are 44 actual meetings of this section. Using the rules established on SSAACRL the dates calculate as follows:

Census One 10 Days	23-SEP-1992
Census Two 50% Days	21-OCT-1992

Registration Dates:

Last Date to Enroll	16-OCT-1992
Last Date to Record Academic History	10-NOV-1992
Last Date to Drop without Penalty 35 Days	20-NOV-1992

**Note:** The Registration Dates are informational only.

## Maintain Attendance Accounting Method

The **Attendance (Accounting) Method** field on the Schedule Form (SSASECT) is validated against the Attendance Accounting Method Validation Form (STVACCT).

This validation form allows the user to specify the accounting method for the section. Examples are weekly, daily, independent study, or actual. Only one method may be specified on the validation form.

Both the Daily and Weekly Contact Hour calculations use the number of hours per week when the session meets. The **Hours Per Week** field in the **Meeting Time** window is editable. This allows those sessions which do not meet for the standard duration factor, and are maintained on the Faculty Load Term Control Form (SIATERM), to be updated to reflect the correct hours of meeting per week.

In the meeting times listed below, the system, using a 50 minute duration factor maintained on SIATERM, would calculate 4.4 and 4.8 hours per week. Due to break periods, the institution only gives 4 hours of meeting time per week to the three examples. To correctly specify the number of hours per week for these special sessions, the override on SSASECT may be used.

		System Calculated	Override Value
TR	0800 - 0950	4.40	4.00
TR	0810 - 1000	4.40	4.00
TR	0800 - 1000	4.80	4.00

Number of Weeks in the Session is calculated using the earliest session start date and the latest session end date.

When a weekly attendance accounting method is specified on a section with multiple meeting times, the value appearing in the **Weekly Contact Hours** field is calculated as follows:

Total Contact Hours/Week for Meeting 1	+	Total Contact Hours/Week for Meeting 2
--	---	--

For the following course meeting information:

Meeting 1	29-AUG-1992	20-DEC-1992	M W F	8:00 - 9:00	3 hours/week
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Meeting 2	29-AUG-1992	20-DEC-1992	T R	8:30 - 9:00	1 hour/week
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The calculation is as follows:

Meeting 1	=	3 hours/week
Meeting 2	=	1 hour/week
WCH	=	3 + 1 = 4

When a daily attendance accounting method is specified on a section, the value appearing in the **Daily Contact Hours** field is calculated as follows:

Total Contact Hours for Meeting 1	+	Total Contact Hours for Meeting 2
Number of Days in Meeting 1		Number of Days in Meeting 2

For the following course meeting information:

Meeting 1	29-AUG-1992	20-DEC-1992	M W F	8:00 - 9:00	3 hours/week
Meeting 2	29-AUG-1992	20-DEC-1992	T R	8:30 - 9:00	1 hour/week

The calculations are as follows:

Total number of MWFs, taking exclusion days into account is 43. Total number of TRs, taking exclusion days into account is 30.

Meeting 1	<ul style="list-style-type: none"> <li>3 hours/week</li> <li>3 meetings/week</li> </ul>	x	43 meeting days	=	43 contact hours
Meeting 2	<ul style="list-style-type: none"> <li>1 hours/week</li> <li>2 meetings/week</li> </ul>	x	30 meeting days	=	15 contact hours
Meeting 1	<ul style="list-style-type: none"> <li>43 contact hours</li> <li>43 meeting days</li> </ul>	=	1		
Meeting 2	<ul style="list-style-type: none"> <li>15 contact hours</li> </ul>	=	.5		



- 30 meeting days

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DCH =	$1 + 5 = 1.5$
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## Schedule Overrides

The Schedule Override Form (SSAOVRR) allows the user to override the following catalog values associated with the section, such as **College**, **Division**, **Department**, and **Taxonomy of Program**.

There is no edit against the catalog information. If the Catalog states that the course is in the College of Arts and Sciences in the English Department, the class schedule information may be changed to the Business School, Economics Department.

These override fields are used when the course is rolled to academic history either in batch or online, and the overrides are used in the Class Roster (SFRSCST), Schedule Section Tally (SSRTALY), and Class Schedule (SSRSECT) reports.

## Block Scheduling

The Block Scheduling function will allow an institution to register students in a group of user-defined courses through the use of user-defined block codes. This processing impacts the Schedule, General Student, and Registration modules, which are set up as follows.

### Schedule Module

The first step in using the block scheduling function is defining the institution's blocks on the Block Code Validation Form (STVBLOCK). The block codes can be up to ten position alphanumeric characters.

After defining the block codes, the institution should now begin to establish the sections of courses that are to be associated with each block code on the Block Schedule Control Form (SSABLOCK), where the keys to the form are block code and term. Sections may also be assigned to the blocks through the Schedule Detail Form (SSADETL).

When adding sections to the block of courses through the Block Schedule Control Form (SSABLOCK), the **CRN** is a required field that when entered will display the following data elements:

- subject code
- course number
- section number
- part of term
- campus
- maximum enrollment
- actual enrollment
- seats remaining

---

A section may be associated with more than one block. A ☐ displays in the **Multiple Block** field to indicate that the section belongs to multiple blocks. When adding sections to a block code on SSABLCK, the user may enter a valid subject, course, and section number to retrieve section data, just as entering a valid CRN will retrieve all section information. Use Count Query Hits from the **CRN** field to access the Schedule Section Query Form (SSASECQ) from which valid section codes may be queried and selected.

Courses may also be entered on this form by entering a valid subject code, course number, and section number combination. Use List from the **Subject**, **Course Number**, or **Section** fields to display the Schedule Section Query Form (SSASECQ), from which valid section information may be retrieved.

If the section has variable credit or billing hours, the system defaults in the low credit or billing hours. Both credit and billing hours can be overridden for this CRN and all students associated with the block on the Block Schedule Control Form (SSABLCK) or for an individual student on the Student Course Registration Form (SFAREGS).

Total credit and billing hours for the Key Block **Block (Code)** field are displayed at the bottom of SSABLCK. Please be aware that these hours are accurate only after saving all of the changes.

**Note:** Additional changes may be made to a student's registration on the Student Course Registration Form (SFAREGS), so these values do not necessarily reflect the registered credit hours for students associated with the block.

If the section has multiple grading modes, the default grading mode is used in the **Grade Mode** field of the Block Schedule Control Form (SSABLCK). The grading mode may be overridden for this CRN and all students associated with the section of SSABLCK, or for an individual student on the Student Course Registration Form (SFAREGS).

If a special approval code is required for the section, then the **Special Approval** field will default to ☐. This flag can not be overridden on the Block Schedule Control Form (SSABLCK).

The purpose of these defaults is to assure that the registration process occurs with a minimal amount of data entry.

The Block Schedule Code information on the Schedule Detail Form (SSADETL) permits the user to assign the course to a block code. This is a repeating section which lists all of the block codes of which the course section is a part. Block codes may be added and deleted in this section. If a block code is added through the Block Schedule Code information, the special approval code override will be established when you save (as it is in SSABLCK), and all other defaults will be set to the course as if they were added in SSABLCK. If overrides are desired for this section and all students associated with the block, the data must be overridden on the Block Schedule Control Form (SSABLCK). If overrides are desired for an individual student, the changes must be made on the Student Course Registration Form (SFAREGS).

All of the standard registration errors are still controlled by the Term Control Form (SOATERM) and are performed at the time of registration on the Student Course Registration Form (SFAREGS).

## Block Scheduling Example

In the Fall of 1993, a freshman business student must take the following sections.

10050	ACCT	101
10057	ECON	100
10087	ENGL	100
10197	HIST	105

These sections would be added on the Block Schedule Control Form (SSABLCK) for the Fall term 1993 and Freshman Business Student block. An example of a block code could be FL93FRBS where:

FL93	=	Fall 1993
FR	=	Freshman
BS	=	Business students

From the Block Schedule Control Form (SSABLCK), the user is able to access the following forms through the Options Menu:

SSASECT	Schedule Form
SSADETL	Schedule Detail Form
SFAREGS	Student Course Registration Form

The Block Schedule Query Form (SSABLKQ), which is a stand alone query form, displays all the block codes which have been created for a term. An optional CRN may be entered in the key. If the CRN is entered, then only those blocks which contain the CRN entered are returned. This limits the display of block schedule codes to those blocks to which the CRN belongs.

For example, if the mass lecture section of Psychology 101 belongs to five different freshman blocks, then the CRN may be entered in the key to verify that all five blocks have been given the Psychology 101 section.

SSABLKQ may be accessed from the **Block (Code)** field of SSABLCK using Count Query Hits and from the **CRN** field of SSABLCK using List to display related blocks. It may also be accessed using Count Query Hits from the **Block Schedule** field in the Student Term window of the Student Course Registration Form (SFAREGS) to display valid blocks for the registration term.

The Block Schedule Section Query Form (SSABSCQ), which is a stand alone query form, lists all the sections associated with a block code. A valid term and block code are required in the key. From the **Block (Code)** field, you can display an LOV from STVBLCK, or use Count Query Hits to display SSABLKQ.

The Schedule Section Query Form (SSASECQ) has a **Block Schedule** field. Placing a √ in this field when entering a query will display only those courses that are related to a block code.

The Schedule Cross List Definition Form (SSAXLST) has a **Block (Code)** field. If any of the CRNs which are cross-listed also belong to a block code, the **Block (Code)** field displays a value of Y.

The Block Schedule Query Form (SSABLKQ) may be accessed from the Options Menu of SSAXLST to see the detail information associated with the block. The Block Schedule Control Form (SSABLCK) may be accessed from the Options Menu of the Schedule Form (SSASECT).

## General Student and Registration Modules

To attach a block code to a student, use the General Student Form (SGASTDN), the Student Course Registration Form (SFAREGS), or the Student Block Load Process (SGPBLCK). Block codes are maintained by effective term, like all other general student information.

Hence, an institution may want to maintain a consistent block code for each student so that the information need not be updated on a term-by-term basis.

To associate students with block codes online, the user may enter a valid code in the **Block (Code)** field on either the General Student Form (SGASTDN) or the **Block Schedule** field on the Student Course Registration Form (SFAREGS). You can access SSABLKQ from the Student Term window on SFAREGS and from the Additional Information block of SGASTDN. Use Count Query Hits from the **Block (Code)** field (SGASTDN) or the **Block Schedule** field (SFAREGS) to display the Block Schedule Query Form (SSABLKQ) and query for valid codes for the effective term. (The CRN is optional.)

Students may be associated with block codes in batch by using population selection and the Student Block Load Process (SGPBLCK). This process will associate the groups of students defined through population selection to a block code for an effective term. Population selection and the Student Block Load Process (SGPBLCK) must be performed for each population and block code you want to assign.

Assigning a block code to a student will not automatically register the student for the CRNs associated with the block code.

If a block code is associated with a student for a term, this information will display in the **Block Schedule** field in the Student Term window of the Student Course Registration Form (SFAREGS). This information will assist the user when performing block scheduling registration online.

Two fields located in the Registration information of this form, the **Process Block** and **Delete All CRNs** fields, are described below.

1. Select the **Process Block** box and use **Next Block** to default the CRNs associated with the student's block code into SFAREGS.

If any values (grading mode, variable credit hours) have options other than the defaults available, the user is permitted to override these values at this time. However, the system will not prompt you to enter values in the multiple value fields as it normally would in registration, because the system assumes you have done the bulk of your adjustments at the section level when assigning CRNs to a block code. Entering a student in a block does not register the student for the associated CRNs; it simply defaults the CRNs to SFAREGS if this process is selected.

2. Select the **Delete All CRNs** box and use **Next Block** to activate the system to delete all the CRNs for the active person and term in the key.

This enables you to quickly delete CRNs if a student was associated with the wrong block, or if they have changed blocks.

3. The **Process Block** and **Delete All CRNs** requests cannot be processed concurrently.

For example, a student assigned in the Fall of 1993 to the Freshman Business Student block code was registered for the following sections:

10050	ACCT	101
10057	ECON	100
10087	ENGL	100
10197	HIST	105

At a later time during the registration period, the student needed to be removed from this block and added into the Computer Science block.

To accurately perform this function, you must enter the Student Course Registration Form (SFAREGS) and delete all CRNs.

To do this:

1. Check the **Delete All CRNs** box and use **Next Block**.
2. The block code for the student needs to be changed.

This can be done in SFAREGS. (It may also be changed in SGASTDN, but there is no need to access this form, as SFAREGS is active.)

3. Finally, after entering the Computer Science block code for the student, you must check the **Process Block** box and use Next Block. The CRNs associated with the block will default into the form.

**Note:** **Delete All CRNs** will work for *any* student, not just those students assigned to a block code.

Additional individual courses may be added or deleted from the Student Course Registration Form (SFAREGS) as needed to modify the student's registration.

The **Block Indicator** field located on the Registration Section Query Form (SFQSECM) and the **Block** field located on the Registration Course Query Form (SFQSECT) indicate if the course being queried is associated with a block code.

**Note:** Simply deleting the block code from SFAREGS or SGASTDN will *not* remove the CRNs from the student's registration after the student has been processed either online or in batch through Course Request and Scheduling processing.

Block scheduling registration may be performed for mass registration using a block code on the Registration Mass Entry Form (SFAMREG). Please refer to the "Mass Entry Processing" appendix for more information.

Block Scheduling registration may be performed in batch using Course Request and Scheduling. To begin this process, use population selection to populate the Student Course Request Form (SFACREQ) with the CRNs of the selected students' block codes through the Course Request Load

Process (SFPBLCK). SFPBLCK defaults the CRNs of a student's block code to that student's record on the Student Course Request Form (SFACREQ).

The selected students will now have course requests for the term, and the steps for Course Request and Scheduling may be performed. Below is a brief outline of the steps which need to be followed to complete this process. Please refer to the *Course Request and Scheduling Handbook* for more details. Note that any student, (not just those associated with block codes), with student requests for the term will be processed through Course Request and Scheduling.

## Reports and Processes

The following reports and processes are used with block scheduling.

- The Term Roll Report (SSRROLL) has a parameter that allows you to roll block schedule codes from one term to another.
- The Scheduled Section Tally Report (SSRTALY) displays blocks associated with a CRN along with the information that has been previously reported.
- The Student Report (SGRSTDN) also displays the student's block code.
- The Student Block Load Process (SGPBLCK) associates a group of students defined through population selection to a block code for an effective term.
- The Course Request Load Process (SFPBLCK) defaults the CRNs of a student's block code to the selected student's record on the Student Course Request Form (SFACREQ) for the effective term.

## Sample Test Plan

### About this task

### Procedure

1. Create block codes on the Block Code Validation Form (STVBLCK).

FL94FRUD	(Fall 1994, Freshman, Undecided)
FL94SOBS	(Fall 1994, Sophomore, Business)
FL94JRNR	(Fall 1994, Junior, Nursing)

2. In the Block Schedule Control Form (SSABLCK) or in the Schedule Detail Form (SSADETL), associate sections with the block codes for the effective term.

199401	FL94FRUD:
	ENGL 100
	COMP 110
	BIOL 101

	HIST	100
<i>199401</i>	<i>FL94SOBS:</i>	
	BUAD	200
	MKTG	200
	MKTG	201
	ECON	200
<i>199401</i>	<i>FL94JRNR:</i>	
	GENE	300
	HCAD	300
	NURS	300
	BIOL	301

3. Assign students to block codes online for the desired term through the General Student Form (SGASTDN) or the Student Course Registration Form (SFAREGS). To assign students to block codes using batch processing, perform population selection, and run the Student Block Load Process (SGPBLCK) for that population.

A population selection for the new freshmen might specify effective term, level, degree, and major. For example:

SGBSTDN_TERM_CODE EFF	'199401'	AND
SGBSTDN_LEVL_CODE =	'01'	AND
SGBSTDN_DEGC_CODE =	'00'	AND
SGBSTDN_MAJR_CODE =	'0000'	

4. Process block codes for your students online by entering the Student Course Registration Form (SFAREGS) and checking the **Process Block** box, and then use Next Block. This will default the CRNs associated with the student's block code to SFAREGS. Regular registration processing should be continued from this point. (Additional courses may be added, and all error checking will be performed at this time.)

To process block codes in batch, use population selection, and run the Course Request Load Process (SFPBLCK) for the that population.

A population selection may include effective term and block codes. For example:

SGBSTDN_TERM_CODE EFF	'199401'	AND
SGBSTDN_MAJR_CODE =	'FL94JRNR'	

Running the Course Request Load Process (SFPBLCK) will populate the Student Course Request Form (SFACREQ) with the CRNs of the student's block. To continue batch block scheduling, the steps for Course Request and Scheduling must now be followed.

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## Course Request Processing Operating Procedures

This section provides the user with step-by-step instructions for running Course Request and Scheduling Processing. Refer to this section, along with the Module Flowchart in the *Course Request and Scheduling Handbook*, as a guideline.

### Procedure

1. Enter the student's course requests using the Student Course Request Form (SFACREQ), or load the request data to the SFBCREQ Oracle table using the ORACLE\*Loader Utility, and run the Course Request Load Process (SFPBLCK) for a selected population.
2. Run the Course Request Edit Report (SFPCREQ) batch program to validate the student's course request information. Review the report for error conditions, (that is., student not admitted for this term or ID does not exist). Correct and rerun this step until satisfactory results are obtained.

**Note:** At the time that course requests are entered online through the Student Course Request Form (SFACREQ), the system validates that the CRN exists but does not check for holds, level restrictions, etc. It is only after the Course Request Validation Process has been run through SFPCREQ that you will detect these errors on the Course Request Edit Report (SFPCREQ). You should call up the Student Course Request Form (SFACREQ) for each of the students listed on the Course Request Edit Report, and make any necessary corrections.

**Note:** A check appears in the **Status** check box for every course request combination (primary/alternate) that has passed the initial validation criteria. The requests that are not valid have an cleared **Status** box. If the request has not yet been run through the Course Request Validation Process, the **Status** box is blank.

3. Enter parameter values in job submission, and then run the job SCTH1000 to extract course request and bio/demo data from Banner. Review the Control Report for errors before continuing.
4. Enter parameter values in job submission, and then run the job SCTC1000 to extract course schedule data from Banner. Review the Control Report for errors before continuing.
5. Enter parameter values in job submission, and then run the job SCTC1500 to create the two Oracle tables SFBREST and SFBSECT that contain restriction and relative course information for each section extracted from Banner. Review the Control Report for errors before continuing.
6. Enter parameter values in job submission, and then run the job SCTC2000 to begin the course request process. This process produces an Update Change Register (Audit Trail) that can be used to validate that the proper requests have been processed and to detect errors (that is., time conflicts, level restrictions, etc.) in a student's course request set. If changes are made to the student's requests using Banner, it will be necessary to re-run from Step 2. Review the Control Report for errors before continuing.
7. Enter parameter values in job submission, and then run the job CRQC3000 to produce selected reports from the course request process. Review these reports and make corrective actions if necessary. If changes are made to Banner, then the process must be re-started from Step 2. When you are ready for the final run of course request (that is., you are satisfied with the results and have no further changes to make to Banner), then be sure the Create Registration File parameter is set to Y. This option creates the input Student Scheduling.



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## Scheduling Process Operating Procedures

This section provides the user with step-by-step instructions for running the Schedule Process. Refer to this section, along with the Module Flowchart in the *Course Request and Scheduling Handbook*, as a guideline.

### About this task

*Before starting, be sure you have completed the steps outlined in the Course Request and Scheduling Operating Procedures.*

### Procedure

1. Enter parameter values in job submission, and then run job SCTD0600 to begin the Student Scheduling. Review the output from this process, and if no errors are encountered, continue to the next step. If you make changes to the Banner data, then you must re-run the Course Request Processing.
2. Enter parameter values in job submission, and then run job SCHC3000 to produce selected reports from the Student Scheduling Process. Review these reports and make corrective actions. If you make changes to the Banner data, then you must re-run the Course Request Processing.

At this point the Scheduling process has been completed. The following steps deal with loading the data from Scheduling to the Banner Registration module. Note that after the load has been run for a student, that student's requests cannot be re-run.

3. Start up ORACLE\*SQLDR using the `stucreq.ctl` control file and the enrollment file `d1520.dat` as input. This process will create an interim Oracle registration table (SFRFREQ) that is used as input to the next step.
4. Run the Course Request Update (SFPFREQ) batch program to load the course request and schedule data to the Banner registration tables and update the section counts. Review the Audit Trail for errors.

## Auto Scheduling Processing

This section discusses auto scheduling with Schedule25.

### Auto scheduling processing overview

This functionality is used to create the interface between Banner Schedule processing and the third party scheduling products Schedule25/Model25.

This includes:

- generating a campus profile for physical features, partitions, departments, rooms, and a control file,
- capturing this information in the Catalog and Schedule modules and generating a class descriptor file,
- extracting the Banner data to create all files required to interface to the scheduling tool,

- creating a work file and viewing/updating extraction data with an associated process to be used for housekeeping of this file, and
- integrating classroom assignment information from Schedule25.

You may view assignments made by Schedule25, accept or reject the assignments, and accept or load (or do both actions on) the accepted assignments (and those that have not been rejected) into Banner.

## Getting Started

The following steps are suggested for the initial positioning of Banner for use with the third party scheduling product.

### About this task

#### Procedure

1. Create validation table entries.
2. Define your campus.
3. Define room attributes and characteristics of your classrooms.
4. Record class location and required room characteristics at the subject level.
5. Record class location and room characteristic overrides (if any) at the course, section, or meeting time level.
6. Complete your class setup.
7. Extract data from Banner.
8. Run Schedule25.
9. Review Scheduler output.
10. Update the Work Table and review.
11. Update class records in SSRMEET.
12. Purge appropriate work table entries.

## Create your validation table entries

### About this task

#### Procedure

1. Define the scheduler number for the appropriate partition codes using the **Scheduler Sequence (Number)** field on GTVPARS.
2. Define the room attribute codes using the **Auto Schedule** and **Scheduler Number** check boxes on STVRDEF.

3. Define which schedule types are eligible to be scheduled using the **Automatic Schedule** check box on STVSCHD.
4. Ensure that scheduling status codes have been loaded to GTVSCHS from the seed data that is provided.

## Define your campus

If it is not necessary to define partitions at your institution, if they do not play a role in your current classroom allocation. This step is not required. Otherwise, do the following.

### Procedure

1. Ensure that seed data that is provided has been loaded into the Scheduling Partition Validation Form (GTVPARS). This seed data consists of a default partition code (00). When loaded, define your partitions (physical groupings of buildings or rooms or both) at your school or campus on this form.
2. Draw a blueprint of your school or campus by assigning a partition code to those buildings containing classrooms to be used in the class assignment process. This can be accomplished by entering a partition code on the Building Definition Form (SLABLDG). All room records created after this update will automatically receive this partition code.
3. Assign a partition code to a classroom using the Room Definition Form (SLARDEF). Existing room records (that is., rooms defined after a partition code was assigned to the building record) do not need to have this code entered unless this classroom requires an override of the building default.

## Define room attributes and characteristics for your classrooms

Again, if room allocation according to room characteristics is not required, this step is not required. Otherwise, do the following.

### About this task

### Procedure

1. Identify those room attribute codes that will be used in the scheduling process using the **Auto Schedule** and **Scheduler Number** fields on the Building/Room Attribute Code Validation Form (STVRDEF).
2. Assign the classroom characteristics in the Room Attributes block of the Room Definition Form (SLARDEF) by selecting attribute codes defined as auto schedule in STVRDEF. For example: if the room is characterized as wheelchair accessible or has Lab or Audio Visual equipment, this information should be associated with the room. Although this step is not required, is strongly encouraged that it be used to ensure that classes requiring these attributes will be allocated to the appropriate classroom.
3. If a classroom will be unavailable for scheduling for all or part of the term, use the Room Inactivation block on SLARDEF to identify the dates, times, or days (or all of them) of the week that classes should not be booked into these rooms.

---

## Record class location and required room characteristics at the subject level

Partition and room attribute preferences should be assigned at the subject level using the Subject Scheduling Rules Form (SSASBSH). These preferences will be used as the basis for the meeting time records during the extract process.

These preferences should represent the base requirements and should be applicable for all sections created for this subject. These values can be overridden but not excluded in the next step if required.

### *Partitions*

#### **About this task**

##### **Procedure**

1. Decide if you are using partitions.

If partitions are being used as a determining factor in room scheduling, then do the following.

2. Define your partition preferences at the subject level using the Partition Preferences block in the main window on SSASBSH.
3. Define your partition preferences at the course level using the Partition Preferences block in the Partition and Room Attribute Preferences window on SCACRSE.
4. Define your partition preferences at the section level using the Partition Preferences block in the Section Scheduler Preferences window on SSASECT.
5. Define your partition preferences at the class level using the Partition Preferences block in the Meeting Time Preferences window on SSASECT.

For example: English classes always held in a particular building.

### *Room Attributes*

#### **About this task**

##### **Procedure**

1. Decide if you are using room attributes.

If room attributes are being used as a determining factor in room scheduling, then do the following.

2. Define your room attribute preferences optionally at the subject level using the Room Attribute Preferences block in the main window on SSASBSH.
3. Define your room attribute preferences optionally at the course level using the Room Attribute Preferences block in the Partition and Room Attribute Preferences window on SCACRSE.
4. Define your room attribute preferences at the section level using the Room Attribute Preferences block in the Section Scheduler Preferences window on SSASECT.

5. Define your room attribute preferences at the class level using the Room Attribute Preferences block in the Meeting Time Preferences window on SSASECT.

For example: English classes always need an overhead projector.

6. Assign a scheduling status code to a class or meeting time using the **Auto Scheduler** field in the Meeting Time window on SSASECT.

## Record class location and room characteristic overrides (if any) at the course, section, or meeting time level

You can also define partition preferences at other levels, but these are viewed as overrides to the requirements set at the subject level.

- Course Preferences are set in the Partition Preferences block of the Course Catalog Form (SCACRSE) and will apply to all sections and meeting times created for this course.
- Section Preferences are set in the Section Partition Preferences block of the Schedule Form (SSASECT) and will apply to all meetings times created for this section.
- Meeting Time Preferences are set in the Meeting Time Partition Preferences block of the Schedule Form (SSASECT) and will apply to an individual meeting time only.

The extract process will first look to the meeting time preferences, then the section, and lastly the course preferences to record overrides to the subject level definitions.

For example:

If overrides were identified at the section level, no meeting time preferences would be entered causing the extract to look for section preferences. Having found those records, no further search would be conducted.

Therefore, in this example, if there were also course preferences defined, they would not be picked up for the creation of the Class Descriptor records.

## Complete the class setup

Assuming that all meeting time records have been created in the Schedule Form (SSASECT), there are a few more requirements remaining for those classes requiring classroom allocation.

### About this task

#### Procedure

1. Identify those schedule types that are eligible to be scheduled through the use of the **Automatic Scheduler** check box on the Schedule Type Code Validation Form (STVSCHD).
2. Ensure that the provided seed data is loaded into the Scheduling Status Code Validation Form (GTVSCHS). These codes will be attached to those meeting times requiring classroom assignment through Schedule25.
3. Assign an appropriate scheduling status code to a class or meeting time or both records using the **Auto Scheduler** field in the Meeting Time window on SSASECT. This scheduling status

code should reflect the action that the scheduling tool must accomplish, such as needs a classroom assignment.

4. Ensure that the schedule type for the section has been marked as eligible by checking the **Automatic Scheduler** check box in STVSCHD.

## Extract data from Banner

### About this task

#### Procedure

1. Define the control records required by Schedule25 for the terms to be processed in the Scheduling Tool Interface Control Form (SSACTRL).
2. Create a subject code to be used in the creation of room inactivation “phantom class” in the Subject Code Validation Form (STVSUBJ).
3. Run the Schedule25 and Work File Creation Process (SSRSCRM) for the required term(s) or campus(es) or both.
4. Review the extract data in Scheduler Work Form (SSASCHW). Any modifications or corrections should be made in Banner, and the extract should be run.

## Review scheduler output

Schedule25 produces many valuable reports from listings of classes placed, classes not placed, placement analysis, and rooms still available for placement to process diagnostic messages (exception or error messages).

See the third party *Schedule25 Process Manual* for report descriptions and examples.

## Update work table and review

### About this task

#### Procedure

1. Run the Scheduler Work Table Update Process (SSRSCUP).
2. If necessary, review the data returned from Schedule25. Updates to a select few fields are possible but should be done with great caution. Please see the information on SSRSCUP later in this section.
3. It is possible to produce a report of what the meeting time information would likely be, before actually saving the information to the SSRMEET table, by running the Class Schedule Report (SSRSECT).

## Update class records in SSRMEET

### About this task

#### Procedure

1. Run the Building/Room Update Process (SSRSCMT).
2. If the update is successful, the **Update (Indicator)** will be updated on the Scheduler Work Form (SSASCHW).
3. If a record has not been updated in Banner, research will be required to determine the reason. It may be necessary to manually update the meeting time record if, for some reason, the meeting time record in Banner has been changed after the extract process was run.

### Purge appropriate work table entries

Records may be purged from the work table by running the Scheduler Work Table Purge Process (SSRSCPR) for the appropriate term or campus or both.

## Forms Used in Schedule25 Processing

The following Banner forms are used with Schedule25 processing.

### *Scheduling Status Code Validation Form (GTVSCHS)*

This form is used to store Schedule25 status codes. These codes control whether the section is to be scheduled and listed.

The following codes are required by Schedule25 for assignment and are delivered as seed data:

Code	Description
NSM	Class needs a room assignment.
1SM	Class needs a room assignment and has a preferred first choice room indicated in the <b>Room Name</b> field. This code limits the initial pool of candidate rooms in the assignment algorithm.
WSM	Class needs a room assignment and must be assigned with the preceding NSM or 1SM record to the same room at the same time (cross-listed).
RSM	Class is related to the preceding NSM or 1SM record and must be assigned to the same room but not at the same days/time.

Code	Description
NXM	Class needs a room assignment and can share a room with another class whose times overlap with it (can be doubled-booked).
1XM	Class needs a room assignment, has a preferred first choice room indicated in the <b>Room Name</b> field, and can share a room with another class whose times overlap with it (can be double-booked).
RXM	Class is related to the previous NXM or 1XM record and must be assigned to the same room at the same or overlapping times.

The following codes are required by Schedule25 for pre-assignment and are delivered as seed data:

Code	Description
ASM	Class has a room assignment that was made manually or in another system, such as the student information system.
AXM	Class has a room assignment that was made manually or in another system, and the class time span overlaps part of all of the time span of another class assigned to the same room (double-booking or intentional conflict).
HSM	This is a set of home cross-listed classes pre-assigned to the same room at identical days and times.
VSM	This is a set of visitor cross-listed classes pre-assigned to the same room at identical days and times.
5SM	Schedule25 assigned the class a room during a previous run.
5XM	Schedule25 assigned the class a room, and it is double-booked with another class.

### *Partition Code Validation Form (GTVPARS)*

This form is used to define partition codes (a category or grouping of rooms). These codes are optional, but can be instrumental in the scheduling process providing preferred placement of classes in a geographic area of the school.

The partition can be placed at various levels:

- on the subject (referred to in Schedule25 documentation as department)



- on the course
- on the section
- on the meeting time for the section
- on the building
- on the individual room

When a new partition code and description are entered and saved in this form, a sequence number is generated if the **Scheduler Sequence (Number)** field is Null. This provides a unique identifier that will, in turn, be used in the Schedule25 algorithm. The partition code serves as a convenience for the user and is not extracted to the Scheduler software.

**Note:** You can add a campus code to a partition.

The Schedule25 Rooms file requires that each room have a partition. Use the seed entry of code 00 for the default partition.

### *Subject Scheduling Rules Form (SSASBSH)*

This form facilitates the assignment of partitions and room attribute preferences at the subject level.

### *Scheduling Tool Interface Control Form (SSACTRL)*

This form is used to enter and update the control file parameters necessary to run Schedule25.

### *Scheduler Work Form (SSASCHW)*

This form can be used to do the following actions.

- View the data from Banner before being submitted to Schedule25.
- Preview the results of Schedule25 before its integration into Banner.

**Note:** Preference records are not viewable.

### *Schedule Type Code Validation Form (STVSCHD)*

Use the **Automatic Scheduler** field to denote which sections to extract for input into the Schedule25 process when the schedule type is assigned to a CRN. When this indicator is selected,

only sections with a schedule type defined to have classes automatically scheduled will be extracted.

### *Building/Room Attribute Code Validation Form (STVRDEF)*

Use the following fields for Schedule25 processing.

- The **Auto Schedule** check box is used to denote which sections to extract 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.
- If the **Auto Schedule** check box is selected, **Scheduler Number** field will be automatically populated with a unique one-up number, if the Schedule25 Code is Null when the attribute record is saved. Or, the user can enter a unique one-up number. If the **Auto Schedule** check box is cleared, the **Scheduler Number** value will be blank.
- Use the Resequence item in the Options Menu to resequence the value in the **Scheduler Number** field. This process will overwrite the existing code and replace it in sequence starting with a value of 01.
- Although the **(Attribute) Code** is primarily for use with classroom requirements, it is also used to populate the Schedule25 files.

### *Building Definition Form (SLABLDG)*

Use the **Partition** field in the Building Definition block in the main window to define an appropriate partition code for the building and provide a means to group rooms for scheduling purposes. Valid values come from GTVPARS.

This partition code will default to the room when new entries are created on SLARDEF. If the partition code is changed, it will not affect existing room definitions but will be reflected in any new room records that are created.

- If all rooms in a building are considered one partition, then the partition code could be defined at the building level, rather than at the individual room level, to save data entry.
- If a building is divided into several partitions, the partition code should not be assigned to the building but should be entered for the individual rooms.
- If the majority of rooms within a building constitute one partition, you can record the partition on the building and override the applicable code for rooms not considered part of the “building” partition.
- The extract process reads the partition from the room definition. If a partition code is not established on the room record, the partition code defined on this form will be retrieved.

---

### *Room Definition Form (SLARDEF)*

Use the **Partition** field in the Room Definition block in the main window to define an appropriate partition code for the room and provide a means to group rooms for scheduling purposes. Valid values come from GTVPARS.

If a partition code has been defined for the corresponding building record, the building partition code will default into this field. It is possible that you may want to deviate from the partition code that has been established for the building. In that case, you may change the displayed value.

The extract process will first read the partition from the room definition. If a partition code is not established on the room record, the partition code defined for the building will be retrieved.

### *Attributes, Inactive Dates, and Comments Window*

Use the **Begin Time** and **End Time** fields in the Room Inactivation block to enter the times that the room will be unavailable to schedule classes. The time is entered in military format.

The end date and end time must be greater than the start date and start time respectively. Also, start dates and times cannot be entered without end dates and times and vice versa. These checks will avoid diagnostic errors in the Schedule25 software.

Use the check boxes for the days of the week (**Mon, Tues, Wed, Thu, Fri, Sat, Sun**) to allow you to enter the days that the room will be unavailable to schedule classes.

A room may be de-activated a number of ways:

- If the room was unavailable every day for a particular time period, you would need to enter the appropriate start and end dates.
- If the room was unavailable for a particular period of the day, the effective start and end dates would need to be entered, in addition to the start and end times of the inactivation.
- If the room was unavailable on a specific day of the week for a given time period, the day of the week would be selected, and the affected start/end dates would be entered.

The room inactivation records will result in the creation of phantom classes in the Scheduler Extract with a pre-assigned status to prevent class assignments. These phantom classes will contain a CRN of 99999 and a course number of 9999.

### *Basic Course Information Form (SCACRSE)*

You can access the Partition and Room Attribute Preferences window from other windows in the form, using the Options Menu.

### *Partition and Room Attribute Preferences Window:*

This window has two blocks, the Partition Preferences block and the Room Attribute Preferences block.

#### *Partition Preferences Block*

Use the Partition Preferences block to inform the Scheduler software that classes for related CRNs should be assigned to a particular location on campus and to provide the option to state the room scheduling preferences for the course. The partition preferences defined on the catalog record are defaulted to the CRN when new sections are created.

If the partition preference code in the Catalog module is blank, the preferences defined for the subject are displayed. If you want to modify this value, valid values come from STVRDEF.

The **Preference (Number)** field accepts the entry of a two digit number. Valid values are 01, 02, 03, or 04. Multiple records for the same preference number can be entered.

Use the **Copy** button or a Duplicate Record function to copy preferences from one term range to another.

#### *Room Attribute Preferences Block*

Use the Room Attribute Preferences block to define the room attributes (that is., blackboard, projector, overhead) required to facilitate the needs of the instructor.

If the room attribute preference code in the Catalog module is blank, the preferences defined for the subject are displayed. If you want to modify this value, valid values come from GTVPARS.

The **Preference (Number)** field accepts the entry of a two digit number. Valid values are 01, 02, 03, or 04. Multiple records for the same preference number can be entered.

Use the **Copy** button or a Duplicate Record function to copy preferences from one term range to another.

#### *Schedule Form (SSASECT)*

Use the Options Menu selections to access the Section Scheduler Preferences window and the Meeting Time Preferences window.

#### *Meeting Time Window:*

Use the following fields for Schedule25 processing.

- The **Auto Scheduler** field is used to display the assignment code for the meeting time, whether the meeting time should be scheduled by Schedule25, and the scheduling needs of the class that is, cross-listed. Valid values come from GTVSCHS.

Meeting times with a pre-assigned status are processed without regard for blackout times in the pre-assigned room.

- The **Scheduler Preference** button is used to access the Meeting Time Preferences block to display the partition preferences or room attributes or both that are defined for an individual meeting time.
- The **Partition Details** check box is display only. This check box is selected if meeting time partition preferences have already been defined for this meeting time. Checked indicates there are preferences; cleared indicates there are no preferences.
- The **Room Attribute Details** check box is display only. This check box is selected if meeting time room attribute preferences have already been defined for this meeting time. Checked means there are preferences; cleared means there are no preferences.

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### *Section Scheduler Preferences Window:*

This window has two blocks, the Partition Preferences block and the Room Attribute Preferences block.

#### *Partition Preferences Block*

Use the Partition Preferences block to define partition preferences for scheduling purposes.

If the partition preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you want to modify this value, valid values come from GTVPARS.

The **Preference Number** field accepts the entry of a two digit number. Valid values are 01, 02, 03, or 04. Multiple records for the same preference number can be entered.

#### *Room Attribute Preferences Block*

Use the Room Attribute Preferences block to define room attributes (that is., blackboard, projector, overhead) that are required to ensure that the proper equipment is also assigned to the room.

If the room attribute preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you want to modify this value, valid values come from STVRDEF.

The **Preference Number** field accepts the entry of a two digit number. Valid values are 01, 02, 03, or 04. Multiple records for the same preference number can be entered.

### *Meeting Time Preferences Window:*

This window is used to override the section preferences for an individual class. This block is displayed by selecting the **Scheduler Preference** button in the Meeting Time block for an individual meeting time.

The meeting time information displayed in this block defaults from the record where the cursor was positioned in the Meeting Time block. The start and end dates and times are displayed, in addition to the days of the weeks for the class.

#### *Partition Preferences Block*

Use the Partition Preferences block to define partition preferences for scheduling purposes.

If the partition preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you want to modify this value, valid values come from GTVPARS.

The **Preference Number** field accepts the entry of a two digit number. Valid values are 01, 02, 03, or 04. Multiple records for the same preference number can be entered.

#### *Room Attribute Preferences Block*

Use the Room Attribute Preferences block to define room attributes (that is., blackboard, projector, overhead) that are required to facilitate the needs of the instructor.

If the room attribute preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you want to modify this value, valid values come from STVRDEF.

The **Preference Number** field accepts the entry of a two digit number. Valid values are 01, 02, 03, or 04. Multiple records for the same preference number can be entered.

## Reports and Processes Used in Schedule25 Processing

Here are the Banner reports and processes used with Schedule25.

### *Room Attribute Sequence Update Process (SSRATSQ)*

This process allows you to automatically populate the sequence number of the room attribute information in the STVRDEF table. This process can be run at your discretion to populate values, resequence existing values, or delete all values and can sort the information by alpha or numeric organization.

### *Schedule25 Work File Creation Process (SSRSCRM)*

This process is used to create the building, room, partition, department (subject), class descriptor, and control files required to run the scheduling tool. It needs to be run a minimum of one time for each scheduling cycle.

All files have a length of 81 characters (if the default values are used in the control file).

Even though Schedule25 requires a standard naming convention for these data (in lower case), this process will permit you to change the file names. However, the files being read into Schedule25 must follow the mandated naming convention.

The following files are created by running this process.

- Room Attribute File (`phys.date`)
- Partition File (`part.dat`)
- Room File (`rooms.dat`)
- Department Subject File (`depts.dat`)
- Control File (`ctrl.dat`)
- Class Descriptor File (`datain.dat`)

These files will be written to the same directory as the job listing.

### *Room Attribute File (phys.date)*

This file represents all room attributes identified in STVRDEF as auto schedule. This data is not room-specific. A maximum of 96 room attributes will be accepted by Schedule25.

*Banner data exported:*

Room Attribute Code and Name	STVRDEF_CODE	Example:
	STVRDEF_DESC	AV Audio Visual Equipment

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Room Attribute Sequencer Number	STVRDEF_SCHEDULER_NUMBER	Example: 45
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### *Partition File (part.dat)*

This file represents all partitions codes identified in GTVPARS. If the extract process is being run for a specific campus (as defined in the Scheduling Campus Code parameter), only partition codes with a matching campus code will be selected.

If no campus code has been selected at the running of this process, all GTVPARS rows will be selected. This data is not room specific. A maximum of 96 partitions will be accepted by Schedule25.

*Banner data exported:*

Partition Code and Name	GTVPARS_CODE	Example:
	GTVPARS_DESC	Default Partition
Partition Sequencer Number	GTVPARS_SCHEDULER_NUMBER	Example: 01

---

### *Room File (rooms.dat)*

This file represents active classrooms defined in SLARDEF based on the campus code entered in the extract parameters.

If multiple terms are entered, the minimum term entered in the parameter is used in the selection of active rooms. If no campus is entered at the time the extract process is run, then all rooms will be selected.

This file contains a minimum of three different records, with the P record being optional:

- Room Name information (N record)
- Room Size information (S record)
- Location/Partition information (L record)
- Room Attribute information (P record)

The location record will contain the partition code entered on the room definition in Banner. If no partition is assigned at the room level, the partition code entered on the building definition is extracted. If the building record has not been assigned a partition code, then the default partition code (value 00) is used. The physical attributes, if any, reflect the codes entered in the Room Attributes block of SLARDEF.

*Banner data exported:*

*N (Name) Record*

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Room Name	SLBRDEF_BLDG_CODE	Example:
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SLBRDEF_ROOM_NUMBER		BIOL 101
<i>S (Size) Record</i>		
Seating Capacity	SLBRDEF_CAPACITY	Example: 50
<i>L (Location) Record</i>		
Partition Number	GTVPARS_SCHEDULER_NUMBER Of partition assigned at room level (if any), or building level (if any) or default partition	Example: 01
<i>P (Physical Attribute) Record – Not required</i>		
Room Attribute Number If several attributes are defined, they will be strung together separated by a comma.	STVRDEF_SCHEDULER_NUMBER Of attributes assigned at room level (if any), or building level (if any)	Example: 37, 39

### *Department Subject File (depts.dat)*

This file represents information about each subject entered in STVSUBJ.

Schedule25 requires that a location record be created for each department or subject or both. Preferences used for extract purposes are drawn from the locations and room attributes entered on SSASBSH. If no location preferences are defined on this form for the subject, the default partition is used. Although only four location and room attribute preferences are written to the file for each subject, multiple preferences will be concatenated on these records based on the priority assigned (Preference Number). A maximum of 500 subjects will be accepted by Schedule25.

This file contains a minimum of three different records with the P record being optional:

- Subject name information (N record)
- Subject key information (K record)
- Campus partition preferences (C record)
- Room attribute preferences (P record)

*Banner data exported:*

*N (Name) Record*



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Subject Name	STVSUBJ_DESC	Example: Introduction to Biology
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*K (Key) Record*

Subject Code	STVSUBJ_CODE	Example: BIOL
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**Note:** The placement and length of the subject code on this record is dependent upon the parameters specified for the Department ID in the Scheduling Tool Interface Control Form (SSACTRL).

*C (Campus Partition) Record (up to 4 records will be created)*

Partition Preferences	GTVPARS_SCHEDULER_	Example:
If several partitions are defined, they will be strung together separated by a comma.	NUMBER Of partition entered	01, 45

---

*P (Physical Attribute) Record – Not required*

Room Attribute Preference	STVRDEF_SCHEDULER_	Example:
If several attributes are defined, they will be strung together separated by a comma.	NUMBER Of attributes entered	37, 39

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*Control File (ctrl.dat)*

This file defines the placement of values in the Class Descriptor table for use by the extract process, in addition to parameters necessary for the execution of the assignment algorithm.

Input data for this file is retrieved from the Scheduling Tool Interface Control Form (SSACTRL). The selection of the term and campus are determined by values entered in the Scheduling Term Code and Scheduling Campus Code parameters.

One record will be created in this file for each of the fields contained in SSACTRL.

*Class Descriptor File (datain.dat)*

This file contains information about all active classes (sections containing a status code identified as active in STVSSTS) requiring a room assignment by the Schedule25 assignment algorithms,

manually assigned (pre-assigned) classes, in addition to phantom classes created to implement room inactivations identified in SLARDEF.

Only those classes matching the term code(s) or date ranges entered in the parameters will be selected.

The following selection criteria will be used when examining a section for extraction:

- Are meeting times defined?
- Does the section have a schedule type defined to be automatically scheduled?
- Has a Schedule25 status code been assigned to the meeting time record?

This file contains three different record types:

- Class descriptor record
- Room attribute preferences overrides (P record)
- Partition preferences overrides (L record)

**Note:** Preference override records will only be created if the class descriptor record contains a scheduling status code of NSM or 1SM.

Cross-listed sections (identified by the cross link code assigned to the section in SSASECT) requiring room assignment will be grouped together. Only one of these sections should contain the scheduling code of NSM (needs room assignment) on the meeting time record, with the others identified as WSM.

For a more in depth explanation of the various scheduling codes, please consult your third party *Schedule25 Process Manual*.

This process will seek out preference overrides, first accessing the meeting time preferences. If no records have been created at the meeting time level, the section preferences will be examined. If no records have been identified there, the course preference tables will be considered. If no preference overrides are defined at any of these levels, no P or L records will be generated.

*Banner data exported:*

Department ID	SSBSECT_SUBJ_CODE	Example: BIOL 10001 200110
	SSBSECT_CRN	
	SSBSECT_TERM_CODE	
Days of the Week	SSRMEET_SUN_DAY	Example: UMTWRFS
	SSRMEET_MON_DAY	
	SSRMEET_TUE_DAY	
	SSRMEET_WED_DAY	
	SSRMEET_THU_DAY	
	SSRMEET_FRI_DAY	
	SSRMEET_SAT_DAY	
Start Time (Hours & Minutes)	From SSRMEET_BEGIN_TIME	Example: 0800

---

Finish Time (Hours & Minutes)	From SSRMEET_END_TIME	Example: 0850
AM/PM Designator	H (military time)	
Maximum Enrollment	SSBSECT_MAX_ENRL Or default value defined in <b>Default Enrollment</b> field in SSACTRL if none is defined at the section level.	Example: 0050
Begin Month and Day	From SSRMEET_START_DATE	Example: 1031
End Month and Day	From SSRMEET_END_DATE	Example: 1231
Room Name	SSBSECT_BLDG_CODE	Example: BIOL 101
(pre-assigned classes only)	SSBSECT_ROOM_CODE	
Scheduling Assignment Code	SSRMEET_SCHS_CODE	Example: NSM

---

**Note:** The placement and length of the fields on this record are dependent upon the parameters specified in the Scheduling Tool Interface Control Form (SSACTRL).

*P (Physical Attribute) Record – Overrides to those defined at the subject level, if applicable*

Room Attribute	STVRDEF_SCHEDULER_	Example: 37, 39
If several attributes are defined, they will be strung together separated by a comma.	NUMBER Of attribute assigned at meeting time level (if any), or section level (if any) or course level (if any)	

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*L (Campus Partition) Record – Overrides to those defined at the subject level, if applicable*

Partition Preference	GTVPARS_SCHEDULER_	Example: 01, 45
If several partitions are defined, they would be strung together separated by a comma.	NUMBER Of partition assigned at meeting time level (if any), or section level (if any) or course level (if any)	

---

### *Phantom Class Records*

These records are created by the extract to reflect room inactivation periods defined in the Room Inactivation block on SLARDEF.

Rooms with inactive time periods in the term code range selected in the Scheduling Term Code parameter are created as pre-assigned classes. This prevents Schedule25 from assigning another class to that room.

*Banner data exported:*

Department ID	Subject Code defined in run parameters CRN of IR followed by a sequential number Appropriate term code from run parameters	Example: DUMN IR001 200110
Days of the Week	SLRRUSE_SUN_DAY SLRRUSE_MON_DAY SLRRUSE_TUE_DAY SLRRUSE_WED_DAY SLRRUSE_THU_DAY SLRRUSE_FRI_DAY SLRRUSE_SAT_DAY	Example: UMTWRFS
Start Time (Hours & Minutes)	From SLRRUSE_BEGIN_TIME	Example: 001
Finish Time (Hours & Minutes)	From SLRRUSE_END_TIME	Example: 2400
AM/PM Designator	H (military time)	
Maximum Enrollment	0000	
Begin Month and Day	From SLRRUSE_START_DATE	Example: 1031
End Month and Day	From SLRRUSE_END_DATE	Example: 1231
Room Name	SLRRUSE_BLDG_CODE	Example: BIOL 101
(pre-assigned classes only)	SLRRUSE_ROOM_NUMBER	
Scheduling Assignment Code	5SM	

*Work File Creation*

Work file records (SSTSCHW) will be created if the Create Work Table parameter has been set to Y. If work file records exist when this process is run, new entries will be added to the table.

*Scheduler Work Table Update Process (SSRSCUP)*

This process reads the three Schedule25 output files (*sortdp.dat*, *losers.dat*, *notposs.dat*), and updates the existing records in the Scheduler Work Table (SSTSCHW). These entries can then be previewed through the SSASCHW form.

The following fields in the Scheduler Work Table (SSTSCHW) will be updated as a result of the scheduling process:

Field	Description
Update (Indicator)	Y indicates that the class has been assigned a room (classes contained in the <code>sortdp.dat</code> file).  N and L indicate that no class assignment has taken place. (N represents classes contained in the <code>notposs.dat</code> file; L from the <code>losers.dat</code> file.)
Status	If the <b>Update (Indicator)</b> has been set to Y, and the original scheduling status code was NSM or 1SM, this will be changed to 5SM.
Building	If the <b>Update (Indicator)</b> has been set to Y, the building assigned by Schedule25 will be displayed.
Room	If the <b>Update (Indicator)</b> has been set to Y, the room numbers assigned by Schedule25 will be displayed.

**Note:** Meeting time records in SSRMEET are *not* updated at this time. See the Update Building/Room Process (SSRSCMT).

### *Update Building/Room Process (SSRSCMT)*

This process reads the Scheduler Work Table (SSTSCHW) entries (viewable on SSASCHW) and updates the SSRMEET table with the room assignments generated in Schedule25.

Only those records with an **Update Indicator** of Y will be applied. The Work Table Update Indicator value will be changed to a U (as a result of the upload process of the scheduled sections) to indicate that the upload was successful for that record.

A possible cause for an unsuccessful upload may be attributable to a data change in SSRMEET from the running of the extract. If the begin and end dates and times or days of the week have been changed, this process will not be able to match the work table records to SSRMEET. The work table represents a snapshot of how the record looked at the time of the running of the extract.

If building and room information was previously entered in the SSRMEET record, and the scheduling status code was originally set to one that required a classroom assignment, that data will be overwritten with the new Schedule25 information.

**Note:** This process may be run as often as necessary to incorporate changes to the work table. However, extreme caution should be exercised if overriding values in the work table. Such changes could result in double-booking of rooms, for example.

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### *Scheduler Work Table Purge Process (SSRSCPR)*

This process will delete Work Table (SSTSCHW) data based on the term or campus or both specified in the process parameters.

### *Class Schedule Report (SSRSECT)*

The Use Scheduler Results parameter can be used to interject the work file information (for successful room assignments) giving the option to preview the report with newly scheduled information before updating the SSRMEET table.

It also serves as an optional test phase for the schedule processing. Data from SSTSCHW is not displayed when the Update Indicator is not Y (successfully scheduled). Valid values for the parameter are Y or N, and the default is N.

### *Schedule Purge Process (SSPSCHD)*

This process will delete the partition (SSRSPRT, SSRMPRT) and room attribute preference (SSRSRDF, SRMRDF) table entries.

### *Term Roll Report (SSRROLL)*

Use the following parameters to roll partition, preference, and room attribute information.

- Roll Partition Codes (Required) - Enter Y to roll the partition codes or N to not roll the codes. The default is Y.
- Roll Room Attributes (Required) - Enter Y to roll the cross room attributes or N to not roll the attributes. The default is Y.
- Roll CRN Scheduler Stat Code (Required) - Enter Y to roll CRN scheduler status codes or N to not roll the codes. The default is Y.
- Roll Meeting Time Part Pref (Required) - Enter Y to roll meeting time partition preferences or N to not roll the preferences. The default is Y.
- Roll Meeting Time Room Attrib (Required) - Enter Y to roll meeting time room attribute preferences or N to not roll the preferences. The default is Y.

## Purge Process

The following purge process is part of the Schedule module.

### Schedule Purge (SSPSCHD)

This process will purge the class schedule information that is less than or equal to the term parameter when an enrollment record (SFBETRM) does not exist.

Schedule information will not be deleted if outstanding registration information exists for the term. A new summary section history record is created in the table SCRSECT. Columns in this table include: Subject Code, Course Number, Campus, Schedule Type, Term, Number of Sections Offered, Total Enrollment, Total Census Enrollment, and Activity Date. This history record allows institutions to review the historical course section information in summary format.

**Warning!** When a third party product is used for scheduling, you may need to rerun the report before you continue scheduling. Be aware that the first time SSPSCHD is run, the SCRSECT table is populated with data for the purged records. After the table has been populated, if the report is a second time, data is not purged.

## Class Schedule Reports

The following reports are run through the Class Schedule module.

Term Roll Report	(SSRROLL)
Class Schedule Report	(SSRSECT)
Scheduled Section Tally Report	(SSRTALY)
Schedule Purge	(SSPSCHD)
Room Attribute Sequence Update Process	(SSRATSQ)
Schedule25 Work File Creation Process	(SSRSCRM)
Scheduler Work Table Update Process	(SSRSCUP)
Update Building/Room Process	(SSRSCMT)
Schedule Work Table Purge Process	(SSRSCPR)
Section Fee Population Process	(SSPMFEE)
Schedule Open Learning Rule Default Process	(SSPRDEF)
Available Seats to Zero Process	(SSRASTZ)

*Please refer to the Banner Student Reports and Processes Handbook for report descriptions, instructions, parameter definitions, and output samples.*

# General Person

This chapter discusses processing and procedure information for General Person.

## General Person Procedures

Here are tasks you can perform in this module.

### Establish Person

Before a person can become a recruit, applicant, student, instructor, advisor, or have an account, the person must first be identified to the system with an identification number and a name.

A person is initially added to the system using the General Person Identification Form (SPAIDEN) which maintains a person's identification number, name, and address information. In addition to persons, the General Person Identification Form (SPAIDEN) is also used to enter non-persons, such as companies for billing third-party accounts.

### Common Matching Processing

Common Matching processing is used to prevent the creation of multiple PIDMs for a single person or non-person in Banner®.

Basic person APIs are used to provide common logic for how all PIDMs are created. These APIs include: identification information (SPRIDEN), biographic and demographic information (SPBPERS), address information (SPRADDR), telephone information (SPRTELE), email information (GOREMAL), and emergency contact information (SPREMRG). You can turn Common Matching on and off as needed, either for the institution or for a specific user.

Common Matching uses a central, rule-based algorithm to check for possible database matches *before* a new person or non-person record is inserted into the SPRIDEN table. The same algorithm is used for new records created by data loaded through batch processes and data entered in online forms (such as SPAIDEN). A match package is used to perform the matching algorithm.

You can still perform searches from SPAIDEN before new records are inserted into the database. If a person or non-person record already exists, you can update it with new information from the current source, such as a new address type or a new email type. The existing record will not be overwritten. Alias tables in Banner General are used to store aliases (nicknames) for first and middle names, in addition to non-person names. These aliases are used by the matching algorithm.

Forms in Banner General are used to set up Common Matching. You can enable the matching process at your institution using the **Online Matching Process Enabled (Indicator)** on the Installation Controls Form (GUAINST). If the matching process is enabled on GUAINST, all users are required to perform matching. The Common Matching Entry Form (GOAMTCH) is used with SPAIDEN and other forms in Banner Student to enter information for a new ID and then execute the matching process before a new PIDM is created in Banner.



You can exempt selected users from the matching process on the Common Matching User Setup Form (GORCMUS). You can also set up user online matching source defaults on GORCMUS. You can build multiple rules on the Common Matching Rules Form (GORCMRL) for matching persons or non-persons, using fields and field lengths from a data dictionary. Special matching procedures can also be attached to rules allowing the algorithm to match on fields that are not common (that is., high school data).

Common Matching specifically affects the SPAIDEN, SRAQUIK, SAAQUIK, SRIPREL, SAAEAPS, and SHAEDIS forms in Banner Student. The Common Matching Entry Form (GOAMTCH) is used with these forms as follows:

- Users who are not excluded on GORCMUS will see GOAMTCH automatically from SPAIDEN, SRAQUIK, and SAAQUIK. If they are excluded, data entry will remain the same as in previous Banner releases.
- GOAMTCH can be turned off when a new person is created on SPAIDEN, SRAQUIK, and SAAQUIK. It cannot be turned off when a new person is created on SRIPREL, SAAEAPS, or SHAEDIS.
- Data in the temporary tables behind SRIPREL, SAAEAPS, and SHAEDIS is copied to the GOAMTCH temporary table. If changes to that data are made on GOAMTCH, the changed data is copied back to the temporary tables for the calling forms and will be used by the calling forms (SRIPREL, SAAEAPS, or SHAEDIS) when a new record is loaded.
- For SRIPREL, SAAEAPS, and SHAEDIS, GOAMTCH is used to attempt to match data for a person in a temporary table to data for a person already created in Banner, before the person is loaded into Banner.
- The interface codes on STVINFC are associated with Common Matching rules using the **Common Matching Source** field. If the interface codes are not tied to a Common Matching source code, they will not be used in the matching process.

Please refer to the *Banner General User Guide* for more information on the Banner General forms used with this processing.

## Setting Up Common Matching

In order to use Common Matching at your institution, you *must* enable it using the **Online Matching Process Enabled (Indicator)** on the Installation Controls Form (GUAINST).

### About this task

Use the following steps to set up Common Matching processing.

### Procedure

1. Create source codes.

Use the Common Matching Source Codes Validation Form (GTVCMSC) to create the various source codes that may be used in Common Matching. These are similar to the interface codes that exist in pre-7.0 Banner Student. Rules will be assigned to these source codes to be used with the matching algorithm.

2. Set up defaults for the source codes.

Use the Common Matching Source Code Form (GORCMSC) to set up the defaults to be used with a particular source code.

Be sure that you set up your matching source code on GORCMSC before setting up the rules associated with it on GORCMRL.

For example, you can assign default address, telephone, and email types to the source code which will default into GOAMTCH if the source code is used from there. GORCMSC is also used to identify whether the source code will be used to perform matching against person data or non-person data or both and whether the source code can be used with online matching. Optionally, you can designate other specific forms a user can navigate to and see more detailed information about possible matched records by using the **Details** button on GOAMTCH.

3. Assign default online matching source codes to a user ID.

Use the Common Matching User Setup Form (GORCMUS) to assign a default online matching source code to a specific Oracle user ID. In addition, you can specify whether a specific user ID is allowed to choose from other matching source codes, or if they are restricted to using just the default source code. You can also indicate if a specific user ID is excluded from having to use online Common Matching.

For example, if a user is a “super-user” who never creates duplicate PIDM records, they may be exempted from having the GOAMTCH form appear from SPAIDEN by checking the **Exclude User (Indicator)**.

4. Set up the matching rules associated with the source codes.

The Common Matching Rules Form (GORCMRL) is used to set up the actual matching rules associated with the source codes.

Use this form to create each rule, assign a priority to it, and then assign the specific database fields to each rule which will be used by the matching algorithm. You can also copy previously created rules, in addition to add specific procedures for matching components that are not contained within Banner General (that is, matching on high school data for Banner Student). If a field is to be included in a rule but is not required, the field is specified as `Exists` on GORCMRL.

## How the Matching Process Works

When you enter an ID on SPAIDEN that does not exist in Banner and then execute the matching process, you can receive a match status of “New”, “Match”, or “Potential Match”.

### *New Records*

Records are matched with a status of “New” if no records match, based on the rules that have been set up.

When a record is identified as being new, the General Person APIs are used to insert the data into SPRIDEN, SPRADDR, SPRTELE, SPBPERS, and GOREMAL. When the record is made new, you are returned to SPAIDEN.

## Matched Records

Records are matched with a status of “Match” if one, and only one, record in Banner matches the incoming person based on the rules that have been set up.

Data for the matched PIDM is displayed for review by the user. You can select the matched record and return to the main window of SPAIDEN, or you can update the matched person with data entered in the Data Entry block on GOAMTCH before returning to SPAIDEN.

## Potentially Matched Records

Records are matched with a status of “Potential Match” (or “Suspense”) if some, but not all, fields match someone in Banner based on the rules that have been set up. For example, the first and last names for the record match, but the date of birth does not match.

You can create the person as “New”, or you can select one of the potentially matched records as the “Match”.

## Rule Examples

Here is one set of rules that can be used in Banner Student.

Priority	Column Name	Data Element	Length	Required/Exists
1	SPRIDEN_SEARCH_	LAST NAME/ NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH_	FIRST NAME	10	Required
	SPBPERS_SSN	SSN/SIN/TIN	9	Required
	SPBPERS_BIRTH_	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_	DATE OF BIRTH MONTH	2	Exists
	SPBPERS_BIRTH_	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_ZIP	ZIP/POSTAL CODE	5	Exists
2	SPRIDEN_SEARCH_	LAST NAME/ NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH_	FIRST NAME	10	Required
	SPBPERS_SSN	SSN/SIN/TIN	9	Exists

Priority	Column Name	Data Element	Length	Required/Exists
	SPBPERS_BIRTH_DATE	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_MONTH	DATE OF BIRTH MONTH	2	Exists
	SPBPERS_BIRTH_YEAR	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_CITY	CITY	10	Exists
	SPRADDR_ZIP	ZIP/POSTAL CODE	5	Exists
<b>3</b>	SPRIDEN_SEARCH_LAST_NAME/	LAST NAME/ NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH_FIRST_NAME	FIRST NAME	10	Required
	SPBPERS_BIRTH_DATE	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_MONTH	DATE OF BIRTH MONTH	2	Exists
	SPBPERS_BIRTH_YEAR	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_CITY	CITY	10	Exists
	SPRADDR_ZIP	ZIP/POSTAL CODE	5	Exists

## Matching Algorithm

The matching algorithm used with Common Matching processing is composed of two matches - primary and secondary.

The primary match selects a pool of Banner records that may match based on first, middle, and last name, or SSN and ID. If a record is selected as part of the primary match, then at a minimum it will be a potential match. The secondary match then looks at all the records from the primary match pool and uses the rest of the fields in the matching rule to see if only one record matches exactly. If only one record matches exactly, that record is a match. If more than one record matches, then all those records that match or partially match become the potential matches.

An exception to this process is if an incoming record has passed the primary match, but all of the other non-name elements included in the matching rule do not match (and none of the fields are Null), then the person is made new.

For example, a rule could be set up as follows:

---

Element	Required	Length
Last Name	Required	10
First Name	Exists	8
City	Exists	8
ZIP	Exists	5
Date of Birth	Exists	

---

Banner contains a SPRIDEN record for Joseph Smith in Tampa, FL, born on April 11, 1982. The incoming record is also for a Joseph Smith who lives in Boston, MA, and who was born on August 18, 1981. Assuming there were no other Joseph Smiths in the Banner database, the incoming record would be marked *New*. It would normally have been marked as *Suspended*, because the first and last names matched, but as the rest of the elements in the rule (City, ZIP, Date of Birth) specifically did not match, the person was made new.

## How the Algorithm Works

The Common Matching algorithm allows for the processing of multiple rules.

Priority numbers must be defined for each rule indicating the sequence in which they are to be processed. The strictest rule should be assigned the first priority (that is., #1). The algorithm will process each rule in order, separately and completely.

- The first step performed by the algorithm is primary matching for the rule. This step defines the population on which the rest of the processing (secondary match) will be performed. If no match occurs during the primary match, then the external record is considered to be new.
- The second step performed by the algorithm is secondary matching processing against the results of the primary match. If the secondary match determines an exact match on only one record, the external source record is considered to be a match.

If more than one record is matched to the criteria, the external source record is considered to be in suspense. The external source record will be considered to be in suspense if data matches part of the criteria of the rules but does not match all the criteria. If the results of the rule are new or matched, the results are returned to the calling process. No other rules are processed.

When all the rules have been processed, the algorithm will interrogate the results and return the results to the calling process. The match status (new, matched, or suspense) will be returned, in addition to a results message providing the elements that were matched, not matched, or missing as a result of processing the rule.

When processing online, if a record is determined to be a match using one rule but to be in suspense using one or more additional rules, the record's match status will be set to match, but the user will still be able to view the potentially matched records.

## *Rule Indicators*

The **Data Required** field on GORCMRL can be set to `Exists` or `Required`.

- A value of `Required` indicates that the data field associated with the indicator is required and must be present on the external source and in Banner. If the field on either the external source or in Banner is Null for a data element with the **Data Required** field set to `Required`, then the data element is considered to be not matched. If all data elements are required, but all of the data elements in the secondary match are Null either in Banner or the external source, the record will be suspended for review.
- A value of `Exists` indicates that either the external source or the Banner value can be Null. If either or both values are Null, the field is considered to be a match.

## *Rule Priorities*

The algorithm processes each rule that has been defined for the data source separately based on the priority given in the Rule Priorities block. If the priority rule determines that the input record is either `New` or `Matched`, that status is the overall status that is returned for the record.

**Note:** For online processing, the potential matches that result from processing the rules may be viewed online from the Potential Matches block on the Common Matching Entry Form (GOAMTCH). Potential matches are listed in order by rule priority.

## *Field Length Values*

Whenever a length is specified for a rule on the Common Matching Rules Form (GORCMRL), the comparison is made using the rule length of the fields.

For example, using the last name, the comparison would be between the rule lengths of the last name on the external source to the rule length of the last name in Banner. If the rule length is five, then the first five characters of the external source last name are compared to the first five characters of the Banner last name.

A negative length may be entered for the ID and SSN/SIN/TFN to reverse the order from last to first. For example, if `-5` is entered for the length of the SSN/SIN/TIN, the last five characters of the external source SSN will be compared to the last five characters of the Banner SSN/SIN/TIN.

For example, for the rule below:

Last Name length = 4

First Name length = 3

SSN/SIN/TFN length = -4

Patricia Longnecker, SSN/SIN/TFN #555116789

The results would be:

The first four characters of the last name would be used: LONG

The first three characters of the first name would be used: PAT

---

The last four characters of the SSN/SIN/TFN would be used: 6789

**Note:** For performance reasons, it is recommended that you not use negative lengths for SSN/SIN/TIN.

## Primary Matching Logic

The primary matching process uses Last Name/Non-Person name (SPRIDEN\_SEARCH\_LAST\_NAME), which is a required data element for Common Matching.

### About this task

If First Name (SPRIDEN\_SEARCH\_FIRST\_NAME) or Middle Name (SPRIDEN\_SEARCH\_MI) are specified data elements in a rule, these will also be used as part of the primary match for the name. In addition, if ID (SPRIDEN\_ID) or SSN/SIN/TFN (SPBPERS\_SSN) are specified data elements in a rule, they will be used as part of the primary match.

The Common Matching process will use the **Match Type (Indicator)** setting that has been established for the matching source on the Common Matching Source Code Rules Form (GORCMSC) to determine which records are to be selected in Banner.

- When the **Match Type (Indicator)** is set to *Person*, person records will be selected. When GORCMSC\_ENTITY\_CDE is set to P, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to P.
- When the **Match Type (Indicator)** is set to *Non-Person*, non-person records will be selected. When GORCMSC\_ENTITY\_CDE is set to C, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to C.
- When the **Match Type (Indicator)** is set to *Both*, person and non-person records will be selected. When GORCMSC\_ENTITY\_CDE is set to B, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to P or C.

The following steps are used in the primary matching process:

*Either Step 1 or Step 2 below must be true for a record to pass the primary match. If the external record fails the primary match, then the match status will be marked as new.*

### Procedure

1. If the SSN/SIN/TFN is defined for the matching source and rule priority number, retrieve all records from Banner with a matching SSN/SIN/TFN.  
The SSN/SIN/TFN data element is defined as part of the rule, and the SPBPERS\_SSN is equal to the external source SSN/SIN/TFN.
2. If First Name or Middle Name or both are defined for the matching source and rule priority number, combine them with the Last Name criteria, and retrieve all records from Banner with a matching name.

**Note:** When matching non-person records, the First and Middle Names should not be included as part of the rule.

- a) The following must be true:

---

`SPRIDEN_SEARCH_LAST_NAME` must equal the last name on the external source for the specified length.

**Note:** If the matching source is defined to match non-person records, and `SPRIDEN_SEARCH_LAST_NAME` is not like the non-person name from the external Source, the matching algorithm will check to see if a matching record exists on the GORNPNM alias table.

- b) One of the following must be true:

First Name data element is not defined.

*or*

First Name data element is defined for the rule, and `SPRIDEN_SEARCH_FIRST_NAME` is equal to the external source first name for the specified length.

**Note:** If the `SPRIDEN_SEARCH_FIRST_NAME` is not like the first name from the external source, the matching algorithm will check to see if a matching record exists on the GORNAME alias table (if the matching source is defined to match person records).

- c) One of the following must be true:

Middle Name data element is not defined.

*or*

Middle Name data element is defined for the rule, and `SPRIDEN_SEARCH_MI` is equal to the external source middle name for the specified length.

**Note:** If the `SPRIDEN_SEARCH_MI` is not like the middle name from the external source, the matching algorithm will check to see if a matching record exists on the GORNAME alias table (if the matching source is defined to match person records).

3. If ID is defined for the matching source and rule priority number, retrieve all records from Banner with a `SPRIDEN_ID` that is equal to the external source ID.

### *Secondary Matching Logic*

The secondary matching process compares the data elements defined for the matching source and rule priority number for all records returned by the primary matching process. The goal of the secondary match is to find an exact match between the external source record and a Banner record.

When comparing a data field that has the **Data Required (Indicator)** set to `Exists`, a Null value may exist either in Banner or the external source. If a Null value exists either in Banner or the external source for the data element, the data element is considered to be matched.

When the **Data Required (Indicator)** is set to `Required`, if a Null value exists either in Banner or the external source for the data element, the data element is considered to be not matched.

This step is repeated for each of the data elements for the rule, and one condition must be true for each for an external source record to be considered to be a match.

- Data element is not defined.



- Data element **Data Required (Indicator)** is set to `Exists` or `Required`, and the Banner value is equal to the external source value for the specified length.

or

- Data element **Data Required (Indicator)** is set to `Exists`, and the Banner value is `Null`.

or

- Data element **Data Required (Indicator)** is set to `Exists`, and the external source value is `Null`.

When the data being matched is part of a logical unit (such as an address), the logical unit is matched separately and completely. For example, when matching on city and ZIP code, the city and ZIP code must be associated with one address.

**Note:** There is an *exception* to be aware of. For an external source record to be considered as new when the record has already passed the primary match, all non-name data elements must be determined as not being a match, and none of the non-name elements may be `Null`.

### *Examples of Matching Algorithm Process and Results*

Here are some examples of how the matching algorithm works.

#### **Example 1:**

If all required data elements are missing, the record will be suspended.

Last Name = Required

First Name = Required

Date of Birth Day = Required

Date of Birth Month = Required

Date of Birth Year = Required

City = Required

*Banner values:* Mildred Jones, Date of Birth = 08/17/1957, City = Topeka

*External values:* Mildred Jones

The external record will pass the primary match, because the first and last names match. However, because all other data elements are missing (that is, `Null`) from the external source (not matched but are `Null`), the record will be suspended.

#### **Example 2:**

The external record passes the primary match as the first and last name matches against two Banner records. These two records are then used in the secondary match.

Rule 1	Rule 2
Last Name = R	Last Name = R

Rule 1	Rule 2
First Name = Y	First Name = Y
SSN = Y	Date of Birth = Y
Date of Birth = Y	City = Y
City = Y	ZIP Code = Y
ZIP Code = Y	
The value R stands for Required. The value Y stands for Exists.	

**Banner values:**

Record 1 - Alberta Rockville, 330229101, Largesse, 06259, 05/01/1985

Record 2 - Alberta Rockville, no SSN, Pomfret, 19355, no Date of Birth

**External values:** Alberta Rockville, 330229101, Largesse, 06259, no Date of Birth

The external record will pass the primary match, because the first and last names match at least one Banner record with the same first and last names.

- Using Rule 1 and the matching algorithm, the external record will be matched against Banner record 1. It will be suspended against Banner record 2.
- Using Rule 2, the external record would be matched against Banner record 1, because the Date of Birth is missing and the City and ZIP match.

**Example 3:**

The external record passes the primary match, which usually means that the match status will be *Suspense* at a minimum. However, in this case, because none of the non-name/SSN fields match, the external record has a match status of *New*.

Rule 1	Rule 2
Last Name = R	Last Name = R
First Name = R	First Name = R
SSN = Y	Date of Birth = Y
Date of Birth = Y	City = Y
City = Y	ZIP Code = Y
ZIP Code = Y	
The value R stands for Required. The value Y stands for Exists.	

**Banner values:** Tomasso Dalimonte, SSN = Null, Date of Birth = 06/02/78, City = Marikesh, ZIP = 11233

**External values:** Tomasso Dalimonte, SSN = Null, Date of Birth = 09/07/59, City = Woodstock, ZIP = 06281

The external record will pass the primary match, because the first and last names match. Normally, this would mean that the record would be suspended at a minimum. However, because the Date of Birth, City, and ZIP Code fields specifically do not match (that is., none of them are Null), then the record's match status is set to *New*. This is the only exception to the basic matching algorithm.

## Forms Used with Matching Process

The following Banner forms are used with the matching process.

### *Common Matching Entry Form (GOAMTCH)*

Use this form to prevent the creation of multiple PIDMs for a single person or non-person in Banner. It is used with SPAIDEN and other forms in Banner Student to enter information for a new ID and then execute the matching process before a new PIDM is created in Banner.

If Common Matching is turned on (on GUAINST), and the user is not excluded from Common Matching on GORCMUS, GOAMTCH is called automatically from the Key Block of SPAIDEN, SRAQUIK, SAAQUIK when an ID is generated or entered, and the ID does not already exist in Banner. Whether or not Common Matching is turned on, the user will access GOAMTCH from SRIPREL, SAAEAPS, and SHAEDIS as part of the matching process for data loads.

You can enter information for name, address, telephone, date of birth, SSN, etc., in the Data Entry block. The data entered can be used to assist with matching if the matching rule contains the field being entered. Regardless, the data entered in the Data Entry block will be stored in Banner if the person is found to be new.

The matching process is called when you perform a Next Block from the Data Entry block or select the **Duplicate Check** button. Use the **Duplicate Check** button to execute the matching process at any time during the entry of person information. Only those data elements in this form can be used for online matching rules.

**Note:** If GOAMTCH is called from another form where you can create identification records, the **GENERATE ID** button does not appear in the Key Block.

### *Wildcards and Special Characters*

You can use this form to search for identification records, and you do not need to use wildcard characters (%). You can enter partial information without using a wildcard character.

The programming logic treats *searching* and *creating* data differently:

- If you enter % in the **First Name** field, for example, and create a new record, % will be stored as the person's first name.
- If you use a wildcard to search for a record, the Common Matching process will strip it out. The process removes special characters and forces the data to be uppercase.

For example, if you search for Jon%, the Common Matching process will search for JONS, and Jones will not be considered a match.

First name is required for all searches for person records. If you want to search on last name only, you can enter the last name, and enter a special character for the first name.

### *Button Detail*

The following buttons are used on GOAMTCH.

- **Duplicate Check**

Select this button to trigger the Common Matching process without performing a Next Block function.

- **Select ID**

Select this button if Common Matching has found an existing record that is a match for the one you are entering. This populates the form on which you were entering data with the existing Banner data for that person or non-person. You are automatically taken back to the original form, and a new PIDM is not added to the database.

- **Details**

Select this button if Common Matching has found potential matches and you need to do additional research to see if any of them match the record you are adding. A list of forms will appear, from which you can select the form you want to access.

**Note:** The list of research forms displayed by selecting the **Details** button is determined by how the matching source code is set up on the Common Matching Source Code Rules Form (GORCMSC). If you do not set up any forms to be called, the **Details** button will be disabled.

- **Update ID**

Select this button if Common Matching has found a record that matches the one you're entering, and you have entered information in GOAMTCH that should be added to the existing record. Only Null fields on the existing Banner record will be updated. The record is changed, but a new PIDM is not added to the database.

For example, if Common Matching finds the person's record but there is no billing address, and you have added the billing address in the Data Entry block, selecting this button will add a billing address record to the existing address records.

- **View Comments**

Select this button to view non-technical details about the matching source and related rule sets from GTVCMSC to better understand the type of data that should be entered in GOAMTCH and the matching results that are produced.

- **Create New**

Select this button if the Common Matching process does not return a record that matches the one you are entering, or if none of the potential matches that were returned match the record you are entering. This creates a new PIDM in Banner. If biographical data, email address, telephone number, or complete address information has been entered in the Data Entry block, the corresponding records will be created in Banner.

You can restrict whether a new ID is created or not if any APIs fail due to missing or incomplete information, and an error message is generated. When the **Create New** button is used, the system checks to see if any APIs have failed. If the new **Prevent ID Creation on API Failure**

check box on GORCMSC is selected, the appropriate error message will be displayed, and you will be prompted to enter the missing or incomplete information to complete the creation of the new ID. (The default value is cleared on GORCMSC).

**Note:** This functionality can only be used online. It is not available in batch processing.

The following results will occur when the **Duplicate Check** button is used:

1. The record is *new*. No match has been found in the database. The record can be created without any additional processing, and Banner will assign a new PIDM to it.
2. A *match* is found for the record. Common Matching has found one, and only one, Banner record that matches the record based on the rules. The Common Matching Entry Form (GOAMTCH) appears with the Match tab highlighted. The user must review the displayed data to see if the matched Banner record is the same as the one they are trying to enter.
  - a. If the record found in the database is the same as the one being entered, you can select the person or non-person as a match, or update the record with additional information, but Banner will not assign a new PIDM.

**Note:** You can only update fields on an existing Banner record if they are Null in the Banner database. If data already exists for those fields, it will not be overwritten.

- b. If the record found in the database is not the same as the one being entered, you can create a new record. Banner will assign a new PIDM to the record when it is saved.
3. A *potential match* is found. Common Matching has found at least one record where some of the fields identified in the rule match the record being entered, but not all.

For example, the first name and last name are the same, and the mailing address is the same, but the date of birth is different. GOAMTCH then appears with the Potential Matches tab highlighted. You can review each potential match to determine if one is, in fact, a match. If multiple records meet the matching criteria, they are all displayed in the Potential Matches block.

- a. If one of the potential matches is the same as the one being entered, you can select the record as a match, or update it with additional information. Banner will not assign a new PIDM. If the record is updated, existing data will not be overwritten.
  - b. If none of the potential matches is the same as the one being entered, you can create a new record. Banner will assign a new PIDM to the record.

### *Key Block*

Use this block to enter the ID to be matched and the matching source code for the match rules to be used in the search.

Two buttons are used in this block.

- The **Generate ID** button is used to generate a new one-up Banner ID.
- The **View Comments** button is used to view matching source and rule details.

## *Data Entry Block*

Use this block to enter the information for the person or non-person, unless it has been populated automatically from the original form where you were working (that is, SRIPREL).

You can enter either the SSN or the last name/non-person name for matching. The last name is not required. (You should only use the SSN without last name in matching rules sets for online matching. It should not be used in batch processing.) The Common Matching algorithm will use the rules for the matching source to see if an identification record already exists in the database for that person or non-person.

You have the option of displaying potential matches using the data entered on GOAMTCH, even if the number of characters entered is less than the length specified in the matching rule on GORCMRL. Use the **Allow Length Override** check box on GORCMSC to capture any matches up to and including the specified length on for the rule. For example, if you enter a last name with four characters, and the **Length** field on GORCMRL has been set to 5 for the rule, the system would display any records where the last name begins with the four characters entered on GOAMTCH.

Records are held in suspense, as partially matched, and you can use the following buttons to continue processing.

- The **Duplicate Check** button is used to execute the match algorithm from the Data Entry block and run it as needed until the match is satisfactory.
- The **Select ID** button is used to match the ID in the Data Entry block to the ID in the Match block.
- The **Details** button is used to display a list of forms for additional match research.
- The **Update ID** button is used to match the ID in the Data Entry block to the ID in the Match block and insert data into Null fields in the SPBPERS, SPRADDR, and GOREMAL tables.
- The **View Comments** button is used to view matching source and rule set details.
- The **Create New** button is used to reject all matches and create the record as new.

## *Match Block*

The Match block is automatically displayed after the matching process is completed if a match is found.

This block is accessed using Next Block or the Match tab. The data entered remains in the Data Entry block. You can choose to clear the match information using the **Clear and Return to Data Entry** button. You will then be returned to the Data Entry block where you can add or change the data for the match. The address information in the Match block displays the address type and address data, if the address was matched as part of the matching algorithm.

If the record found by the matching process is a match for the record being entered, use the **Select ID** button to bring the information back to the form on which you were entering data, or use the **Update ID** button if you have added information to the Data Entry block that does not exist in the database record. If you have a large number of potential matches, you may want to select the **Clear** button to erase the information in this block and enter more restrictive criteria in the Data Entry block.

You can enter additional information to reduce the number of potential matches found by the Common Matching process. To see the new list of potential matches, you must execute the process again by performing a Next Block function or selecting the **Duplicate Check** button.

**Note:** The Common Matching process uses the rules defined for the **Matching Source** in the Key Block to determine if the identification record being entered already exists on the Banner database. If you do not receive the results you expect after the Common Matching process has been executed, review the rules for the **Matching Source** on GORCMRL.

### *Potential Matches Block*

The Potential Matches block displays the potential matches (formerly known as suspense records) found during the search.

The number of PIDM records found is displayed in parentheses in the tab, that is, "Potential Matches (42)". You can scroll through the potential match records to see the information in each that potentially matches the information in the Data Entry block. Only one row per record is displayed in this block. You can choose to clear the match information using the **Clear and Return to Data Entry** button. This clears the data in the Potential Matches block so you can add or change the data for the potential match.

Logical sort order processing can be used to sort the matching results dynamically by ID or name in ascending or descending order using the **Sort** up and down arrow buttons for the **ID** and **Name** fields. The default sort order is by ID and priority (in descending order).

When you click on the **Sort** up arrow, the sort organizes the results in alpha order (A - Z). When you click on the **Sort** down arrow, the sort organizes the results in reverse alpha order (Z - A). When you click on an up or down arrow, you can mouse over the arrow to see the tool switch hint message, click on the arrow again, reverse its direction, and perform a new sort. For example, after you have sorted on ID or name in A - Z order (using the **Sort** up arrow), you can then click on the arrow again to change it to a **Sort** down arrow, and resort the data in Z - A order.

If any address fields are included in the matching rules being used, and a match exists on the address of a potential match, then that address will be displayed for that record. To see all address records for a selected potential match, select the **All Addresses** pulldown list.

**Note:** If you use GOAMTCH by itself to match a person to an existing person in Banner, and the existing person in Banner has an address of the same address type (where the addresses themselves do not match), the existing Banner address will be inactivated, and the address that was entered on GOAMTCH will be inserted.

If you use SAAEAPS or SRIPREL to match a person through GOAMTCH and the same scenario exists, SRIPREL and SAAEAPS will put an end date on the existing Banner address and then insert the new address.

If the matching rule contains a row for telephone number or email address or both, and a match exists on the telephone number or email address of a potential match, then the phone number or email address or both will be displayed. The date of birth and gender will be displayed for any potential match if they exist in Banner for the potentially matched record, regardless of whether date of birth or gender are used in the matching rule.

You can define a hierarchy for the display of addresses, telephone numbers, and email addresses. This hierarchy will be used for two conditions:

1. When no address fields are used in the rule set
  2. when address rules are used in the rule set, but the potential match record does not have an address that matches
- If address information has been included in a matching source rule set, and the potential match record has an address which matches, that address will be displayed in the Potential Matches block.
  - If address information has been included in a matching source rule set, and the potential match record has no address which matches, and a hierarchy has been established for the matching source, and the potential match record has an address type listed in the hierarchy, that address will be displayed in the Potential Matches block.
  - If address has been included in a matching source rule set, and the potential match record has no address which matches, and a display hierarchy has been established for the matching source, and the potential match record has no address types listed on the hierarchy, the message *No Matching or Hierarchy Found* will be displayed in the **Matching or Hierarchical Address** field.
  - This same logic is true for the telephone and email address information. If there is no match or hierarchical type associated with the record, the message *No Matches* will be displayed in the **Telephone** and **E-mail** fields. (This message is shorter, as these field lengths are smaller.)
  - The address source code data is passed from GOAMTCH to the GOTCMME table. The value in the GOTCMME\_ASRC\_CODE column is loaded to the SPRADDR\_ASRC\_CODE column in GOAMTCH using the gb\_address API.

The **Matching Rule Sets** field displays the result of the matching algorithm for each field included in the matching rule. This allows a user to know what data elements the matching rule was using, even if they do not have access to the Common Matching Rules Form (GORCMRL).

For example, you could view how the data for specific fields is displayed for all potential matches, even though those fields do not exist in the matching rules. You could also view the fields included in the matching rule, such as: *Name Match*, *Address Match*, *Email Match*. In addition, you could view all the Banner addresses for the selected potential match using the **All Addresses** field pulldown list. A record could show an email match, even though none exists. That occurs if the matching rule on GORCMRL has the **Element** field set to *Email* and the **Data Required** field set to *Exists*. A Null email address on either the Banner record or the incoming record is still considered to be a match.

To find more information about a record, select it and then select **Details** in the Data Entry block. A list of forms will be displayed, and you can select the form you want to access.

### *General Person Identification Form (SPAIDEN)*

You can access the Common Matching Entry Form (GOAMTCH) from SPAIDEN.

To do this, turn on Common Matching for the institution using the **Online Matching Process Enabled (Indicator)** on GUAINST. In addition, the user attempting to access GOAMTCH must not have been excluded from using it on GORCMUS. However, even if a user has been excluded from



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Common Matching on GORCMUS, they can still access GOAMTCH through the Banner General Common Matching Menu (\*GENMATCH) or through the Options Menu.

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

### *Quick Recruit Form (SRAQUIK)*

GOAMTCH will be called automatically from SRAQUIK if Common Matching has been turned on in GUAINST and if the user has not been excluded from Common Matching on GORCMUS.

To open GOAMTCH from SRAQUIK: enter `GENERATED` in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner.

If the user has been excluded from Common Matching, and they enter `GENERATED` in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner, the Current Identification window will be displayed, allowing the user to enter a new person's first, middle, and last name.

### *Quick Entry Form (SAAQUIK)*

GOAMTCH will be called automatically from SAAQUIK if Common Matching has been turned on in GUAINST and if the user has not been excluded from Common Matching on GORCMUS.

To open GOAMTCH from SAAQUIK: enter `GENERATED` in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner.

If the user has been excluded from Common Matching, and they enter `GENERATED` in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner, the Current Identification window will be displayed, allowing the user to enter a new person's first, middle, and last name.

## **Data Loads Used with Matching Process**

The following processes are used to load data for matching.

### *Electronic Prospect Inquiry Form (SRIPREL)*

SRIPREL uses the GOAMTCH form and the Common Matching algorithm for data load processing to determine if the incoming record matches an existing Banner record.

#### **About this task**

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 List of Values.

5. Perform a Next Block to populate the Data Entry block with all of the data for the incoming prospect record that is present in the temporary tables.
6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.
7. Perform a Next Block to run the matching algorithm. The algorithm will determine if the incoming record is new, matched, or a potential match.
8. Determine if the record is to be new or matched, and select the appropriate button.
9. The user will be automatically returned to SRIPREL. The match status will *always* be *Matched*, as the person has now been created in Banner through GOAMTCH. Continue with regular SRIPREL load processing.

## *Electronic Prospect Match (SRRSRIN) and Migrate Electronic Prospects Process (SRRPREL)*

Users should review how Common Matching works with electronic prospect processing when using SRRSRIN and SRRPREL.

SRRSRIN will not load recruits to Banner when the Auto Load (Skip Dup Chk) parameter is set to Y and data does not conform to API restrictions. When records with a matched (M) or new (N) status are flagged, the records will not be loaded to Banner when the Auto Load (Skip Dup Chk) parameter is set to Y if information required to create the record (such as an address) is incomplete.

SRRSRIN will flag records with incomplete addresses or other incomplete information as having a status of suspense (S), and these suspended records will need to be fixed manually on SRIPREL or GOAMTCH or both. It is very important to fix the incorrect or missing information or both at this point, before continuing with the matching process. If the incomplete data is not corrected, SRRSRIN will fail.

**Note:** SRRSRIN is the only process that generates records with a match status of **N**. All records that are processed manually on SRIPREL using GOAMTCH will have a match status of **M**, even when you choose to create a new record. This is due to the fact that when you return to SRIPREL, the person's record will have been created in Banner by GOAMTCH.

Here is an example of SRRSRIN output when incomplete addresses are found after the process is run with the Auto Load (Skip Dup Chk) parameter set to **Y**.

ID	Name	Status	Term	Level	Major	High School	Result
P00002378	Adams, Adam	S	199510	UG	ARTS	UNKNHS	Prospect not loaded
A00024505	Adams, Alison	M	199510	UG	ARTS	UNKNHS	Loaded 29-NOV-2004
P00002429	Adebowale, S Morayo	S	199510	UG	ARTS	UNKNHS	Prospect not loaded
A00027348	Albert, Dawn	M	199510	UG	ARTS	UNKNHS	Loaded 29-NOV-2004

When SRRSRIN is run with the Auto Load (Skip Dup Chk) parameter set to **N**, there is no address check, so records will be flagged as matched (**M**) or new (**N**), whether they have complete address information or not.

Because records with incomplete data such as incomplete addresses will not be loaded to Banner, SRRPREL works so that records that were flagged **N** or **M** and also have incomplete data will have the match status changed to **S**. Again, these suspended records will need to be fixed manually on SRIPREL or GOAMTCH or both. It is very important to fix the incorrect or missing information or both at this point, before continuing the matching process. If the incomplete data is not corrected, SRRSRIN will fail.

Here is an example of SRRPREL output when incomplete addresses are found after SRRSRIN is run with the Auto Load (Skip Dup Chk) parameter set to **N**.

ID	Name	Status	Term	Level	Major	High School	Result
A00023291	Abrams, Anthony	S	199510	UG	ARTS	UNKNHS	Prospect not loaded
A00024505	Adams, Alison	M	199510	UG	ARTS	UNKNHS	Loaded 30-NOV-2004
A00027662	Martinez, Robert	S	199510	UG	ARTS	UNKNHS	Prospect not loaded

When using SRIPREL, if an attempt is made to load a matched (M) or new (N) record (the Create Recruit item is selected from the Options Menu), and data is incomplete, an error is displayed in the autohint: *Error: Data Error. Prospect has been put into suspense*. At this point the match status for the record is changed back to S. You can then navigate to GOAMTCH to update the incomplete data (such as missing address information) and match the record appropriately.

When records are matched through batch processing, SRTLOAD loads the address source from the temporary tables to the SPRADDR table. SRRSRIN then calls SRKPREL to push the address data, and therefore loads the SRTADDR\_ASRC\_CODE value to the SPRADDR\_ASRC\_CODE field.

When matching is performed manually using SRIPREL and GOAMTCH, SRIPREL saves the prospect's address to the GOTCMME table. GOAMTCH then creates the address for the new person record from the GOTCMME table, including the ASRC\_CODE data.

### *Electronic Application Process Form (SAAEAPS)*

SAAEAPS uses the GOAMTCH form and Common Matching algorithm to assist in matching incoming Web and EDI application records to existing Banner records.

#### **About this task**

Use the following steps to resolve suspended records or to match and load new records from SAAEAPS.

#### **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 tab or the Manual Verification Steps option from the Options Menu to access the Verification Steps window.
4. Mark any of the person or application steps complete, except for the IDVR step, and then save the changes.
5. Select the IDVR step, and then choose the Associate Person with ID item from the Options Menu.
6. This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record.
7. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
8. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

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

Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.

9. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
10. After the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
11. The incoming electronic application can be a match, a potential match, or a new record:
  - 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 block.
  - 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.

### *Online Transcripts Activity List Form (SHAEDIS)*

SHAEDIS uses the GOAMTCH form and the Common Matching algorithm to assist in matching incoming records to existing Banner records. In addition, you can create a new person record from GOAMTCH for the person on SHAEDIS.

#### **About this task**

Use the following steps to determine if a person on SHAEDIS matches an existing Banner record or if the person can be created as a new record.

#### **Procedure**

1. Query for those records where the **Status** is **VERF** and the **Pending or Complete** radio group is set to **Pending**.
2. Select the record to be matched. Perform either a Next Block function, or select Verify ID from the Options Menu to call GOAMTCH.

3. The form will display the ID of the record from SHAEDIS. If this ID already exists in Banner, then you must replace the ID with the word **GENERATED**. This will allow GOAMTCH to use a generated ID if the person selected on SHAEDIS is new to Banner.
4. The value in the **Matching Source** field will be defaulted from the **Online Matching Source** field on GORCMUS for the user ID. If the user ID is allowed to use other matching source codes (based on the setting of the **Allow Other Matching Sources** check box on GORCMUS), then you can change the value on the **Matching Source** field on GOAMTCH.
5. Use a Next Block to populate the Data Entry block with all of the data for the incoming transcript record that is present in the temporary tables.
6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.
7. The incoming person's transcript record can be a match, a potential match, or a new record:
  - a) If the incoming transcript is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.
  - b) 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.
  - c) If the transcript is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.
8. If the person is found to be an exact match, you can do one of three things:
  - 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.
9. After selecting one of the options above, the user will be returned to SHAEDIS where they can continue processing the record. The asterisk (\*) that had appeared in the unlabeled field to the left of the **Last Name** field to indicate the person had not been verified will no longer be displayed.

## Maintaining Multiple Telephone Numbers

As a person may have more than one telephone number associated with an address, multiple types of phone numbers may be maintained on the General Person Telephone Form (SPATELE).

This form may be accessed directly from any form where a phone type and number are entered or maintained, such as the General Person Identification Form (SPAIDEN). Only one phone number associated with an address type and address sequence number may be flagged as primary, and it is this primary phone number which will be displayed with the address on various forms in Banner Student. If no primary number exists, then no phone number is displayed with an address. Phone numbers may also be inactivated through the **Inactivate (Indicator)**.

To associate a phone number with an address, you must enter an address type and sequence number. The Address Summary Form (SOADDRQ) may be queried to view all of the addresses which exist for a person.

When an address is inactivated, all phone numbers associated with that address type and sequence number are also inactivated. Inactivating phone numbers will clear the **Primary** (Indicator), if present. Phone numbers can be reactivated on an individual basis and are automatically reactivated if the associated address is reactivated.

A telephone type can be associated with an address type. For example, address types of BI, BU, MA, and PA exist on the Address Type Code Validation Form (STVATYP). Phone types of BI, BU, MA, and PA could then exist on the Telephone Type Validation Form (STVTELE), and STVATYP would then contain with these phone types. The following shows how the Address Type Code and Telephone Type Validation Forms could be organized.

### STVATYP

Address Type	Description	Telephone Type	Description
BI	Billing	BI	Billing
BU	Business	BU	Business
MA	Mailing	MA	Mailing
PA	Parents	PA	Parents

### STVTELE

Telephone Type	Description
BI	Billing
BU	Business
MA	Mailing
PA	Parents

## Enter Biographic Information

After a person is established on the database, the General Person Form (SPAPERS) is used to enter biographic information about a person. It captures information such as birth date, sex, and marital status.

## Maintain Comments

After a person is established on the database, any comments relating to the person are entered using the Person Comment Form (SPACMNT).

## Enter Emergency Contacts

Emergency contact information including name, address, phone number, and relationship can be entered on the Emergency Contact Information Form (SPAEMRG) after a person has been added to the database.

## Enter Medical Information

The Medical Information Form (GOAMEDI) is used to capture medical data necessary to accommodate any special needs a person may require or disabilities a person may have that affect their enrollment at the institution.

## Maintain International Information

The International Information Form (GOINTL) is used to add and update international and visa information, including nation of citizenship and I-20 information.

## Add/Remove Holds

The Hold Information Form (SOAHOLD) is used to assign, track, and remove holds for a person on the system. Holds may prevent registration, graduation, or the production of enrollment verification



documents, transcripts and grade mailers. If a person has a hold, a message is displayed in the appropriate area.

## Schedule Appointments/Track Contacts

The Person Appointments/Contacts Form (SOAAPPT) is used to schedule appointments for a person and to track any contact with the person.

## Support Services Processing

After a person has been established on the database, they may begin to have information associated with their goals and needs requirements, in addition to any services which are provided to them and are maintained.

Examples of goals may be a two year degree, a word processing certificate, or a reading certificate. Examples of needs may be academic assistance or child care. Examples of services may be counseling, day care, and tutoring. The Support Services information may be maintained for any person existing on the system. The person does not need to be a student.

Goals, needs, and services may be maintained separately or may be grouped together to create a service group. A *service group* is a combination of goals, needs, and services which may be assigned together. A person may also be associated with a service group or with multiple service groups. These service groups consist of a specified set of goals, needs, and services. The service groups may then be assigned to persons existing on the database either online or through population selection and a batch load process.

An example of a service group may be an Adult Literacy Program where all of the participants have the same goal, a reading certificate; the same needs, remedial reading and academic monitoring; and the same services are provided, tutoring, counseling, and skills assessment.

This service group example would be defined on the Service Group Rules Form (SEASSGP). Individuals in the Adult Literacy Program could then be assigned to the service group through the Service Group Assignment Form (SEAASGN). Service groups may also be assigned in batch using a user-defined population selection and the Support Services Load Process (SERLOAD). The detail information about each individual's progress can be reviewed or modified on the Support Services Detail Form (SEADETL) for those persons who may have additional goals, needs, and services. The Support Services Query Form (SEAQGNS) may be used to see which people have any combination of goals, needs, and services.

The Support Services Load Process (SERLOAD) may be used to create the data for the Service Group Assignment Form (SEAASGN) and the Support Service Detail Form (SEADETL).

When a goal, need, or service has been assigned to a person, they may be further enhanced by creating information in the form of attributes or comments about the goal, need, or service. These attributes or comments specific to a goal for a person may be defined using the Goal Attributes and Comment Form (SEAGDTL). Attributes and comments specific to a need for a person may be maintained on the Need Attributes and Comment Form (SEANDTL). Attributes and comments specific to a service for a person may be maintained on the Service Attributes and Comment Form (SEASDTL).

Three methods may be used to add support service data for an individual. They are as follows:

1. When large volume processing is required, create a set of individuals through population selection, then run the Support Services Load Process (SERLOAD) which assigns that set of goals, needs, and services associated with the service group.
2. When working with individuals, use the Service Group Assignment Form (SEASSGP) to create goals, needs and services based on service groups, then go to the Support Service Detail Form (SEADETL) to view and modify the details.
3. Go directly to the Support Service Detail Form (SEADETL) to enter any combination of goals, needs, and services. These may be associated with a service group or may be independent of a service group.

Service groups are optional. A person may be associated with a single service such as Study Skills Service or Matriculation Service without having a service group. Goals, needs, and services are all independent of each other. A person may have a goal without a need, or have a need without a goal, or have a service without a need or a goal. The successful completion of goals and needs met, and the provision of services can be tracked.

## Produce List of Persons

The Person Directory (SPRPDIR) provides a list of persons, addresses, and phone numbers in the system by type of person: recruit, applicant, student, and faculty.

## General Person purge process

The following purge process may be used to purge information in the General Person Module.

### Address Purge (GPPADDR)

This process will purge address information for a person.

The user may choose either of two options:

1. Address expiration date (date must exist to be purged)
2. Inactive address (regardless of date)

Please see the *Banner General User Guide* for further information.

## Banner Student Interface to Banner Human Resources

Please refer to the "Interfaces" chapter for information on the interface between General Person data and Banner Human Resources.

## General Person Reports

The following reports and processes are run through the General Person module.

Person Directory	(SPRPDIR)
Support Services Load Process	(SERLOAD)

*Please refer to the Banner Student Reports and Processes Handbook for report descriptions, instructions, parameter definitions, and output samples.*

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

### Example:

Select:	SARADAP_PIDM
From:	SARADAP

Next, enter the Selection Rules for the population of records you would like to see.

### Example:

SARADAP_TERM_CODE_ENTRY	'200010'	AND
SARADAP_LEVL_CODE =	'UG'	

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view or modify or both the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.

# Faculty Load

This chapter discusses processing and procedure information for Faculty Load.

## Faculty Load Procedures

Here are tasks you can perform in this module.

### Faculty Workload Rules Creation

The Faculty Load Term Control Form (SIATERM) must be established for each term for which faculty assignments are created. The FTE (full time equivalency) factor is used as the denominator to calculate the term FTE.

#### About this task

For example, the faculty members workload for the term is 12.00. To reach the full time equivalent the FTE factor of 15 is specified on SIATERM, hence the faculty members term FTE is:

Workload		Term FTE
Term FTE factor		
12	=	.80
15		

The Faculty Workload Contract FTE Form (SIACFTE) must then be used to establish the contract FTE factor. The keys to this form are **Contract (Type Code)** and **(Effective) Term**. The contract FTE factor may be maintained and will be used when performing contract term analysis (contract term FTE) or contract analysis (contract FTE) on the Faculty Contract Analysis Form (SIACONA).

All assignments with a like contract type are grouped together, and a contract term FTE and contract FTE are calculated as follows:

A contract term FTE is calculated as:

Term Workload for the Contract	=	Contract Term FTE
Contract FTE factor		

A contract FTE is calculated as:

Sum of all Term Workload associated with the Contract	=	Contract FTE
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**Contract FTE factor**


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The Faculty Contract Rules Form (SIAFCTR) is used to specify the terms included in a contract type for an effective term. Contract types are established on the Faculty Contract Type Code Validation Form (STVFCNT). For example, a Fall/Spring contract effective in 199901, Fall of 1999 can include the terms:

199901	Fall 1999
199902	Spring 2000

A Summer One/Summer Two contract effective in 199203 will include the terms:

199903	Summer One 2000
199904	Summer Two 2000

**Note:** Contract types may be defined for either semester or quarter term structures. These rules must be created before performing contract analysis either online or in batch.

The Faculty Workload Term Rules Form (SIAFLRT) is used to create the workload rules to be used when performing term analysis. Workload rules may be inactivated by unchecking the **Active (Workload Status)** check box. Multiple rules may be created for a workload rule code. When multiples exist all term rules will be used in the analysis. Each workload rule can specify credit hour ranges, contact hour ranges, workload ranges, and a FTE range. For example, a workload rule code for a full time professor in the college of Arts and Science is created as follows:

Workload Rule Code: FTTPR01 Full Time College 01

Credit Hour Range		Contact Hour Range	Workload Range		
Total:	12 to 15	Weekly:	Inst:	12.00	
Generated:		Total:	Non-Inst:	3.00	5.00
			Total:	15.00	18.00
			FTE Range:	80	1.00

This rule specifies that the instructor should be teaching between 12 to 15 credit hours per term with 12 instructional workload units, 3 to 5 non-instructional workload units for a total workload of between 15 to 18. His overall FTE should also be in the 0.8 to 1.0 range.

Term rules may be rolled forward to a future term through the **Default Term** field in the Key Information of the Faculty Workload Term Rules Form (SIAFLRT).

The Faculty Contract Term Rules Form (SIAFLCT) is used to create the rules which are to be used when performing a contract analysis on a term-by-term basis.

The Faculty Workload Contract Rules Form (SIAFLRC) is used to create the workload rules to be used when performing the contract analysis. This form works in the same fashion as the Faculty Workload Term Rules Form (SIAFLRT) except that these rules are effective term oriented.

In summary, there are three methods of faculty load analysis:

### **Procedure**

#### **1. Faculty Workload Analysis**

Performed on the Faculty Assignment Form (SIAASGN) using the rules established on the Faculty Workload Term Rules Form (SIAFLRT).

#### **2. Faculty Contract Term Analysis**

Performed on the Faculty Contract Analysis Form (SIACONA) using the rules created on the Faculty Contract Rules Form (SIAFLCT), the Faculty Workload Contract FTE Form (SIACFTR), and the Faculty Load Term Control Form (SIATERM).

#### **3. Faculty Contract Analysis**

Performed on the Faculty Contract Analysis Form (SIACONA) using the rules created on the Faculty Workload Contract Rules Form (SIAFLRC) and the Faculty Workload Contract FTE Form (SIACFTE).

### **Results**

The batch Faculty Load Contract Analysis Report (SIRCTAL) handles multiple faculty contract types and performs contract term analysis.

## **Faculty Information**

The Faculty Load Module contains three different forms for maintaining faculty information.

### **About this task**

They are:

### **Procedure**

1. The Faculty Personnel Form (SIAFPER) is used to maintain the tenure and sabbatical information, in addition to AAUP membership and years of teaching experience. This form contains no required data elements and is not essential to processing.

**Note:** The information entered on this form is shared with the Banner® Human Resources System. If your institution has the Banner Human Resources System, then information is maintained on the Faculty Action Tracking Form (PEAFAC) in that system.

**Note:** The Tenure Code Rule Form (PTRTENR) must be established before entering or maintaining any tenure information on a faculty member. This is a Banner Human Resources System form which will be delivered with the Banner Student System for those institutions which do not have the Banner Human Resources System.

2. The Faculty/Advisor Information Form (SIAINST) must be created for faculty members before them being available to teach a section or be assigned as an advisor. This form is effective term oriented to maintain the information as it changes over time.

The Faculty Data information maintains the faculty status information (inactive faculty members may not be assigned to sections), which indicates whether the persons are faculty members or advisors in addition to their category and staff time. The **Workload Rule (Code)** maintained on this form is important in the term analysis process. This code will determine the set of rules to be used to analyze the faculty members term assignments.

The Faculty Contract information allows for an instructor or advisor to be associated with multiple contracts and contract rules. One contract should be designated as the default contract through the **Default Indicator**. The user-specified default contract will be automatically placed on assignments when the instructor is assigned to the CRN on the Faculty Assignment Form (SIAASGN) or the Schedule Form (SSASECT). If no contract type is specified, then no contract analysis may be performed.

The Faculty College and Department information is used to specify the faculty member's home administrative college and department. It may also be used to specify the percentage breakdown if the faculty member is assigned to multiple departments and colleges.

The Faculty Attributes information may be used to specify certain criteria about faculty members, such as whether they have been certified to teach specific courses.

The Faculty Comments information may be used to record any additional information about the faculty members.

3. The Faculty Degree Information Form (SIAFDEG) is used to maintain the degree information associated with the faculty member. This form is not essential to processing. Multiple degrees may be associated with a single prior college and each degree may have major, minor, and concentration information associated with it. The dates the transcript was received and reviewed are also available on this form.

**Note:** Information entered on the Prior College Form (SOAPCOL) or on the General Information Form (PPAGENL) in the Banner Human Resources System will be displayed on this form.

## Faculty assignments for Faculty Load

Before assigning faculty members to classes, you should establish the instructional workload.

This process is done through the Basic Course Information Form (SCACRSE). The Schedule Type information on SCACRSE allows the instructional workload to be assigned for each schedule type. For example, the schedule type of lecture for BIOL 101 may have a workload value of 3.00, the lab for BIOL 101 may have a workload value of 1.00.

Adjusted workload may also be established in the Schedule Type information. Adjusted workload is based on over-enrollment of a section. For example, if more than 32 students enroll for the lecture section of BIOL 101, then the instructor receives a workload of 3.25 instead of 3.00. This adjustment will occur automatically based on the section enrollment.

If workloads are not maintained at the catalog, then they may be entered when each instructional assignment is entered.



Instructional assignments may be entered on either the Schedule Form (SSASECT) or the Faculty Assignment Form (SIAASGN). Assignments entered on the Schedule Form are made in the Instructor information.

Faculty members may be assigned to sessions of a section or to the overall section. Here are examples of how assignments can be made:

- One faculty member to one section which has multiple sessions
- One faculty member to one session
- Multiple faculty members to one section with multiple sessions
- Multiple faculty members to one session

When assigning instructors on the Schedule Form (SSASECT), the only fields which may be modified are the **Percent Responsibility** and the **Percent of Session**. Updates to the instruction workload must be performed on the Faculty Assignment Form (SIAASGN).

If an instructor's assignment conflicts with another assignment for the term, a message is generated, and the conflict override must be entered to permit the time conflict in assignments.

Inactive instructors may not be assigned to instructional or non-instructional assignments. If an instructor has been inactivated on the Faculty/Advisor Information Form (SIAINST), then the message *Instructor is not active for this term* is displayed when the instructor ID is entered in the Key Information of SIAASGN.

The user will not be able to change the instructor's status to "inactive" on the Faculty/Advisor Information Form (SIAINST), if assignments exist for the term being updated.

The Available Faculty Query Form (SIAFAVL), which may be used to find a faculty member with the right attributes to teach the section, is accessed from the Instructor window on the Schedule Form (SSASECT) using a Help function. The Faculty Schedule Query Form (SIAASGQ) which may be used to view the faculty member's schedule for the term comes from the same window, using a Count Query Hits function. This is a query only form. Assignments entered on SSASECT will be displayed on the Faculty Assignment Form (SIAASGN). The Faculty Course Query Form (SIQSECM), used to display course section information associated with an instructor's existing schedule, is query only and is accessed from SIAASGN.

The instructional and non-instructional assignments are entered and maintained on the Faculty Assignment Form (SIAASGN). Instructional assignments entered here can have the instructional workload adjusted. For example, if a full Professor has been required to teach a remedial English course but will be given additional workload credit for doing so, then the **Override Workload** field would be used. All instructional and non-instructional assignments may be associated with a contract so that contract analysis may include only the appropriate assignments for the contract.

The following are the definitions of some of the calculations performed in the Faculty Load module. The legend below explains the examples for the calculations.

Letter	Definition
A	Total meeting period days for the term
B	Excluded meeting days from Schedule Exclusion Rules Form (SSAEXCL)
C	Number of minutes in a meeting period

Letter	Definition
D	Duration factor from Faculty Load Term Control Form (SIATERM)
E	% RES
F	% SES

*Calculated Workload*—This is calculated as follows:

Workload or Adjusted Workload \* % of Responsibility

$3.00 * 50\% = 1.5$  Calculated Workload

*Instructor Credit*—This is calculated as follows:

Session Credits \* % of Responsibility

$4.00 * 50\% = 2.0$  Instructor Credits

*Weekly Contact Hours*—This is the weekly contact hours associated with the session. This calculation uses the duration factor and percentage of session assigned to the faculty member. The following is an example of weekly contact hours:

<b>Hours Per Meeting Per Week</b>
$A - B * C$
D

Hours Per Meeting Per Week \* % Responsibility \* % of Session

$3 * 50\% * 100 = 1.5$  Weekly Contact Hours

*Total Contact Hours*—This is the total contact hours for the session for the term. This calculation uses the percentage of responsibility and percentage of session.

<b>Total Contact Hours</b>
$A - B * C$
$D * F * E$
Total Contact Hours = $\frac{(\# \text{ of Meetings} * \text{Hours Per Meeting}) * \% \text{ Responsibility} * \% \text{ Session}}{100}$

The total contact hour calculation on the Faculty Assignment Form (SIAASGN) uses the override value, should one exist, for contact hours per week from the Schedule Form (SSASECT).

If a section has multiple day and time combinations, the total contact hours are calculated by determining the contact hours for each combination, and then calculating the sum of these values, which will be the total contact hours.

**Meeting Combination 1:**

Contact Hours for Meeting 1	=	<u>Hours/Week from SSASECT</u>  Number of Meeting Days/ Week	x	Total Meeting Days
--------------------------------	---	--	---	-----------------------

**Meeting Combination 2:**

Contact Hours for Meeting 2	=	<u>Hours/Week from SSASECT</u>  Number of Meeting Days/ Week	x	Total Meeting Days
--------------------------------	---	--	---	-----------------------

**Total Contact Hours:**

=	Contact Hours for Meeting Combination 1	+	Contact Hours for Meeting Combination 2
---	--	---	--

An example is as follows:

For 199901, Anthropology 101, CRN 10030, meets with the following day and time combinations:

**Meeting 1:**

29-AUG-1999 to 13- DEC-1999	M, W, F	8:00 - 8:50	3 hours/week
--------------------------------	---------	-------------	--------------

**Meeting 2:**

29-AUG-1999 to 13- DEC-1999	R	12:00 - 1:50	2 hours/week
--------------------------------	---	--------------	--------------

**Note:** In this example, the hours/week values are overridden, but this calculation will work the same should you leave the default values in place.

**Meeting 1:**

=	Hours/ week from SSASECT	=	3	x	Total Meeting Days = 46
---	--------------------------------	---	---	---	----------------------------

	Number of Meetings/ Week	=	3	
		=	1 x 46	
		=	46	

**Meeting 2:**

=	Hours/ week from SSASECT	=	2	x	Total Meeting Days = 16
	Number of Meetings/ Week	=	1		
		=	2 x 16		
		=	32		

**Total Contact Hours = 78.00**

*Generated Credit Hours (GCH)*—This calculation uses the percentage of responsibility and session credit hour value.

$GCH = \# \text{ Credits Per Session} * \% \text{ Responsibility} * \# \text{ students in section}$

*Assignment FTE*—A full time equivalent will be calculated for each assignment. This value is calculated using the adjusted instructional workload and the term FTE factor from the Faculty Load Term Control Form (SIATERM). The following example uses a Term FTE factor of 15.

3	=	.20 FTE
15		

The non-instructional assignments are maintained in the Faculty Non-Instructional Assignment information on SIAASGN. The workload may be entered here or it can default from the information on the Faculty Non-Instructional Type Code Validation Form (STVNIST). Non-Instructional assignments may also be associated with a college, department and a TOPS code (Taxonomy of Programs and Services). An assignment FTE similar to the one calculated for instructional assignments is also included for each non-instructional assignment.

A position number may be entered for further integration with the Banner Human Resources System.

The Faculty Workload Summary window on the Faculty Assignment Form contains the Faculty Workload Summary information and the Faculty Workload Rules and Analysis information. The Summary information displays the summary results for the term including credit hours, generated credit hours, weekly contact hours, term contact hours, instructional workload, non-instructional workload, total workload, and term FTE.

A Next Block function from the Summary information performs the term analysis for the faculty member. If no workload rules rule code has been established or no workload rules are created, then no analysis can be performed. The term analysis will display the rule associated with the workload rule code and indicate whether the faculty member is in an underload or overload situation. A U is displayed next to the workload rule code value for underloads, an O is displayed for overloads.

For example, a faculty member with workload rule code 000001 should teach between 12 and 15 credits. The faculty member is only assigned to 10 for the term so the form would display as follows:

	Low	High
Credit Hours	12.00	15.00U

A message is displayed on the bottom of the form to indicate that the workload rules have *not* been satisfied by the instructor.

## Faculty Contract Analysis

The Faculty Contract Analysis Form (SIACONA) is used to perform the contract analysis for the faculty member on a term basis and on an overall contract basis.

This process works in the same fashion as the term analysis which is performed on the Faculty Assignment Form (SIAASGN). Contract analysis will summarize the terms associated with the contract in the first section on the form. For example, if Fall and Spring are both included in the contract, then the instructional workload for both Fall and Spring will be summarized into one total.

The Contract Term Analysis information will perform the analysis and display an overload or underload indicator for those rules which are not satisfied by the instructor's assignments. Only those assignments associated with a contract will be used in the contract analysis.

## Multiple Contracts

An instructor may be assigned to multiple contracts through the Faculty Contract information on the Faculty/Advisor Information Form (SIAINST).

This allows for an instructor to be associated with an unlimited number of contracts within the effective terms specified. An example where this may be useful is for a full-time professor who also has a secondary contract to teach an evening course in the Continuing Education Division, which should not impact the professor's full-time contract. Each assignment, either instructional or non-instructional, can now be associated with a specific contract code.

The **Default Indicator** must be specified when creating contract information. This default contract code will be used when assignments are created on either the Schedule Form (SSASECT) or on the Faculty Assignment Form (SIAASGN).

Faculty load analysis examines only the assignments associated with a contract when performing contract analysis.

Two methods of contract analysis exist, contract term analysis and contract analysis. Contract term analysis is supported using the Faculty Contract Term Rules Form (SIAFLCT). This rules form allows for rules to be established by term and contract type. There are two sections on the Faculty

Contract Analysis Form (SIACONA), Contract Term Workload and Contract Term Analysis, which display the contract term and workload rules, and perform the contract term analysis.

An example where contract term analysis might be used is when a faculty member's contract spans two terms, and the Dean needs analysis on the instructor's workload for a single term within the contract.

## Automatic PIN Creation

PINS can be added to Banner manually for an individual, by batch process using a population selection, or automatically by database trigger.

You have the option to automatically create PINs when a general student record or faculty record is inserted. Triggers on the SGBSTDN and SIBINST tables will create PINs when a student or faculty record is inserted into either table, if the triggers are set up to do so. This automatic creation allows the PIN to be available for use as soon as the person becomes eligible to access the self-service processing. The triggers will fire when the record is inserted, based upon the institution's PIN preferences and table selections on the PIN Preference Form (GUAPPRF).

Please note that performance issues may arise when the PIN triggers are used. You may need to turn this functionality off if batch processing is involved. Student and faculty records are generally processed individually and should not be affected. However, if you assign decisions which create student records using the Admit Decision Calc Report (SARBDSN), you may want to disable automatic PIN creation during batch decision runs.

Please refer to the *Banner General User Guide* for more information on PIN functionality and the PIN Preference Form (GUAPPRF).

## Automated Faculty Load and Compensation Processing

This processing automatically calculates faculty load payroll compensation in Banner Human Resources, based on faculty course load data from Banner Student. The matching faculty assignment is then automatically created in Banner Human Resources in the Faculty Load and Compensation module.

Please refer to the *Banner Human Resources User Guide* for more information.

### Overview

Forms and reports in Banner Human Resources allow a faculty member's assigned workload (course assignments and non-instructional assignments in Banner Student) to be used to automatically generate a compensation/job assignment record in Banner Human Resources.

- The Faculty/Advisor Information Form (SIAINST) and the Faculty Assignment Form (SIAASGN) provide the necessary data. SIAASGN uses the position and suffix numbers for the faculty assignment.
- The Faculty Non-Instructional Type Validation Form (STVNIST) is used to maintain faculty non-instructional type codes.
- The Course Labor Distribution Form (SCACLBD) and the Schedule Labor Distribution Form (SSACLBD) are used to maintain labor distribution data for adjunct faculty assignments.

You can calculate faculty compensation based on institution-specific rules. The calculation results populate the employee's job record, and payment is made during the payroll process. Banner Human Resources provides the rules and security controls needed to compile the core compensation records. Data is also used in the Faculty Compensation area of Employee Self-Service.

**Note:** The Banner Human Resources Faculty Load and Compensation module does not affect the Banner Student Faculty Load module and is not dependent on the Banner Student faculty workload rules.

## Building Job Labor Distribution Data for Courses

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

This information can be used for scheduling as well on the Schedule Labor Distribution Form (SSACLBD). (Labor distribution data is entered in Banner Human Resources.) The use of labor distribution information is optional. If this information is not entered on SCACLBD, the FOAPAL (fund, organization, account, program, activity, location) distribution for the associated position is used.

The data on SCACLBD is used to override the budget factors associated with the funding of a specific position in Banner Human Resources that has been assigned to the employee on SIAASGN.

The form displays one of two windows, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part-of-term or the effective term end date on STVTERM if no part-of-term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the **External Account Code** field must be entered, and no validation takes place. You can use the **Maintenance** button to copy and end the labor distribution information by term.

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

You can use the Options Menu to access SIAASGN and view faculty assignments, to access SSASECT and view term section details, and to access SSACLBD and view schedule labor distribution information.

## Building Job Labor Distribution Data for Sections

The Schedule Labor Distribution Form (SSACLBD) is used to build and maintain job labor distribution data at the section level (CRN) for adjunct faculty assignments.

(Labor distribution data is entered in Banner Human Resources.) The use of labor distribution information is optional. If this information is not entered on SSACLBD, the FOAPAL (fund, organization, account, program, activity, location) distribution for the associated position is used. The data on SSACLBD is used to override the budget factors associated with the funding of a specific position in Banner Human Resources that has been assigned to the employee on SIAASGN.

**Note:** The class section must first have been created using the Schedule Form (SSASECT), before using the Schedule Labor Distribution Form (SSACLBD).

Schedule labor distribution data defaults into the Class Schedule module (SSACLBD) based on the course labor distribution information defined in the Course Catalog module (SCACLBD). The defaulted information can be overridden to create section specific labor distribution records. Overrides take place when FOAPAL information exists on SSACLBD, and the **Use Schedule Labor Distributions** check box is selected on the Faculty Load Contract Type Control Rules Form (PTRFLCT) in Banner Human Resources. When this check 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:

When the **Use Schedule Labor Distributions** check box is selected (Y), the Faculty Load Extract Process (PEPFLAC) uses the FOAPAL on SSACLBD for the CRN if it exists.

- If the FOAPAL for the CRN does not exist, the process uses the FOAPAL from the job.
- If the FOAPAL from the job does not exist, the process uses the FOAPAL from the position.
- Values are defaulted to the process.

When the **Use Schedule Labor Distributions** check box is cleared (N), the Faculty Load Extract Process (PEPFLAC) uses the FOAPAL from the job.

- If the FOAPAL from the job does not exist, the process uses the FOAPAL from the position.
- Values are defaulted to the process.

When Banner Finance is not installed, the positions are funded through external account codes.

The form displays one of two windows, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part-of-term or the effective term end date on STVTERM if no part-of-term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the **External Account Code** field must be entered, and no validation takes place.

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

You can use the Options Menu to access SIAASGN and view faculty assignments, to access SSASECT and view term section details, and to access SSACLBD and view course labor distribution information.



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## Tracking Compensation for Faculty Assignment Records

Instructional and non-instructional data elements on the Faculty Assignment Form (SIAASGN) are used with the Banner Human Resources processing to build the faculty assignment record and track compensation based on term start and end dates.

**Note:** Faculty members are created on the Faculty Advisor Information Form (SIAINST) and must have the **Status** set to **AC** (Active) and the **Faculty (Indicator)** selected to be associated with assignments on SIAASGN.

The instructional elements used by the automated faculty load and compensation processing are: **CRN, Subject, Course, Section, Session Credit, Workload, Override Workload, Calculated Workload, Weekly Contact, Contract Type, Position Number, and Position Number Suffix.**

The non-instructional elements used are: **(Non-Instructional) Type, Workload, Weekly Contact, College, Department, Contract (Type), Position Number, and Position Suffix.**

The **Position Number** field is used to enter a position number for the faculty assignment. It is used to tie the faculty member's assignment to a position defined in the Banner Human Resources system. This is used when Position Control is installed.

- Use a List function to access the Position List Form (NBQPOSN) and view a list of all positions for the organization in position number order. You can query to narrow the results.
- Use a Count Query Hits function to access the Employee Job Inquiry Form (NBIJLST) and view all jobs that are in effect as of the query date in the Key Block. You can query to narrow the results.

When Position Control is not installed, the Count Query Hits and List functions are not available.

The **Position Number Suffix** field is used to display a position number suffix from Banner Human Resources. This is used when Position Control is installed.

**Note:** Banner Student users will need access to the NBQPOSN and NBIJLST forms in Position Control to use the position number data. These forms do not invoke Banner Human Resources Security. You can evaluate who at your institution should be able to access these forms.

The **Compensation Extracted** 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.

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**Note:** When the **Compensation Extracted** check box is selected and the **Compensation Applied** check box is not selected, 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 selected, 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 data that is not valid in SIRASGN displays a message based on the setting of the **Position Validation on Faculty Assignments** check box on the Installation Rules Form (PTRINST). When the check box is selected (Y), an error is displayed. When the check box is not selected (N), a warning message is displayed.

When a position number is entered for a course assignment and the record is saved, the following validation occurs:

1. The system checks that the position number exists in Position Control.
2. The system checks that the position has an active status.
3. If the position number does not exist, an error message is displayed.
4. If the position is not active, an error message is displayed.
5. If the position and suffix are selected, but the ID is for an employee, a warning message is displayed.

**Note:** Use the **Position Validation on Faculty Assignments** check box on the Installation Rules Form (PTRINST) 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 position numbers that are not valid, leave the indicator not selected (N).

## Using Position Numbers with Faculty Compensation

Position numbering and suffix numbering assignments for instructional and non-instructional items are used in the final compensation record that is passed to Banner Human Resources. Compensation can be for full-time, salaried faculty members and for part-time, course-based faculty members. Here are some recommended uses of position numbers and suffixes.

### *Full-Time Salaried Faculty*

Typically, a full-time faculty member has one job assignment and is compensated for a number of assigned activities.

Overload payments can occur when the faculty member is assigned more than a full load. In this situation, a separate position number is assigned in the Faculty Compensation module to designate the overload payment. If the same position number and suffix are used for the overload payment, the overload compensation is added to the regular assignment pay under one position, potentially

making identification of these payments difficult and also causing benefit costs to be incorrectly calculated against these additional dollars.

It is recommended that one position number and one suffix be used for the regular contact, and a unique position number and suffix be used for the overload.

### *Part-Time Course-Based Faculty*

Conditions can exist for part-time faculty members that affect how position numbers and suffixes are assigned and paid.

A faculty member may have some or all of the following payment conditions:

- a three week course,
- a course that runs for the entire length of the term,
- an online course that is associated with a two month time span,
- a non-instructional assignment that is to be charged to another area, or
- a course that runs for a part-of-term.

If these payment conditions exist within Banner Student assignments for a faculty member, each of these assignments must be associated with a unique position number/suffix combination. This is because the Faculty Compensation module is creating job assignments and calculating when they should be paid. In the above list of conditions, each assignment is paid at a different time and has different start and end dates on the faculty member's job assignments.

If a faculty member's assignments are only operating for one condition, such as two courses running for the entire length of the term that are charged to the same department, the same position number/suffix combination can be used. This is because the payments are added together and are paid and charged for the entire length of the term.

**Warning!** When the same position number and suffix combination is used for each faculty assignment in Banner Student, it can result in underpayment or overpayment in the Faculty Compensation module of Banner Human Resources.

### **Rolling Distribution Information**

The Roll Labor Distribution parameter in the Term Roll Report (SSRROLL) is used to roll the labor distribution FOAPAL information from SSACLB/SSRCLB for the section/CRN to the new term.

This FOAPAL is validated using the end date of the part-of-term for the CRN. If no part-of-term exists, the FOAPAL is validated using the end date from STVTERM, to ensure that the FOAPAL elements are valid until that date.

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

If all elements are successfully rolled, the process will display the *Section Rolled* message in the output. If any element of the FOAPAL is not valid, an error message will be printed on the output file, and the entire FOAPAL string will not be rolled. Other details associated with the CRN, such as instructors, links, fees, attributes, and so on, will still be rolled. If an error is encountered on a

class with split distributions, none of the FOAPAL records will be rolled, because this could cause an unbalanced labor distribution.

The following errors may be printed on the report output for FOAPAL elements that are not valid.

Message	Cause	Action
<i>*ERROR* Chart of Accounts is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Chart of Accounts Status Indicator</b> for this Chart of Accounts code is not active.	Enter an active Chart of Accounts code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Chart of Accounts code is terminated. Schedule Job Labor Distribution not rolled.</i>	The Chart of Accounts is no longer in effect in Banner Finance.	Enter an active Chart of Accounts code that has not passed its termination date on the Chart of Accounts Code Maintenance Form (FTMCOAS).
<i>*ERROR* Account Index is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Account Index Status Indicator</b> for this account index code is not active.	Enter an active account index on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Account Index is terminated. Schedule Job Labor Distribution not rolled.</i>	This account index is no longer in effect in Banner Finance.	Enter an account index that has not passed its termination date on the Account Index Code Maintenance Form (FTMACCI).
<i>*ERROR* Fund is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Fund Status Indicator</b> for this fund code is not active.	Enter an active fund code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Fund is terminated. Schedule Job Labor Distribution not rolled.</i>	This fund is no longer in effect in Banner Finance.	Enter a fund that has not passed its termination date on the Fund Code Maintenance Form (FTMFUND).
<i>*ERROR* Fund is not defined as data entry. Schedule Job Labor Distribution not rolled.</i>	This fund is not defined to be used for data entry in Banner Finance.	Enter a fund defined for data entry in Banner Finance.
<i>*ERROR* Organization is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Organization Status Indicator</b> for this organization code is not active.	Enter an active organization code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Organization is terminated. Schedule Job Labor Distribution not rolled.</i>	This organization is no longer in effect in Banner Finance.	Enter an organization that has not passed its termination date on the Organization Code Maintenance Form (FTMORGN).
<i>*ERROR* Organization is not defined as data entry. Schedule</i>	This organization is not defined to be used for data entry in Banner Finance.	Enter an organization defined for data entry in Banner Finance.

Message	Cause	Action
<i>Job Labor Distribution not rolled.</i>		
<i>*ERROR* Account is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Account Status Indicator</b> for this account code is not active.	Enter an active account code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Account XXXXXX is not a labor account. Schedule Job Labor Distribution not rolled.</i>	The account type is not of a labor account or the <b>Internal Account Type Code</b> is not set to 60 in Banner Finance.	Enter an account type code with an <b>Internal Account Type Code</b> set to 60 in Banner Finance.
<i>*ERROR* Account is terminated. Schedule Job Labor Distribution not rolled.</i>	This account is no longer in effect in Banner Finance.	Enter an account that has not passed its termination date on the Account Code Maintenance Form (FTMACCT).
<i>*ERROR* Account is not defined as data entry. Schedule Job Labor Distribution not rolled.</i>	This account is not defined to be used for data entry in Banner Finance.	Enter an account defined for data entry in Banner Finance.
<i>*ERROR* Program is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Program Status Indicator</b> for this account code is not active.	Enter an active program code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Program is terminated. Schedule Job Labor Distribution not rolled.</i>	This program is no longer in effect in Banner Finance.	Enter a program that has not passed its termination date on the Program Code Maintenance Form (FTMPROG).
<i>*ERROR* Program is not defined as data entry. Schedule Job Labor Distribution not rolled.</i>	This program is not defined to be used for data entry in Banner Finance.	Enter a program defined for data entry in Banner Finance.
<i>*ERROR* Activity is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Activity Status Indicator</b> for this activity code is not active.	Enter an active activity code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Activity is terminated. Schedule Job Labor Distribution not rolled.</i>	This activity is no longer in effect in Banner Finance.	Enter an activity that has not passed its termination date of the Activity Code Maintenance Form (FTMACTV).
<i>*ERROR* Location is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Location Status Indicator</b> for this location code is not active.	Enter an active location code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Location is terminated. Schedule Job Labor Distribution not rolled.</i>	This location is no longer in effect in Banner Finance.	Enter a location that has not passed its termination date on

Message	Cause	Action
		the Location Code Maintenance Form (FTMLOCN).
<i>*ERROR* Invalid Project code. Schedule Job Labor Distribution not rolled.</i>	A project code that is not valid has been entered in Banner Finance.	Enter a valid project code for this Chart of Accounts in Banner Finance.
<i>*ERROR* Invalid Cost Type XX. Schedule Job Labor Distribution not rolled.</i>	A cost type code that is not valid has been entered in Banner Finance.	Enter a valid cost type code for this Chart of Accounts in Banner Finance.

## Faculty Security Menu and Term Availability

Faculty members and advisors can be restricted by date/term from accessing information through the Faculty and Advisor main menu in Self-Service.

Date ranges can be set up to control access to the menu based on the term. Faculty members and advisors who are restricted from access to the main menu will see a message that access is not allowed.

The terms displayed to faculty members and advisors in the **Select a Term** pulldown list in Self-Service can also be restricted by date/term. Date ranges can be set up to control which terms are displayed in the list. Term information for a faculty member is compared to the active records on SIAINST. However, the **Status Date** field on SIAINST is not used in this processing.

### Set Up SOATERM

Use the Faculty and Advisor Access Dates section of the Part of Term and Web Registration Controls window on SOATERM to set up the date ranges in Self-Service for main menu access and term display in the pulldown list.

The term date rules use start and end dates. When no faculty member or advisor access dates have been set up for a term, the current functionality will be used. Rules can be created on a term-by-term basis or for all terms on SOATERM.

Faculty members and advisors will have access to the Banner Faculty and Advisor Self-Service main menu when one of two conditions exists: when the current date does not fall within any date range for any term and the person has an active status for any term on the Faculty/Advisor Information Form (SIAINST), or when the current date does fall within a date range and the person has an active status for the term on SIAINST.

All terms are displayed in the Self-Service **Select a Term** pulldown list when no date ranges have been defined on SOATERM, the person is active on SIAINST for the term, and the Faculty and Advisor Controls have been set on SOATERM.

When a date range is set up, the Self-Service main menu for faculty members and advisors will only be displayed for terms where the current date falls within the defined date range. A term is displayed in the term selection list when no dates exist for a term, and the faculty member has an active status. A term will not be displayed when the current date does not fall into a date range set up for access or when the faculty member is inactive for the term.

Unique term records can exist, such as:

Term	Start	End	Menu	Term Selection
200443	01-JAN-2008	30-JUN-2008	Checked	Unchecked
200443	01-AUG-2008	31-AUG-2008	Unchecked	Checked

But date ranges cannot overlap within the term for the menu access or for the term selection list.

## Processing Examples

Here are some examples of how menu access and term selection can be set up on SOATERM. Faculty member FACMEMBER1 has SIAINST records for the terms shown below.

### Example 1:

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2008	Checked	Checked
200620	Inactive	01-JAN-2009	30-JUN-2009	Checked	Checked

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- FACMEMBER1 has access to the menu, because FACMEMBER1 is active for term 200443, which is accessible on that date for term display.
- FACMEMBER1 sees term 200443 in the term selection list, because the current date falls within the range.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- FACMEMBER1 does not have access to the menu, because April 30, 2009, falls within the date range for term 200620, and FACMEMBER1 is not active in term 200620.
- FACMEMBER1 does not see term 200443 in the term selection list, because the current date does not fall within the range for term display.

Terms that are defined as greater than 200443 but less than 200520 will be displayed in the term selection list, because no dates have been defined for those terms.

### Example 2:

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2008	Checked	Checked



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Term	SIAINST	Start	End	Menu	Term Selection
200620	Inactive	01-JAN-2009	30-JUN-2009	Unchecked	Checked

---

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- FACMEMBER1 has access to the menu, because FACMEMBER1 is active for term 200443, which is accessible on that date.
- FACMEMBER1 sees term 200443 in the term selection list, because the current date falls within the range for term display.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- FACMEMBER1 has access to the menu, because April 30, 2009, does not fall within any date range for which menu access is selected.
- FACMEMBER1 does not see term 200443 in the term selection list, because the current date does not fall within the date range for term 200443.

**Note:** For a term, if a current date is not defined within any date range with the **Menu** check box selected, the faculty member will have access to the main menu, if the faculty member has an active SIAINST record. If the faculty member does not have an active SIAINST record, no menu access is allowed.

### Example 3:

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2008	Unchecked	Checked

---

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- FACMEMBER1 has access to the menu, because there are no dates defined for the current date.
- FACMEMBER1 sees term 200443 in the term selection list, because the current date falls within the range for term display.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- FACMEMBER1 does not see term 200443 in the term selection list, because the current date does not fall within the range for term display.
- FACMEMBER1 has access to the menu, because there are no dates defined for the term.

### Example 4:

SOATERM has no dates defined:

FACMEMBER1 logs into secure Self-Service.

---



- FACMEMBER1 has access to the menu, because there are no dates defined for the current date in any term.
- FACMEMBER1 has access to all active terms in the term selection list, because no restricted dates have been defined in any term.

**Example 5:**

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2009	Checked	Checked
200620	Active	01-JAN-2009	30-JUN-2009	Checked	Checked

There is an overlap in the dates.

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- FACMEMBER1 has access to the menu, because FACMEMBER1 is active for term 200443, which is accessible on that date.
- FACMEMBER1 sees term 200443 in the term selection list, because the current date falls within the range for term display.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- FACMEMBER1 has access to the menu, because April 30, 2009, falls within the date range for term 200443, and FACMEMBER1 is active in term 200443.
- FACMEMBER1 sees term 200443 and term 200620 in the term selection list, because the current date falls within the range for term display.

**Note:** Faculty members who are inactive in term 200620 have access to the menu, because the current date falls with the menu date ranges for term 200443, when the faculty members were active. However, they do not see term 200620 in the term selection list.

**Faculty Security Scripts**

Three scripts are used to create reports that assist with setup, testing, and troubleshooting. The scripts are not *run* from job submission. They are executed from the command line by developers or advanced functional users.

***srsormenu.sql: Menu Report***

This script creates a report for a specific date range and displays faculty members and advisors who can access the main menu in Banner Faculty and Advisors Self-Service for that date range.

The script uses two parameters. Enter the start and end dates for the period for which you want to run the report.

- start\_date\_dd\_mon\_yyyy (in format DD-MON-YYYY)
- end\_date\_dd\_mon\_yyyy (in format DD-MON-YYYY)

For example:

---

```

Faculty and Advisor Security Dates - Menu Access (SORFTRM)
                        Page    1
Enter value for start_date_dd_mon_yyyy: 19-AUG-2009
Enter value for end_date_dd_mon_yyyy: 31-AUG-2009
Start Date           End Date           Term
-----
19-AUG-09            20-AUG-09            099211
19-AUG-09            20-AUG-09            100001
21-AUG-09            22-AUG-09            No Menu Rule for Dates
23-AUG-09            29-AUG-09            200510
30-AUG-09            31-AUG-09            No Menu Rule for Dates

```

---

On August 19 and 20, 2009, only faculty members active in terms 099211 and 100001 will have access to the Faculty and Advisors menu in Banner Self-Service. (See lines 1 and 2 of the report.)

On August 21 and 22, 2009, any faculty members who are active in any term will have access to the Faculty and Advisors menu in Banner Self-Service, as no rules have been set up in SOATERM for these dates.

### *srsorterm.sql: Term Selection Report*

This script creates a report for a specific date range and provides a list of terms that will be displayed in the Banner Faculty and Advisors Self-Service term selection list for that date range.

If a term is not included in the report, that term will not be available for selection in Self-Service for that date range.

The script uses two parameters. Enter the start and end dates for the period for which you want to run the report.

- start\_date\_dd\_mon\_yyyy (in format DD-MON-YYYY)
- end\_date\_dd\_mon\_yyyy (in format DD-MON-YYYY)

### *srsortfrm.sql: Summary Report*

This script creates a report of the records stored in SORFTRM. These records are ordered by start date.

The script uses one parameter.

menu\_or\_term (M for menu, T for term, B for Both)

Enter M to capture all menu records (SORFTRM\_MENU\_IND is Y). Enter T to capture term records (SORFTRM\_TERM\_IND is Y). Enter B to capture all SORFTRM records.

## Faculty Security Process Rules

This section discusses faculty member and advisor process rules used in Banner Faculty and Advisor Self-Service.

Process rules are used to allow faculty member or advisor access to student information by process or role in Self-Service. The process codes used for the rules come from the Process Control Code Validation Form (STVPROC). The Faculty/Advisor Process Rules Form (SOAFACS) is used to set up the process rules for faculty members and advisors.

The rules on STVPROC control access to the following processes:

- accessing student schedules (DISPLAYSCHEDULE)
- accessing student test scores (DISPLAYTESTS)
- accessing student grades (DISPLAYGRADES)
- entering student grades (ENTERGRADES)
- accessing student holds (DISPLAYHOLDS)
- accessing student transcripts (TRANSCRIPT)
- accessing student compliance information (COMPLIANCE)

This section discusses the following topics:

- Obsolete GTVSDAX Rules
- Conversion from GTVSDAX to SOAFACS
- Modified GTVSDAX Rules and Corresponding Self-Service Pages
- Faculty Member and Advisor Access to Self-Service
- All Access to Self-Service
- Check Order Functionality
- Enforce Check Order Functionality

### Obsolete GTVSDAX Rules

Rules on GTVSDAX used with security processing have been made obsolete. The associated security functionality is maintained on SOAFACS. The affected rules have a modified description of *Obsolete, Use SOAFACS form*, or for the CHECKORDER rule, *Obsolete, Use STVPROC form*. A script is delivered to inactivate these rules.

The following rules used with faculty and advisor access to processing in Self-Service are obsolete. Their descriptions refer to the form used for security processing.

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y, N	ADVRPIN	N/A	FACWEB	Old - Is Advisor PIN Control On?	Sysdate

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
				<i>Updated - Obsolete 8.3, Use SOAFACS form</i>	
A, F	CHECKORDER	N/A	FACWEB	<i>Old - Access Order?</i>  <i>Updated - Obsolete 8.3, Use STVPROC form</i>	Sysdate
Y, N	FACPIN	N/A	FACWEB	<i>Old - Is Faculty PIN Control On?</i>  <i>Updated - Obsolete 8.3, Use SOAFACS form</i>	Sysdate

## Modified GTVSDAX Rules

The `ALLADVR` and `ALLFAC` rules are no longer used for faculty and advisor security purposes.

The associated security functionality has been moved to SOAFACS. However, these two rules still drive Self-Service display capabilities, and as such they will not be made obsolete. The rule descriptions have been updated in GTVSDAX to more accurately describe their current functionality.

The security functionality associated with the `ADVRTYPE` and `FACFATT` rules has been moved to SOAFACS. However, the rules are still used on GTVSDAX to determine whether to use the SOAFAPC rules for attribute/type checking with regard to the display of the Summary Faculty Wait List, Detail Faculty Wait List, and Detail Class List pages in Self-Service.

**Note:** Refer to the “Modified GTVSDAX Rules and Corresponding Self-Service Pages” topic for current GTVSDAX functionality for the `ADVRTYPE` and `FACFATT` rules with regard to these Self-Service ages.

The security functionality associated with the `PRIMINSTR` rule has been moved to SOAFACS. However, this GTVSDAX rule must exist to display the Summary Faculty Wait List, Detail Faculty Wait List, and Detail Class list pages in Self-Service.

**Note:** Refer to the “Modified GTVSDAX Rules and Corresponding Self-Service Pages” topic for current GTVSDAX functionality for the `PRIMINSTR` rule with regard to these Self-Service pages.

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y, N	ADVRTYPE	N/A	FACWEB	<i>Old</i> - Advisor Type Control On?  <i>Updated</i> - SOAFAPC Attribute/Type Check	Sysdate
Y, N	ALLADVR	N/A	FACWEB	<i>Old</i> - All Access for Advisors?  <i>Updated</i> - Display 'All' in Name Search	Sysdate
Y, N	ALLFAC	N/A	FACWEB	<i>Old</i> - All Access for Faculty?  <i>Updated</i> - Display 'All' in Name Search	Sysdate
Y, N	FACFATT	N/A	FACWEB	<i>Old</i> - Faculty Attribute Control On?  <i>Updated</i> - <i>Updated</i> - SOAFAPC Attribute/Type Check	Sysdate
Y, N	PRIMINSTR	N/A	FACWEB	<i>Old</i> - Primary Instructor Check On  <i>Updated</i> - Primary Instructor Checking	Sysdate

## Conversion from GTVSDAX to SOAFACS

Faculty and advisor records that were processed using security rules on the Crosswalk Validation Form (GTVSDAX) will be processed through the rules in the SOAFACS form and SORFACS table.

During the upgrade to this functionality, the values for these GTVSDAX rules will be translated from GTVSDAX and populated in SORFACS using a delivered conversion script.

The rules used on SOAFACS are delivered as system-required. With the exception of `ENTERGRADES`, each system-required process code from STVPROC has two associated rules on SOAFACS, one for faculty and one for advisor. The `ENTERGRADES` process is available for faculty only. The indicators (check boxes) on the form will be updated based on existing GTVSDAX rules at your site.

**Note:** It will be important to review your conversion, test these indicators when your upgrade has been performed, and confirm that faculty members and advisors or both do not have too much or too little access to student information.

Here is a list of the rules used on SOAFACS.

Rule/Indicator	Description
<b>Process Available on Self-Service</b>	<p>Check box used to indicate whether the process rule is active for the faculty member or advisor in Self-Service.</p> <p>When this indicator is selected, and faculty members or advisors meet the process rule, they have access to the process.</p> <p>When this indicator is cleared, faculty members and advisors cannot access the process, but they can see the link to the process. A message is displayed indicating they do not have access to the process.</p>
<b>All Access</b>	<p>Check box used to indicate that no security is invoked for the process, and faculty members and advisors are able to view <i>all available student information</i> in Self-Service.</p> <p>When this indicator has been selected, you cannot activate the settings for the other indicators except for the <b>Process Available on Self-Service</b> indicator.</p> <p>The <b>All Access</b> indicator <i>must</i> be cleared to set the other indicators to selected or cleared and activate those settings for the rule.</p>
<b>PIN Control</b>	<p>Check box used to indicate whether the student's PIN needs to be entered to access the</p>

Rule/Indicator	Description
	<p>process rule in Self-Service. When selected, the PIN is required.</p> <p>The <b>PIN Control</b> check box is not available for the <code>DISPLAYGRADES</code> or <code>ENTERGRADES</code> process rules.</p>
<b>Relationship - Faculty</b> - or - <b>Relationship - Advisor</b>	<p>Check box used to require that the faculty member or advisor must have a teaching or advising relationship with the student, to access the process rule in Self-Service.</p> <p>For example, when a faculty member is teaching a section in which the student is enrolled, and the Web page is displayed based on the student's ID, that faculty member can access the process.</p> <p>Or, when a faculty member is assigned to teach a section, and the Web page is displayed based on the CRN, that faculty member can access the process.</p>
<b>Primary - Faculty</b> - or - <b>Primary - Advisor</b>	<p>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.</p> <p>The faculty member must be the primary instructor on <code>SSASECT</code> to access the process.</p> <p>The advisor must be the primary advisor on <code>SGAADVR</code> to access the process.</p>
<b>Attribute Type Checking - Faculty</b> - or - <b>Attribute Type Checking - Advisor</b>	<p>Check box used to require that the faculty attribute type or advisor type must be selected to access the process rule in Self-Service.</p> <p>For faculty members, the system checks the attribute on <code>SIINST</code> and then cross-references <code>SOAFAPC</code>.</p> <p>For advisors, the system checks the advisor type on <code>SGAADVR</code> and then cross-references <code>SOAFAPC</code>.</p>

Here is a comparison of the GTVSDAX rules and the indicators that perform the same processing.

SOAFACS Indicator	GTVSDAX Rule	GTVSDAX Rule Status
<b>PIN Control</b>	ADVRPIN	Obsolete
<b>Attribute Type Checking</b>	ADVRTYPE	Menu option dependent

SOAFACS Indicator	GTVSDAX Rule	GTVSDAX Rule Status
<b>Attribute Type Checking</b>	FACFATT	Menu option dependent
<b>PIN Control</b>	FACPIN	Obsolete
<b>Primary</b>	PRIMINSTR	Menu option dependent
<b>All Access</b>	ALLFAC	Used for display
<b>All Access</b>	ALLADVR	Used for display
N/A	CHECKORDER	Moved to STVPROC, <b>Check Order</b> field

Your existing GTVSDAX rules will be converted using the delivered script, which will evaluate your rule settings and convert them to SOAFACS. You can then set the values and make them unique to faculty members or advisors for each process.

Here is a crosswalk that outlines each converted GTVSDAX rule, the SOAFACS process associated with the GTVSDAX rule, and the indicator that will drive access to that process. Seven unique process rules are available on SOAFACS. With the exception of `ENTERGRADES`, which is available for faculty only, each rule can be assigned to faculty members or advisors or both, which provides a total of 13 system-required rules that can be used on SOAFACS.

GTVSDAX Rule	Process	SOAFACS Indicator
ALLFAC	all seven processes	<b>All Access</b> - faculty record
ALLADVR	all except <code>ENTERGRADES</code>  <code>ENTERGRADES</code> not available for advisors	<b>All Access</b> - advisor record
ADVRPIN	all except <code>ENTERGRADES</code> , <code>DISPLAYGRADES</code> , <code>DISPLAYSCHEDULE</code>  <code>ENTERGRADES</code> not available for advisors	<b>PIN Control</b> - advisor record
FACPIN	all except <code>ENTERGRADES</code> , <code>DISPLAYGRADES</code> , <code>DISPLAYSCHEDULE</code>	<b>PIN Control</b> - faculty record
ADVRTYPE	all except <code>ENTERGRADES</code> , <code>DISPLAYSCHEDULE</code>  <code>ENTERGRADES</code> not available for advisors	<b>Attribute Type Checking</b> - advisor record
FACFATT	all except <code>DISPLAYSCHEDULE</code>	<b>Attribute Type Checking</b> - faculty record
PRIMINSTR	all except <code>DISPLAYSCHEDULE</code> for faculty	<b>Primary</b> - both faculty and advisor



GTVSDAX Rule	Process	SOAFACS Indicator
	all except ENTERGRADES, DISPLAYSCHEDULE for advisors	

The `DISPLAYSCHEDULE` rule is delivered with the **All Access** indicator selected (Y), as this functionality was provided previously. It is important to test this functionality for faculty members and advisors to be certain the appropriate access is allowed.

The `CHECKORDER` rule on GTVSDAX has been replaced with functionality on STVPROC. Because the GTVSDAX rule is generic, your setting for this rule at the time of the upgrade will be converted to all seven system-required processes on STVPROC. Those STVPROC settings can then be customized based on the process.

GTVSDAX Rule	Process	STVPROC
CHECKORDER	all seven processes  CHECKORDER for the ENTERGRADES process is only available for faculty  No advisor rule is available for ENTERGRADES on SOAFACS	Check Order field

## Modified GTVSDAX Rules and Corresponding Self-Service Pages

The `ADVRTYPE`, `FACFATT`, and `PRIMINSTR` rules control the display of Self-Service menu options and access to the associated pages.

GTVSDAX Rule	Menu Options Driven by Rule	GTVSDAX Description	Functionality
ADVRTYPE	<i>Faculty and Advisors Main Menu</i>  Summary Wait List (bwlkfcwl.P_FacWaitListSum)  Detail Wait List (bwlkfcwl.P_FacWaitList)  Detail Class List (bwlkfcwl.P_FacClaList)  These pages call the F_CheckCRNAccess function which then calls the F_CheckCRNProcess function. This second	SOAFAPC Attribute/ Type Check	Rule determines whether to use SOAFAPC Attribute/Type.

GTVSDAX Rule	Menu Options Driven by Rule	GTVSDAX Description	Functionality
	function checks the FACFATT and ADVRTYPE rules to determine whether to use the SOAFAPC rules for attribute/type checking.		
FACFATT	<p><i>Faculty and Advisors Main Menu</i></p> <p>Summary Wait List (bwlkfcwl.P_FacWaitListSum)</p> <p>Detail Wait List (bwlkfcwl.P_FacWaitList)</p> <p>Detail Class List (bwlkfcwl.P_FacClaList)</p> <p>These pages call the F_CheckCRNAccess function which then calls the F_CheckCRNProcess function. This second function checks the FACFATT and ADVRTYPE rules to determine whether to use the SOAFAPC rules for attribute/type checking.</p>	SOAFAPC Attribute/Type Check	Rule determines whether to use SOAFAPC Attribute/Type.
PRIMINSTR	<p><i>Faculty and Advisors Main Menu</i></p> <p>Summary Wait List (bwlkfcwl.P_FacWaitListSum)</p> <p>Detail Wait List (bwlkfcwl.P_FacWaitList)</p> <p>Detail Class List (bwlkfcwl.P_FacClaList)</p> <p>These pages call the bwlkilib.F_CheckCRNAccess function which checks the PRIMINSTR rule.</p>	Primary Instructor Checking	Rule must exist to display data on these pages.

## Faculty Member and Advisor Access to Self-Service

The processes on STVPROC and their associated rules on SOAFACS determine which links can be accessed in Banner Faculty and Advisor Self-Service by faculty members and advisors.

**Note:** The setting of the **PIN Control** indicator on SOAFACS is determined by the setting of the **Pin Control Allowed** indicator on STVPROC.

When the **Relationship**, **Primary**, or **Attribute Type Checking** indicators are selected for the advisor rule on SOAFACS for `DISPLAYGRADES`, access to most CRN-based links will *not* be permitted. Access to ID-based links will be permitted, including the Advisee Grade Summary page in Self-Service.

With the exception of the CRN-based Summary Class List page, other `DISPLAYGRADES` CRN-based links will not permit access by advisors when any of these options are selected, to prevent advisors from directly entering a CRN and thus bypassing security. While the Summary Class List page may be accessed by CRN, grades will not be displayed.

The **All Access** indicator allows advisors to select CRNs directly, because no security is invoked when the **All Access** indicator is selected.

Here is a comparison of how the rules affect access to Self-Service.

Process	PIN Control Allowed?	Associated Self-Service Menu Options
COMPLIANCE	Yes	<i>Faculty and Advisors Main Menu</i> <i>Student Information Menu</i> Degree Evaluation (bwlkfcap.P_FacDispCurrent)
DISPLAYGRADES	No	<i>Faculty and Advisors Main Menu</i> Midterm Grades (bwlkfmgd.P_FacMidGrd) Final Grades (bwlkffgd.P_FacFinGrd) Summary Class List (bwlkfcwl.P_FacClaListSum)
		<i>Faculty and Advisors Main Menu</i> Electronic Gradebook by Component (bwlkegrb.P_FacGradeComponents)

Process	PIN Control Allowed?	Associated Self-Service Menu Options
		<i>Student Information Menu</i> Electronic Gradebook for a Student (bwlkegrb.P_FacIDShrmrksProc) Registration History (bwlkhreg.p_fac_reg_hist) <i>Faculty and Advisors Main Menu</i> Advisee Grade Summary (bwlkgrde.P_advfingrd) Faculty Grade Summary (bwlkgrde.P_FacFinGrd) Incomplete Grades Summary (bwlkinclg.P_FacIncmpGrdSum)

When the **Relationship**, **Primary**, or **Attribute Type Checking** indicators are selected for the advisor rule on SOAFACS for `DISPLAYGRADES`, access to most CRN-based links will *not* be permitted. Access to ID-based links will be permitted, including the Advisee Grade Summary page in Self-Service.

With the exception of the CRN-based Summary Class List page, other `DISPLAYGRADES` CRN-based links will not permit access by advisors when any of these options are selected, to prevent advisors from directly entering a CRN and thus bypassing security. While the Summary Class List page may be accessed by CRN, grades will not be displayed.

The **All Access** indicator allows advisors to select CRNs directly, because no security is invoked when the **All Access** indicator is selected.

DISPLAYHOLDS	Yes	<i>Faculty and Advisors Main Menu</i> <i>Student Information Menu</i> View Holds (bwlkgstu.P_ViewHold)
DISPLAYSCHEDULE	Yes	<i>Faculty and Advisors Main Menu</i> <i>Student Information Menu</i> View Student Schedule (bwlkfstu.P_FacStuSchd) Student Week at a Glance

Process	PIN Control Allowed?	Associated Self-Service Menu Options
		(bwlkfshd.P_FacStuCrseSchd) Concise Student Schedule (bwlkcrse.P_FacStuSchd)
The <code>DISPLAYSCHEDULE</code> rule is delivered with the <b>All Access</b> indicator selected (Y), as all access to these links was provided previously. Security can be invoked for these links.		
DISPLAYTESTS	Yes	<i>Faculty and Advisors Main Menu</i> <i>Student Information Menu</i> Test Scores (bwlktest.P_FacDispTest)
ENTERGRADES This process is not available for advisors.	No	<i>Faculty and Advisors Main Menu</i> Midterm Grades (bwlkfmgd.P_FacMidGrd) Final Grades (bwlkffgd.P_FacFinGrd)
		<i>Faculty and Advisors Main Menu</i> Electronic Gradebook by Component (bwlkegrb.P_FacGradeComponents)
		<i>Student Information Menu</i> Electronic Gradebook for a Student (bwlkegrb.P_FacIDShrmrksProc) <i>Faculty and Advisors Main Menu</i> Incomplete Grades Summary (bwlkincg.P_FacIncmpGrdSum) Summary Class List (bwlkfctl.P_FacClaListSum)
TRANSCRIPT	Yes	<i>Faculty and Advisors Main Menu</i> <i>Student Information Menu</i>

Process	PIN Control Allowed?	Associated Self-Service Menu Options
		Academic Transcript Options (bwlkftrn.P_FacDispTran)
CHECKORDER  <b>Check Order</b> field on STVPROC can be set to Faculty, Advisor, or Both	N/A	Access to Self-Service menu options depends on how the rule is set up on SOAFACS, but which rule is selected can require the <b>Check Order</b> field. <ul style="list-style-type: none"> <li>When <b>Check Order</b> is set to <i>Faculty</i>, the faculty rule on SOAFACS is used for the process, if it is available.</li> <li>When <b>Check Order</b> is set to <i>Advisor</i>, the advisor rule on SOAFACS is used for the process, if it is available.</li> <li>When <b>Check Order</b> is set to <i>Both</i>, both faculty and advisor rules are evaluated, and the more permissive rule is used.</li> </ul>
Faculty and Advisor Security Information  (bwlksecr.P_FacAdvrSecurity)  There is no STVPROC process associated with this Web page. However, the page reflects the use of the SOAFACS rules.	N/A	<i>Faculty and Advisors Main Menu</i>  Faculty and Advisor Security Information  (bwlksecr.P_FacAdvrSecurity)  Reflects SOAFACS rules for review by faculty member or advisor

Notes for the Advisee Grade Summary page (bwlkgrde.P\_advfingrd):

- The security options on SOAFACS for `DISPLAYGRADES` include access to the Advisee Grade Summary page.
- When **All Access** is selected for `DISPLAYGRADES` on SOAFACS, the Advisee Grade Summary page displays only advisees, not all students.
- While the `DISPLAYGRADES` process on SOAFACS does apply to the Advisee Grade Summary page, there is no PIN control allowed for grades, and the advisor must have a relationship with the student in order for the advisee records to be displayed.
- The setting of **Relationship** check box will not influence access to the Advisee Grade Summary page, as an advisee/student relationship must always exist. Therefore, the **Primary** and **Attribute Type Checking** indicators are the security options that are applicable to Advisee Grade Summary page.

## All Access to Self-Service

The **All Access** check box on SOAFACS is used to indicate that no security is invoked for the process rule in Self-Service.

- When the **All Access** indicator is selected (set to Y), no other indicators may be selected for the rule.
- After the **All Access** indicator has been selected, you cannot change the settings of the other indicators except for the **Process Available on Self-Service** indicator.
- With the exception of the **Process Available on Self-Service** indicator, the **All Access** indicator *must* be cleared to set the other indicators to selected and have those settings invoked for the rule.

## Check Order Functionality

The CHECKORDER rule used on GTVSDAX is obsolete. Check order processing is controlled by the **Check Order** field on STVPROC. The indicator on STVPROC allows the choice of Faculty, Advisor, or Both.

An exception to this processing exists for the ENTERGRADES rule. Because the ENTERGRADES process is not allowed for advisors on SOAFACS, the only option used with the **Check Order** field for the ENTERGRADES rule is the Faculty option. While the field displays the values for Faculty, Advisor, or Both, only the value of Faculty can be saved for the ENTERGRADES rule.

When both the **Faculty** and **Advisor** check boxes on SIAINST are selected for an ID, the check order processing may need to determine which SOAFACS rule to use.

1. The faculty member *or* advisor has a relationship with the student. *Check order processing is not used.*

When the faculty member or advisor advises the student but does not teach the student, the advisor rule is selected.

When the faculty member or advisor teaches the student, the faculty rule is selected.

For example, when the ID is both a faculty member and advisor:

- The faculty member teaches Student A.
- The advisor advises Student B.

When the ID is requesting information for Student A, the faculty rule is selected. Check order processing is not used.

When the ID is requesting information for Student/Advisee B, the advisor rule is selected. Check order processing is not used.

2. The faculty member *and* advisor have relationships with the student. *Check order processing is used.*

When the faculty member or advisor teaches *and* advises the *same* student, check order processing is used.

For example, when the ID is both a faculty member and an advisor:

- The faculty member teaches Student A.

- The advisor advises Student A.

When the ID is requesting information for Student A, check order processing is used.

When the ID is requesting information for Student/Advisee A, check order processing is used.

3. The faculty member *or* advisor does not have a relationship with the student. *Check order processing is used.*

For example, when the ID is both a faculty member and an advisor:

- The faculty member does not teach Student C.
- The advisor does not advise Student C.

When the ID is requesting information for Student C, check order processing is used.

When the ID is requesting information for Student/Advisee C, check order processing is used.

## Enforce Use of Check Order

Check order processing is used only when a relation between the faculty and advisor record on SIAINST and a student or advisor or both cannot be established.

However, in some unique situations, it may be necessary to force the use of the check order process, even when a relation is clear. You can force the use of check order processing based on the setting of the **Enforce Check Order** check box on STVPROC. This option can be tied to a specific process on STVPROC, such as transcripts or compliance.

You can also use the **Override Process Rule Security** check box on SIAINST to override security for an individual ID. When this indicator is selected (Y), any ID will have access to student information on any Self-Service page that is available and is controlled by the rules on SOAFACS. The exception is the ENTERGRADES rule.

## Process Order

1. Security processing takes place.
2. STVPROC establishes the rule to be activated from SOAFACS.
  - a. If the rule provides access, the process stops.
  - b. If the rule does not provide access, SIAINST is selected for the setting of the **Override Process Rule Security** indicator.
    - When the **Override Process Rule Security** indicator is selected, the process provides all access for the SOAFACS rule that was executed for the STVPROC process and the associated SOAFACS process Self-Service link or links.
    - When the **Override Process Rule Security** indicator is cleared, the process stops, and access is not allowed.
3. Because the process checks the setting of the **Override Process Rule Security** indicator last, all faculty security processing is executed, and an SOAFACS rule is established.



## Check Order on STVPROC

The setting of the **Enforce Check Order** indicator on STVPROC is selected (Y) when the following is true.

- An ID is identified as both a faculty member and advisor on SIAINST, and both the student and advisee are related to that ID. The **Enforce Check Order** indicator is not needed, as the setting of the **Check Order** field would be used regardless.

or

- The setting of the **Check Order** field is selected by the process when an ID is identified as both a faculty member and advisor on SIAINST, and both the student and advisee are not related to that ID. The **Enforce Check Order** indicator is not needed, as the setting of the **Check Order** field would be used regardless.

or

- The setting of the **Check Order** field may optionally be selected by the process when an ID is identified as both a faculty member and advisor on SIAINST, and there is a relation to the student, either as faculty member or advisor.

Regardless of that relation, when the **Enforce Check Order** indicator is selected, the appropriate rule from SOAFACS is activated. This functionality accommodates schools that use open advising or similar processes. Even when the faculty member (who is flagged as both a faculty member and advisor on SIAINST) has a relation to the student, you can force the advisor rule or faculty rule. This can be done using the **Enforce Check Order** check box.

The setting of the **Check Order** field is not normally selected in this case, because there is a clear relation to the student, and the process can tell which SOAFACS rule to activate. However, the option to force the use of check order through the **Enforce Check Order** indicator can be selected.

**Note:** The **Check Order** field cannot be used with the ENTERGRADES rule, because that process is available for faculty only. The **Enforce Check Order** indicator also cannot be used with the ENTERGRADES rule.

Faculty or Advisor	Is there a relation to the student?	Relation check to select SOAFACS rule	Will Check Order be used?	Can Enforce Check Order be used?
Faculty	Yes	Faculty rule	No	No
Faculty	No	Faculty rule	No	No
Advisor	Yes	Advisor rule	No	No
Advisor	No	Advisor rule	No	No
Faculty and advisor	Teaching only	Clear relation - faculty rule	No	Yes

Faculty or Advisor	Is there a relation to the student?	Relation check to select SOAFACS rule	Will Check Order be used?	Can Enforce Check Order be used?
Faculty and advisor	Advising only	Clear relation - advisor rule	No	Yes
Faculty and advisor	Not teaching Not advising	No clear relation - requires check order	Yes	N/A
Faculty and advisor	Teaching and advising	No clear relation - requires check order	Yes	N/A

In the table above and in the following examples, consider the following:

"Teaching/teaches student" indicates the faculty member is assigned to a course for a term on SSASECT, and the student is registered for that course in that term. "Advising/advises student" indicates the advisee is assigned to the advisor using multiple advisors SGAADV.

### Usage Examples

The ID must be flagged as both a faculty member and advisor on SIAINST in order for the consideration of the check order process, whether enforced or not.

When an ID is flagged as both a faculty member and advisor, the process needs to determine how the ID is related to the student.

#### Example 1

*Faculty or Advisor Relation* - Relation is clear, so check order is not necessary. The option to use the **Enforce Check Order** indicator is available.

- When the advisor has a relation to the student (SGVADV), and the faculty member does not have an assignment for that student (SSASECT), then the SOAFACS *Advisor* rule for the process is selected.
- When the faculty member has a relation to the student (SSASECT), and the advisor does not have an assignment for that student (SGAADV), then the SOAFACS *Faculty* rule for the process will be selected.

Such as:

- The ID is both a faculty member and an advisor.
- The faculty member teaches student A.
- The advisor advises student B.

When the SIAINST ID requests information for student A, the *Faculty* rule is used. The setting of the **Check Order** field is not used.

When the SIAINST ID requests information for student B, the *Advisor* rule is used. The setting of the **Check Order** field is not used.

### Example 2

*Both Relations, Faculty and Advisor* - The relation is not clear, so check order processing is necessary. The use of the **Enforce Check Order** indicator is irrelevant, as the process checks anyway.

When the SIAINST ID is both an advisor for the student (SGVADVR) and a faculty member for the student (SSASECT), then the setting of the **Check Order** field on STVPROC determines whether the `Faculty` rule or the `Advisor` rule on SOAFACS is used.

Such as:

- The ID is both a faculty member and an advisor.
- The faculty member teaches student A.
- The advisor advises student A.

When the SIAINST ID requests information for student A, the setting of the **Check Order** field is used.

When the SIAINST ID requests information for advisee A, the setting of the **Check Order** field is used.

### Example 3

*No Relation* - Faculty or advisor relation is not clear, so the check order process is necessary. The use of the **Enforce Check Order** indicator is irrelevant, as the process checks anyway.

When the SIAINST ID is not related to the student in any way, then the setting of the **Check Order** field on STVPROC determines whether the `Faculty` rule or the `Advisor` rule on SOAFACS is used.

Such as:

- The ID is both a faculty member and an advisor.
- The faculty member does not teach student C.
- The advisor does not advise student C.

When the SIAINST ID requests information for student C, the setting of the **Check Order** field is used.

The **Enforce Check Order** option is available for Example 1. The SIAINST ID is flagged as both a faculty member and an advisor, and the ID has a clear relation to the student. The **Check Order** field is not needed, because a relation is clear. However, the option to **Enforce Check Order** can be used under certain situations.

For instance, if the advisor has a relation to the student (SGVADVR), and faculty member does not have an assignment for the student (SSASECT), the SOAFACS `Advisor` rule for the process would be selected.

When **Enforce Check Order** is selected, and the **Check Order** field is set to `Faculty`, the SOAFACS `Faculty` rule would be forced.

Also, if the faculty member has a relation to the student (SSASECT), and the student is registered for the course, and the advisor does not have an assignment for that student (SGAADVR), then the SOAFACS `Faculty` rule for the process would be selected.

When **Enforce Check Order** is selected and the **Check Order** field is set to `Advisor`, the SOAFACS `Advisor` rule would be forced.

Such as:

- The ID is both a faculty member and an advisor.
- The faculty member teaches student A.
- The advisor advises student B.

When the ID requests information for student A, the `Faculty` rule is used. Check order is not necessary. However, if the **Enforce Check Order** indicator is selected, the process disregards the relation and uses the check order rule.

When the ID requests information for student B, the `Advisor` rule is used. Check order is not necessary. However, if the **Enforce Check Order** indicator is selected, the process disregards the relation and uses the check order rule.

**Note:** The STVPROC **Check Order** field determines which SOAFACS rule is activated for the Self-Service URL. Whether or not the ID actually is presented with the student information is driven by the rules on SOAFACS.

### *Use of the DISPLAYGRADES Rule*

The `DISPLAYGRADES` rule links perform differently than other processes with regard to the SOAFACS `Advisor` or `Faculty` rules.

When an ID is defined as both a faculty member and an advisor on `SIINST`, and the relation is not clear, the check order process is used. However, the `DISPLAYGRADES` rule contains a combination of ID and CRN-based links. The CRN-based links cannot be accessed by the advisor rules.

The selection of the SOAFACS rule can depend on:

- whether or not the link is a CRN-based link (faculty) verses an ID-based link (faculty or advisor).
- whether or not the faculty member is associated with the CRN, or if the advisor is associated with the ID.

For the `DISPLAYGRADES` rule, when an ID is both a faculty member and an advisor, depending on whether the link is CRN or ID-based, and whether the ID has a course assigned and has an advisee, the **Enforce Check Order** indicator can be used.

### *Override Process Rule Security for an ID*

You can override process rule security for an ID on `SIINST`. The **Override Process Rule Security** indicator is optional and can only be selected when either the **Faculty** or **Advisor** or both indicators are selected.

When this security option is selected, the user can access student information on Banner Student Self-Service Web pages associated with the process rules on SOAFACS. The security display rules on SOAFACS are overridden, except for the `ENTERGRADES` rule. When the **Override Process Rule Security** indicator is cleared, standard security processing is invoked.

When the **Override Process Rule Security** indicator is selected, **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 selected or cleared. There is no audit process associated with the **Override User ID** or **Override Process Rule Security** activity date information.

The **Override User ID** value, **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 selected, 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 instructor to access the link, regardless of the existing settings.

**Warning!** The **Override Process Rule Security** indicator always provides Self-Service access for the ID when selected (Y), even when the SOAFACS process is not available on Self-Service or when the SOAFACS process has no access.

When the links are available in Self-Service and the indicator is selected for the instructor, access to the link and associated student information is allowed.

It is suggested that 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 selected, 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.

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## Faculty load purge process

The following purge process may be used to purge information in the Faculty Load Module.

### Instructor Term Rule Purge (SIPASGN)

This process will purge, by user-defined parameters, the instructional assignments, the non-instructional assignments, and the workload term rules for the term specified.

## Faculty load interface to Human Resources

Please refer to the "Interfaces" chapter for information on the interface between Faculty Load data and Banner Human Resources.

## Faculty Load Reports

The following reports are run through the Faculty Load module.

Instructor Schedule Report	(SIRASGQ)
Faculty Load Contract Analysis Report	(SIRCTAL)
Faculty Load Term Analysis Report	(SIRTRAL)
Instructional Assignment Purge	(SIPASGN)

*Please refer to the Banner Student Reports and Processes Handbook for report descriptions, instructions, parameter definitions, and output samples.*

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# Location Management

This chapter discusses processing and procedure information for Location Management.

## Location Management Procedures

Here are tasks you can perform in this module.

### Housing Room Assignment Using Building and Room Genders

This topic discusses gender specific buildings and non-gender specific buildings.

#### Gender Specific Buildings

If a building is specified as either a male building or a female building on the Building Definition Form (SLABLDG), only persons matching that building's specific gender are permitted to be assigned to the building.

If a gender is entered on (SLABLDG), it defaults to each room in the building on the Room Definition Form (SLARDEF). The default value cannot be changed to the opposite sex; however, the system does permit the removal of the original gender specification, which was the default value from SLARDEF. Yet, even if the gender is removed (`Not Available`) from the **Gender** field on the Room Definition Form (SLARDEF), the system only permits the assignment of those persons matching the gender that was specified to the room at the building level. There are no overrides provided to allow a person of an unknown or opposite gender to be assigned to the rooms in a gender specific building. These rules are used in batch and online processing of housing assignments.

#### Gender Non-Specific Buildings

If the gender of a building is not specified on the Building Definition Form (SLABLDG), then the **Gender** field is `Null` or `Not Available`, and persons of all genders, male, female, and unknown, may be assigned to the building.

Assignment will be made according to the following, online, room specific gender rules:

- If the gender of the building is `Not Available` on the Building Definition Form (SLABLDG), and the gender of the room is designated as `Male` on the Room Definition Form (SLARDEF), only persons of male gender may be assigned to this room.
- If the gender of the building is `Not Available` on the Building Definition Form (SLABLDG), and the gender of the room is designated as `Female` on the Room Definition Form (SLARDEF), only persons of female gender may be assigned to this room.
- If the gender of the building is `Not Available` on the Building Definition Form (SLABLDG), and the gender of the room is `Not Available` on the Room Definition Form (SLARDEF), male,

female, and unknown genders may be assigned to this room. This allows for married housing and co-ed rooms to be processed.

When performing the Batch Scheduling of Housing Assignments, the following rules are used:

- If the gender of the building is `Not Available` on the Building Definition Form (SLABLDG), and the gender of the room is designated as `Male` on the Room Definition Form (SLARDEF), only persons of male gender may be assigned to this room.
- If the gender of the building is `Not Available` on the Building Definition Form (SLABLDG), and the gender of the room is designated as `Female` on the Room Definition Form (SLARDEF), only persons of female gender may be assigned to this room.
- If the gender of the building is `Not Available` on the Building Definition Form (SLABLDG), and the gender of the room is `Not Available` on the Room Definition Form (SLARDEF), male, female, and unknown genders may be assigned to this room. However, the first applicant scheduled into the room defines the room gender for the Batch Scheduling process.

**Note:** The **Gender** field remains `Not Available` on SLARDEF.)

If the first applicant assigned to the room has not designated a gender on the Dorm Room and Meal Application Form (SLARMAP), then no one else is scheduled in batch into the room, because the gender of the room remains unknown.

## Housing Module Deposits

The total amount of housing deposits which the applicant has paid for the term is displayed in the Key Information of the Room Assignment Form (SLARASG).

The total amount of meal deposits for the term is displayed on the Meal Assignment Form (SLAMASG), and the total amount of phone deposits for the term is displayed on the Phone Assignment Form (SLAPASG).

These deposit amounts are summarized by a deposit type which exists on the Deposit Detail Control Form (TGADEPC). These deposit types are validated against the Deposit Type Validation Form (TTVDTYP). The deposit type for Housing Deposits must be `HOU`, `MEA` for meal deposits, and `PHO` for phone deposits.

Deposits maintained on the Student Payment Form (TSASPAY) or Billing Mass Date Entry Form (TSAMASS) or Account Detail Form (TSADETL) for the term which have not expired are summarized by deposit type, and the total amount for the term displays on the appropriate assignment form.

## Housing Module Assessment

The assessment of dormitory rooms, meal plans, and phone charges is user-defined based on the rules established on the Room/Meal/Phone Rate Code Rules Form (SLALMFE).

Assessment rules are established by term to allow for different assessment rules for each term. The user can create assessment rules based on either a daily rate, a monthly rate, or a term rate. This gives the institution the ability to charge a daily rate for dormitory rooms, a term rate for meal plans, and a monthly charge for phone usage.



The Room/M meal/Phone Rate Code Rules Form has three sections for creating assessment rules: one for housing rates, one for meal rates, and the other for phone rates. Each section functions in the same manner. Before building these assessment rules, the user must establish the valid rate codes on the Room Rate Code Validation Form (STVRRCD), Meal Rate Code Validation Form (STVMRCD), and Phone Rate Code Validation Form (STVPRCD). Detail codes must also be created for each different charge that will be assessed. These are created on the Detail Code Control Form (TSADETC). The detail code must be established with the following category codes:

HOU	-	Housing assessments
MEA	-	Meal plan assessments
PHO	-	Phone assessments

The **Refundable** check box must be selected for these detail codes to process refunds.

After the validation tables and the detail codes have been created, the assessment rules can be built on Room/M meal/Phone Rate Code Rules Form (SLALMFE). Each rate code and how it will be assessed (daily, monthly, or term) is entered.

A detail code is then entered for the rate code followed by the base rate to be assessed. This base rate should be the daily rate if the assessment type is **D**, the monthly rate if the assessment type is **M**, or the term rate if the assessment type is **T**. The base rate will be multiplied by the calculated number of days, months, or terms, for the housing, meal or phone assignment. The base rate and the minimum charge must be less than or equal to the maximum charge.

The days, months, and term associated with a dorm room, meal, or phone assignment are calculated on the Room Assignment Form (SLARASG), Meal Assignment Form (SLAMASG), or the Phone Assignment Form (SLAPASG) respectively. The user can then specify a minimum and maximum assessment amount. If the calculated assessment amount is less than the minimum, the minimum amount is assessed. If the calculated assessment amount is greater than the maximum amount specified, the maximum amount is assessed.

When the assignments are created on the Room Assignment Form (SLARASG), Meal Assignment Form (SLAMASG), and the Phone Assignment Form (SLAPASG), the user has the ability to review assessments by selecting the **Review Assessments** check box in the Assessment Information window of each form. This calculates the assessment based on the rates on the Room/M meal/Phone Rate Code Rules Form (SLALMFE) and the number of days, months, and terms associated with the assignment's beginning and ending date, but does not update the student's account in the Accounts Receivable module.

For example, the beginning and ending dates used by the Housing Module for term 199001 were established as 27-AUG-1990 and 16-DEC-1990 on the Term Code Validation Form (STVTERM). This calculates out to 112 days, 3.64516 months, and 1 term. These values are multiplied by the base rate amount on SLALMFE to calculate the assessment amount. If a daily base rate of \$10.00 a day has been established then the applicant is assessed \$1120.00 (112 days \* \$10.00). If a monthly base rate of \$25.00 has also been established, then the applicant is assessed \$91.13 (3.64516 months \* \$25.00). The minimums and maximums are then applied.

To review an assessment, you may perform a Next Block to access the Assessment Information window.

When monthly charges are to be created, they will be assessed in monthly increments for as many months as specified or calculated on the assignment forms. This facilitates the ability to charge

apartment rentals on a monthly basis. In the previous example the following monthly charges would be assessed:

27 Aug 1991	25.00
27 Sept 1991	25.00
27 Oct 1991	25.00
27 Nov 1991	16.13 (.64512 x 25.00)

There is a 12 month limit on monthly assessments.

Reviewing assessments does not update Accounts Receivable with the charges. The **Review Assessments** check box is used to test the assessment process for a sampling of students to insure that the assessment rules are established correctly.

There are two methods for assessing the housing, meal and phone assignments and updating the person's account in the Accounts Receivable module.

- The first method is to individually assess each person online by selecting the **Process Assessments** box on the Dorm Room Assignment Form (SLARASG), Meal Assignment Form (SLAMASG), and the Phone Assignment Form (SLAPASG).
- The second method is to run the Batch Fee Assessment Process (SLRFASM) to assess all persons with housing, meal, and phone assignments for the term. The charges assessed may then be viewed on the Student Payment Form (TSASPAY), the Account Detail Form (TSADETL), or the Account Detail Review Form (TSAAREV). The source types associated with these charges are: DORM = B, MEAL = V, PHONE = U.

The refunding of assessments may be processed in two methods.

- The first method is to apply a refund percentage to the appropriate assignment status code. The status codes must be created on the Room Assignment Status Code Validation Form (STVASCD), Meal Assignment Status Code Validation Form (STVMSCD), and Phone Assignment Status Code Validation Form (STVPSCD). The status code effective dates and refund percentages are established on the Room Assignment Status Form (SLAASCD), Meal Assignment Status Form (SLAMSCD), and Phone Assignment Status Form (SLAPSCD).
- The second method is to adjust the assignment dates and recalculate the day or months on the Room Assignment Form (SLARASG), Meal Assignment Form (SLAMASG), and the Phone Assignment Form (SLAPASG). Method two is only appropriate when using daily and monthly rates.

When the assessment is processed for the assignment, an adjustment will be written to the student's account detail for the difference between the original assessment and the new assessment.

Remember, the **Refundable** check box on TSADETC must be selected for the detail code to process refunds.

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## Batch Scheduling of Housing Assignments

Batch scheduling of housing assignments is a process used to schedule housing applicants into the available dormitory rooms for a user-requested term.

There are two steps in the batch scheduling process.

1. Run the Batch Housing Schedules Report (SLRSCHE)

This process can be run through job submission. This is a COBOL program which extracts the building, room, and application data from the database, and creates a temporary assignment file based on the applicant's preferences, priorities, and attributes. The only parameter selection needed is the processing term. The Term Code parameter, in addition to username and password, must be updated in the exact positions in `slrsche.prm`.

2. Run the Batch Scheduler Report (SLRSCHD).

In update mode this step can update the database with the assignment information from the previous step. If the assignment information is not in its final form, then the step can be run in audit mode which will not update the database. A report is also produced in this step. This report gives the complete scheduling information about each applicant's preferences, priorities, gender, and attributes, and the room which is assigned. Applicants who could not be scheduled are also listed on the report.

These steps can be run multiple times in audit mode until the best utilization of applicants to available dorm rooms is achieved.

The user can select one of three sort options for the Batch Scheduler Report (SLRSCHD): Applicant name, Applicant ID, or Applicant priority number. The report lists those applicants who were scheduled, followed by the applicants who could not be scheduled.

When running in Update mode the following selection options must be specified:

*Room Rate Code* - This is the rate code which is used if no rate code exists on the Room Definition Form (SLARDEF) for the room being assigned. This rate code must exist on the Room Rate Code Validation Form (STVRRCD).

*Room Assignment Status* - This is the dorm room status code used for the assignment. This updates the **Status** field on SLARASG. This status must exist on the Room Assignment Status Code Validation Form (STVASCD).

*Room Assignment Status Date* - This is the date associated with the room assignment status. This date must fall within the range established on the Room Assignment Status Form (SLAASCD).

The scheduling is done using a variety of institution and student specified elements. The batch scheduler methodology is listed below:

*Room Type* - Only rooms designated as dormitory rooms as "Dormitory" in the **Room Type** radio group on the Room Definition Form (SLARDEF) are loaded into the scheduler.

*Room Priorities* - Each room can be defined with a room priority. This is done on the Room Definition Form (SLARDEF). This room priority is used when loading the available dormitory rooms into the batch scheduler. The lower the number - the higher the priority. For example, rooms with a priority of "1" are scheduled first. All rooms with the same priority are then sorted by building code and ascending sequence room number. If an institution wishes to use all of its single rooms first then these rooms should be given a priority of 1.

If not entered, the room priority on SLADREF defaults to 99999999. The following is an example of how rooms would be loaded into scheduler:

Priority	Building Code	Room Number
1	Adams	202
1	Burns	101
1	Burns	102
1	North	101
99999999	Adams	101
99999999	Adams	102
99999999	Adams	104
99999999	Burns	102

**Room Capacity** - Rooms where the capacity equals zero are not loaded into the scheduler.

**Beds Remaining** - The applicants which have already been assigned to the dormitory room are selected before each room being loaded into the scheduler. For example, if a group of applicants has already been manually assigned to dormitory rooms before the scheduler is run, then these beds are not available to be scheduled through the batch scheduler. Dorm room South 101 has a capacity of four. Two applicants have already been assigned to the room. When South 101 is loaded into the scheduler it is loaded with only two beds available. This prevents rooms from being over-allocated by the scheduler.

**Inactive Rooms** - Rooms which have been marked inactive are not loaded into scheduler. There are two different methods used to inactivate a room.

1. The Status field on the Room Definition Form (SLARDEF), which is validated against the Room Status Code Validation Form (STVRMST), can be used to flag the room as inactive.
2. The room can also be inactivated for a period of time through the Room Inactivation information on the Room Definition Form. If the room is inactive for any day during the term being scheduled, then the room is not available for scheduling.

**Room Gender** - Each room can be specified with a gender designation. Rooms designated as **Male** rooms can only be assigned to male applicants and **Female** gender rooms to female applicants. If the room gender designation is **Not Available**, then the first applicant scheduled into the room defines the room gender for the scheduling process. (**Note:** The gender designation remains **Not Available** on SLARDEF.) If the first applicant into the room has not designated a gender on the Housing and Meal Application Form (SLARMAP), then no one else is scheduled into the room because the gender of the room is unknown.

**Housing Applicants** - The batch scheduler loads those applicants for the user selected term who have requested a room assignment. This selection is done using the **Application Type** field on the Housing and Meal Application Form (SLARMAP) and the Room and Meal Application Type Validation Form (STVARTP). The following applicants are not processed by the batch scheduler:

1. Applicants who have requested only a meal assignment.
2. Applicants who have already received a dorm room assignment for the term.

3. Applicants whose application has been inactivated through the **Application Status** on SLARMAP and the Housing Application Status Code Validation Form (STVHAPS).

*Room Attributes* - The user may define attributes associated with each building through the Building Definition Form (SLABLDG). These attributes then default to the Room Definition Form (SLARDEF) for each room in the building. The building attributes can be deleted on SLARDEF or new room-specific attributes can be added. These attributes are then used to locate the best fit of applicants to available dorm rooms.

Attributes can also be designated as "must match" attributes. These must match attributes are given special processing considerations in the scheduler. An applicant must have the same attribute specified on the applicant's Housing and Meal Application Form (SLARMAP) to be assigned to a room with a must match attribute. The attribute does not have to be designated as a must match attribute on the application; it must just exist.

The following example outlines this process:

Scores by Applicants					
Room	Capacity	Attributes	1	2	3
North 101	2	Smok-selected	1	0	0
North 102	1	Coax	0	0	1
		Nsmk			
North 103	2	Coax	0	0	0
		Smok-selected			
		Hand-selected			
North 104	1	Smok	3	N/A †	N/A †
		Coax			
		Sngl			
		Hand			
North 105	1	Coax	0	2	0
		Sngl-selected			
		Hand			
† N/A - Not Available - due to full capacity					
Applicants		Attributes			
(1) 111-11-1111		Smok-selected			
		Sngl			
		Coax			

			Scores by Applicants		
Room	Capacity	Attributes	1	2	3
(2) 222-22-2222		Sngl-selected			
		Hand-selected			
(3) 333-33-3333		Nsmk-selected			
		Sngl			

**Note:** None of the applicants has specified a preferred building, category, or room number.

Applicant Number 1 has requested a smoking room, and the **Must Match (Indicator)** in the Special Attributes window of SLARMAP is selected. This means that only rooms with a smoking attribute are available for scheduling this applicant. This applicant also requested a single room (Sngl) with a Coax cable (Coax). Neither of these attributes have been designated as "must match" so the scheduler will look for an available room with these as "best fit" attributes.

Keeping the applicant's attributes in mind, each available room will be examined and scored until the best fit of room attributes to applicant attributes can be accomplished.

North 101 is a smoking room, so it is available to the applicant, but it has no attributes for single room and Coax, so it receives a score of 1. North 102 is not specified as a smoking room, so it is not available for this applicant. It receives a score of zero. North 103 is a smoking room, but it has a "must match" attribute of handicap (Hand-selected), which means that only an applicant with a handicap attribute can be scheduled in the room. Hence, the room is not available for this applicant; it receives a score of zero. North 104 has a smoking attribute. It also has single room and Coax attributes, hence it receives a score of 3. North 105 has a no smoking attribute, so it receives a score of 0.

The room with the highest score is then used to schedule the applicant. Applicant number 1 is scheduled into North 104.

Under the same method of best fit scheduling, applicant Number 2 will be assigned to North 105 because of its score of two - single and handicap attributes available, and applicant number 3 will be scheduled into room North 102.

**Assignment Priorities** - Applicants are assigned to rooms in the user defined priority sequence. These priorities can be entered online on the Housing and Meal Application Form (SLARMAP), or they can be loaded through a user created SQL\*Plus loader program. As with the room priorities, the lowest priority is scheduled first. These priorities can be used to assign all of your freshman first or all the athletes first, whatever your institutional policy states. If no priority is entered it defaults to 99999999. The application add date and time is also used to further sort the applicants with the same priority code. If an applicant has no priority, they will be processed in application date order after the applicants with priorities. The following example outlines the priority processing for the applicants listed:

**Example:**

Applicant	Priority	Date
111-11-1111	1	01-MAR-1990
222-22-2222	1	03-MAR-1990
333-33-3333	1	03-MAR-1990
112-22-3322	2	02-MAR-1990
223-00-9099	to 99999999	01-MAR-1990

*Campus Request* - If the applicant requests a room assignment on a specific campus, then only the rooms on that campus are used. If no campus is specified on the Housing and Meal Application Form (SLARMAP), then any room regardless of its campus designation can be used for assignments.

*Room Preference* - The applicant may further specify building and category preference by adding a specific room preference. The scheduler then tries to schedule the applicant into the building and room requested. If the room is not available or the attributes cannot be matched, then the applicant is scheduled into the next available room within the building and category (if specified) if possible. A message is generated on the scheduler report which informs the user that the room requested was not available.

*Category Preference* - The applicant may further specify building preference by adding a building category preference. Categories can be used to further define buildings, for example, first floor, freshman floor, suites, wings. The scheduler then tries to schedule the applicant into the building and category which was requested. If no room is available or the attributes cannot be matched for the category requested, the applicant is scheduled into the next available room within the building if possible. A message is generated on the scheduler report which informs the user that a room in the requested category and building could not be located. Categories are only used within the buildings specified; they do not cross buildings. If the applicant specifies the first floor of North Hall building on the application and no rooms are available in North Hall, then the first floor category code is no longer used in scheduling.

*Building Preference* - The applicant may request a room in a specific building. The scheduler then tries to schedule the applicant into a room in the building which was requested. If no rooms exist in the building which meet the applicant's attributes, the applicant is scheduled into the next available building and room. A message is generated on the scheduler report which informs the user that a room in the preferred building could not be located.

*Roommate Preference* - The applicant can also specify preferred roommates on the Roommate Application Form (SLARMAT). An unlimited number of preferred roommates may be specified.

After a roommate application has been completed, all roommates whose **Acceptance** check box is selected on SLARMAT are scheduled together as a group into the best fit available room.

The highest priority of the group is used as the priority and the gender of highest priority applicant is used to designate the room gender being requested.

**Note:** The gender and priorities of each roommate in the group do not have to match for scheduling.



The Roommates Room Preference information and Roommate Room Attribute information on SLARMAT are used to locate the best fit room for the group of roommates. These preferences and attributes are used in the same manner as an individual applicant preferences and attributes.

If no room with enough capacity or with the required attributes is available for the group of roommates, then each applicant is scheduled as an individual using the applicant's own preferences and attributes specified on their Dorm Room and Meal Application Form (SLARMAP).

The Scheduler Report lists the roommates scheduled and the roommate preferences and attributes used to perform the scheduling.

**Note:** The scheduler has a limit of 10,000 applicants and 5,000 rooms for processing. There is also a limit of 10 attributes per applicant and per room for batch scheduler processing.

## Assignment Roll Process

Room Assignment, in addition to meal and phone assignments can be rolled forward from one term to the next.

For example, the applicant's application term range on SLARMAP is from 199001 to 199002. The user requests the assignment roll to be run to roll 199001 to 199002. The applicant will be processed. If another applicant's application is for a single term of 199001, then the assignment will not be created for the future term. This process does not roll a meal, phone, or room assignment if one already exists for the term to which assignments are being rolled. Only the time period associated with the rate code is calculated in the room assignment process.

**Note:** The roll process checks room capacity based on the start and end dates of the housing terms, so these dates should not overlap between consecutive terms.

The user can also prevent an applicant from being rolled by checking the **Prevent Roll** check box on the assignment forms (SLARASG, SLAMASG, SLAPASG). Both meal and phone assignments may be prevented from being rolled by the status codes associated with these assignments. The Meal Assignment Status Code Validation Form (STVMSCD), the Phone Assignment Status Code Validation Form (STVPSCD), the Meal Assignment Status Query Form (SLQMSCD), the Phone Assignment Status Query Form (SLQPSCD), the Meal Assignment Status Form (SLAMSCD), and the Phone Assignment Status Form (SLAPSCD) allow the user to specify if assignments with a certain status may be rolled.

The roll process can be run in either audit or update mode. The Assignment Roll Process (SLRROLL) lists the assignments which will be rolled.

## Housing Letter Generation and Population Selection

The following variables should be used for creating housing letters.

The variables listed below are specific to information that would be printed about a roommate in a housing assignment letter.



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Variable	Description
*ROOMMATE	Roommate Name
*RM_PHONE	Roommate Phone Number
*RM_ADDRESS_STR1	Roommate Address Street Line 1
*RM_ADDRESS_STR2	Roommate Address Street Line 2
*RM_ADDRESS_STR3	Roommate Address Street Line 3
*RM_ADDRESS_CITY	Roommate Address City
*RM_ADDRESS_STATE	Roommate Address State
*RM_ADDRESS_CNTY	Roommate Address County Code
*RM_ADDRESS_NATN	Roommate Address Nation Code
*RM_ADDRESS_ZIPC	Roommate Address Zip Code

The variables listed below are specific to information that would be printed about the person receiving a housing assignment letter.

Variable	Description
*FNAME	First Name
*LNAME	Last Name
*MNAME	Middle Name
*PHONE	Telephone Number
*STR1	Address Street Line 1
*STR2	Address Street Line 2
*STR3	Address Street Line 3
*CITY	Address City
*STATE	Address State Code
*NATN	Address Nation Description
*ZIPC	Address Zip Code
*TDATE	Today in Month dd, yyyy Format
*BUILDING_NAME	Housing Building Description
*ROOM_NUMBER	Housing Room Number

The variables listed below are used to support logic in the Housing sample letter, but do not print.

Variable	Description
*ALWAYS_NULL	Always Null
*COUNT_OCCUPANCY	Count Room Occupancy of 1
*COUNT_ROOMMATES	Count Number of Roommates
*NO_ROOMMATES	No Roommates in Room
*ONE_ROOMMATE	One Roommate in Room
*TOTAL_IN_ROOM	Count Total Room Occupancy

The variables listed below are specific to information that would be printed about a roommate in a housing assignment letter.

Variable	Description
*RM_FIRST_NAME	Roommate First Name
*RM_ADDRESS_CNTYDESC	Roommate Address County Desc
*RM_ADDRESS_NATNDESC	Roommate Address Nation Desc
*RM_ADDRESS_SUBZIP	Roommate Address 5 Digit Zip
*RM_ADDRESS_FULL	Roommate Complete Address
*RM_ADDRESS_CSZ	Roommate Addr City, State, Zip

## Dynamic Parameter

A dynamic parameter for term code (&Term\_Code) must be entered when processing many of the Housing variables.

The prompt is spelled consistently as &Term\_Code so that a valid term only needs to be entered one time during processing, and all variables with the same prompt will automatically use the same value for the term code.

## Housing Population Selection

The Housing population selection consists of the following.

Parameter	Value
Application:	HOUSING
Selection ID:	HOUSING_ASSIGNMENTS
Creator ID:	SAISUSR

The population selection rules include a dynamic parameter for term code (&Term\_Code). This population selection will return all persons with an active housing assignment for the term code that is entered.

## Location management purge process

The following purge process is part of the Location Management and Housing module.

### Housing Purge (SLPHOUS)

This process will purge the housing applications, housing, meal plan, and phone assignments for the user specified terms and activity dates. These assignment assessments must have been processed and accepted in the Accounts Receivable module.

## Location Management Reports

The following reports are run through the Location Management and Housing module.

Dormitory Address Creation Report	(SLRDADD)
Active Housing Assignments Report	(SLRHLST)
Batch Room/M meal/Phone Assess Report	(SLRFASM)
Assignment Roll Process	(SLRROLL)
Batch Scheduler	(SLRSCHD)
Housing Purge	(SLPHOUS)
ACS Housing Interface	(SLRBACS)

*Please refer to the Banner Student Reports and Processes Handbook for report descriptions, instructions, parameter definitions, and output samples.*

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

**Example:**

Select:	SARADAP_PIDM
From:	SARADAP

Next, enter the Selection Rules for the population of records you would like to see.

**Example:**

SARADAP_TERM_CODE_ENTRY	'200010'	AND
SARADAP_LEVL_CODE =	'UG'	

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view or modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner® reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General System User Guide*.

# Recruiting

This chapter discusses processing and procedure information for Recruiting.

## Recruiting Procedures

Here are tasks you can perform in this module.

### Add/Maintain Prospects

To recruit a prospect, after a prospect's identification number and name have been entered on the General Person Identification Form (SPAIDEN), the Recruit Prospect Information Form (SRARECR) is used to enter and maintain the information necessary for all recruitment related activities.

This information includes the source of the prospect (high school, mailings, alumni, etc.), intended degrees and majors, outside interests, contacts, comments, attributes, and cohort information for student tracking.

The Quick Recruit Form (SRAQUIK) can also be used when entering information about a recruit or a group of recruits which may have some of the same characteristics. The Default Options window allows the user to enter default information such as address type, contact type code, recruiter code, recruitment status code, source code, term code, high school code, prior college code, level code, degree code, college code, department code, and major code for all records being processed. This speeds the data entry process when a batch of recruits from a local high school or all recruits from the same prior college are being processed together. The default options are in effect only for the current SRAQUIK session; after the user has exited the form, the options no longer apply.

If a prior college or high school record is entered on this form, the corresponding admissions checklist request code is updated on the Prior College Form (SOAPCOL) and High School Information Form (SOAHSCH), if it is defined on Source/Background Institution Code Validation Form (STVSBGI). If multiple prior colleges or high schools are added for a single recruit, only the first entered record will be assigned the admissions checklist request code.

### Add/Maintain Test Scores

After a prospect has been established on the database, the various types of tests required for recruiting a prospect are entered on the Test Score Information Form (SOATEST).

Test scores for SAT, ACT, GRE, GMAT, and AMCAS tests may also be loaded onto the system from test score data loads and are recorded on this form.

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## Add/Maintain High School Data

The High School Information Form (SOAHSCH) is used to enter information about a person's high school career. The information includes high school, transcript dates, graduation date, GPA, and subjects taken in high school.

## Add/Maintain Prior College Data

The Prior College Form (SOAPCOL) is used to enter and maintain information about a person's prior college experience including degree information such as majors, minors, and areas of concentration, number of hours, GPA, and transcript date.

## Review Prospects

The Recruiter's Prospect Form (SRARINF) is used to display all the prospects for which a recruiter has responsibility. The prospect's name, ID number, and status are displayed.

## Assign/Review Recruiter's Appointments and Visits

The Recruiter Appointments/Visits Form (SRARAPT) is used to schedule and record daily appointments with prospects and to record visits to recruiting sources such as a college night.

Appointments and visits may be viewed for a given day or range of days. If a recruiter is absent, it provides a quick method to review their schedule.

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## Establish Source, High School, or College

The Source or Background Institution Base Form (SOASBGI) is used to capture general information about a source, high school, or college. Information such as address, contacts, comments, or directions may be used by the recruiter to aid in the recruitment process.

## Build Statistical Information for a Source or Background Institution

Statistical information about a source, high school, or college may be maintained on a yearly basis on the Source/Background Institution Year Form (SOABGIY). This information may be used for statistical data on the institution's recruiting procedures.

## Review Prospects and Visits by Source

The Source Visits/Prospects Form (SRASRCE) displays prospects by the source of the prospect and also may be used to review and schedule visits to a particular source.

This form may be used by the recruiter to schedule a college night visit at a high school and to view the prospects from that high school.

## Produce System-Generated Letters

Letters (generated) and materials (published) are defined using a variety of validation and control forms.

Paragraph codes are defined on the Paragraph Code Validation Form (GTVPARA), and their text is defined using the Paragraph Form (GUAPARA). Letter codes are defined using the Letter Code Validation Form (GTVLETR), and the paragraphs which make up a letter are defined on the Letter Process Form (GUALETR). Materials and letters can be scheduled by the system based upon Communications Plans or can be entered directly on the Student Mail Form (SUAMAIL).

## Analyze Recruiting Enrollment

There are two reports you can use to analyze recruiting enrollment, the Recr/Enrl Analysis-Source/Recr Report (SRRENRL) and the Recr/Enroll Analysis-How Learned Report (SRRENRLH).

The Recr/Enrl Analysis-Source/Recr Report (SRRENRL) analyzes by source, recruiter, and contact type the number of people who have been recruited, applied, accepted, and registered for a specified term. The report also collects data based on source and recruiter codes and prints an optional section for source codes which have no corresponding recruiting data associated with them. Data is populated from SRRRSRC.

The Recr/Enroll Analysis-How Learned Report (SRRENRLH) provides recruiting information sorted by recruiter code for a given range of term codes. The data collected for the number of recruits, applications, and accepted and registered students is based first on the How I Learned About code and then on term. An optional section may be printed for How I Learned About codes which have no corresponding recruiting data associated with them. The How I Learned About code is populated

when any Web for Prospects user fills in the appropriate field on the Web for Prospects page. That information is then pushed to the user's Banner® recruiting record. (The field can also be populated manually on SRARECR/SRRLEND.)

This report will assist schools in determining their success rate with various types of marketing and advertising methods. For instance, if a school is receiving little or no feedback from an expensive newspaper campaign but is receiving many calls based on a radio spot, the decision may be made to put more marketing dollars into radio and less into print ads. This report will help give the school the necessary information to make those types of decisions.

## Print/Delete Recruits Who Did Not Apply

The Recruits Never Applied to Institution Report Process (SRRINQR) prints, by option, a report of all prospects who never applied to the institution or deletes all records for those prospects.

## Appointment Scheduling

Appointments may be created and scheduled after a general person record exists. They are person related, rather than specific to a recruiting record.

A recruiting record is not required to be built on the Recruit Prospect Information Form (SRARECR) to set up an appointment. Appointments are entered and maintained on the Person Appointments/Contacts Form (SOAAPPT). This form may be accessed from the Recruit Prospect Information Form (SRARECR).

A person may be scheduled for an appointment with a recruiter through the Recruiter Code or with an Interviewer. An interviewer is another person in the system and is defined through their ID.

Multiple appointments, in addition to multiple contacts, may be entered for a person on the Person Appointment/Contacts Form (SOAAPPT). A person may have more than one appointment at the institution in a single day. Perhaps an applicant would like to schedule appointments with their Admissions counselor, a Financial Aid counselor, and their Academic Advisor in a single day. As long as each of these members of your institution is defined by an ID in your database, these appointments may be scheduled between the applicant and these parties on the Person Appointments/Contacts Form (SOAAPPT). Keep the following in mind for scheduling purposes.

- If a person for whom the appointment is being scheduled (the Key Information ID) has conflicting appointments, the message *\*WARNING\* Appointment already scheduled at this time for the person* is generated to inform the user of such a conflict.
- If the interviewer has conflicting appointments, the message *\*WARNING\* Appointment already scheduled at this time for the Interviewer* is generated.
- And if a conflicting appointment and or visit is created for the recruiter, the message *\*WARNING\* Appointment/Visit already scheduled at this time for the Recruiter* is generated.

A contact is not a required element when creating an appointment for a person. However, if a contact is entered, and a result code is entered that is to generate a contact, the contact will be generated for the person, and may be viewed in the Contact section of the Person Appointments/Contacts Form (SOAAPPT). Only one contact of the same contact code may be entered in a day. Multiple contact codes may be entered for a person in a single day, as long as the contact codes differ.



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The Key Block of the Person Appointments/Contacts Form (SOAAPPT) requires an **ID** and has an optional **Appointment Range Start Date** and **End Date**. If the **Appointment Range Start Date** and **End Date** for appointments and contacts are left Null, then all appointments and contacts will be queried. Otherwise, only those appointments and contacts which fall between the **Appointment Range Start Date** and **End Date** the user has specified will be queried.

The **Appointment From Date** and **To Date** fields in the Key Information of the Recruiter Appointments/Visits Form (SRARAPT) allow the user to enter a range of dates, a single date, or no dates for all records. The user may specifically query those days of interest for a recruiter's schedule.

If an appointment is to be scheduled with a recruiter, the end user may also schedule that appointment on the Recruiter/Appointments/Visits Form (SRARAPT) in the Appointments section. All appointments entered on the Person Appointments/Contacts Form (SOAAPPT) and scheduled with a recruiter will also display on this form and vice versa.

The Appointment Purge Process (SOPAPPT) will delete all person-related appointments for a parameter entered range of dates. This process may first be run in audit mode to verify the results before it is run in update mode; appointments are purged from the database.

## Communication Plan Processing

This section discusses using communication plans.

### Communication Plan Processing Overview

Here is a detailed look at communication plan processing.

#### *Introduction*

Communication plan processing permits you to automatically assign a recruit, applicant, or student (learner) to a communication plan online, according to their campus, level, degree, college, field of study type, field of study code (major), curricula (primary, secondary, any), and the rules defined for your institution.

You can define rules that will assign a communication plan based upon any field of study type (that is, not just major) or elements in the primary curriculum, secondary curricula, or all curriculum records.

Automatic mail generation helps the institution communicate quickly and efficiently with prospects, applicants, and students. Based on the various "attributes" of a person and their stage of processing (recruiting, admissions, general student), the system generates different pieces of mail automatically.

In the same manner, you can enter requests for specific mailings to be produced. All mailings are dated and marked with a material code, letter code, and communication plan where applicable, so you can keep a full audit trail of correspondence sent to a person. You develop the actual letters online to send to a person according to the specific needs of your institution.

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### *How Processing is Called by Module*

Communication plan processing is called in a variety of situations, depending on the module for the curriculum record.

*Processing is called from Recruiting when:*

- new recruiting and curriculum records are added, and recruiting communication plan matches are found on SOACOMM,
- a new curriculum or field of study is added to a recruiting record, and new recruiting communication plan matches are found on SOACOMM (that is., the communication plan did not already exist for the recruit),
- the withdrawal code is added or changed, or a new source/background institution code is added on SRARECR, and active communication plan records exist for the recruit,
- a curriculum record is deleted, and active communication plan records exist for the recruit,
- a recruiting record is deleted or inactivated, and active communication plan records exist for the recruit,
- a recruiting curriculum or field of study record is inactivated, and active communication plan records exist for the recruit, and
- the recruiting curriculum is changed, and active communication plan records exist for the recruit.

*Processing is called from Admissions when:*

- new application and curriculum records are added, and applicant communication plan matches are found on SOACOMM,
- a new curriculum or field of study is added to an applicant record, and new applicant communication plan matches are found on SOACOMM,
- the withdrawal code is added or changed, or a new source/background institution code is added on SAAADMS, and active communication plan records exist for the applicant,
- a curriculum record is deleted, and active communication plan records exist for the applicant,
- an admissions record is deleted or inactivated, and active communication plan records exist for the recruit,
- an admissions curriculum or field of study record is inactivated, and active communication plan records exist for the recruit, and
- the admissions curriculum is changed, and active communication plan records exist for the recruit.

*Processing is called from General Student when:*

- a decision is confirmed for an applicant (SAAQUIK and SAADCRV) that results in the creation of a new learner curriculum or a general student record, and new learner communication plan matches are found on SOACOMM,
- a general student record is duplicated on SGASTDN, and new communication plan matches are found on SOACOMM,
- a new curriculum or field of study is added to a general student record, and new learner communication plan matches are found on SOACOMM,

- 
- the student status on SGASTDN is changed to IS, and active communication plan records exist for the learner,
  - a curriculum record is deleted, and active communication plan records exist for the learner,
  - a general student record is deleted or inactivated, and active communication plan records exist for the learner,
  - a general student curriculum or field of study record is inactivated, and active communication plan records exist for the learner, and
  - the general student curriculum is changed, and active communication plan records exist for the learner.

### *Determining Material Recipients*

A communication plan defines standard materials and groups of materials to be sent to a prospect/applicant/student at pre-defined time intervals.

To be qualified to receive a specific material, the person must meet all the required criteria as defined on the Material Form (SOAMATL). On this form, the institution defines the required attributes which a person must have to receive the material.

For instance, perhaps your institution has an Institutional Scholarship program called "Presidential Scholarship for Freshman Minority Students". You would only like those students that have:

1. received a score of 700 or better on either the Math SAT or the Verbal SAT
2. are members of a minority ethnic group, and
3. are new freshman at your institution.

The Material Form (SOAMATL) allows you to establish such requirements, giving you strong controls over the materials that leave your institution.

If a specific material is part of a person's communication plan, and the individual meets all the criteria for the material, the material is generated automatically to the Student Mail Form (SUAMAIL). If a communication plan is added for a person, but the person does not meet the required criteria to receive the material, no materials are generated. When the individual does meet the criteria, and the plan is still active, the material is generated for the person at that time.

For example, a prospect may be in the communication plan defined for undergraduate students interested in the College of Business. A specific material, such as a College Night Follow-Up Letter, may be associated with this communication plan. The material rules for this letter may require that the prospect have a contact defined as "college night". At the time the plan is assigned, the person did not have a contact of college night. However, three weeks later, the college night contact is entered. At this time, the College Night Follow-Up Letter is automatically generated on the Student Mail Form (SUAMAIL).

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## *Defining Materials and Rules*

When materials are defined on the Material Form (SOAMATL), the user must first define specific information regarding the material in the Material information.

These specifics include indicating whether the material is a published work or is generated within the system using Letter Generation. If the material is generated, a corresponding letter code must be entered. Initials and the capability of overriding initials are defined here. This section is also where the user determines whether a duplicate mailing of this material is permitted.

There are a set of rules in the Material Rules section which may be used to designate who receives certain materials. The following criteria may be used in combination to determine which materials should be created for a person: **Department, Major, Contacts, Interests, Attributes, Gender, State or Province, Ethnicity, Legacy, Citizenship, Recruit Type, Test Scores, Admission Type, Admission Decision, Student Type, Source, Application Status, ESP Code, and Region or Division.**

If a person meets the criteria defined for a specific material, and it is part of their communication plan, the system sends the individual the corresponding material. Automatic mailing of materials is based on a person's characteristics and the status of the recruiting record, admissions application, or general student record.

Material rules have an OR condition within a rule type, and rules have an AND condition among rule types. For example, in the Material Rules section, the codes which determine the rules for each field, such as the **Department** field, follow the OR condition. The codes which determine the rules for all the fields in the section, from **Department** through **Region Or Division**, follow the AND condition in relation to each other.

Suppose your institution offers scholarships to new freshmen who have scored well on either the SAT verbal or SAT mathematics tests. You should set up rules for this scholarship material or letter that indicate these requirements. To accomplish this task, you should enter in the test score rules that the person must have an SAT verbal score OR an SAT math score of 700, AND a student type of B (new freshman) to receive this material. Only these people with a student type of B, and either an SAT verbal or SAT math score of 700 or better, will receive this material.

Materials are only generated for departments, majors, and general student admit codes and student types when a communication plan is added. Materials for non-majors, departments, and general student admit codes and student types are generated from the following forms:

- SAAACKL
- SAAADMS
- SAADCRV
- SAAQUIK
- SGASADD
- SGASTDN
- SLARMAP
- SOAAPPT
- SOACCOL
- SOAPLAN

- 
- SOATEST
  - SPACMNT
  - SPAIDEN
  - SPAPERS
  - SRAQUIK
  - SRARECR

### *Using Material Groups*

After all materials have been defined, and their corresponding rules have been established, material groups may be used. Using group codes is a shorthand method of assigning a group of materials to multiple communication plans, rather than assigning each material individually to each communication plan.

Groups of materials are defined on the Communication Group Form (SOACGRP). Use this form to specify the material codes which you would like to be part of the communication group. An example of a group of materials may be Athletic Brochures. Instead of adding each athletic brochure at your institution to each communication plan, use group code processing to ease data entry.

On the Communication Group Form (SOACGRP), enter the group code for Athletic Brochures in the Key Block, and add the material codes for such things as football brochures, baseball brochures, and field hockey brochures. Adding the group code to your communication plans associates each of the materials in the group with the plan. Please note that the rules for each material are selected individually. If a person meets the rules for the football brochure, and no others in this group, they will only receive the football brochure.

### *Associating Materials with Plans*

After defining your institution's materials, material rules, and communication groups, you must determine which materials and groups of materials will be part of each of your institution's communication plans.

Materials and communication groups are added to a plan on the Communication Plan Form (SOACPLN). Use this form to define individual materials for a plan and their associated wait days and to assign groups of materials to a communication plan. If a specific material is added for a communication plan, and that material is also part of a group of materials, the system does not generate the material twice to the Student Mail Form (SUAMAIL). It checks your plan rules and only generates one of the materials that is needed.

### *Using Communication Plans*

Communication plans may be automatically generated online in the Recruiting, Admissions, and General Student Modules and are controlled by the user.

If a person meets the requirements to be assigned to a communication plan as defined on the Communication Rules Form (SOACOMM), the Communication Plan Change window appears, and the user is given the option to assign a communication plan, or exit from the window.

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

The following criteria, **Campus**, **Level**, **College**, **Degree**, **Field of Study Type**, **Field of Study Code** (major), and **Curricula** (Primary, Secondary, Any) as defined on the Communication Rules Form (SOACOMM), and the person's stage of processing, either recruit, applicant, or student (learner), determine the communication plan in which a person is placed. You can define rules that will assign a communication plan based upon any field of study type (that is, not just major) or elements in the primary curriculum, secondary curricula, or all curricula.

When creating your institution's communication plan rules, be aware that any fields which are left blank are treated as wildcards. For example, if your institution has two communication plans, one for undergraduate level and one for graduate level students, you should create your rules with an undergraduate level code specified for the undergraduate communication plan. Level would be the only rule defined for the plan, so any person at that level and indicated processing stage (recruit, applicant, or student) is placed in that communication plan. The same would be true for the graduate level students.

Please note that communication plans may be set up at a broad level by using one rule, such as by level only, or they may be specific for each campus, level, college, and degree combination. This decision should be made before implementing this functionality at your institution.

### *Using the Communication Plan Change Window*

The Communication Plan Change Window is displayed in the forms listed below, if an curriculum record is added or updated in the database and this causes a change of communication plan.

Recruit Prospect Information Form	(SRARECR)
Quick Recruit Form	(SRAQUIK)
Admissions Application/Checklist Summary Form	(SAAACKL)
Admissions Application Form	(SAAADMS)
Quick Entry Form	(SAAQUIK)
Admissions Decision Form	(SAADCRV)
General Student Form	(SGASTDN)
Communication Plan Collector Form	(SOACCOL)

The Communication Plan Change window for the student is automatically displayed on SAAADMS, SAAQUIK, SRAQUIK, SRARECR, and SGASTDN under the following conditions:

- A new host record (SRBRECR, SARADAP, SGBSTDN) is added along with its primary curriculum, and a communication plan matches the curriculum.

- A new curriculum or field of study is added to a host record, and a communication plan matches the curriculum and does not currently exist for the student's recruiting, application, or general student record.
- A host record is inactivated by a withdrawal or other source/background institution code (SRBRECR, SARADAP), or the student status on the general student record (SGBSTDN) is inactive.
- A host record is deleted, and communication plans exist for that record.
- A curriculum or field of study is deleted, and communication plans exist for the host record.
- A curriculum or field of study is inactivated, and communication plans exist for the host record.

The Communication Plan Change window is *not* displayed automatically from SOACCOL and SAAACKL. The user must select the Communication Plan item from the Options Menu.

The Communication Plan Change window is displayed automatically from SAADCRV if the resulting decision is to create a new general student record, or when a new curriculum is added for the student, and a new communication plan matches the curriculum.

When the Communication Plan Change Window appears in one of these forms, the user is given the option to delete, inactivate, or ignore the initial communication plan and any pending materials, and the option to add the new communication plan. This is all done by setting the checkboxes to Yes, No, Inactivate, or Delete (by checking or unchecking them) and then saving the data and acknowledging the change. If no change in plans is desired, use Save to exit from the window.

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

For example, when a recruiting record is first added to the database through the Recruit Prospect Information Form (SRARECR), if the prospect's campus, level, college, and degree match a communication rule on the Communication Rules Form (SOACOMM), the Communication Plan Change Window appears. The user may save this communication plan or exit from the window.

As the prospect becomes an applicant, similar steps must be taken to delete, inactivate, or continue with recruiting communication plans and the addition of admissions or general student plans. The Communication Plan Change Window will appear in the Admissions Application Form (SAAADMS) when a record is added to the database. After the admissions record is saved to the database, the system determines whether a communication plan exists, needs to be changed, or should be added for the person.

At the time the Communication Plan Change Window appears in the Admissions Application Form (SAAADMS), the user is given the option to:

1. Delete, inactivate, or ignore the initial communication plan.
2. Delete or ignore any pending materials from the existing communication plan.
3. Add the new communication plan in this window.

After each of these options are selected, the changes should be saved. When communication plan changes are saved to the database, the message: *Communication Plan Update in Process...* appears. *You must acknowledge this message to continue processing the communication plan.* If no change in plans is desired, exit from the window.

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

The Communication Plan Change Window appears in three specific circumstances.

1. If a record for a person is added to SAAADMS, SAAQUIK, SRAQUIK, or SRARECR, and this person fits the criteria combination of a communication plan designated on the Communication Rules Form (SOACOMM), and the same active plan does not already exist for that person on the Communication Plan Assignment Form (SOAPLAN).
2. If the value for the campus, level, college, degree, field of study type, field of study code (major), or curricula (primary, secondary, any) is changed for the person on one of the above forms and that change alters the criteria for the communication plan assigned to them based on the rules designated on the Communication Rules Form (SOACOMM).
3. If a person's record is deleted and they have an active communication plan, the communication plan window will open to ask you if you would like to inactivate their communication plan.

Because of the complex curriculum validation and communication plan processing that occurs when records are saved on SAAADMS, SAAQUIK, SRAQUIK, or SRARECR, the creation of multiple records prompts you to save any changes. If you have made unsaved changes to one record, then perform a Next Record function, the box *Do you want to save the changes you have made? You must save your changes to proceed to the next record. Yes or No* is displayed. If you choose **Yes**, the changes for the record you are working on will be saved, and the necessary validation and communication plan processing will occur. If you answer **No**, the above message displays until you either choose to save or leave the form.

In other words, you will not be permitted to create a new record without saving changes to the one you are currently working on. This eliminates confusion over the record for which curriculum checking and communication plan processing are occurring.

### *Using the Collector File*

Similar steps need to be taken when an applicant becomes a student.

Please note that after registration exists, changes in student information that may cause a plan change (campus, level, college, degree) *must* be made on the Student Course Registration Form (SFAREGS), and that the Communication Plan Change Window will *not* appear in this form.

Instead, a collector file which can be viewed online in the Communication Plan Collector Form (SOACCOL) is updated with the changes made that cause the communication plan to change or materials to be sent. Note that any batch process which may affect a communication plan or materials to be sent to a plan member also updates this collector file.

Batch processes which may cause an update to the collector file include:

Electronic Prospect Load Process	(SRTLOAD)
Admissions Decision Calculation Report	(SARBDSN)
Student Type Update	(SHRTYPE)



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Records added to the Communication Plan Collector Form (SOACCOL) may be updated individually online by performing a Count Query Hits function or by using the Communication Plan item from the Options Menu. If a change is being made to a communication plan, the Communication Plan Change Window appears. If the collector record is to add materials only, no window appears after performing a Count Query Hits function; however, the materials are generated. After processing a collector record on this form, delete the record from the collector file.

The Communication Plan Processing Report (SORCPLN) allows you to process all collector records in batch. You may clean up the collector file before running this batch process by entering the Communication Plan Collector Form (SOACCOL) and deleting those records which you do not want to process.

### *Assigning Communication Plans*

The Communication Plan Assignment Form (SOAPLAN) is used to assign or view assigned communication plans for a person.

The **Module Indicator** radio group value of **Recruiting**, **Admissions**, or **Student**, indicates which module the plan is for. A communication plan follows a person through these modules and may be turned off or on as processing changes or as the plan changes according to the rules which have been defined.

A person may have multiple active plans. Multiple plans may exist within a module or across modules. For example, if your recruiting communication plan rules are set up as different plans for different campuses, and a student is a prospect for both campuses, that student may have active recruiting communication plans for both campuses.

Also, if a student is currently enrolled at your institution as an undergraduate student and has a student communication plan and is also considered a prospect for the graduate program, the student may also have an active recruiting module communication plan.

A person's communication plans are differentiated by term code and application or sequence number on the Communication Plan Assignment Form (SOAPLAN). The term code is associated with recruiting or admissions status, while the application or sequence number identifies the specific recruiting or admissions application. When the **Active (Indicator)** in the Assignment section is selected, the person will receive materials for the plan code. When the **Mail Exists (Indicator)** in the Assignment section is selected, the materials have been automatically posted to the Student Mail Form (SUAMAIL) and have been sent through Letter Generation, based on the plan code that generated the materials. Perform a Count Query Hits function from the **Plan** field in the Assignment section to create materials for a new communication plan for the person whose ID is in the Key Information.

## Implementing Communication Plans

The following validation forms, application rule/control forms, and report are used in Communications Plan Processing.

### *Validation Forms*

STVMATL	Material Code Validation Form
STVCGRP	Communication Group Code Validation Form
STVCPLN	Communication Plan Code Validation Form

### *Application Rule/Control Forms*

SOAMATL	Material Form
SOACGRP	Communication Group Form
SOACPLN	Communication Plan Form
SOACOMM	Communication Rules Form
SOACCOL	Communication Plan Collector Form
SOAPLAN	Communication Plan Assignment Form

### *Report/Process*

#### About this task

SORCPLN	Communication Plan Processing Report
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Perform the following steps to set up processing.

#### Procedure

1. Create a communication plan by defining the materials at your institution that will be made available to each communication plan. Material codes may be up to four characters in length and are defined on the Material Code Validation Form (STVMATL).
2. After you have defined your material codes, define the base information for the material itself. This includes indicating whether the material is published or generated. If generated, you must enter the letter code.

In addition, you must define the rules which the recruit/applicant/student must meet to receive this material. Both of these tasks are performed on the Material Form (SOAMATL).

Please remember that material rules have an OR condition within a rule type, and rules have an AND condition among rule types. For example, in the Material Rules section, the codes which

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determine the rules for each field, such as the **Department Rules** field, follow the OR condition. The codes which determine the rules for all fields in the section, from **Department** through **Region or Division**, follow the AND condition in relation to each other.

3. After all materials have been defined and their corresponding rules have been established, you may use material groups. Using group codes is a shorthand method of assigning the code to multiple communication plans, rather than assigning the code individually to each communication plan. The first task in using material groups is to define your group codes on the Communication Group Code Validation Form (STVCGRP).
4. After defining your group codes, you can add standard materials such as an Institutional Financial Aid Brochure, GSL Brochure, and Payment Options pamphlet to groups of materials, such as Financial Aid Materials, for communication plans. This is done using the Communication Group Form (SOACGRP).

**Note:** Wait days may be assigned to designate when materials should be sent for a plan. By using this methodology, you need only associate the group code with your communication plans, and if the members assigned to the plan meet the criteria for any or each of the materials within the group, they are automatically sent those materials for which they qualify. This processing should ease the burden of data entry when communication plans are created at your institution.

5. You must define the communication plan codes which will be used at your institution on the Communication Plan Code Validation Form (STVCPLN). These codes define the communication plans to which recruits/applicants/students may be assigned at your institution.
6. After you have defined your communication plan codes, materials, and communication groups, you need to specify which materials and groups should be part of each communication plan. This is accomplished on the Communication Plan Form (SOACPLN). This form is used to assign materials and groups of materials to a communication plan.

Groups of materials are set up, added to communication plans, and maintained at the group level. Materials assigned to a plan, which are also included in groups of materials assigned to a plan, are not duplicated when mailed. Wait days may be assigned to designate when materials should be sent for a plan.

7. Now that you have fully defined the communication plans to be used at your institution, you must specify the rules which a recruit/applicant/student must meet to become assigned to a communication plan. You define rules by **Campus**, **Level**, **College**, **Degree**, **Field of Study Type**, **Field of Study Code** (major), and **Curricula** (Primary, Secondary, Any), on the Communication Rules Form (SOACOMM). These criteria, in addition to the person's stage of processing in the Recruiting, Admissions, or General Student modules determine which plan a person is placed in. Any fields which are left blank are treated as wildcards. The form is also used to calculate the communication plan to which a person is assigned when a record is added or updated in the database.

**Note:** If a recruiting level is not defined during the Electronic Prospect Load Process (SRTL0AD), the default value of level 00 will be assigned to each of the added recruiting records. If you choose to use this default level value and intend to use communication plan processing, you need to create communication plan rules for the 00 level on the Communication Plan Rules Form (SOACOMM). Otherwise, your newly created recruits will not be assigned to a communication plan. It is also important to note that the default level value of 00 is also used when initially creating recruiting records on the Recruit Prospect Information Form (SRARECR) and the Quick Recruit Form (SRAQUIK).

8. Normal processing should now be performed in all modules. Please note that the Communication Plan Change Window appears during normal processing in the following forms if a data element (**Campus**, **Level**, **College**, **Degree**, **Field of Study Type**, **Field of Study Code** (major), and **Curricula** (Primary, Secondary, Any)) is added or changed for a person:

Recruit Prospect Information Form	(SRARECR)
Quick Recruit Form	(SRAQUIK)
Admissions Application/Checklist Summary Form	(SAAACKL)
Admissions Application Form	(SAAADMS)
Quick Entry Form	(SAAQUIK)
Admissions Decision Form	(SAADCRV)
General Student Form	(SGASTDN)
Communication Plan Collector Form	(SOACCOL)

For example, when a recruiting record is added online in the Recruit Prospect Information Form (SRARECR) or the Quick Recruit Form (SRAQUIK), the system automatically checks to determine if the prospect qualifies for placement in a communication plan according to their campus, level, degree, college, field of study type, field of study code (major), curricula (primary, secondary, any, and the rules your institution has established on the Communication Rules Form (SOACOMM). If the prospect does qualify for a communication plan, the Communication Plan Change Window displays.

At this time you will be given the option to (1) delete, inactivate, or exit the initial communication plan, (2) delete any pending materials from the existing communication plan or leave them as they are, and (3) add the new communication plan in this window. If the option selected causes changes in a plan, the changes need to be saved. When communication plan changes are saved to the database, the message: *Communication Plan Update in Process...* appears. You must acknowledge this message to continue processing the communication plan. If no change in plans is desired, you may exit from this window.

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

As the prospect moves to applicant status, you must take similar steps to delete, inactivate, or continue with recruiting communication plans, and to add the admissions plans. The same is true when an applicant becomes a student.

If you perform a Save function from the Communication Plan Change Window, you are given the message *Communication Plan Update in Process...* which you must acknowledge, before the plan is added for the recruit. If you choose the Exit function, the communication plan window disappears, and no communication plan is assigned.

9. After registration exists, 1) changes in student information that may cause a plan change (campus, level, college, degree) *must* be made on the Student Course Registration Form (SFAREGS), and 2) the Communication Plan Change Window will *not* appear in this form. Instead, a collector file which can be viewed and processed individually online in the Communication Plan Collector Form (SOACCOL) is updated with the changes made that cause the communication plan change or materials to be sent. In order to process these changes in batch, the Communication Plan Processing Report (SORCPLN) must be run to update communication plans according to the entered parameters.

**Note:** Any batch process which may affect a communication plan or materials to be sent to a plan member updates this collector file on SOACCOL. Those collector records may be updated individually online or in batch through the Communication Plan Processing Report (SORCPLN).

Communication plan information updates the batch collector file when you run the Electronic Prospect Load Process (SRTLOAD), the Student Type Update Report (SHRTYPE), the Admission Decision Calculation Report (SARBDN), or when you make changes to the general student information after registration information exists.

Use the Communication Plan Collector Form (SOACCOL) to display the people which have been added to the collector file for batch processing for communication plans. The Communication Plan Processing Report (SORCPLN) updates these changes for communication plans in the collector file. The changes may be updated online by the performance of a Count Query Hits function from the record you want to update.

10. Use the Communication Plan Assignment Form (SOAPLAN) to assign or view assigned communication plans for a person. The **Module Indicator** radio group value of **Recruiting**, **Admissions**, or **Student**, indicates which module the plan is associated with. A communication plan follows a person through these modules and may be turned off or on online as processing changes or as the plan changes, according to the rules which have been defined. A person may have multiple communication plans assigned to them which are differentiated by term code and application or sequence number. The term code is associated with recruiting or admissions status, while the application or sequence number identifies the specific recruiting or admissions application.

When the **Active (Indicator)** in the Assignment section is selected, the person will receive materials for the plan code. When the **Mail Exists (Indicator)** in the Assignment section is selected, the materials have been automatically posted to the Student Mail Form (SUAMAIL) and have been sent through Letter Generation, based on the plan code that generated the 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.

When a Count Query Hits function is performed from the **Plan** field in the Assignment section, materials are created for a new communication plan for the person whose ID is in the Key Information.

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## Electronic Prospects Processing

This section discusses electronic prospects.

### Overview

Electronic Prospects processing provides a Web data entry point into the existing electronic prospects search and test score data load functionality and allows for recruit information to be available in the Banner Student Self-Service module called Web for Prospects.

Please refer to the *Banner Student Self-Service User Guide* for more information on the Web for Prospects module. Please refer to the “Search and Test Score Data Load” section which follows “Electronic Prospects Processing” for more procedural information.

The following forms are used to support the electronic prospects functionality:

- Web Prospect How I Learned About Validation Form (STVLEND)
- Electronic Prospect Validation Form (STVPREL)
- Web Acknowledgment Validation Form (STVWACK)
- Web Prospect Information Selection Validation Form (STVWPIC)
- Electronic Prospects Default Options Form (SRAPRED)
- Electronic Prospect Detail Form (SRAPREL)
- Recruit Prospect Information Form (SRARECR)
- Web for Prospects Acknowledgment Letter Form (SRAWACK)
- Web for Prospects Display Rules Form (SRAWPDS)
- Web for Prospects Selection Rules Form (SRAWPRO)

### Processing Steps

Use these steps to set up the Web for Prospects Web page entry.

#### Procedure

1. **Required:** Enter your Web prospect type code on the Electronic Prospect Validation Form (STVPREL).
2. **Required:** Identify the data entry sections to be displayed on the Web page on the Web for Prospects Selection Rules Form (SRAWPRO).

**Warning!** Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Response Required on Web** 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 institution, you must also review your existing Web selection definitions and clear this check box for any selections for which it is currently selected.

3. **Optional:** Enter default recruiting data on the Electronic Prospects Default Options Form (SRAPRED).
4. **Optional:** Select Banner validation items to appear in the Web lists on the Web for Prospects Display Rules Form (SRAWPDS).
5. **Optional:** Write your acknowledgment letter on the Web for Prospects Acknowledgment Letter Form (SRAWACK). The letter is constructed dynamically and appears at the end of the Web data entry.

## Web Prospect How I Learned About Validation Form (STVLEND)

This form is used to build Web for Prospects How I Learned About codes to designate how the prospect learned about the school.

These codes are entered by prospects on the Web for Prospects Web entry forms. The data is migrated to the Banner production Recruiting module and is available on the Recruit Prospect Information Form (SRARECR).

## Electronic Prospect Validation Form (STVPREL)

This form is used to enter the electronic prospect type codes. The **Enter on WEB** and **WEB Page ID** fields are used to support Web for Prospects.

The prospect codes that do not have the **Enter on WEB** check box selected cannot be entered on the Web. The **WEB Page ID** field is used for grouping prospects on a Web page. For example, if your institution has several undergraduate programs, you may have different default values and require that different data be entered. Therefore, you would create separate prospect codes. You can key the selection of your undergraduate programs off one site by constructing a link using the **WEB Page ID** value.

## Web Acknowledgment Validation Form (STVWACK)

This form is used to build Web for Prospects Acknowledgment 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 Acknowledgment Letter Form (SRAWACK) for placing Electronic Prospect data elements on the Web acknowledgment letter. The acknowledgment letter appears on the Web after the prospect presses the **Submit** button.

## Web Prospect Information Selection Validation Form (STVWPIC)

This form is used to build Web for Prospects Information Selection codes for Web data entry sections.

The values delivered with Web for Prospects are system-required. These codes are entered on the Web for Prospects Selection Rules Form (SRAWPRO) to control order and data entry requirements for the Web for Prospects Web entry forms.



**Warning!** Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Response Required on Web** 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 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 Prospects Default Options Form (SRAPRED)

This form is used to enter the default recruit values for Web-entered data.

Enter a code from STVPREL in the **Electronic Prospect Code** field in the key, and use Next Block to see the default values for the prospect code. The prospect codes on STVPREL must have the **Enter on WEB** 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.

This form is optional for use in Web for Prospects processing. The **Level**, **Recruiting Term**, **Degree**, and **Major** are required in the Recruiting module. If those values are not entered here, and this data is not entered on the Web, the Banner system-required values will default into the recruiting records.

If you do enter data on this form, the **Level** field is required.

## Web for Prospects Acknowledgment Letter Form (SRAWACK)

This form allows you to customize the acknowledgment letter. The acknowledgment letter will appear on the Web page after the student presses the **Submit** button.

Enter a code from STVPREL in the **Web Electronic Prospect Code** field in the key, and use Next Block to see the sequence numbers and variables for the letter. The prospect codes on STVPREL must have the **Enter on WEB** check box selected to be displayed in the list of values for the **Web Electronic Prospect Code** field on SRAWACK.

The **Sequence** field determines the order of the rows in the letter. When you first type in your letter, you can leave the sequence number blank, and the sequence will automatically fill in when you save the letter. Or, you can type in a sequence number incrementing each line by five, just in case you need to add new lines at a later time.

The **Formatting** field is a pulldown list where you can select an HTML command. The values for the field are blank, New Paragraph, New Line, or Horizontal Rule. The only time the formatting is ignored is when the **Text** and the **Prospect Data** fields are blank. This prevents blank lines from appearing in the middle of your letter.

The **Prospect Data** field is used for data elements from the Electronic Prospect System. These variables are stored on the Web Acknowledgment Validation Form (STVWACK).

The **Text** field is a free format field where you can include HTML commands in the text for additional formatting. Use the **Comments** button to display the Editor window and enter your text.



## Web for Prospects Display Rules Form (SRAWPDS)

This form allows you to reduce the number of choices the student can select from or to change the descriptions that will display on the Web.

This is accomplished by customizing the pulldown lists with specific values from Banner validation tables. All list boxes in the Web for Prospects Web pages are populated from Banner validation tables.

Enter a code from STVPREL in the **Web Electronic Prospect Code** field in the key, and use Next Block to see the table names and rules used with the prospect code. The prospect codes on STVPREL must have the **Enter on WEB** check box selected to be displayed in the list of values for the **Web Electronic Prospect Code** field on SRAWPDS.

You may enter the last four characters of a validation table name in the **Validation Table Name** field in the key to see only the rules for that validation table and the prospect code, or leave the **Validation Table Name** blank to view all the rules for the prospect code. For example, enter `TERM` for STVTERM, `CITZ` for STVCITZ, and `RES` for STVRES.

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.

The student will never see codes on the Web for Prospects Web page. They will only see descriptions. If you do not enter data on this form, all entries in the Banner 2000 validation table will be listed.

### *High School and Prior College Lists*

The Web for Prospects Web page allows you to search for a high school or prior college.

The search process will first prompt the student to select the state, province, or nation from pulldown lists. The student is next prompted to select the name of the city where the school is located. The last selection is for the school itself.

The requirement for this search is that address data be present for the schools included in the search. School addresses are maintained on the Source or Background Institution Base Form (SOASBGI).

The High School entry section has an alternative check box where the student can 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 student's school in the selection, yet the student 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.

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## Web for Prospects Selection Rules Form (SRAWPRO)

This form is used to identify the selections for display on the Web and the order in which they display.

Enter a code from STVPREL in the **Web Electronic Prospect Code** field in the key, and use Next Block to see the selection codes used with the prospect code. The prospect codes on STVPREL must have the **Enter on WEB** check box selected to be displayed in the list of values for the **Web Electronic Prospect Code** field on SRAWPRO.

The values in the **Selection Code** field are created on the Web Prospect Information Selection Validation Form (STVWPIC) and are system-required. Each selection is equated to data elements in the Web for Prospects module of the Banner Student Self-Service product.

Use the **Address Code** and **EMAIL (Code)** fields to enter the values to be used. These values are required for the selection codes ADDRESS1, ADDRESS2, and EMAIL.

The **Display Order on Web** field is used to designate the order of the modules on the Web page that fits your requirements.

The **Response Required on Web** 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 check 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 institution, you must also review your existing Web selection definitions and clear this check box for any selections for which it is currently selected.

When you first enter this form with a new prospect code from STVPREL, the selection codes for NAME and ADDRESS1 will automatically default.

If you have not entered any selection codes on this form for a prospect code from STVPREL, the prospect code will not be available on any Web page in Web for Prospects.

## Electronic Prospect Detail Form (SRAPREL)

This form is used to view biographical and search or test score data for a person that has been loaded to the temporary tables.

The form allows you to view all search data load records for this ID which are present in the Search Tape View (SRVPREL). This form is accessed independently or from the Electronic Prospect Inquiry Form (SRIPREL) using the Detail item in the Options Menu.

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### *Test Scores/Interests/Learned Window*

Use this window to view test score and interest information for the record, in addition to how the person learned about the school. Use the Test Scores/Interests item in the Options Menu of the main window to access this window.

The **(Learned About Institution) Code** in the (How I) Learned block is used by Web for Prospects to capture how the person learned about the school. The data is initially stored in Web for Prospects and is viewable from SRAPREL. After the prospect has been migrated to Banner Production, the data is available on SRARECR.

The How I Learned data is migrated to the recruit record based on the rule value `CREATELEARNED`, which is stored on SAAERUL under the group `PREL`. If the `CREATELEARNED` rule is `Y`, the prospect How I Learned data is migrated to the recruit How I Learned data.

The **(Learned About Institution) Code** is validated on the Web Prospect How I Learned About Validation Form (STVLEND).

### *Requested Materials Window*

The Requested Materials window is used to compliment the collection of that data for prospects in the Web for Prospects module of Banner Student Self-Service. This window is used to list the materials requested by the student. The SRTMATL table is used to store the materials collected on the Web.

The SRKPREL package is used to migrate SRTMATL data to GURMAIL in Banner production. The materials will not be migrated to GURMAIL if they fail the duplicate checking rules. A material is a duplicate if an existing GURMAIL row exists for the same material and has a blank print date, or the GURMAIL row exists for the same material with a non-blank print date, but the Allow Duplicate Entry rule on SOAMATL is not selected.

Use the rule on the Electronic Admissions Application Rules Form (SAAERUL) where the **Group (Code)** is `PREL` and the **Label** is `CREATEMATERIALS`.

### **Recruit Prospect Information Form (SRARECR)**

This form provides the information necessary for all recruitment-related activities, captures and validates information on prospective applicants, and in the Comments/Learned window contains information for electronic prospect processing on how the person learned about the school.

### *Comments/Learned Window*

Use this window to enter comments about the prospect and to view information on how the person learned about the school. This window is accessed using the Comments, Learned item in the Options Menu.

The **(How I) Learned (About Institution Code)** in the (How I) Learned block is used by Web for Prospects to capture how the person learned about the school. The data is initially stored in Web for Prospects and is viewable from SRAPREL. After the prospect has been migrated to Banner Production, the data is available on SRARECR.

The How I Learned data is migrated to the recruit record based on the rule value `CREATELEARNED`, which is stored on SAAERUL under the group `PREL`. If the `CREATELEARNED` rule is `Y`, the prospect How I Learned data is migrated to the recruit How I Learned data.

The **(How I) Learned (About Institution Code)** is validated on the Web Prospect How I Learned About Validation Form (STVLEND).

## Electronic Admissions Application Rules Form (SAAERUL)

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

### About this task

Rows for this table are not intended to be added locally. Rules which will be used in system processing will be delivered, and users will only need to update the **(Rule) Value** to reflect local processing options if it contains `UPDATE ME`.

Rules fall into three major categories:

- Rules which control processing within Web admissions, Web prospects, or 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 (<http://www.pesc.org>) and use the link to the EDI Implementation Guides.

(When a valid EDI value is expected, the **EDI Indicator** for the rule will be selected or `Y`).

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

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

## Procedure

1. Define a new group code on the EDI Rule Group Validation Form (STVEGRP) for `SAT`. (The new group code must match the electronic prospect code).
2. Enter `SAT` in the **Group** field on SAAERUL.
3. Select the **Copy PREL Group** button. All of the rules that exist for the `PREL` group code will be copied to your new `SAT` group code.
4. You can customize those values, and they will be applied only when the electronic prospect code used on SRTLOAD, SRRSRIN, or SRRPREL is `SAT`.

## Rules on SAAERUL

The rules on the Electronic Admissions Application Rules Form (SAAERUL) with the **Group (Code)** `PREL` allow you to set up default values for such things as an unknown high school and to control the migration of the data.

### *New Recruit Data*

Rules are used for determining under what circumstances recruiting records, addresses, and phone numbers will be loaded.

For the rule label `CREATENEWRECR` (no recruit exists, create new recruit), the possible values are `Y` or `N`. When an incoming record is being loaded and matched to an existing Banner person, the code will check if a recruiting record already exists for the person. If none does, then the code will check the `CREATENEWRECR` rule. If the rule value is `Y`, then the incoming data will be used to create a recruiting record. If the rule value is `N`, then no recruiting record will be created.

The two other rules used for creating a recruiting record are `MCREATENEWRECR` (matching recruit exists, create new recruit) and `NMCREATENEWRECR` (non-matching recruit exists, create new recruit).

- The possible values for `MCREATENEWRECR` are `Y`, `N`, or `U` (Update). If an incoming record is being loaded, the program will determine if a matching recruiting record already exists. An existing recruiting record matches if it has the same term, level, and optionally campus.
  - If the incoming record matches the existing recruiting record, and the `MCREATENEWRECR` rule value is `Y`, then a new recruiting record will be created.
  - If the `MCREATENEWRECR` rule value is `U`, then no new recruiting record will be created, and instead, the existing recruiting record will be updated. If a matching recruiting record exists, and the incoming contact, source, or interests are different, those values are updated.
  - If the `MCREATENEWRECR` rule value is `N`, then no recruiting record will be added, and the existing recruit record will not be updated.
- The possible values for `NMCREATENEWRECR` are `Y` or `N`. If an incoming record is being loaded, and it does not match to an existing recruiting record (based on term, level, and optionally campus), then the code will check the `NMCREATENEWRECR` rule to determine whether or not to create a new recruiting record.

## *New Address Data*

The rule label `NEWADDRESS` (no address exists, create one) is used when no address currently exists for the person in Banner. The possible values are `Y` or `N`. If the rule value is set to `Y` and no address currently exists for the person, the incoming address will be loaded.

The two other rules used for creating an address record are `ADDRDIFFTYPE` (address exists with different address type, add address) and `ADDRSAMETYPE` (address exists with same address type, add address). The possible values for these rules are `Y` or `N`.

- If an address already exists in Banner, and the incoming address record has the same address type, the address record will be inserted if the `ADDRSAMETYPE` rule value is `Y`.
- If the incoming address record has an address type that differs from the existing Banner address record, and the `ADDRDIFFTYPE` rule value is `Y`, then the incoming address record will be loaded. If the `ADDRDIFFTYPE` rule value is `N`, it will not be loaded.

## *New Phone Data*

The rule label `NEWPHONE` (no phone exists, create one) is used when no phone number currently exists for the person in Banner. The possible values are `Y` or `N`, where `Y` creates a new phone number, and `N` does not create a new phone number.

The two other rules used for creating a phone record are `PHONDIFFTYPE` (phone number exists with different phone type, add phone) and `PHONSAMETYPE` (phone number exists with same phone type, add phone). The possible values for these rules are `Y` or `N`.

- If a telephone record already exists in Banner, and the incoming telephone record has the same phone type, the phone number will be inserted if the `PHONSAMETYPE` rule value is `Y`.
- If the incoming phone record has a phone type that differs from the existing Banner phone type, and the `PHONDIFFTYPE` rule value is `Y`, then the incoming phone number will be loaded. If the value is `N`, it will not be loaded.

## *Web for Prospects Phone and Address Data*

Web for Prospects allows users to enter extra phone numbers in Banner Student Self-Service that are not associated with a specific address.

If extra phone numbers are entered by prospects on the Web, they will be processed in conjunction with address/phone data as follows:

1. The primary address (Address 1) is loaded to Banner along with its associated phone number using the electronic prospect rules identified above.
2. The secondary address (Address 2), if it exists, is loaded to Banner along with its associated phone number using the electronic prospect rules identified above.
3. The extra phone numbers entered are processed one at a time, based on the alphabetical order of the telephone type, using the electronic prospect rules identified above.

For example:

- `NEWPHONE = Y`

- NEWADDRESS = Y
- PHONSAMETYPE = N
- PHONDIFFTYPE = Y

The person being loaded is new to Banner and has entered a mailing address and phone number. In addition, they have entered a separate “mailing” phone number and a “business” phone number. When the record is processed, the mailing address and phone number will be loaded, because the NEWADDRESS and NEWPHONE rules are both set to Y.

Next, the business phone number will be processed, because it falls first alphabetically based on the phone type. The business phone number will be loaded, because it is a different type than the already processed mailing phone number, and the PHONDIFFTYPE rule is set to Y. The mailing phone number will then be processed. It will also be loaded to Banner, because it is a different type than one of the existing Banner phone numbers (the business phone that was just processed), and the PHONDIFFTYPE rule is set to Y.

### SAAERUL Rules

The rules on the Electronic Admissions Application Rules Form (SAAERUL) with the **Group (Code)** of PREL allow you to control how the incoming data is processed. Please see the table of rules that follows.

**Note:** Rows for this table are not intended to be added locally. Rules which will be used in system processing will be delivered, and users will only need to update the **(Rule) Value** on SAAERUL to reflect local processing options.

Please refer to the “Loading Packages/Procedures from Temporary to Production Tables (SRKPREL) Process Flows” section of the “Process Flows” chapter to review process flows describing how recruiting data is loaded and updated.

Group	Label	Description	EDI	Instructions
DISP	WEBPTSTDISP	# of Prospects Test Rows	N	Determines the number of test score rows that will display on the Web for Prospects Web page.
PREL	ACTADMR	Default ADMR code for ACT	N	Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for

Group	Label	Description	EDI	Instructions
				<p>the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for ACT data loads and when the ADMR value is not populated on the Test Code Validation Form (STVTEC) for ACT test code record types.</p>
PREL	ADDRDIFFTYPE	Create address if different type	N	Determines if an address should be created, if one with a different address type already exists. If set to Y, an address record will be created. If set to N, no address record will be created.
PREL	ADDRSAMETYPE	Create address if same type	N	Determines if an address should be created, if one with the same address type already exists. If set to Y, a new address record will be created. If set to N, no address record will be created.
PREL	COMMPPLAN	Create commplan collector entry	N	If set to Y, a record will be inserted into the



Group	Label	Description	EDI	Instructions
				Communication Plan Collector Table (SORCCOL) which is visible on the Communication Plan Collector Form (SOACCOL).
PREL	CREATECONT	Create new contact if recruit or app.	N	<p>If set to Y, the contact code entered as a parameter on the SRTLOAD process for data load or the contact code listed on the Electronic Prospects Default Options Form (SRAPRED) for electronic prospects will be inserted into the SORCONT table viewable on the Recruit Prospect Information Form (SRARECR) if a recruit record exists and the Admissions Application Form (SAAADMS) if an application record exists.</p> <p>If no contact code was loaded through SRTLOAD, and this parameter is Y, the system will insert the contact code for the appropriate interface code from the Interface</p>

Group	Label	Description	EDI	Instructions
				<p>Code Validation Form (STVINFC). The appropriate contact code will be loaded each time the recruit is loaded to Banner.</p> <p>If set to N, a contact code will not be created for new recruit records.</p>
PREL	CREATELEARNED	Create learned: Enter Y or N	N	<p>If Y is entered, and if the prospect is new to Banner, or if the prospect is matched to a recruit, and the recruit term, level, and campus are different, then the How I Learned data is created. The learned information will always be created if the prospect is matched to an applicant and the UPDATEIIFAPP is Y, or if the prospect is matched to a recruit with same term, level, and campus. The learned data is entered only on the Web.</p>
PREL	CREATEMATERIAL	Create Materials: Enter Y or N	N	<p>If Y is entered, and if the prospect is new to Banner, or if the prospect is matched to a recruit, and the recruit term, level, and campus are</p>

Group	Label	Description	EDI	Instructions
				different, then the materials data are created. The materials will always be created if the prospect is matched to an applicant and the UPDATEIIFAPP is Y, or if the prospect is matched to a recruit with same term, level, and campus.
PREL	CREATENEWAPPL	Create New Application	N	<p>Allows schools to indicate that they want an application record created at the same time a recruit record is created by SRRPREL.</p> <p>When this rule is Y, a new application will only be created when the term, level, college, degree, department, or major do not match an existing application.</p>
PREL	CREATENEWREC	Create new recruit	Y	If set to Y and no recruit record exists, a new recruit record will be created. If set to N and no recruit record already exists, then a new recruit record will not be created.

Group	Label	Description	EDI	Instructions
PREL	CREATESRCE	Create new source	Y	If set to <b>Y</b> , the source code entered as a parameter on the SRTLOAD process for data load or the source code listed on the Electronic Prospects Default Options Form (SRAPRED) for electronic prospects will be inserted into the SRRRSRC table viewable on the Recruit Prospect Information Form (SRARECR). If no source code was loaded through SRTLOAD, and this parameter is <b>Y</b> , the system will insert the source code for this from the Interface Code Validation Form (STVINFC).
PREL	GMATADMR	Default ADMR code for GMAT	N	Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score

Group	Label	Description	EDI	Instructions
				<p>Information Form (SOATEST).</p> <p>This default is only used for GMAT data loads and when the ADMR value is not populated on the Test Code Validation Form (STVTEC) for GMAT test code record types.</p>
PREL	GREADMR	Default ADMR code for GRE	N	<p>Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for GRE data loads and when the ADMR value is not populated on the Test Code Validation Form (STVTEC) for GRE test code record types.</p>
PREL	HOMESCHOOL	SBI code, if the prospect checks the <b>Home School</b>	N	<p>This applies only to the Web. The value entered on</p>

Group	Label	Description	EDI	Instructions
		check box on Web for Prospects Web page		SAAERUL for this must be a valid high school on STVSBGI.
PREL	HSCHADMR	Default High School Checklist	N	This value will be used to populate the <b>Admissions Request</b> field on the High School Information Form (SOAHSCH). This default is <i>only</i> used when the Admissions Request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).
PREL	HSCHSELFREPORT	Update self-reported items	N	If set to Y, then the student self-reported items, such as GPA, class rank, etc., will be loaded to the appropriate tables.
PREL	INTERESTMAX	Maximum interest to load	1	Indicates the number of interests to be loaded from a search data load to the SORINTS table if the LOADINTEREST group label is set to Y.
PREL	LOADALTID	Load Same Alt ID Type/Diff ID	N	If set to N, do not load an incoming additional ID for the same additional ID type.  If set to Y, load an incoming

Group	Label	Description	EDI	Instructions
				additional ID for the same additional ID type, as long as the additional ID is different.
PREL	LOADINTEREST	Load interests	N	If set to Y, interests provided will be loaded to the SORINTS table. All interest codes must have Banner conversion values defined on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of INTS.
PREL	LOADMAJOR	Use provided major	N	If set to Y, majors provided will be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 1 (backfilled to the Major 1 field on SRBRECR) and to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 2 (backfilled to the Major 2 field on SRBRECR). All major codes must have Banner conversion values defined on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of MAJR.

Group	Label	Description	EDI	Instructions
PREL	LOADOLDTESTS	Load older test scores	N	If set to Y, test score records with test dates older than the current record's scores will also be loaded.
PREL	MAJOR2INTEREST	Load major to interests	N	If set to Y, and LOADINTEREST is set to Y, major codes provided will be converted and loaded to the SORINTS table. All major codes for which interests are to be loaded must have Banner conversion values set appropriately on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of INTS.
PREL	MCREATENEWREC	Matching create new recruit	N	If set to Y, and the incoming record matches an existing recruiting record, then a new recruiting record is created.  If set to U, and the incoming record matches an existing recruiting record, then no recruiting record is created, and the existing record is updated. If a matching recruiting record exists, and the incoming contact, source,



Group	Label	Description	EDI	Instructions
				<p>or interests are different, those values are updated.</p> <p>If set to N, and the incoming record matches an existing recruiting record, then no recruiting record is created, and no records are updated.</p> <p>A match exists if the incoming record has the same term, level, and optionally campus as the existing recruiting record.</p>
PREL	NEWADDRESS	Create address	Y	<p>If set to Y, and no address record exists for the person in Banner, an address record will be created. If set to N, and no address record exists, no record will be created.</p>
PREL	NEWPHONE	Create phone	Y	<p>If set to Y, and no phone record exists for the person in Banner, a phone record will be created. If set to N, and no phone record exists, no record will be created.</p>
PREL	NMCREATENEWRECRUIT	Non-match create new recruit	N	<p>If set to Y, and the incoming record does not match an existing recruit record, a new</p>

Group	Label	Description	EDI	Instructions
				<p>recruiting record is created. If set to N, no recruiting record is created.</p> <p>A match exists if the incoming record has the same term, level, and optionally campus as the existing recruiting record.</p>
PREL	PCOLADMR	Default Prior College Checklist	N	<p>This value will be used to populate the <b>Admissions Request</b> field on the Prior College Form (SOAPCOL). This default is <i>only</i> used when the Admissions Request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).</p>
PREL	PHONDIFFTYPE	Create phone if different type exists	N	<p>Determines if a phone record should be created, if one with a different phone type already exists. If set to Y, a phone record will be created. If set to N, no phone record will be created.</p>
PREL	PHONSAMETYPE	Create phone if same type exists	N	<p>Determines if a phone record should be created, if one with the same phone type</p>

Group	Label	Description	EDI	Instructions
				already exists. If set to Y, a new phone record will be created. If set to N, no phone record will be created.
PREL	PRIMESRCE	Create source as primary	N	If set to Y, and CREATESRCE is set to Y, then the source code loaded to the SRRRSRC table will be set as the primary source. Only one source will be flagged as primary for each recruit term and sequence number upon loading to Banner.
PREL	PSATMAJOR	<p>Obsolete Sept 2013 SSS_SEARCH</p> <p>Formerly, Load the PSAT Major First</p> <p><i>This rule is obsolete as of September 2013 and is no longer used with the SSS_SEARCH data load.</i></p>	N	<p>Loads the PSAT major if it exists. This rule is only used for SSS_SEARCH data load processing.</p> <p>When LOADMAJOR is set to Y and PSATMAJOR is set to Y, and the PSAT exists, the PSAT major will be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 1 (backfilled to the Major 1 field on SRBRECR). The first SAT major code listed on the file will then be</p>

Group	Label	Description	EDI	Instructions
				<p>loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 2 (backfilled to the Major 2 field on SRBRECR) if it exists.</p> <p>When LOADMAJOR is set to Y and PSATMAJOR is set to N, the PSAT major will not load at all, and the first two SAT major codes on the file will be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 1 (backfilled to the Major 1 field on SRBRECR) and a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 2 (backfilled to the Major 2 field on SRBRECR), if they exist.</p> <p><b>Note:</b> Whatever your settings are in SAAERUL, if the second major to be loaded translates to 0000 (undeclared), the second major will not be loaded.</p>
PREL	SATHADMR	Default ADMR code for SAT	N	Identifies the checklist summary request default ADMR code value

Group	Label	Description	EDI	Instructions
				<p>to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for SAT data loads and when the ADMR value is not populated on the Test Code Validation Form (STVTEC) for SAT test code record types.</p>
PREL	UNKNOWNHSCH	SBGI code, if the student enters an SBGI code that is not valid on the Web	N	<p>This source/background institution (SBGI) code will fill in the SRTHSCH_SBGI_CODE, and the code the student entered will fill into SRTHSCH_SBGI_CODE_INVALID. This code is also used if student leaves the SBGI code blank but enters a name of the institution or any of the self-reported data. This rule is for the Web only. The value entered on SAAERUL for this must be a valid</p>

Group	Label	Description	EDI	Instructions
				high school on STVSBGI.
PREL	UNKNOWNPCOL	SBGi code, if the student enters an SBGI code that is not valid on the Web	N	<p>This source/background institution (SBGI) code will fill in the SRTPCOL_SBGi_CODE, and the code the student entered will fill into SRTPCOL_SBGi_CODE_INVALID. This code is also used if student leaves the SBGI code blank but enters a name of the institution or any of the self-reported data. This rule is for the Web only. The value entered on SAAERUL for this must be a valid college on STVSBGI.</p>
PREL	UPDATEIFAPP	Update recruit record if application exists	N	<p>If set to Y, then the settings of the previous rules will be followed, even if a recruit record already exists for this person for the same term, level, and campus. If set to N, and a matching recruit record already exists, then based on your SAAERUL settings, the process will:</p> <ul style="list-style-type: none"> <li>• Insert new test score records on the Test Score</li> </ul>

Group	Label	Description	EDI	Instructions
				<p>Information Form (SOATEST).</p> <ul style="list-style-type: none"> <li>• Insert new high school records on the High School Information Form (SOAHSCH).</li> <li>• Insert new college records on the Prior College Form (SOAPCOL).</li> <li>• Insert the contact code into the SORCONT table.</li> <li>• Insert the source code into the SRRRSRC table if a matching recruit record exists or insert the source code into the SARRSRC table if a matching application record exists.</li> <li>• Update Null values on the General Person Form (SPAPERS).</li> </ul>
PREL	VTYPADMR	Default ADMR Code for the Visa	Y	Identifies the Checklist Summary Request Code for the Visa Code value to

Group	Label	Description	EDI	Instructions
				be inserted on the Admissions Application Detail block of the Admissions Application Form (SAAADMS) when loading a record from the Banner Student Self-Service Prospects (Recruiting) or Admissions modules. This rule is <i>only</i> used by the Web interface.
PREL	WEBGENID	For Web only, use generated ID, or use entered SSN for ID	N	Enter G to always use the generated ID which uses SOBSEQN functions. Enter S to use the SSN entered on the Web. If neither is entered, use a generated ID.

## Data Load and Match Processing

This section discusses data load and match processing for recruiting.

### Overview of Banner Student External Load and Match Process

The following steps include technical details of the data load process for the student test score data loads, search data loads, electronic prospects, and electronic applicants. This discussion is intended to provide information on how the process works from a technical perspective.

For additional information on Common Matching, please refer to the *Banner General User Guide* and the “Common Matching Processing” procedures in the “General Person” chapter of this user guide.



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## External Load Processes

External data is loaded into various sets of temporary tables depending on the source of the external data.

Test score data such as SATs, GREs, AMCAS, etc., is loaded into temporary tables beginning with SRT, as is search file data and Banner Student Self-Service prospect data. If you are using the Electronic Prospect Match Process (SRRSRIN), the test score data is loaded into temporary tables beginning with SOR or SRT, which can be viewed on the Electronic Prospect Inquiry Form (SRIPREL) and the Electronic Prospect Detail Form (SRAPREL).

Self-service admissions data is loaded into temporary tables beginning with SARXXXX. Data loaded into the SARXXXX temporary tables can be viewed on the Electronic Application Submitted Form (SAAETBL).

After external data has been loaded into its respective temporary tables, it can be matched manually (using SRIPREL or SAAEAPS) or in batch (using SRRSRIN or SARETMT). The manual match process uses the Common Matching Entry Form (GOAMTCH) and the Common Matching algorithm to match incoming records to existing Banner records.

## Setting up Rule Restrictions on GORCMRL

The rules that define how the Common Matching algorithm searches for duplicates are defined on the Common Matching Rules Form (GORCMRL).

There are certain restrictions on these rules:

- The algorithm requires that the last name or non-person name (SPRIDEN\_SEARCH\_LAST\_NAME) be included in all your rules.
- For data elements where you can change the number of characters to use in matching from what exists in the data dictionary, you cannot change the length to zero.
- If you enter a negative length for the number of characters to compare for the field, the algorithm will start checking the specified number of characters with the last character in the string.

**Note:** It is recommended that you not use a negative length for SSN/SIN/TIN. It could create performance issues.

Different pieces of data are required depending on whether you are adding a person or non-person record:

- For a *person* record, data in **Last Name** and **First Name** must exist. No other data is required to initiate the Common Matching process. If data is entered in the **Last Name** field, the GOTCMME\_ENTITY\_IND must equal P for matching a person.
- For a *non-person* record, data in the Non-Person Name only must exist. No other data is required to initiate the Common Matching process. If data is entered in the **Non-person Name** field, the GOTCMME\_ENTITY\_IND must equal C for matching a non-person.

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## Using the Common Matching Algorithm

The Common Matching algorithm uses the rules you create to evaluate new identification records that are being added to the Banner database to see if they already exist.

The algorithm will return:

- **New** if no matching records or potential matches are found, based on the rules defined for the matching source.
- **Match** if only one record is found that matches all the criteria of the rules. In this case, the algorithm will return the PIDM.
- **Potential Match (Suspense)** if multiple records are found that match the criteria, or if records are found that match only some of the criteria. In this case, the algorithm returns the PIDMs of all possible matches. The data is stored in a temporary table until the user finishes investigating them.

**Note:** When the algorithm is matching on non-code fields such as name, the `gokcmp.f_compress_name` function will remove spaces, special characters, and force the text to be upper case.

For a match or a potential match, the conditions met and unmet will also be returned, for example:

Name Match, Date of Birth Year Match, Address No Match

## How the Matching Process Works in Banner Student

When you enter an ID on SPAIDEN that does not exist in Banner and then execute the matching process, you can receive a match status of “New”, “Match”, or “Potential Match”.

### *New Records*

Records are matched with a status of “New” if no records match, based on the rules that have been set up.

When a record is identified as being new, the General Person APIs are used to insert the data into SPRIDEN, SPRADDR, SPRTELE, SPBPERS, or GOREMAL. After the record is made new, you are returned to SPAIDEN.

### *Matched Records*

Records are matched with a status of “Match” if one, and only one, record in Banner matches the incoming person based on the rules that have been set up.

Data for the matched PIDM is displayed for review by the user. You can select the matched record and return to the main window of SPAIDEN, or you can update the matched person with data entered in the Data Entry block on GOAMTCH before returning to SPAIDEN.

## Potentially Matched Records

Records are matched with a status of “Potential Match” (or “Suspense”) if some, but not all, fields match someone in Banner based on the rules that have been set up. For example, the first and last names for the record match, but the date of birth does not match.

You can create the person as “New”, or you can select one of the potentially matched records as the “Match”.

## Rule Examples

Here is one set of rules that can be used in Banner Student.

Priority	Column Name	Data Element	Length	Required/Exists
2	SPRIDEN_SEARCH	LAST NAME/ NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH	FIRST NAME	10	Required
	SPBPERS_SSN	SSN/SIN/TIN	9	Required
	SPBPERS_BIRTH_DATE	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_MONTH	DATE OF BIRTH MONTH	2	Exists
	SPBPERS_BIRTH_YEAR	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_CITY	CITY	10	Exists
3	SPRIDEN_SEARCH	LAST NAME/ NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH	FIRST NAME	10	Required
	SPBPERS_BIRTH_DATE	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_MONTH	DATE OF BIRTH MONTH	2	Exists
	SPBPERS_BIRTH_YEAR	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_CITY	CITY	10	Exists
	SPRADDR_CITY	CITY	10	Exists

Priority	Column Name	Data Element	Length	Required/Exists
	SPRADDR_ZIP	ZIP/POSTAL CODE	5	Exists

## Matching Algorithm - Primary and Secondary Matches

The matching algorithm used with Common Matching processing is composed of two matches - primary and secondary.

The primary match selects a pool of Banner records that may match based on first, middle, and last name, or SSN and ID. If a record is selected as part of the primary match, then at a minimum it will be a potential match. The secondary match then looks at all the records from the primary match pool and uses the rest of the fields in the matching rule to see if only one record matches exactly. If only one record matches exactly, that record is a match. If more than one record matches, then all those records that match or partially match become the potential matches.

An exception to this process is if an incoming record has passed the primary match, but all of the other non-name elements included in the matching rule do not match (and none of the fields are Null), then the person is made new.

For example, a rule could be set up as follows:

Element	Required	Length
Last Name	Required	10
First Name	Exists	8
City	Exists	8
ZIP	Exists	5
Date of Birth	Exists	

Banner contains a SPRIDEN record for Joseph Smith in Tampa, FL, born on April 11, 1982. The incoming record is also for a Joseph Smith who lives in Boston, MA, and who was born on August 18, 1981. Assuming there were no other Joseph Smiths in the Banner database, the incoming record would be marked *New*. It would normally have been marked as *Suspended*, because the first and last names matched, but as the rest of the elements in the rule (City, ZIP, Date of Birth) specifically did not match, the person was made new.

## How the Algorithm Processes Rules

The Common Matching algorithm allows for the processing of multiple rules.

Priority numbers must be defined for each rule indicating the sequence in which they are to be processed. The strictest rule should be assigned the first priority (that is, #1). The algorithm will process each rule in order, separately and completely.

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- The first step performed by the algorithm is primary matching for the rule. This step defines the population on which the rest of the processing (secondary match) will be performed. If no match occurs during the primary match, then the external record is considered to be new.
  - The second step performed by the algorithm is secondary matching processing against the results of the primary match. If the secondary match determines an exact match on only one record, the external source record is considered to be a match.

If more than one record is matched to the criteria, the external source record is considered to be in suspense. The external source record will be considered to be in suspense if data matches part of the criteria of the rules but does not match all the criteria. If the results of the rule are new or matched, the results are returned to the calling process. No other rules are processed.

When all the rules have been processed, the algorithm will interrogate the results and return the results to the calling process. The match status (new, matched, or suspense) will be returned, in addition to a results message providing the elements that were matched, not matched, or missing as a result of processing the rule.

When processing online, if a record is determined to be a match using one rule but to be in suspense using one or more additional rules, the record's match status will be set to match, but the user will still be able to view the potentially matched records.

### *Rule Indicators*

The **Data Required** field on GORCMRL can be set to `Exists` or `Required`.

- A value of `Required` indicates that the data field associated with the indicator is required and must be present on the external source and in Banner. If the field on either the external source or in Banner is Null for a data element with the **Data Required** field set to `Required`, then the data element is considered to be not matched. If all data elements are required, but all of the data elements in the secondary match are Null either in Banner or the external source, the record will be suspended for review.
- A value of `Exists` indicates that either the external source or the Banner value can be Null. If either or both values are Null, the field is considered to be a match.

### *Rule Priorities*

The algorithm processes each rule that has been defined for the data source separately based on the priority given in the Rule Priorities block. If the priority rule determines that the input record is either `New` or `Matched`, that status is the overall status that is returned for the record.

**Note:** For online processing, the potential matches that result from processing the rules may be viewed online from the Potential Matches block on the Common Matching Entry Form (GOAMTCH). Potential matches are listed in order by rule priority.

## Field Length Values

Whenever a length is specified for a rule on the Common Matching Rules Form (GORCMRL), the comparison is made using the rule length of the fields.

For example, using the last name, the comparison would be between the rule lengths of the last name on the external source to the rule length of the last name in Banner. If the rule length is five, then the first five characters of the external source last name are compared to the first five characters of the Banner last name.

A negative length may be entered for the ID and SSN/SIN/TFN to reverse the order from last to first. For example, if -5 is entered for the length of the SSN/SIN/TIN, the last five characters of the external source SSN will be compared to the last five characters of the Banner SSN/SIN/TIN.

For example, for the rule below:

Last Name length = 4

First Name length = 3

SSN/SIN/TFN length = -4

Patricia Longnecker, SSN/SIN/TFN #555116789

The results would be:

The first four characters of the last name would be used: LONG

The first three characters of the first name would be used: PAT

The last four characters of the SSN/SIN/TFN would be used: 6789

## Suggested Rules

It is recommended that each external source type have at least two GORCMRL matching rules defined to maximize the number of matches, and therefore minimize the number of suspended records. The key difference between the two recommended rules is in the use of the **Social Security Number** field.

Many institutions now use generated IDs when creating SPRIDEN records in Banner due to the increased reluctance to ask for and to provide social security numbers. This necessitates a matching rule that does not use the **Social Security Number** field, as it will never match to the Generated ID. However, matching on an SSN in combination with a first and last name is still superior to matching only on last and first name alone. So, a second rule incorporating the **Social Security Number** field ensures that if the SSNs are present, it will use them in the matching process.

Rule 1:	SSN = Y, 9
	Lname = Y, 5
	Fname = Y, 4
	City = Y, 7
	ZIP = Y, 5

---

Rule 2:	Lname = Y, 5
	Fname = Y, 4
	City = Y, 7
	ZIP = Y, 5
Rule 3:	SSN = R, 9
	Lname = Y, 5
	Fname = Y, 4

---

## Primary Matching Logic

The primary matching process uses Last Name/Non-Person name (SPRIDEN\_SEARCH\_LAST\_NAME), which is a required data element for Common Matching.

### About this task

If First Name (SPRIDEN\_SEARCH\_FIRST\_NAME) or Middle Name (SPRIDEN\_SEARCH\_MI) are specified data elements in a rule, these will also be used as part of the primary match for the name. In addition, if ID (SPRIDEN\_ID) or SSN/SIN/TFN (SPBPERS\_SSN) are specified data elements in a rule, they will be used as part of the primary match.

The Common Matching process will use the **Match Type (Indicator)** setting that has been established for the matching source on the Common Matching Source Code Rules Form (GORCMSC) to determine which records are to be selected in Banner.

- When the **Match Type (Indicator)** is set to *Person*, person records will be selected. When GORCMSC\_ENTITY\_CDE is set to P, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to P.
- When the **Match Type (Indicator)** is set to *Non-Person*, non-person records will be selected. When GORCMSC\_ENTITY\_CDE is set to C, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to C.
- When the **Match Type (Indicator)** is set to *Both*, person and non-person records will be selected. When GORCMSC\_ENTITY\_CDE is set to B, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to P or C.

The following steps are used in the primary matching process:

*Either Step 1 or Step 2 below must be true for a record to pass the primary match. If the external record fails the primary match, then the match status will be marked as new.*

### Procedure

1. If the SSN/SIN/TFN is defined for the matching source and rule priority number, retrieve all records from Banner with a matching SSN/SIN/TFN.

The SSN/SIN/TFN data element is defined as part of the rule, and the SPBPERS\_SSN is equal to the external source SSN/SIN/TFN.

- 
2. If First Name or Middle Name or both are defined for the matching source and rule priority number, combine them with the Last Name criteria, and retrieve all records from Banner with a matching name.

**Note:** When matching non-person records, the First and Middle Names should not be included as part of the rule.

- a) The following must be true:

`SPRIDEN_SEARCH_LAST_NAME` must equal the last name on the external source for the specified length.

**Note:** If the matching source is defined to match non-person records, and `SPRIDEN_SEARCH_LAST_NAME` is not like the non-person name from the external Source, the matching algorithm will check to see if a matching record exists on the GORNPNM alias table.

- b) One of the following must be true:

First Name data element is not defined.

*or*

First Name data element is defined for the rule, and `SPRIDEN_SEARCH_FIRST_NAME` is equal to the external source first name for the specified length.

**Note:** If the `SPRIDEN_SEARCH_FIRST_NAME` is not like the first name from the external source, the matching algorithm will check to see if a matching record exists on the GORNAME alias table (if the matching source is defined to match person records).

- c) One of the following must be true:

Middle Name data element is not defined.

*or*

Middle Name data element is defined for the rule, and `SPRIDEN_SEARCH_MI` is equal to the external source middle name for the specified length.

**Note:** If the `SPRIDEN_SEARCH_MI` is not like the middle name from the external source, the matching algorithm will check to see if a matching record exists on the GORNAME alias table (if the matching source is defined to match person records).

3. If ID is defined for the matching source and rule priority number, retrieve all records from Banner with a `SPRIDEN_ID` that is equal to the external source ID.



---

## Secondary Matching Logic

The secondary matching process compares the data elements defined for the matching source and rule priority number for all records returned by the primary matching process. The goal of the secondary match is to find an exact match between the external source record and a Banner record.

When comparing a data field that has the **Data Required (Indicator)** set to `Exists`, a Null value may exist either in Banner or the external source. If a Null value exists either in Banner or the external source for the data element, the data element is considered to be matched.

When the **Data Required (Indicator)** is set to `Required`, if a Null value exists either in Banner or the external source for the data element, the data element is considered to be not matched.

This step is repeated for each of the data elements for the rule, and one condition must be true for each for an external source record to be considered to be a match.

- Data element is not defined.
- Data element **Data Required (Indicator)** is set to `Exists` or `Required`, and the Banner value is equal to the external source value for the specified length.  
*or*
- Data element **Data Required (Indicator)** is set to `Exists`, and the Banner value is Null.  
*or*
- Data element **Data Required (Indicator)** is set to `Exists`, and the external source value is Null.

When the data being matched is part of a logical unit (such as an address), the logical unit is matched separately and completely. For example, when matching on city and ZIP code, the city and ZIP code must be associated with one address.

**Note:** There is an *exception* to be aware of. For an external source record to be considered as new when the record has already passed the primary match, all non-name data elements must be determined as not being a match, and none of the non-name elements may be Null.

## Examples of Matching Algorithm Process and Results

Here are some examples of how the matching algorithm works.

### Example 1:

If all required data elements are missing, the record will be suspended.

Last Name = Required

First Name = Required

Date of Birth Day = Required

Date of Birth Month = Required

Date of Birth Year = Required

City = Required

*Banner values:* Mildred Jones, Date of Birth = 08/17/1957, City = Topeka

*External values:* Mildred Jones

The external record will pass the primary match, because the first and last names match. However, as all other data elements are missing (that is, Null) from the external source (not matched but are Null), the record will be suspended.

### Example 2:

The external record passes the primary match as the first and last name matches against two Banner records. These two records are then used in the secondary match.

Rule 1	Rule 2
Last Name = R	Last Name = R
First Name = Y	First Name = Y
SSN = Y	Date of Birth = Y
Date of Birth = Y	City = Y
City = Y	ZIP Code = Y
ZIP Code = Y	
The value R stands for Required. The value Y stands for Exists.	

*Banner values:*

Record 1 - Alberta Rockville, 330229101, Largesse, 06259, 05/01/1985

Record 2 - Alberta Rockville, no SSN, Pomfret, 19355, no Date of Birth

*External values:* Alberta Rockville, 330229101, Largesse, 06259, no Date of Birth

The external record will pass the primary match, because the first and last names match at least one Banner record with the same first and last names.

- Using Rule 1 and the matching algorithm, the external record will be matched against Banner record 1. It will be suspended against Banner record 2.
- Using Rule 2, the external record would be matched against Banner record 1, as the Date of Birth is missing and the City and ZIP match.

### Example 3:

The external record passes the primary match, which usually means that the match status will be *Suspense* at a minimum. However, in this case, because none of the non-name/SSN fields match, the external record has a match status of *New*.

Rule 1	Rule 2
Last Name = R	Last Name = R
First Name = R	First Name = R
SSN = Y	Date of Birth = Y

Rule 1	Rule 2
Date of Birth = Y	City = Y
City = Y	ZIP Code = Y
ZIP Code = Y	
The value R stands for Required. The value Y stands for Exists.	

*Banner values:* Tomasso Dalimonte, SSN = Null, Date of Birth = 06/02/78, City = Marikesh, ZIP = 11233

*External values:* Tomasso Dalimonte, SSN = Null, Date of Birth = 09/07/59, City = Woodstock, ZIP = 06281

The external record will pass the primary match, because the first and last names match. Normally, this would mean that the record would be suspended at a minimum. However, because the Date of Birth, City, and ZIP Code fields specifically do not match (that is., none of them are Null), then the record's match status is set to *New*. This is the only exception to the basic matching algorithm.

## Search and Test Score Data Load

This section discusses search and test score data loads.

### Overview

The search and test score data load process allows data from the College Board's Student Search Service, Peterson, and ACT EOS and Private Colleges and Universities search data files or the data from SAT, ACT, GRE, GMAT, and AMCAS test scores to be loaded into the Banner Student System. In addition, delimited files (such as AMCAS) can be loaded. The data is initially loaded into separate temporary tables due to its potentially large volume of records.

You may choose to load records individually from the temporary tables into Banner Production tables. Or, you may perform a mass load, taking into account records that may match an existing Banner record. The data in the temporary tables is always accessible using two Banner Student forms. The data may also be used to run reports, create labels, and generate letters based on a combination of data in the temporary tables and the Banner tables. The purge process is also available to purge temporary table records created by the search or test score report data load process.

The tape types supported by the search and test score data load functionality are:

- SAT
- ACT
- GRE
- GMAT
- SSS Student Search Service
- Peterson
- ACT EOS Educational Opportunity Service

- PCU Private Colleges and University Search Tape
- AMCAS

Each tape is identified by the electronic prospect code (from STVPREL) and a tape code. These codes will be referred to throughout this process. The codes are system-required on the Electronic Prospect Validation Form (STVPREL) and the Electronic Data File and Tape Validation Form (STVTAPE).

<b>Tape</b>	<b>Prospect Code from STVPREL</b>	<b>Tape Code from STVTAPE</b>
SAT	SAT	SAT
ACT	ACT	ACT
GRE	GRE	GRE
GMAT	GMAT	GMAT
SSS (psat)	SSS-PSAT	SSS_SEARCH
SSS (sat)	SSS_SEARCH	SSS_SEARCH
Peterson	PETERSON	PETERSON
ACT EOS	EOS_ACT	EOS_ACT
PCU	PCU	PCU
AMCAS	AMCS	AMCS

This data load process uses one program to load data from a file to Oracle. This process can be run from job submission. After it is loaded into Oracle, the data is initially loaded into separate temporary tables due to its potential volume of records. You may choose to load records individually from the temporary tables into Banner production tables.

Or, you may perform a mass load, taking into account records that may match an existing Banner record. The data in the temporary tables is always accessible using two Banner Student forms. The data may also be used to run reports, create labels, and generate letters based on a combination of data in the temporary tables and the Banner tables. The purge process is also available to purge temporary table records created by the search or test score report data load process.

**Note:** For detailed information on processing AMCAS data loads, please refer to the section “AMCAS (American Medical College Application Service) Load Procedures Using SRTLOAD” in the procedures section for this chapter.

## Use of PIDM In Data File

Data (flat) files are often created or downloaded by institutions and sent to marketing organizations.

Various data in the file (name, address, etc.) can then be changed by the marketing organization and returned to the institution. When the flat file is returned, the PIDM (if included) can be used to match the incoming record to Banner. This reduces creating suspended or duplicate records.

Use the tape/file field name of `PIDM` (description is `PIDM` if person was prior match) on the Tape Field Name Validation Form (STVTPFD), and apply the rule on the Tape Field Position Rule Form (SRATPFD) for the corresponding tape code to reduce the risk of creating suspended or duplicate records during the matching process.

## Handling of IDs in Temporary Table

SRTLLOAD and electronic prospects only load generated prospect IDs to the temporary table.

This prevents wasting generated Banner IDs that are also loaded to the temporary tables. If the prospect or Web prospect has an SSN, and SRTLLOAD or SAAERUL is set to use the SSN, the SSN will be loaded to the temporary table.

SRRPREL and SRIPREL generate a brand new Banner ID only when loading the prospect to Banner for the first time. Prospect IDs that were created in the temporary table SRTIDEN will never be loaded to Banner, unless the SSN was chosen as the temporary ID. Then the SSN will load to Banner if it is found to be a `New` record.

**Note:** When you are loading Web Prospects or data records using the SSN as the temporary `SRTIDEN _ID` (where the SAAERUL: group `PREL`, label `WEBGENID`, is set to `S` for Generate ID if Web Prospect or SRTLLOAD: SSN or Generated ID parameter is set to `S`), and during the matching process (on SRIPREL or SRRSRIN) the record is determined to be `New` (no match in Banner), but a Banner ID does exist that happens to be identical to the SSN that was loaded into the temporary table, upon loading this `New` record to Banner (through SRIPREL or SRRPREL), an error will appear:

142228889	Boatwright, N Kwame	200010	UG	000	311420	Potential Dup ID on SPRIDEN
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**Note:** In this situation, the record must have a new prospect ID generated on SRIPREL (using the Associate Person with ID window on SAAEAPS) to be loaded to Banner and so avoid the possible creation of duplicate IDs.

## Overall Process

When a search file or a test score file is received from either College Board/SSS, Peterson, EOS (from ACT), AMCAS, or Private Colleges and Universities, the data is moved to your host machine.

Using SRTLLOAD, the data from the search file or test score file is loaded into a set of temporary tables (SRTIDEN, SRTPEERS, SRTTELE, SRTADDR, SRTTEST, SRTPREL, SRTSCH, SRTPCOL, SRTEMAL, SRTGPAT, SRTCRSS, SRTSUPL, SRTDEGR, SRTMAJR, SRTTSPC, SRTPRAC). These tables are easily accessible through the Search Tape View (SRVPREL). You can then use either the online forms or the match and load processes to load search records or test score records into the Banner production tables.

1. Add the interface codes to the Interface Code Validation Form (STVINFC) to identify the different search and test score files.

2. To associate each interface code with its matching rules, assign a matching source code to each interface code on STVINFC.
3. You may want to verify that all test score types (SAT, ACT, ACT EOS, GRE, GMAT, and AMCAS) and search types (PSAT, Peterson, PCU) are defined appropriately.
4. Define similar codes on the Electronic Data File and Tape Validation Form (STVTAPE) to associate a specific file with its predefined field positions on the Tape Field Position Rule Form (SRATPFD).
5. For delimited files, use the Tape File Delimiter Type Rules Form (SORDLIM) to specify what delimiter (and optionally what marker) is used with this file.
6. Define prospect codes, very similar to interface and electronic data file codes, on the Electronic Prospect Validation Form (STVPREL). These codes are associated with the search and test score report data loaded into the temporary tables and the Search Tape View (SRVPREL).

There are two options available for loading the search or test score data into Banner production from the temporary tables.

### *Option 1: Batch Load*

The Electronic Prospect Match (SRRSRIN) uses the Common Matching algorithm to determine if a record already exists in Banner for persons in the temporary tables.

- If the record exists in Banner, then the match status on the temporary table for this record is set to **M** (Matched).
- If the record does not match, then the match status is set to **N** (New).
- If the record is considered a suspense, (that is, some elements are matched but not enough to be considered a match), then the match status is set to **S** (Suspense).
- If the record exists on the data load multiple times, or if it exists in the temporary tables more than one time for the same electronic prospect code and tape ID, the records are set to **D** (Duplicate).

All records in the temporary files can be viewed on the Electronic Prospect Inquiry Form (SRIPREL). Those records with a status of suspense or duplicate can be viewed on this form by running a query on a match status of **S** or **D**. You may access the Common Matching Entry Form (GOAMTCH) from this form, which runs the matching algorithm using the data in the temporary tables to determine if a matching record exists. Based on the results of the algorithm, you must decide if the record matches an existing Banner record or whether it is a new record. For more information on using GOAMTCH, please refer to the procedures in the “General Person” chapter.

After all suspended or duplicated records have been updated to either **N** (New) or **M** (Matched), the Migrate Electronic Prospects Process (SRRPREL) is run. Depending on the values set for the parameters, in addition to the values set for the rules on SAAERUL, a new recruit record may be created or an existing record may be updated at the time the test scores are loaded. If an address with the same address type already exists in Banner, then an additional address record may be created with the same address type and a one-up sequence number. If an existing recruit record is to be updated, then a contact for this specific data load will be added to the record.

If a match does not exist, then a recruit record is created at the time the test scores are loaded for the person (using either the SSN or a generated ID) for the term and level (and campus, if identified in the Electronic Prospect Load Process (SRTLOAD)) specified in the parameters. In addition,

records may be created for this person on the following forms, depending on the rules settings on the Electronic Admissions Application Rules Form (SAAERUL):

- SPAPERS – demographic information
- SPAIDEN – address information
- SPATELE – telephone information
- GOAINTL - international information
- SOAPCOL – prior college information
- SOAHSCH – high school information
- SRARECR – source, contact, and interests
- SOATEST – test scores (for test score data only, including percentiles for SAT and GRE files)
- SAAADMS – application information
- SOASUPL – applicant supplemental information, for AMCAS only

If a match exists, then what happens will also depend on the values set on the Electronic Admissions Application Rules Form (SAAERUL) where the **Group (Code)** is equal to `PREL`. An existing recruit record may be updated with a new source or contact, or an entirely new recruit record may be created at the time the test scores are loaded. Regardless of the values set on SAAERUL, any Null fields on the General Person Form (SPAPERS) will be filled in if the data for these fields exists on the search or test score file. In either case, the load status on SRIPREL is set to `C`, indicating that a Banner record was created or updated for this person using the data in the temporary tables.

## *Option 2: Individual Record Loads*

### About this task

#### Procedure

1. Use the Electronic Prospect Inquiry Form (SRIPREL) to query the Search Tape View (SRVPREL) when a person has a stack of returned search cards or paper test score reports, and they need to find the record that matches each. You can search on the following fields: **Prospect ID, Last Name, First Name, M(iddle) I(nitial), Prospect Code, Tape ID, Match Status, Load Status, Street Line 1, ZIP, High School, Birth Date, and Add Date.**

After a matching record or group of potential matches has been retrieved, you can select a specific record and select the Detail item in the Options Menu.

2. This accesses the Electronic Prospect Detail Form (SRAPREL). This form displays biographical information associated with the search or test score record selected on SRIPREL, information about the search data load from which this record was created, or test score information, interest information, and information about the test score report data load from which this record was created.

After you are convinced you have the correct person, use the **Exit** button to return to the Electronic Prospect Inquiry Form (SRIPREL).

3. A load status code exists for each record in the Search Tape View (SRVPREL). The load status is displayed on the Electronic Prospect Inquiry Form (SRIPREL) and, if it is set to `C`, indicates

that a Banner record has been created or updated in Banner for this person from a data load process. You can refer to the Prospect Code information to determine what type of data load was used with this record. (If the field is blank, then the record has not been created or updated in Banner.)

4. A match status also exists for each record in the Search Tape View (SRVPREL). This status indicates that the record matched (M) someone in Banner production (through the SRRSRIN process or the **Select ID** or **Update ID** buttons on GOAMTCH), that the record is new (N) and this person does not exist in Banner, that the record is suspended (S), that it is a duplicate (D) on the file, or that an error (E) occurred when the SRRSRIN match process was run.

If the record's **Load Status** and **Match Status** fields are blank (indicating that this record has not been matched or loaded), then you need to see if the person already exists in Banner.

Use the Match (GOAMTCH) item in the Options Menu on SRIPREL to go to the Associate Person with ID window on SAAEAPS. Use the **Associate Person with an ID button** or use a Save function to then access GOAMTCH.

5. Before accessing GOAMTCH, you will be asked to assign an ID to the new user, either a generated ID or the person's SSN. `GENERATED` is the default.

When you enter GOAMTCH, the **ID** field will contain either the word `GENERATED` or the selected record's SSN. The **Matching Source** field will contain the matching source code that has been assigned to the interface code, which is also assigned to the electronic prospect code of the selected record on STVPREL.

If no matching source code has been assigned to the interface code, then the **Matching Source** field will contain the default matching source code that has been assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, then you will be able to select any matching source code from the List of Values.

6. Perform a Next Block to populate the Data Entry block with all of the data for the incoming prospect record that is present in the temporary tables.
7. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.
8. Perform a Next Block to run the matching algorithm. The algorithm will determine if the incoming record is new, matched, or a potential match.
9. Determine if the record is to be new or matched, and select the appropriate button.
10. The user will be automatically returned to SRIPREL. The match status will *always* be `Matched`, as the person has now been created in Banner through GOAMTCH. Continue with regular SRIPREL load processing.
11. The **Match Status** field will have been updated and will display an M for this record when a new query is run. Whether a match exists in Banner or not, you must select the Create Recruit/Applicant item in the Options Menu to either create or update a Banner recruit record and associated records. The **Load Status** will be set to C, indicating that a Banner record has been created or updated for this person.



## Purging Records

Use the Electronic Prospect Purge Process (SRTPURG) to purge data from the temporary tables based on the input parameters.

- Use the Electronic Prospect Code parameter to purge all records associated with a specific search file (for example, Peterson) or specific data load type (for example, SAT).
- Use the Tape ID parameter to:
  - Purge all records associated with one data load of many received from the same search company (for example, College Board Search files). For example, two separate data loads may be requested from Student Search, one for students in a specific region, and one for students with certain Advanced Placement exam scores.
  - Purge all records associated with a specific test score data load of many received from the same source. For example, if you use different data load IDs for each data load such as SAT1, SAT2, and so on, you will be able to purge only those SAT records associated with the data load ID *sat1* while leaving the other SAT records on the temporary tables untouched.

## Other Optional Processes Related to Data Load

Here is additional information about data loads.

### SAT Recentering Process (SOPSATS)

Use the SAT Recentering Process (SOPSATS) to re-center SAT scores at your institution. This step is completed only when SAT data is loaded.

The College Board has recentered the score scale for the SAT I as of the April 1995 national administration, which impacts the way scores and other data are reported to your institution. While the 200-800 scale continues to be used, recentering the SAT I has the effect of re-establishing the average score at 500, the mid-point of both the verbal and math scores. This change in SAT I scores also results in changes to the scores for the SAT II subject tests, which are aligned to the SAT I.

Running the SAT Recentering Process (SOPSATS) is the final step in the data load process when loading SAT data. SOPSATS must be run each time an SAT file is loaded. After the SAT Recentering Process (SOPSATS) has been run, the original score for a person is no longer displayed in the system; only the re-centered score appears on the Test Score Information Form (SOATEST), where SAT scores are entered and maintained.

The **Rcrv** field (Revised/Recentered) on SOATEST flags whether the SAT score displayed is one of the following values.

Null	indicates the score has not been changed and should be recentered
R	indicates the score has already been recentered

X	indicates the score has been revised but can be recentered
Z	indicates the score has both been revised and recentered.

The SOPSATS process looks at this flag to determine which scores to recenter. SAT scores that are marked with:

- a `Null` value will be recentered and the flag changed to an `R`
- an `R` will be not be recentered
- an `X` will be recentered and the flag changed to a `Z`
- a `Z` will not be recentered

**Note:** SAT scores which are dated after April 1, 1995 will not be recentered by this report. There is currently no date upon which all scores in a file will be recentered.

For example, if Judy Smith has these scores,

Test Code	Description	Score	Date Taken	Rcrv
S01	SAT Verbal	600	15-MAR-94	NULL
S02	SAT Math	500	15-MAR-94	NULL

the report will recenter Judy Smith's scores because they:

- are dated before April 1, 1995, and
- have a `Null` value, indicating they can be recentered.

After running the SOPSATS process on this information, Judy Smith's scores would look like this on SOATEST:

Test Code	Description	Score	Date Taken	Rcrv
S01	SAT Verbal	670	15-MAR-94	R
S02	SAT Math	520	15-MAR-94	R

Judy Smith's original score is no longer displayed. The recentered scores appear here, flagged with an `R` in the **Revised or Recentered** field to show they have been recentered. If you are using the company's data load process, the SOPSATS process must be run after each data load of SAT scores.

**Note:** The new scale for reporting SAT scores may affect your admissions decision process and other processes at your institution. It needs to be determined by your institution if the minimum requirements should be modified.

The SAT I tables only deal in scores with increments of 10 (such as 630, 640, 650). The SOPSATS process only converts scores that are originally reported in increments of 10, as all others are scores that are not valid.

According to the College Board, all SAT scores are reported in increments of 10, so SOPSATS only recenters scores that are reported in increments of 10 (630, 640, 650). If a person has a recorded score of 642, this value is not recentered through the SOPSATS process.

If your institution creates its own combined score of verbal and math, you should recenter the verbal score, recenter the math score, and then add them for the composite. This gives your institution the most accurate picture of what the new composite score is on the recentered scale.

Please refer to the “Required System Values for Validation Forms” section of the “Validation Forms” chapter for a listing of system-required codes as defined on the Test Code Validation Form (STVTESE). Only tests with these codes are converted through the delivered scripts. If you use different values at your institution, you will need to make the appropriate changes to the scripts, for both the SAT I and SAT II codes.

### *Communication Plan Processing Report (SORCPLN)*

This process is optional but highly recommended and assigns the communication plans and generates the materials for persons processed by the data load.

If you do not run SORCPLN, communication plan assignments and material generation will not take place, and the records inserted in the Communication Plan Collector Table (SORCCOL) will not be processed. Note that SORCPLN processes all records in the Communication Plan Collector Table regardless of source, so existing records will also be processed.

## Steps for Individual Record Data Load Processing

### About this task

#### Procedure

1. Create the data file for loading.
2. Run SRTLOAD to load the data into the temporary tables.

Always run SRTLOAD in audit mode first to determine the values that are missing in Banner. These values will need to be created in Banner or converted on SOTCNVT (where appropriate) before running SRTLOAD in update mode.

3. Use the functionality on SRIPREL (Create Recruit/Applicant item in the Options Menu) to:
  - Query record(s) for the desired tape type.
  - Resolve suspended or duplicate records using the Common Matching Entry Form (GOAMTCH).
  - Create new search or test score records or update existing search or test score records.
  - Create new recruiting records.
  - Insert new source data into existing recruiting and admissions data.
4. **Optional:** Run SRTPURG to remove records from the temporary tables based on the report parameter values.

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## Steps for Batch Data Load Processing

### About this task

#### Procedure

1. Create the data file for loading.
2. Run SRTLOAD to load the data into the temporary tables.

Always run SRTLOAD in audit mode first to determine the values that are missing in Banner. These values will need to be created in Banner or converted on SOTCNVT (where appropriate) before running SRTLOAD in update mode.
3. Run SRRSRIN to match the data and update each record's match status with a value of **M** (matched), **N** (new), **D** (duplicate), **S** (suspense), or **E** (error). This process uses the matching rules on GORCMRL for the matching source code identified with the prospect code on STVPREL.
4. Run SRRPREL to:
  - Automatically load new and matched records to Banner.
  - Create new search or test score records or update existing search or test score records.
  - Create new recruiting records.
  - Create a corresponding application record.
  - Insert new source data into existing recruiting and admissions data.
5. **Optional:** Run SRTPURG to remove records from the temporary tables based on the report parameter values.

### API Errors on SRRPREL, SRRSRIN, and SRIPREL

API errors are all displayed or printed on the reports at the time of the load to Banner using batch loading (SRRPREL, SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to **Y**) or manual loading on SRIPREL.

The records revert to a status of **S** (Suspense) without loading any permanent Banner data. The API data issues can be corrected and the batch matching and load processes re-run, or the records can be manually matched and loaded on SRIPREL.

#### *Loading Records Using SRRPREL*

After records have been assigned a match status using SRRSRIN, and SRRPREL is run to load the records to Banner, if API errors are encountered for an individual prospect ID, the following will happen.

- the prospect ID and the associated errors will be printed on the report
- the **Match Status** will revert back to **S**

---

No Banner data is loaded for these records, and the report reflects that information. The API errors will also be printed in the `srrprel.log` file. The process will not abort when API errors are encountered, but records with API errors will not be loaded to Banner until those errors are resolved.

### *Loading Records Using SRRSRIN*

When matching and loading are performed using SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to `Y`, if API errors are encountered, they will be printed on the report, and the **Match Status** will revert back to `S`.

No Banner data is loaded for these records, and the report reflects that information. Also, the API errors for each ID will be listed in the `srrsrin.log` file.

### *Matching and Loading Records Manually Using SRIPREL*

When the records are loaded manually using SRIPREL, if API errors are encountered, those errors will be displayed in a window, and the **Match Status** will revert back to `S`.

No Banner data is loaded for these records, and the report reflects that information. Also, the API errors for each ID will be listed in the `srrsrin.log` file. The API errors need to be resolved, and then record can be re-matched and loaded to Banner.

### *Major Code Errors*

Major codes on STVMAJR that are not valid cannot be entered on SOTCNVT for use with conversion codes. An error is displayed on SOTCNVT when you attempt to enter a major code that is not valid.

However, if the **Major** (Indicator) is cleared on STVMAJR for a major code that had been previously entered as a valid major on SOTCNVT, you will receive the API error messages in SRRPREL, SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to `Y`, and SRIPREL.

To resolve this issue, you can return to STVMAJR and select the **Major** (Indicator) for the major code, or you can remove the major validation data on SOTCNVT that is not valid.

When you access SOTCNVT and a major that is not valid is listed, the following error message will be displayed: `ERROR Invalid Major Code; Press LIST for valid codes.` When you acknowledge that error message, you will be able to view SOTCNVT and identify the offending major code, because it will not have an associated STVMAJR value.

### *Data Load Processing for Nation Codes Using APIs*

API processing requires that the nation code translate correctly and that the address be complete to be loaded.

A record will not be loaded to Banner if the state code or ZIP code or nation code are missing. The nation name will never be loaded to the **Street Line 3** field.

SRTLOAD is used to determine whether the nation code translates correctly or not. Institutions need to make sure the nation code in question exists on STVNATN, so the record will be processed by SRRSRIN and SRRPREL. If the nation code does not exist on STVNATN, when SRRSRIN is run with the Auto Load (Skip Dup Chk) parameter set to Y, or when SRRPREL is run, the record's match status will be changed from N or M back to S (Suspense), and an associated error message will be printed on the report.

---

```
Prospect ID: P00106279 Zip, state and nation cannot all be Null
P00106279      Statler, Karlene          S          200222  UG      BIOL
UNKNHS        Prospect not loaded.
```

---

You will then need to use SRIPREL to correct the address and load the record manually.

## Creation of New Records and Display of Associated Messages

SRRSRIN, SRRPREL, and SRIPREL display messages as to whether recruit/applicant records or person records have been created.

(The option to create or not create a recruit record is based on how the rules MCREATENEWRECR and NMCREATENEWRECR are set on SAAERUL. There is another rule, CREATENEWRECR, under the PREL group that also must have a value of Y before a recruit record is created.)

A general person record will always be created, so there will always be a total. If a recruit or applicant was not loaded for the term, but a previous applicant or recruit record existed in the term for which SRTLOAD or SRRPREL or both were run, then a total of the records that already had a record for the term will be counted in the total, even if they were not loaded in that pass.

For instance, when a data load with eight records is loaded to Banner for a *new* term, and no recruit or applicants exist, and no recruits or applicants are created by SRRPREL, then you would see the following.

SAAERUL settings:

- CREATENEWRECR = N
- CREATENEWAPPL = N
- NMCREATENEWRECR = N
- MCREATENEWRECR = N

Run SRRPREL to load eight records to Banner, and the results would be as follows:

- *Number of Prospects Read: 8*
- *Number of General Persons Migrated to Production Banner: 8 \*\*\*NOTE: Eight of these records have general person records. Eight did not get loaded here. Create person *always* occurs for general person data. So there will always be a value here to load basic person information.*
- *Number of Recruits Migrated to Production Banner: \*\*\*NOTE: Zero recruits were loaded for this term through SRRPREL. This is correct. But if recruit records already existed for this term but were not loaded through SRRSRIN, that total number of recruits would be listed here.*

- *Number of Applicants Migrated to Production Banner:* \*\*\*NOTE: Zero applicants were loaded for this term through SRRPREL. This is correct. But if recruit records already existed for this term but were not loaded through SRRSRIN, that total number of recruits would be listed here.
- *Total Individuals Migrated to Production Banner:* 8 \*\*\*NOTE: Eight existed in the database, so they didn't get loaded this time; they were previously loaded/manually entered. Eight exist.
- *Number of Persons NOT Migrated to Production Banner:* \*\*\*NOTE: No records were loaded through SRKPREL for this run. This is correct.

## Processing Percentiles

Percentiles can be processed by SRTLOAD. The SRTLOAD process will load percentile data for SAT and GRE tests into the SRTTSPC temporary table.

The data is then loaded to the Banner production tables using SRRPREL. The SORTSPC table stores the percentiles, which can be viewed on the SOATEST form. You also have the capability on SOATEST to load percentiles manually. Percentile types must first be created on STVTSPT. Only one percentile of the same type may be associated with a test score.

You may choose whether you want to load SAT or GRE percentiles to Banner using the SAAERUL LOADPERCENTILES rule for the group code of PREL. A value of Y will load the percentiles to Banner. A value of N will ignore percentiles.

The data load process will associate the percentiles with their corresponding test scores. Currently, only SAT and GRE files provide percentiles. SAT and GRE percentile types have been hardcoded for use by SRTLOAD. These codes are delivered for STVTSPT (percentile types), STVTPFD (percentile fields - SRTLOAD will associate these fields with their corresponding percentile types), and SRATPFD (percentile fields with begin and end positions).

**Note:** If for any reason you want to change the percentile types that have been delivered and associated with GRE and SAT test codes in Banner Student, you can create new percentile types in STVTSPT and change the type associated with the test score on SOTCNVT. The percentiles will then be associated with the test codes on SORTSPC.

The following table contains the percentile types and the associated test scores for which they are currently reported. SRTLOAD has been hardcoded to associate these percentile types with the following test codes.

Percentile Type	Test Code
SVN	S01
SVS	S01
SMN	S02
SMS	S02
SWN	S07
SWS	S07

Percentile Type	Test Code
S2N	WR, WH, SP, SL, PH, MH, 2C, 1C, M2, M1, LT, LR, JL, IT, HB, GM, GL, FR, FL, ES, EN, EH, CL, CH, BY, AH, KL, EB, MB, EP, UH
GRP	GR01, GR02, GR03, G24, G241, G242, G243, G27, G271, G272, G273, G29, G291, G292, G293, G31, G311, G312, G313, G34, G341, G342, G343, G37, G371, G372, G373, G44, G441, G442, G443, G46, G461, G462, G463, G47, G471, G472, G473, G52, G521, G522, G523, G57, G571, G572, G573, G64, G641, G642, G643, G67, G671, G672, G673, G71, G711, G712, G713, G74, G741, G742, G743, G77, G771, G772, G773, G79, G791, G792, G793, G81, G811, G812, G813, G87, G871, G872, G873, G91, G911, G912, G913, G22, G221, G222, G223, G78, G781, G782, G783, G72, G721, G722, G723, G68, G681, G682, G683, G35, G351, G352, G353, GR05

### Search Tape View (SRVPREL)

The Search Tape View (SRVPREL) describes the contents of the following temporary tables: SRTIDEN, SRTPEERS, SRTTELE, SRTADDR, SRTTEST, SRTPREL, SRTHSCH, SRTPCOL. This view is used by the SRIPREL and SRAPREL forms. The data used from SRAPREL is found primarily in the Electronic Prospect Detail block.

### Electronic Prospect Validation Form (STVPREL)

Use this form to define the various types of search or test score files that are to be loaded.

The **Prospect Code** is associated with the search for test score data loaded into the search data load temporary tables.

Use the **Interface Code** to define which interface code (and therefore matching source code rules) should be used when loading this search or test score data load. The interface code also determines which conversion rules to use as defined on the Tape Code Conversion Rules Form (SOTCNVT).

The **Tape Code** field associates the tape field positions defined on the Tape Field Position Rule Form (SRATPFD) with a specific prospect and interface code.

#### Example:

The Student Search data load 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.



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So, the same tape code could be used with two different prospect and interface codes. The two interface codes allow you to set up the appropriate data conversions based on the two sets of input values for "Major".

Please see the section on "Using the Student Search Service Data Load with SRTLOAD" for information on how this will be changing in July of 2003 to a single data load of combined data.

## Electronic Data File and Tape Validation Form (STVTAPE)

Use this form to define the unique types of search or test score tapes that a school will load. These codes are associated with the field positions of each tape on the Tape Field Position Rule Form (SRATPFD).

## Tape Field Names Validation Form (STVTPFD)

Use this form to define all the possible field names into which search or test score data might be loaded. It may also be used to define all possible field names into which data from other data sources might be loaded. The fields defined in this table are delivered.

## Electronic Prospects Default Options Form (SRAPRED)

Use this form to designate default values that can be used to populate the recruiting record (SRBRECR) or applicant record (SARADAP).

This is done when a record is created through the Migrate Electronic Prospects Process (SRPREL) or by using the Create Recruit/Applicant item in the Options Menu on the Electronic Prospect Inquiry Form (SRIPREL). This form is also used by the data load process.

This form is keyed by the prospect codes on the Electronic Prospect Validation Form (STVPREL), which allows different sets of default options to be created for different prospect codes. The **Recruit Source** and **Level (Code)** are required fields.

SRTLOAD uses the default values on SRAPRED if the corresponding parameter on SRTLOAD is blank. If the corresponding parameter on SRTLOAD is blank, SRTLOAD will use the data that exists on the incoming 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, 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 (that is., 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 selected, then SOTCNVT is selected for crosswalk/conversion data, then the parameter values on SRTLOAD are selected, (in addition to the existence of a contact or

source on STVINFC), and finally SRAPRED is selected. 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, as this information is not supplied on the incoming AMCAS file. Values such as student type (which is required for an application), college code, and program will only be added to an application when they have been added to SRAPRED for the level for which you are running SRTLOAD. Recruiting records may be generated, but institutions may choose to not load recruiting records and to only load applications (based on the appropriate SAAERUL rules). A specific rule for the electronic prospect code `AMCS` may be added to SRAPRED with minimal values updated for the level type, student type, college code, and program, if applicable.

### **Tape Field Position Rule Form (SRATPFD)**

Use this form to define either the exact positions in which each field exists on a search or test score file or the relative position of each field and then to assign the value in those positions to the appropriate Banner fields.

This form, in combination with the Electronic Prospect Load (SRTLOAD), the Electronic Prospect Match (SRRSRIN), and the Migrate Electronic Prospects Process (SRRPREL), allows institutions to set up data loads that are not supported, such as AP (Advanced Placement exams) or other search or test score data loads.

This form displays two sets of information. It displays fields for a default positional layout (such as SAT or ACT) or for a sequential layout (such as AMCAS or a comma delimited file). The layout displayed is determined by the tape code entered in the Key Block. If the tape code has been defined on the Tape File Delimiter Type Rules Form (SORDLIM), then the fields required to define a sequential delimited file will be displayed. If the tape code has not been defined on SORDLIM, then the fields required to define a positional layout will be displayed.

The **Occurrence** field is used to accommodate those values that may occur multiple times such as test scores for different test dates. The fields defined in this form are delivered.

### **Tape File Delimiter Type Rules Form (SORDLIM)**

Use this form to assign a delimiter or marker to a specific tape code. The delimiter or marker should match those contained in the delimited input file to be used with this tape code.

### **Tape File Test Score Controls Form (SRATPTS)**

Use this form to map the test code which contains the “date taken” to all the other test codes for which that date taken applies.

For example, the date taken for one set of SAT I scores is contained in only one place, even though that date applies to both the SAT Verbal and Math scores.

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## Electronic Prospect Detail Form (SRAPREL)

Use this form to view biographic and search or test score data for a person that has been loaded to the temporary tables. The form allows you to view all search records for this ID which are present in the Search Tape View (SRVPREL).

### About this task

This form is accessed independently or from the Electronic Prospect Inquiry Form (SRIPREL) using the Detail item in the Options Menu.

## Electronic Prospect Inquiry Form (SRIPREL)

This form is used to query and view records in the Search Tape View (SRVPREL). This form is also used in conjunction with the Search Tape Matching Process (SRRSRIN) and the Migrate Electronic Prospects Process (SRRPREL).

You can access the Common Matching Entry Form (GOAMTCH) using the Match (GOAMTCH) item in the Options Menu to display information for a prospect ID and then execute the matching process before a new PIDM is created in Banner. SRIPREL uses GOAMTCH and the Common Matching algorithm for data load processing to determine if the incoming record matches an existing Banner record.

Use the following steps to resolve suspended records or to match and load new records from SRIPREL.

1. Query for prospect records (where the **Match Status** is S for “suspended”), or by other parameters.
2. If you want to view details about the selected record, choose the Details (SRAPREL) item from the Options Menu. If you want to use the matching algorithm against the selected record, then choose the Match (GOAMTCH) item from the Options Menu.
3. Before you can access GOAMTCH, you will be asked to assign an ID to the new user, either a generated ID or the person's SSN. When the data is saved, you will be taken to GOAMTCH.
4. When you enter GOAMTCH, the **ID** field will contain either the word **GENERATED** or the selected record's SSN. The **Matching Source** field will contain the matching source code that has been assigned to the interface code, which is also assigned to the electronic prospect code of the selected record on STVPREL.

If no matching source code has been assigned to the interface code, then the **Matching Source** field will contain the default matching source code that has been assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, then you will be able to select any matching source code from the List of Values.

5. Perform a Next Block to populate the Data Entry block with all of the data for the incoming prospect record that is present in the temporary tables.
6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.
7. Perform a Next Block to run the matching algorithm. The algorithm will determine if the incoming record is new, matched, or a potential match.

8. Determine if the record is to be new or matched, and select the appropriate button.
9. The user will be automatically returned to SRIPREL. The match status will *always* be **Matched**, as the person has now been created in Banner through GOAMTCH. Continue with regular SRIPREL load processing.

The new match status, *\*Matched\**, is displayed under that person's record on SRIPREL. When you exit the form or requery against the data in the SRVPREL view, these highlighted values disappear, and the **Match Status** field is updated appropriately.

10. The Migrate Electronic Prospects Process (SRRPREL) can then be used to load those records with a match status **M** (Match) to Banner production. Or, you can use the Create Recruit/Applicant item in the Options Menu on SRIPREL to create Banner records individually.

All fields on this form are searchable and can be used in combination to locate specific data loads or populations.

The **Load Status** field indicates that the record for this person has already been created or updated in Banner. A person may be present on multiple search or test score files, so they may have multiple records in SRVPREL. This flag, if set to **C**, indicates that this record has been loaded into Banner.

The **Match Status** field displays the match status created by either the Search Tape Matching Process (SRRSRIN) or the Common Matching Entry Form (GOAMTCH), based on the rules on the Common Matching Rules Form (GORCMRL).

This form also allows you to perform the following three tasks:

1. For a selected record, use the Detail item in the Options Menu to access the Electronic Prospect Detail Form (SRAPREL) to view the detailed search or test score data for the person.
2. Use the Match item in the Options Menu to access the Common Matching Entry Form (GOAMTCH) to determine if this person already exists in Banner, and then match the person.
3. Use the Create Recruit/Applicant item in the Options Menu to create or update the following Banner records for a person who is either new or has been matched to a Banner record.
  - SPAPERS - demographic information
  - SPAIDEN - address information
  - SPATELE - telephone information
  - GOAINTL - international information
  - SOAPCOL - prior college information
  - SOAHSCH - high school information
  - SRARECR - source and contact information
  - 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

## Common Matching Entry Form (GOAMTCH)

If Common Matching is turned on (on GUAINST), and the user is not excluded from Common Matching on GORCMUS, GOAMTCH is called automatically from the Key Block of SPAIDEN,

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SRAQUIK, SAAQUIK when an ID is generated or entered, and the ID does not already exist in Banner.

Whether or not Common Matching is turned on, the user will access GOAMTCH from SRIPREL, SAAEAPS, and SHAEDIS as part of the matching process for data loads.

You can enter information for name, address, telephone, date of birth, SSN, etc., in the Data Entry block. The data entered can be used to assist with matching if the matching rule contains the field being entered. Regardless, the data entered in the Data Entry block will be stored in Banner if the person is found to be new.

The matching process is called when you perform a Next Block from the Data Entry block or select the **Duplicate Check** button. Use the **Duplicate Check** button to execute the matching process at any time during the entry of person information. Only those data elements in this form can be used for online matching rules.

The Match block is automatically displayed after the matching process is completed if a match is found. This block is accessed using Next Block or the Match tab. The data entered remains in the Data Entry block. You can choose to clear the Match information using the **Clear** button. You will then be returned to the Data Entry block. The address information in the Match block displays the address type and address data, if the address was matched as part of the matching algorithm.

The Potential Matches block displays the potential matches (formerly known as suspense records) found during the search. The number of records found is displayed in parentheses in the tab, that is., "Potential Matches (42)". You can scroll through the potential match records to see the information in each that potentially matches the information in the Data Entry block.

Logical sort order processing can be used to sort the matching results dynamically by ID or name in ascending or descending order using the **Sort** up and down arrow buttons for the **ID** and **Name** fields. The default sort order is by ID and priority (in descending order).

When you click on the **Sort** up arrow, the sort organizes the results in alpha order (A - Z). When you click on the **Sort** down arrow, the sort organizes the results in reverse alpha order (Z - A). When you have clicked on an up or down arrow, you can mouse over the arrow to see the tool switch hint message, click on the arrow again, reverse its direction, and perform a new sort. For example, after you have sorted on ID or name in A - Z order (using the **Sort** up arrow), you can then click on the arrow again to change it to a **Sort** down arrow, and resort the data in Z - A order.

If any address fields are included in the matching rules being used, and a match exists on the address of a potential match, then that address will be displayed for that record. To see all address records for a selected potential match, select the **All Addresses** pulldown list.

**Note:** If you use GOAMTCH by itself to match a person to an existing person in Banner, and the existing person in Banner has an address of the same address type (where the addresses themselves do not match), the existing Banner address will be inactivated, and the address that was entered on GOAMTCH will be inserted.

If you use SAAEAPS or SRIPREL to match a person through GOAMTCH and the same scenario exists, SRIPREL and SAAEAPS will put an end date on the existing Banner address and then insert the new address.

If the matching rule contains a row for telephone number or email address or both, and a match exists on the telephone number or email address of a potential match, then the phone number or email address or both will be displayed. The date of birth and gender will be displayed for any

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potential match if they exist in Banner for the potentially matched record, regardless of whether date of birth or gender are used in the matching rule.

The **Matching Rule Sets** field displays the result of the matching algorithm for each field included in the matching rule. This allows a user to know what data elements the matching rule was using, even if they do not have access to the Common Matching Rules Form (GORCMRL).

## Electronic Prospect Load (SRTLOAD)

This process uses a C program to load data from a search input file (for example, College Guide/SSS, or Peterson) or a test score report file (for example, SAT, ACT, GRE, or AMCAS), to the following temporary tables.

### About this task

- SRTIDEN
- SRTPERS
- SRTTELE
- SRTADDR
- SRTTEST
- SRTPREL
- SRTHSCH
- SRTPCOL
- SRTEMAL
- SRTGPAT
- SRTCRSS
- SRTSUPL
- SRTDEGR
- SRTMAJR
- SRTTSPC
- SRTPRAC

The data in these tables is available using the Search Tape View (SRVPREL) or SRAPREL. Detail is also available when accessing these loaded records on SRIPREL using the Detail [SRAPREL] item in the Options Menu. The SRTLOAD process also creates an audit report detailing the status of each record on the input file.

This process can be used to load positional files (SAT, GRE, etc.) and delimited files (AMCAS). It reads delimited input files based on whether rules for file delimiters or delimiters/markers exist in the SORDLIM table for a given tape code. The process will either look for the fields by position or by sequence number as defined on SRATPFD in the `SRRTPFD_START_POS` field. The process refers to the `STVTESC_TESC_CODE_DATE_ORIGIN` field for test codes.

You should do the following in preparation for running SRTLOAD:

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**Procedure**

1. If the input file is delimited, set up the delimiter (and optionally the marker) on SORDLIM for the tape code being used.
2. Set up the corresponding interface (INFC) code and tape code values on STVPREL.
3. Assign the appropriate matching source code to the interface code on STVINFC.
4. Set up rules on SOTCNVT for the conversion of the file values to the Banner validation table values.

The codes listed below are compared to SOTCNVT for conversion to Banner values and for default values.

If the code on the file is blank, an asterisk ( \* ) value is matched against SOTCNVT. If the file value is not blank, the incoming value is matched against SOTCNVT. If there is no available conversion for the file value or the file value is not valid on the Banner validation table, the literal `DEFAULT` is matched against SOTCNVT. If this value is not available, then an error message is printed on the report.

On SOTCNVT, the following tables are validated:

- NATN
- CITZ
- STAT
- INTS
- INTP (PSAT only)
- ETHN
- ETHR (AMCAS only)
- RACE (AMCAS only)
- DEGC
- DEGA (AMCAS only)
- MAJR
- MAJP (PSAT only)
- RELG
- CNTY
- TADM
- TERM
- DEPT
- VTYP
- EDLV
- EGOL
- ADMT (AMCAS only)
- TEAC (AMCAS only)
- TEFR (AMCAS only)

- 
- SBGI (college code conversions)
  - SBGH (high school code conversions)
  - H GPA (SAT only)
  - CAMP
  - ESEL
  - GNDR
  - TESC
  - TSPT

**Note:** The table value of `GNDR` should be used on `SOTCNVT` to convert various gender formats on incoming data loads to the appropriate Banner values. `GNDR` works on `SOTCNVT`, even though it does not have a corresponding validation table.

The exceptions for determining conversions and default values are for the major code, interest code, term code, level code, campus code, contact type code, source code, address type code, email type code, and telephone code. `SRTLOAD` will appropriately analyze the high school or prior college graduation date on the incoming file against rules on `SOTCNVT` to determine the term code, or it will use the term code entered in the `SRTLOAD` Term Code parameter.

If there is no match, the value from the Term Code parameter is used. The level code, address type code, telephone type code, and email code that is inserted will always be from the input parameter value. If no source code or contact type code are entered in the input parameters, the value from `STVINFC` for the interface will be used. In addition, the test score source inserted on test scores will be the one created on `STVINFC`.

The fields `INTS` and `MAJR` can have multiple values in multiple fields for some types of data loads. The asterisk ( `*` ) and `DEFAULT` functionality will only work on the first match attempt for the field `MAJR(MAJR1)`. If there are values in fields `MAJR2`, `MAJR3`, or `MAJR4`, the process will attempt to match the values against the `SOTCNVT` crosswalk and the values in `STVMAJR`. If no match is found for these, the output report will display an error indicating the field and the error. `INTS` will not use the asterisk ( `*` ) or the `DEFAULT` functionality due to the possibility of many records existing on the incoming data file.

High school codes can be converted using the `SBGH` validation on `SOTCNVT`. If there is no high school conversion on `SOTCNVT`, the `STVSBGI` code will be used if there is a match. Non-high school codes cannot be entered using the `SBGH` validation on `SOTCNVT`. Colleges codes can be converted on `SOTCNVT` with `SBGI` validation, and if a code exists in `STVSBGI`, that code will be loaded.

The default values on `SRAPRED` are used when there are no `SOTCNVT` values *and* if the corresponding parameter on `SRTLOAD` is blank. When there are no `SOTCNVT` values and if the corresponding parameter on `SRTLOAD` is blank, `SRTLOAD` will first use the data that exists on the incoming file for such fields as Term, Major, etc. If no value exists on the file, and the value does not convert on `SOTCNVT`, then `SRTLOAD` will use the data in the parameter. If no value exists in the parameter, `SRTLOAD` will use the value on `SRAPRED`. The Test Source will default in from `STVINFC`. The Tape Source and Contact Type fields will be populated from `STVINFC` if there are no corresponding `SRTLOAD` parameter values. If no values exist on `STVINFC`, the values will default from `SRAPRED` where appropriate.



Run the process in audit mode to determine which values are missing from Banner (that is., high school codes, major codes, etc.). If these values are not created in Banner and converted using SOTCNVT where appropriate, the value will not be loaded into Banner.

When data is loaded to Banner, the load hierarchy is as follows:

5. Values from SOTCNVT will be loaded first, if they exist.
6. Values from the SRTLOAD parameters will be loaded second, if they have been entered.
7. Values from STVINFC (contact type or source code) will be loaded third, if they exist, and if valid parameter values do not exist on SRTLOAD.
8. Values from SRAPRED will be loaded fourth, if they exist.

**Note:** For AMCAS, the student type will always need to be updated on SRAPRED for the level for which you are running SRTLOAD, so the required Student Type value is loaded for the applicant.

## Results

When matching nation codes, if no code exists on the file and a nation description is provided, the nation description will be compared against the nation description in STVNATN. If there is an exact match, the nation code will be updated in the SRTNATN temporary table and can be loaded to Banner.

For example, when no SOTCNVT rules exist for STVNATN and the nation description is provided on the file:

- Nation *Singapore* will be translated and update SRTADDR\_NATN\_CODE = 133 when STVNATN code 133 = *Singapore*.
- Nation *Mexico* will be translated and update SRTADDR\_NATN\_CODE = 99 when STVNATN code 99 = *Mexico*.
- Nation *Albania* will be translated and update SRTADDR\_NATN\_CODE = 2 when STVNATN code 2 = *Albania*.
- However, *Bahamas* would not be translated, as STVNATN code 10 = *The Bahamas*.

**Note:** The nation code will be loaded to Street Line 3, and there will be associated API errors because of the nation and the state. The record would need to be resolved manually on GOAMTCH before loading.

Also, SRTLOAD will provide the following messaging based on the above examples:

Data Item	Nation Code	Message
NATN	99	<i>Nation found from description</i>
NATN	2	<i>Nation found from description</i>
NATN	133	<i>Nation found from description</i>
NATN	BAHAMAS	<i>Not In SOTCNVT, STVNATN</i>

## Loading User-Defined Activity Codes

The college interest information is delivered on the SAT file in positions 922-942. A single activity determined by the College Board is represented in each of the 22 positions on the file.

When the SRTLOAD process is run, it looks at each of the 22 positions to determine if they are *on* or *off*. Each position represents a particular activity; for instance ART will always be represented in position 922. SRTLOAD is hardcoded to interpret the activities in each of these positions and convert the value to a corresponding activity code delivered for use in STVINTS.

For instance, SRTLOAD interprets the interest code that represents ART in position 922 as `AH` and loads `AH` to the Temporary Interests Table (SRTINTS). These are the activity codes that will ultimately be loaded to Banner. These activity codes are maintained on STVINTS.

You have the option to use your institution-defined activity codes in STVINTS and have them loaded into Banner, rather than having the Banner baseline activity codes loaded by SRTLOAD. This allows you to convert the delivered interests that SRTLOAD uses for each activity to an institution-defined activity from STVINTS on the Tape Code Conversion Form (SOTCNVT). Your institution's validation values will then be loaded to Banner.

**Note:** Field names and positions will not change on SRATPFD for the SAT file. The Banner baseline activity codes that SRTLOAD uses for the SAT file must remain in STVINTS. The only change necessary to accommodate this modification is to update SOTCNVT.

For example, on the SAT file, position 922 represents ART. In SRATPFD for the **Tape Code** value `SAT`, the **Field Name** value for position 922 is `AH_INTS_CODE`.

The `AH` represents the activity code that is loaded to Banner if the student has marked position 922. The field names for positions 922-942 incorporate the activity code used.

**Note:** Position 942 equals `NONE OF THE ABOVE`, and SRATPFD does not look at this position.

If you prefer to use your own interest code for ART in STVINTS rather than `AH`, then the `AH` can be converted to a value of your choice on SOTCNVT. In this case, the **Tape Value** on SOTCNVT is the Banner-delivered activity code that represents the activity on the file.

Below is an example of how to set up SOTCNVT to convert three of the activity codes: `AH` (ART), `AA` (Intramural Sports), and `AB` (Varsity Sports) to the institution-defined interests of `AR`, `IS`, and `VS` respectively. The **Interface Type** is `SAT`, and the **Validation Table Name** is `INTS`.

Table Name	Tape Value	Conversion Code	Description
INTS	AH	AR	Art
INTS	AA	IS	Intramural Sports
INTS	AB	VS	Varsity Sports

Codes that are not converted in this manner will still be loaded with the hard-coded values.

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## SRTLOAD Process Results with PIDM

The Electronic Prospect Load (SRTLOAD) checks the data file for the PIDM based on the start and end positions that are defined on SRATPFD. If a PIDM exists in the file, SRTLOAD compares the PIDM on the file to the value in the `SPRIDEN_PIDM` field.

If SRTLOAD finds a matching PIDM in Banner, the `SRTIDEN_MATCH_STATUS` field is updated to a status of matched, and the `SRTIDEN_DATE_MATCHED` field is also updated accordingly. SRTLOAD only prints PIDM information on the report if there is a PIDM found on the file. A total of matched PIDMs appears at the end of the report.

### *Data Load PIDM Matches Banner PIDM*

When SRTLOAD determines that the PIDM on the file *matches* a PIDM in Banner, SRTLOAD prints the corresponding matched/existing Banner ID on the report. The First Name, Middle Name, and Last Name *from the file* print next to the actual Banner ID.

A message also prints indicating that the *PIDM ON TAPE MATCHES* `SPRIDEN_PIDM AS SPRIDEN_FIRST_NAME, SPRIDEN_LAST_NAME`. (SPRIDEN First and Last Name are the actual Banner First and Last Name associated with the matched PIDM.)

### *Data Load PIDM Does Not Match Banner PIDM*

When SRTLOAD determines that the PIDM on the file *does not* match a PIDM in Banner, a message prints on the report indicating that the *PIDM ON TAPE DOES NOT MATCH* `SPRIDEN_PIDM`.

Run the Electronic Prospect Match (SRRSRIN) to determine a match status on the remainder of records with no matched status, or match them manually using the Electronic Prospect Inquiry Form (SRIPREL) and the Common Matching Entry Form (GOAMTCH).

When all matching is completed, run the Migrate Electronic Prospects Process (SRRPREL) to load the records to Banner, or load them manually using SRIPREL and GOAMTCH.

### *Matching on Middle Name*

When a prospect is pushed to Banner (SRRPREL) that is a match and where the Banner SPRIDEN record has a `NULL` middle name, if the incoming prospect has a middle initial/name, a new Banner SPRIDEN record is generated.

The process keeps the existing ID, inserts the new middle name information, creates an alternate SPRIDEN record with the original name, and updates Name Change Indicator.

**Note:** An alternate ID with the same name as the current SPRIDEN record is allowed and will not cause API errors when a unique name type is included as part of the alternate ID.

When data is loaded to Banner, several checks are made to accommodate the loading of the middle name or middle initial. When the current SPRIDEN record matches an alternate (including the name

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type), and the current SPRIDEN middle name is `Null`, the incoming record with the new middle name will not cause an API error, but it will not be loaded.

**Note:** An alternate ID with the same name as the current SPRIDEN record is allowed and will not cause API errors when a unique name type is included as part of the alternate ID.

Middle name or middle initials will be loaded when:

- An incoming matching prospect has a middle name or middle initial, the current SPRIDEN middle initial is `Null`, and no alternate IDs exist with the same incoming middle initial or middle name or the same first character of the incoming middle initial or middle name.
- An incoming matching prospect has a middle name or middle initial, the current SPRIDEN middle initial is `Null`, and alternate IDs exist with a different middle initial or middle name.

## Student Search Service Data Load and SRTLOAD

The College Board Student Search Service (SSS) is combining the SAT majors and the PSAT/NMSQT majors onto a single data load beginning in July 2003.

**Note:** The PSAT Major data element is obsolete with the September 2013 SSS\_SEARCH data load regulatory updates. The description of the `PSATMAJOR` rule on `SAAERUL` for the group code of `PREL` has been changed to read `Obsolete Sept 2013 SSS_SEARCH`.

### *SAT and PSAT/NMSQT Majors*

The College Board Student Search Service (SSS) data load is delivered with between one and five SAT majors.

Because the delivered SAT and PSAT/NMSQT major codes are converted differently, two sets of conversion codes on `STVINFC` and conversion rules for majors on `SOTCNVT` are needed to process each SAT version or the PSAT/NMSQT version of the file.

As of July 2003, the College Board Search Service (SSS) will deliver the SAT and PSAT/NMSQT majors on a single data load. The five possible SAT major codes are listed in positions 192-206. These positions had previously been blank.

While this processing is available in Banner, it will not impact your current processing of the separate SAT or PSAT/NMSQT files. As of July 2003 when you begin to receive the new format (or when you decide to begin your testing), you can change one of your existing conversion rules on `SOTCNVT` to accommodate the single data load, or you can create a completely new conversion rule.

## Using Tape Code SSS\_SEARCH

The description of the tape/file field name `MAJR_PSAT` for the PSAT/NMSQT major on the Tape Field Names Validation Form (STVTPFD) indicates that this field name is obsolete. The description reads `Obsolete Sept 2013 SSS_SEARCH`.

The SAT majors (`MAJR_CODE`, `MAJR_CODE2`, `MAJR_CODE3`, `MAJR_CODE4`, `MAJR_CODE5`) are in positions 446-460. The Temporary Electronic Prospects Table (SRTPREL) can accommodate the five SAT major codes. The temporary tables are populated when SRTLOAD is run.

*The following information about PSAT Major only applies to SSS\_SEARCH data loads before September 2013.*

Because the PSAT majors are converted differently than SAT majors and will be delivered on a single data load, dummy validation table names are used on the Tape Code Conversion Form (SOTCNVT) so the major codes are converted properly from PSAT majors, and interest codes are converted properly from PSAT majors. These dummy validation table names are: `MAJP` (used to convert PSAT majors) and `INTP` (used to convert PSAT majors to interests).

The `MAJP` and `INTP` validation table names are not validated on SOTCNVT. The four character table name is loaded to a variable used to execute the conversions. For data entry purposes, validation (List of Values) against the dummy validation table names on SOTCNVT will call the Banner validation tables `STVMAJR` and `STVINTS`, which contain your institution's major and interest values. `MAJP` will validate on `STVMAJR`. `INTP` will validate on `STVINTS`.

To translate the SAT majors and interests, you will need to create rules on SOTCNVT for the `MAJR` and `INTS` validation table names.

For example, a sample of data for SAT majors and conversions could appear as follows:

Interface Code		Validation Table Name	
SEARCH		MAJR	

Table	Tape Data	Banner Conversion Code	Description
MAJR	108	DASC	Dairy Science
MAJR	350	ACCT	Accounting

A sample of data for SAT interests and conversions could appear as follows:

Interface Code		Validation Table Name	
SEARCH		INTS	

Table	File Data	Banner Conversion Code	Description
INTS	108	AD	Agriculture/Dairy Science

Table	File Data	Banner Conversion Code	Description
INTS	350	FA	Finance/Accounting

To translate the PSAT majors and interests, you will need to create rules on SOTCNVT for the MAJP and INTP validation table names.

For example, a sample of data for PSAT majors and conversions could appear as follows:

Interface Code	Validation Table Name
SEARCH	MAJP

Table	File Data	Banner Conversion Code	Description
MAJP	130	AGRO	Agronomy
MAJP	280	ENGR	Engineering

A sample of data for PSAT interests and conversions could appear as follows:

Interface Code	Validation Table Name
SEARCH	INTP

Table	File Data	Banner Conversion Code	Description
INTP	130	AY	Agronomy
INTP	280	EN	Engineering

When the Electronic Prospect Load (SRTLLOAD) is processing the SSS\_SEARCH data load and finds the table field name PSAT\_MAJOR on SRATPFD, it will use the MAJP validation table or the INTP validation table or both during the conversion of PSAT majors and interests based on your institution's rules on SOTCNVT. SAT majors will be converted from the MAJR and INTS validation tables based on your institution's rules on SOTCNVT.

The Electronic Admissions Application Rules Form (SAAERUL) contains a delivered rule for use *only* with the SSS\_SEARCH data load. The rule is for the PREL group code and the PSATMAJOR label and has values of Y or N. Here is the SSAERUL rule.

Group	Label	Description	EDI	Instructions
PREL	PSATMAJOR	Obsolete Sept 2013 SSS_SEARCH	N	Loads the PSAT major if it exists. This rule is only used for SSS_SEARCH

Group	Label	Description	EDI	Instructions
		Formerly, Load the PSAT Major First		data load processing.
		<i>This rule is obsolete as of September 2013 and is no longer used with the SSS_SEARCH data load.</i>		<p>When LOADMAJOR is set to Y and PSATMAJOR is set to Y, and the PSAT exists, the PSAT major will be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 1 (backfilled to the Major 1 field on SRBRECR). The first SAT major code listed on the file will then be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 2 (backfilled to the Major 2 field on SRBRECR) if it exists.</p> <p>When LOADMAJOR is set to Y and PSATMAJOR is set to N, the PSAT major will not load at all, and the first two SAT major codes on the file will be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 1 (backfilled to the Major 1 field on SRBRECR) and a field of study row with a <b>Type</b> of MAJOR and</p>

Group	Label	Description	EDI	Instructions
				a <b>Priority</b> of 2 (backfilled to the Major 2 field on SRBRECR), if they exist.
				<b>Note:</b> Whatever your settings are in SAAERUL, if the second major to be loaded translates to 0000 (undeclared), the second major will not be loaded.

Interests will be loaded and translated for all majors based on your institution's rule settings on SOTCNVT and your MAJOR2INTEREST and INTERESTMAX rule settings on SAAERUL.

**Note:** If LOADMAJOR is set to Y, PSATMAJOR is set to N, MAJOR2INTEREST is set to Y, and there is a PSAT major on the file that meets your conversion rules, then the PSAT major will still be loaded to the SRRPREL temporary table and will be converted to an interest.

However, SRRPREL will not load the PSAT major to the RECRUIT Major 1. If MAJOR2INTEREST is set to N, no majors will be translated, regardless of your rules. Also, INTERESTMAX will need to be set accordingly.

## SSS\_Search File Format

For the 2013 - 2014 reporting year, the ADDITIONAL\_ID is reported in positions 14 - 45. STREET\_LINE2 is reported in positions 167 - 216. STREET\_LINE3 is reported in positions 217 - 266.

Validation table names of MAJR and MAJP can be updated as needed, and the conversion rules on SOTCNVT modified for the interface type code of SSS\_SEARCH.

### *Field Positions on SRATPFD*

Here are the positions and field names used for 2013 - 2014 SSS\_SEARCH files. The SSN is no longer used. The PSAT Major is no longer used. The Additional ID, Street Line 2, and Street Line 3 are reported in the file.

From and To Positions	Field Name
14 - 45	Student's Additional ID
46 - 65	Student's Last Name



From and To Positions	Field Name
66 - 85	Student's First Name
86 - 86	Student's Middle Initial
87 - 166	Street Address Line 1
167 - 216	Street Address Line 2
217 - 266	Street Address Line 3
267 - 316	City
317 - 318	State/Province
319 - 333	Zip + 4 or Postal Code
334 - 362	Country Name
363 - 367	Country Code
371 - 420	Email Address
421 - 428	Date of Birth
429 - 429	Gender
430 - 431	Ethnic Indicator
432 - 433	Student's High School Graduation Year
434 - 439	Student's High School Code
446 - 448	SAT I First-Choice Intended College Major
449 - 451	SAT I Second Listed Major
452 - 454	SAT I Third Listed Major
455 - 457	SAT I Fourth Listed Major
458 - 460	SAT I Fifth Listed Major

Here is a comparison of current and new field names and positions from SRATPFD.

Tape Code = SSS_SEARCH Record Number = 01	Current From Position	Current To Position	New From Position	New To Position
ADDITIONAL_ID			14	45
NAME_LAST	15	29	46	65
NAME_FIRST	30	41	66	85
NAME_MI	42	42	86	86
STREET_LINE1	43	92	87	166

<b>Tape Code = SSS_SEARCH Record Number = 01</b>	<b>Current From Position</b>	<b>Current To Position</b>	<b>New From Position</b>	<b>New To Position</b>
STREET_LINE2			167	216
STREET_LINE3			217	266
CITY	92	122	267	316
STAT_CODE	123	124	317	318
ZIP	125	134	319	333
NATION_NAME	135	163	334	362
CNTY_CODE	311	316	363	367
EMAIL_ADDR	234	283	371	420
BIRTH_MON	169	170	421	422
BIRTH_DAY	171	172	423	424
BIRTH_YEAR	173	176	425	428
GENDER	168	168	429	429
ETHN_CODE	232	233	430	431
HSCH_GRAD_YEAR	227	228	432	433
HSCH_SBGI_CODE	186	191	434	439
MAJR_CODE	192	194	446	448
MAJR_CODE2	195	197	449	451
MAJR_CODE3	198	200	452	454
MAJR_CODE4	201	203	455	457
MAJR_CODE5	204	206	458	460

### *Using Additional ID with SSS\_SEARCH*

An SSS\_SEARCH ID number (additional ID) that is unique to the student can be used with the ADDITIONAL\_ID field name that is provided on STVTPFD and SRATPFD.

Also, users can load additional IDs to the GORADID table. The EPID additional ID type code is provided on GTVADID. The LOADALTIID rule is provided on SAAREUL. The ADDITIONAL\_ID field name on SRATPFD for **Tape Code** of SSS\_SEARCH is used for the SSS\_Search ID number.

The SRTLOAD process loads the additional ID with a default additional ID type code of EPID. (The **Additional ID Type Code** value of EPID, with the description of **Electronic Prospect ID**, is used on the GTVADID form.) The default value of EPID is used for the additional ID type code, and the additional ID type code is required to update the GORADID table in Banner General.

The additional ID and additional ID type code are loaded to the `SRTIDEN_ADDITIONAL_ID` and `SRTIDEN_ADDITIONAL_ID_CODE` fields on the SRTIDEN temporary table. **Additional ID Type** and **Additional ID** fields on SRAPREL are used to display those values for the individual when they exist. The value for the `ADDITIONAL_ID` is also loaded to SPAIDEN in the Additional Identification block. The GORADID Banner General table stores the additional ID information.

**Note:** The `ADDITIONAL_ID` field name can be added to the file layouts for other tape codes on SRATPFD. A unique additional ID will be loaded with a default value of `EPID`, unless your institution creates a new, unique value for the **Additional ID Type Code** field on GTVADID and chooses to convert that code on SOTCNVT for use with each new file format.

In order to distinguish the origin of the or additional ID (or any `ADDITIONAL_ID` rule defined on SRATPFD), it is suggested that users create a new, unique value in the **Additional ID Type Code** field on GTVADID for `SSS` or any other electronic prospect type. Your new GTVADID additional ID type code can then be converted from the default value of `EPID` on SOTCNVT, and you can associate or track the GTVADID additional ID type code and additional ID with the prospect type, which in this case is `SSS_SEARCH`.

It is important to remember that not all prospect organizations can guarantee that the ID reported is unique during their relationship with an individual over time. This could lead to a risk of having multiple additional IDs for an individual for a prospect type. Therefore, if you do not create a new GTVADID additional ID type code to be converted from the value of `EPID` for each prospect type reported, the `EPID` value will be used across prospect types. For this reason it is suggested you create and convert a GTVADID additional ID type code for each prospect type that includes an `ADDITIONAL_ID` record on SRATPFD.

**Note:** SPAIDEN or GORADID or both allow for the entry of the same additional ID type, as long as the additional ID is unique. When the additional ID type and additional ID are pushed to Banner, this functionality stays consistent with the form. It is recommended `SSS_SEARCH` files or any files that provide an additional ID or all of them be loaded with a unique GTVADID additional ID type code.

### *Example Conversion Code Setup*

This is an example for conversion code setup.

#### **Procedure**

1. Access GTVADID.
  - a) Enter an **Additional ID Type Code** value of `SSS` with a description of, for example, `SSS Search ID`.
  - b) Save the changes.
2. Access SOTCNVT.
  - a) In the Key Block, select `SSS` from the List of Values for the **Interface Type** field.
  - b) Enter `ADID` in the **Validation Table Name** field.
3. Go to the next block.
  - a) Enter `ADID` in the **Table Name** field.
  - b) Enter `EPID` in the **Tape Value** field.

- c) Select `SSS` from the List of Values in the **Conversion Code** field.

## Results

The additional ID type selected from GTVADID for the conversion code will be converted by SRTLOAD from the default value of `EPID` and then be loaded to temporary fields in the SRTIDEN table with the conversion value. The additional ID type or additional ID data or both in SRTIDEN can then be viewed on SRAPREL. The converted additional ID type or additional ID data or both can be pushed to production (GORADID table) and is then displayed in the Additional Identification block of SPAIDEN. It is then clear that this `SSS_SEARCH` additional ID type originated with a prospect file of type `SSS`.

**Note:** If for any reason, your institution does not want an additional ID to be loaded to Banner, the `ADDITIONAL_ID` field name can be removed from SRATPDF.

Also, should a unique identifier or additional ID be included on future files, you can add the `ADDITIONAL_ID` field name to SRATPDF at any time for the appropriate tape code.

## Run SRTLOAD with Additional ID

The SRTLOAD process loads the additional ID to the `SRTIDEN_ADDITIONAL_ID` column and the default value of `EPID` for the additional ID type code to the `SRTIDEN_ADDITIONAL_ID_CODE` column.

The process also checks for a conversion of the default `EPID` value on SOTCNVT. (SOTCNVT allows the conversion of the additional ID type code, `GTVADID_CODE`, default value of `EPID` to a user-defined code for the **Interface Type Code**, such as `PSAT`.) The conversion value for the additional ID type code will be loaded to the SRTIDEN temporary table.

The **Additional ID Type** and **Additional ID** fields on SRAPREL display the data after SRTLOAD has been run, so it can be viewed before it is pushed to Banner from the temporary tables.

The SRKPREL package loads the data from the `SRTIDEN_ADDITIONAL_ID` and `SRTIDEN_ADDITIONAL_ID_CODE` columns to the `GORADID_ADDITIONAL_ID` and `GORADID_ADID_CODE` columns when that data exists.

## Electronic Admissions Application Rule for Loading an Alternate ID

The `LOADALTID` rule label on SAAERUL for the **Group Code** of `PREL` is used with this processing.

The `LOADALTID` rule has a description of Load Same Alt ID Type/Diff ID and a value of `UPDATE ME`, which is equal to `N`. The **EDI** and **System Required** indicators are cleared (set to `N`). Before this rule is used, you need to change `UPDATE ME` to `Y` or `N`.

**Note:** The load and push of the additional ID uses the same functionality as SPAIDEN.

The `LOADALTID` rule provides flexibility with loading the additional ID or any future information. You can enter the same additional ID type on SPAIDEN (in the Additional Identification block), as long as the additional ID is unique. This allows the update or loading of other additional ID types with code `EPID`, as long as the associated additional ID is unique.

When the SSS\_SEARCH file and another prospect file are loaded, and both use the default additional ID type code of EPID, you cannot distinguish the origin of the value for the ADDITIONAL\_ID field name. If you need to track the origin, you can create a unique additional ID type on GTVADID and then convert the EPID code on SOTCNVT to your selected GTVADID value for each electronic prospect type that uses an additional ID.

It is recommended that this practice be followed to prevent duplicate additional ID types using EPID from being loaded to your system and assist in verifying the origin of the additional ID. Keep this in mind as you select the setting for the LOADALTID rule.

When an additional ID is loaded to Banner, the process checks the LOADALTID rule for a setting of Y or N. This rule provides the option to load or not load an incoming additional ID when the same GTVADID\_CODE exists with a different associated additional ID.

The LOADALTID rule processes data as follows:

- The additional ID type and additional ID are always loaded when the additional ID type does not exist in the database, regardless of whether the rule is set to Y or N.
- When the rule is set to Y, the additional ID type is loaded when the additional ID type is the *same*, and the additional ID is different.
- When the rule is set to N, the additional ID type is loaded *only* if it does not exist for the individual (even if the additional ID is different).

The SRKPREL package checks the setting of the LOADALTID rule.

- When the rule is set to Y, SRKPREL loads the incoming additional ID for the same additional ID type, as long as the additional ID is different.
- When the rule is set to N, SRKPREL does not load the incoming additional ID for the same additional ID type.

### *Migrate Electronic Prospects with Additional ID*

The SRRPREL process displays the additional ID on the report output in the detail for each record.

When the additional ID type and additional ID that are coming from the prospect file are loaded or already exist in the database, the additional ID is displayed for the individual on the report output, for example, 94998988.

When the additional ID type and additional ID that are coming from the prospect file are not loaded and do not exist in the database, the additional ID is displayed for the individual on the report output, followed by -NL, for example, 34953099-NL.

### *Match Electronic Prospects with Additional ID*

After the data is loaded, you can match on the additional ID as part of the electronic prospect load and match process.

The option to load an additional ID is important as the use of the SSNs is discontinued by vendors and from outside source files, and *unique* identifiers are provided for the records instead. The additional ID can now be included as part of your matching process to assist with finding potential matches.

The SRAPREL and SRIPREL forms and the SSRSRIN process include fields for **Additional ID** and **Additional ID Type** for matching. The SSRSRIN process passes the data for the additional ID and additional ID type to the GOTCMME table during the matching process, in order for those fields to be included as part of the matching rule specified on the STVINFC form.

## SSS\_Search File Format

This section discusses updates to Student Search Service (SSS\_SEARCH) regulatory reporting for September 2015 - August 2016. Contact your Student Search Service representative or log in to your Search account for detailed information on the new data file layout and to access sample files.

A layout has been created which allows users to process current and new SSS\_SEARCH files during the transition period. The layout code used with this layout is SSS15.

Updates include:

- Tape load code
- Electronic prospect code
- File layout

## Reporting Changes

Reporting updates include the following.

- The fields for Student's First Name and Student's Last Name have been expanded to from 25 to 35 characters.
- The Email Address field has been expanded from 50 to 128 characters.
- Province and state data has been separated into two fields for address information.
  - The Province Name field has been added and allows for 40 characters.
  - Canadian province data has been standardized and is reported by the College Board as a description. For all other foreign countries, the Province field is a free form data field.
  - When data exists for both a state and a province, the province is loaded when a matching value exists in STVSTAT. If the province value does not match, and the state value does match on STVSTAT or is mapped on SOTCNVT, the state is loaded.
  - When neither the state nor the province values match, the message *STAT State Name Not In SOTCNVT*, *STVSTAT* is displayed.
- All date fields use the YYYY-MM-DD format.
- The collection of race and ethnicity data has been updated to meet Federal guidelines.
 

The Ethnicity field has been separated into two fields, one for multiple races and one for the aggregate race when two or more values exist for the student.
- Major codes have been updated to meet criteria for CIP codes provided by the NCES.
- Indicators for the National Hispanic Recognition Program (NHRP) and first generation are included. However, these fields are not loaded by SRTLOAD.

## *Use of prospect codes on SRAPRED*

### **SSS15**

If default values have been set up on SRAPRED for the SSS\_SEARCH electronic prospect code, you need to define values for the SSS15 electronic prospect code.

When SRTLOAD is run for the SSS\_SEARCH 2015-2016 test score cycle and SSS15 is entered in the Electronic Prospect Code parameter, only default values defined on SRAPRED for the SSS15 electronic prospect code will be used by the process.

Any existing default values for the SSS\_SEARCH electronic prospect code will not be used, and the process may load other default values from validation tables that you are not expecting to be used.

### **SSS\_SEARCH**

If default values have been set up on SRAPRED for the SSS\_SEARCH electronic prospect code, and SRTLOAD is run for the SSS\_SEARCH 2015-2016 test score cycle with SSS\_SEARCH entered in the Electronic Prospect Code parameter, the existing default values on SRAPRED will be used by the process.

### *Race and Ethnicity Fields*

Race and ethnicity fields are used with the SSS\_SEARCH file layout crosswalk.

These are used with the student answers to the two-part question and correspond to prior answers of Y or Null. Answers can be for one, multiple, or none and are selected for Yes. "Other" is used when the student responded with "other" to the prior version of the question.

<b>Position</b>	<b>Race or Ethnicity</b>
550	Cuban Ethnicity
551	Mexican Ethnicity
552	Puerto Rican Ethnicity
553	Other Hispanic or Latino
554	Non-Hispanic or Latino
555	American Indian or Alaska Native
556	Asian
557	Black or African American
558	Native Hawaiian or Other Pacific Islander
559	White
560	Other

When positions 550 or 551 or 552 or 553 are Y, the Hispanic ethnicity is loaded. When position 554 is Y, the Non-Hispanic ethnicity is loaded. Multiple races are then loaded in GORPRAC when those values are Y.

### *Set up Race Mapping on SOTCNVT*

In order to load the race and ethnicity data, institutions must map their race values on the Tape Code Conversion Form (SOTCNVT) as follows.

<b>Table Name (SOBCNVT_ TNAME)</b>	<b>Tape Value (SOBCNVT_TAPE_CODE)</b>	<b>Conversion Code (SOBCNVT_ CONV_CODE)</b>	<b>Description</b>
RACE	SAT_AMERIND	<Institution specific value>	American Indian or Alaska Native
RACE	SAT_ASIAN	<Institution specific value>	Asian
RACE	SAT_AFRAMER	<Institution specific value>	Black or African American
RACE	SAT_HAWPACI	<Institution specific value>	Native Hawaiian or Other Pacific Islander
RACE	SAT_WHITE	<Institution specific value>	White
RACE	SAT_OTHER	<Institution specific value>	Other

When contradictory ethnicity data exists, the data is not loaded, and the following error message is displayed: *Cannot load ethnicity contradictory values*. For example, when SAT\_CUBAN = Y, or SAT\_MEXIC = Y, or SAT\_PUERTOR = Y, or SAT\_OTHHISP = Y, and SAT\_NOTHISP = Y, processing would present an error for contradictory ethnicity data.

### *Tape Load Code*

A tape load code for SSS\_SEARCH 2015 reporting is delivered for use on the Electronic Data File and Tape Validation Form (STVTAPE).

<b>Tape Code</b>	<b>Description</b>
SSS15	SSS Search 2015



### *Electronic Prospect Code*

An electronic prospect code for SSS\_SEARCH 2015 reporting is delivered for use on the Electronic Prospect Validation Form (STVPREL).

The **Interface Code** value for the SSS15 prospect code is delivered as Null. Make sure to create an interface code for PSAT on the Interface Validation Form (STVINFC) that can be selected on STVPREL.

Prospect Code	Description	Interface Code	Tape Code	Enter on WEB	WEB Page ID
SSS15	SSS15 Search Tape	Null	SSS15	No	Null

### *SSS\_SEARCH file layout*

The Tape Field Position Rule Form (SRATPFD) has been updated as fields in the SSS\_SEARCH file layout have changed in length and position.

Here is the updated layout information for SRATPFD.

Field Name	Start Position	End Position	Occurrence
ADDITIONAL_ID	14	45	1
NAME_LAST	46	80	1
NAME_FIRST	81	115	1
NAME_MI	116	116	1
STREET_LINE1	117	166	1
STREET_LINE2	167	216	1
STREET_LINE3	217	266	1
CITY	267	316	1
STAT_CODE	317	318	1
ZIP	319	333	1
NATION_NAME	334	362	1
PROVINCE	363	402	1
CNTY_CODE	403	407	1
EMAIL_ADDR	411	538	1
BIRTH_YEAR	539	542	1
BIRTH_MON	544	545	1

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Field Name	Start Position	End Position	Occurrence
BIRTH_DAY	547	548	1
GENDER	549	549	1
SAT_CUBAN	550	550	1
SAT_MEXIC	551	551	1
SAT_PUERTOR	552	552	1
SAT_OTHHISP	553	553	1
SAT_NOTHISP	554	554	1
SAT_AMERIND	555	555	1
SAT_ASIAN	556	556	1
SAT_AFRAMER	557	557	1
SAT_HAWPACI	558	558	1
SAT_WHITE	559	559	1
SAT_OTHER	560	560	1
HSCH_GRAD_YEAR	568	569	1
HSCH_SBGI_CODE	570	575	1
MAJR_CODE	582	588	1
MAJR_CODE2	589	595	1
MAJR_CODE3	596	602	1

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## SAT File Format

The Test Date field in the file layout has changed from a month-year format (MMYY) to a month-day-year format (MMDDYYYY).

The new format will be available on October 17, 2011. This format allows for the SAT to be administered twice in the same month. The layout of the SAT file has changed significantly with the addition of the new fields for SAT Test Day and the associated positions. Installation of these changes is necessary to properly read the new SAT file changes.

**Note:** Prior year SAT files will *not* process after this regulatory change has been applied to the database. All prior year SAT test files should be processed to completion before implementing these changes in your production database.

Banner SAT electronic prospect processing accommodates these updates.

- SAT test scores and actual test days are initially loaded to SOATEST. Before this change a date of 01 (DD = 01) was initially loaded as the test day.
  - Test scores with actual test days will be loaded to SOATEST.
-

- The SAT test day field name has been added to STVTPFD.
- The test day field names for prospect code *SAT* have been added to SRATPFD for each test type score date occurrence.
- SRTLOAD splits the year into year and century when the year length is four characters.

The SRKPRE1 package verifies that the test score record is valid and can be loaded. The process checks whether a test score currently exists for the same test code on the same test date. If this is true, the record is not loaded. When the incoming score is different, but is for the same test code the same test date, the record is loaded. When the test score is valid and can be loaded, the SRKTES1 package is invoked.

The SRKTES1 package does the following:

- Checks whether or not a test score record exists for the same test date. If the record exists for the test date, the process finds the next available day and inserts the test score with that date.
- Checks the oneup number of the date, when the incoming test score is different but is for the same test code on the same test date. The oneup value of the test day is determined by the setting of the `LOADOLDTESTS` rule label (Y or N) on SAAERUL.

The following field names values have been added to STVTPFD.

Field Name	Description	System Required
OLDSAT1_TEST_DAY	Old SAT Test Day	Y
S01_TEST_DAY	SAT S01 Test Day	Y

The following field names have been added to SRATPFD.

Field Name	Description
OLDSAT1_TEST_DAY	Old SAT Test Day
S01_TEST_DAY	SAT S01 Test Day

## SAT File Format

The College Board has released a new SAT file layout for the 2015-2016 test cycle.

The new layout includes the old scores in addition to 18 new test scores and other new data fields. These changes require updates for test score and data files imported from third parties. Details can be found at the following site:

<https://collegereadiness.collegeboard.org/educators/higher-ed>

Updates include:

- SAT ID
- Race and ethnicity fields
- Tape load code
- Electronic prospect code

- Tape field names
- Test score percentiles
- Test scores
- File layout

A file layout has been created which allows users to process current and new SAT files during the transition period. The layout code used with the file is SAT15.

Values for some fields in the SAT layout have changed from alphabetic to numeric. Those fields include: Race/Ethnicity, Major, Subject Test Codes, Activity Codes, High School GPA, Citizenship and Religion. Please review the College Board layout documentation and update SOTCNVT values to map to the new values.

Major codes are delivered as CIP codes. While the College Board will only use a subset of the published codes, it is recommend that users allow for any CIP codes to be used, as the values will be updated regularly.

For more information see the College Board layout documentation at the following site:

<https://collegereadiness.collegeboard.org/pdf/data-layout-sat-subject-tests-electronic-score-report-higher-ed.pdf>

### *Use of Layout Code versus Prospect Code*

When the Electronic Prospect Load (SRTLOAD) is run for the current SAT layout, set the Electronic Prospect Code parameter to `SAT`. The value of `SAT` is inserted into the **Prospect Code** field on the Electronic Prospect Inquiry Form (SRIPREL).

To run SRTLOAD for the updated SAT layout, set the Electronic Prospect Code parameter to `SAT15`. The value of `SAT` is inserted into the **Prospect Code** field on the Electronic Prospect Inquiry Form (SRIPREL).

When running the Electronic Prospect Match (SRRSRIN), the Migrate Electronic Prospects Process (SRRPREL), or the Electronic Prospect Purge (SRTPURG), set the Electronic Prospect Code parameter to `SAT`.

### *Use of prospect codes on SRAPRED*

#### **SAT15**

If default values have been set up on SRAPRED for the `SAT` electronic prospect code, you need to define values for the `SAT15` electronic prospect code.

When SRTLOAD is run for the SAT 2015-2016 test score cycle and `SAT15` is entered in the Electronic Prospect Code parameter, only default values defined on SRAPRED for the `SAT15` electronic prospect code will be used by the process.

Any existing default values for the `SAT` electronic prospect code will not be used, and the process may load other default values from validation tables that you are not expecting to be used.

## SAT

If default values have been set up on SRAPRED for the SAT electronic prospect code, and SRTLOAD is run for the SAT 2015-2016 test score cycle with SAT entered in the Electronic Prospect Code parameter, the existing default values on SRAPRED will be used by the process.

### Reporting Changes

Reporting updates include the following.

- The redesigned SAT scores and current SAT scores are reported in separate fields.
- Province and state data has been separated into two fields for address information.
  - The Province Name field has been added and allows for 40 characters.
  - Canadian province data has been standardized and is reported by the College Board as a description. For all other foreign countries, the Province field is a free form data field.
  - When data exists for both a state and a province, the province is loaded when a matching value exists in STVSTAT. If the province value does not match, and the state value does match on STVSTAT or is mapped on SOTCNVT, the state is loaded.
  - When neither the state nor the province values match, the message *STAT State Name Not In SOTCNVT*, *STVSTAT* is displayed.
- All date fields use the YYYY-MM-DD format.
- Some alphabetical codes have been revised to be numeric.
- Some logical regrouping of fields has occurred.
- High School codes are referred to as Attending Institution (AI) codes.
- The collection of race and ethnicity data has been updated to meet Federal guidelines.
 

The Ethnicity field has been separated into two fields, one for multiple races and one for the aggregate race when two or more values exist for the student.
- 18 test scores and subscores have been added on STVTESC.
  - Total Score (400-1600)
  - Section Score: Evidenced Based Reading and Writing, Math (200-800)
  - Test Score (10-40)
  - Cross-test Score (10-40)
  - Subscores (1-15)
  - Three Essay subscores (2-8)

**Note:** Math is reported in increments of .5, such as, 10.0, 10.5, 11.0.

## SAT ID

The College Board is delivering a College Board ID in the file layout.

The SRTLOAD process loads the additional ID with a default additional ID type code of `EPID`. The **Additional ID Type Code** value of `EPID`, with the description of `Electronic Prospect ID`, is used on the Additional Identification Type Validation Form (GTVADID). The default value of `EPID` is used for the additional ID type code, and the additional ID type code is required to update the GORADID table in Banner General.

The `ADDITIONAL_ID` field name can be added to the file layouts for other tape codes on SRATPFD. A unique additional ID will be loaded with a default value of `EPID`, unless your institution creates a new, unique value for the **Additional ID Type Code** field on GTVADID and chooses to convert that code on SOTCNVT for use with each new file format.

## Race and Ethnicity Fields

Race and ethnicity fields are used with the SAT file layout crosswalk.

These are used with the student answers to the two-part question and correspond to prior answers of Y or Null. Answers can be for one, multiple, or none and are selected for Yes. "Other" is used when the student responded with "other" to the prior version of the question.

Position	Race or Ethnicity
80	Cuban Ethnicity
81	Mexican Ethnicity
82	Puerto Rican Ethnicity
83	Other Hispanic or Latino
84	Non-Hispanic or Latino
85	American Indian or Alaska Native
86	Asian
87	Black or African American
88	Native Hawaiian or Other Pacific Islander
89	White
90	Other

When positions 80 or 81 or 82 or 83 are Y, the Hispanic ethnicity is loaded. When position 84 is Y, the Non-Hispanic ethnicity is loaded. Multiple races are then loaded in GORPRAC when those values are Y.

### Set up Race Mapping on SOTCNVT

In order to load the race and ethnicity data, institutions must map their race values on the Tape Code Conversion Form (SOTCNVT) as follows.

Table Name (SOBCNVT_ TNAME)	Tape Value (SOBCNVT_TAPE_CODE)	Conversion Code (SOBCNVT_ CONV_CODE)	Description
RACE	SAT_AMERIND	<Institution specific value>	American Indian or Alaska Native
RACE	SAT_ASIAN	<Institution specific value>	Asian
RACE	SAT_AFRAMER	<Institution specific value>	Black or African American
RACE	SAT_HAWPACI	<Institution specific value>	Native Hawaiian or Other Pacific Islander
RACE	SAT_WHITE	<Institution specific value>	White
RACE	SAT_OTHER	<Institution specific value>	Other

When contradictory ethnicity data exists, the data is not loaded, and the following error message is displayed: *Cannot load ethnicity contradictory values*. For example, when SAT\_CUBAN = Y, or SAT\_MEXIC = Y, or SAT\_PUERTOR = Y, or SAT\_OTHHISP = Y, and SAT\_NOTHISP = Y, processing would present an error for contradictory ethnicity data.

### Tape Load Code

A tape load code for SAT 2015 reporting is delivered for use on the Electronic Data File and Tape Validation Form (STVTAPE).

Tape Code	Description
SAT15	SAT 2015 Test Score File

### Electronic Prospect Code

An electronic prospect code for SAT 2015 reporting is delivered for use on the Electronic Prospect Validation Form (STVPREL).

The **Interface Code** value for the SAT15 prospect code is delivered as Null. Make sure to create an interface code for SAT on the Interface Validation Form (STVINFC) that can be selected on STVPREL.

Prospect Code	Description	Interface Code	Tape Code	Enter on WEB	WEB Page ID
SAT15	SAT15 Test Tape	Null	SAT15	No	Null

### *Tape Field Names*

Tape field values have been added to the Tape Field Names Validation Form (STVTPFD) for the test score codes and percentiles. They are delivered as seed data.

Field Name	Description
S10_TEST_SCORE	SAT S10 Test Score
S11_TEST_SCORE	SAT S11 Test Score
S12_TEST_SCORE	SAT S12 Test Score
S13_TEST_SCORE	SAT S13 Test Score
S14_TEST_SCORE	SAT S14 Test Score
S15_TEST_SCORE	SAT S15 Test Score
S16_TEST_SCORE	SAT S16 Test Score
S17_TEST_SCORE	SAT S17 Test Score
S18_TEST_SCORE	SAT S18 Test Score
S19_TEST_SCORE	SAT S19 Test Score
S20_TEST_SCORE	SAT S20 Test Score
S21_TEST_SCORE	SAT S21 Test Score
S22_TEST_SCORE	SAT S22 Test Score
S23_TEST_SCORE	SAT S23 Test Score
S24_TEST_SCORE	SAT S24 Test Score
S25_TEST_SCORE	SAT S25 Test Score
S26_TEST_SCORE	SAT S26 Test Score
S27_TEST_SCORE	SAT S27 Test Score
S10_NATIONAL_PERCENTILE	S10NR Percentile
S11_NATIONAL_PERCENTILE	S11NR Percentile
S12_NATIONAL_PERCENTILE	S12NR Percentile
S13_NATIONAL_PERCENTILE	S13NR Percentile
S14_NATIONAL_PERCENTILE	S14NR Percentile



Field Name	Description
S15_NATIONAL_PERCENTILE	S15NR Percentile
S16_NATIONAL_PERCENTILE	S16NR Percentile
S17_NATIONAL_PERCENTILE	S17NR Percentile
S18_NATIONAL_PERCENTILE	S18NR Percentile
S19_NATIONAL_PERCENTILE	S19NR Percentile
S20_NATIONAL_PERCENTILE	S20NR Percentile
S21_NATIONAL_PERCENTILE	S21NR Percentile
S22_NATIONAL_PERCENTILE	S22NR Percentile
S23_NATIONAL_PERCENTILE	S23NR Percentile
S24_NATIONAL_PERCENTILE	S24NR Percentile
S10_STATE_PERCENTILE	S10US Percentile
S11_STATE_PERCENTILE	S11US Percentile
S12_STATE_PERCENTILE	S12US Percentile
S13_STATE_PERCENTILE	S13US Percentile
S14_STATE_PERCENTILE	S14US Percentile
S15_STATE_PERCENTILE	S15US Percentile
S16_STATE_PERCENTILE	S16US Percentile
S17_STATE_PERCENTILE	S17US Percentile
S18_STATE_PERCENTILE	S18US Percentile
S19_STATE_PERCENTILE	S19US Percentile
S20_STATE_PERCENTILE	S20US Percentile
S21_STATE_PERCENTILE	S21US Percentile
S22_STATE_PERCENTILE	S22US Percentile
S23_STATE_PERCENTILE	S23US Percentile
S24_STATE_PERCENTILE	S24US Percentile
PROVINCE	

### *New Test Score Percentile Codes*

Test score percentiles are delivered that correspond to the provided test scores. These values are delivered as seed data for the Test Score Percentile Type Validation Form (STVTSPT).

<b>Code</b>	<b>Description</b>	<b>System Required</b>
S10NR	NATIONAL REFERENCE TOTAL SCORE PERCENTILE	Y
S11NR	NATIONAL REF EVIDENCE BASED READ/WRITING SECTION PERCENTILE	Y
S12NR	NATIONAL REERENCE MATH SECTION PERCENTILE	Y
S13NR	NATIONAL REFERENCE READING TEST PERCENTILE	Y
S14NR	NATIONAL REFERENCE WRITING AND LANGUAGE TEST PERCENTILE	Y
S15NR	NATIONAL REFERENCE MATH TEST PERCENTILE	Y
S16NR	NATIONAL REFERENCE ANALYSIS IN SCIENCE CROSS-TEST PERCENTIAL	Y
S17NR	NATIONAL REF HISTORY/ SOCIAL STUDIES CROSS- TEST PERCENTILE	Y
S18NR	NATIONAL REFERENCE RELEVANT WORDS IN CONTEXT SUBSCORE PERCENTILE	Y
S19NR	NATIONAL REFERENCE COMMAND OF EVIDENCE SUBSCORE PERCENTILE	Y
S20NR	NATIONAL REFERENCE EXPRESSION OF IDEAS SUBSCORE PERCENTILE	Y
S21NR	NATIONAL REF STANDARD ENGLISH CONVENTIONS SUBSCORE PERCENTILE	Y

<b>Code</b>	<b>Description</b>	<b>System Required</b>
S22NR	NATIONAL REFERENCE HEART OF ALGEBRA SUBSCORE PERCENTILE	Y
S23NR	NATIONAL REF ADVANCED MATHEMATICS SUBSCORE PERCENTILE	Y
S24NR	NATIONAL REF PROBLEM SOLV/DATA ANALYSIS SUBSCORE PERCENTILE	Y
S10US	US TEST TAKER TOTAL SCORE PERCENTILE	Y
S11US	US TEST TAKER EVIDENCE BASED READING AND WRITING PERCENTILE	Y
S12US	US TEST TAKER MATH PERCENTILE	Y
S13US	US TEST TAKER READING TEST PERCENTILE	Y
S14US	US TEST TAKER WRITING AND LANGUAGE TEST PERCENTILE	Y
S15US	US TEST TAKER MATH TEST PERCENTILE	Y
S16US	US TEST TAKER ANALYSIS IN SCIENCE CROSS-TEST PERCENTIAL	Y
S17US	US TEST TAKER HISTORY/ SOCIAL STUDIES CROSS- TEST PERCENTILE	Y
S18US	US TEST TAKER RELEVANT WORDS IN CONTEXT SUBSCORE PERCENTILE	Y
S19US	US TEST TAKER COMMAND OF EVIDENCE SUBSCORE PERCENTILE	Y
S20US	US TEST TAKER EXPRESSION OF IDEAS SUBSCORE PERCENTILE	Y

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Code	Description	System Required
S21US	US TEST TAKER STD ENGLISH CONVENTIONS SUBSCORE PERCENTILE	Y
S22US	US TEST TAKER HEART OF ALGEBRA SUBSCORE PERCENTILE	Y
S23US	US TEST TAKER ADVANCED MATHEMATICS SUBSCORE PERCENTILE	Y
S24US	US TEST TAKER PROBLEM SOLV/DATA ANALYSIS SUBSCORE PERCENTILE	Y

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The corresponding test scores are:

- Total Score (which is the sum of Evidence-Based Reading and Writing)
- Math
- Evidence-Based Reading and Writing
- Math
- Analysis in Science
- Analysis in History/Social Studies
- Reading
- Writing & Language
- Math
- Words in Context
- Command of Evidence
- Expression of Ideas
- Standard English Conventions
- Heart of Algebra
- Passport to Advance Mathematics
- Problem Solving & Data Analysis

### Test Score to Percentile Crosswalk

Test scores are crosswalked to percentiles as follows.

Test Scores		National Reference Percentiles		US Test Take Percentiles	
Code	Description	Code	Description	Code	Description
S10	TOTAL SCORE	S10NR	NATIONAL REFERENCE TOTAL SCORE PERCENTILE	S10US	US TEST TAKER TOTAL SCORE PERCENTILE
S11	EVIDENCE-BASED READ/WRIT SCORE	S11NR	NATIONAL REF EVIDENCE BASED READ/WRITING SECTION PERCENTILE	S11US	US TEST TAKER EVIDENCE BASED READING AND WRITING PERCENTILE
S12	MATH SECTION SCORE	S12NR	NATIONAL REERENCE MATH SECTION PERCENTILE	S12US	US TEST TAKER MATH PERCENTILE
S13	READING TEST SCORE	S13NR	NATIONAL REFERENCE READING TEST PERCENTILE	S13US	US TEST TAKER READING TEST PERCENTILE
S14	WRIT/ LANGUAGE TEST SCORE	S14NR	NATIONAL REFERENCE WRITING AND LANGUAGE TEST PERCENTILE	S14US	US TEST TAKER WRITING AND LANGUAGE TEST PERCENTILE
S15	MATH TEST SCORE	S15NR	NATIONAL REFERENCE MATH TEST PERCENTILE	S15US	US TEST TAKER MATH TEST PERCENTILE
S16	SCIENCE CROSS-TEST SCORE	S16NR	NATIONAL REFERENCE ANALYSIS IN SCIENCE	S16US	US TEST TAKER ANALYSIS IN SCIENCE

Test Scores		National Reference Percentiles		US Test Take Percentiles	
Code	Description	Code	Description	Code	Description
			CROSS-TEST PERCENTIAL		CROSS-TEST PERCENTIAL
S17	HIS/SOC SCI CROSS-TEST SCORE	S17NR	NATIONAL REF HISTORY/ SOCIAL STUDIES CROSS-TEST PERCENTILE	S17US	US TEST TAKER HISTORY/ SOCIAL STUDIES CROSS-TEST PERCENTILE
S18	WORDS IN CONTEXT SUBSCORE	S18NR	NATIONAL REFERENCE RELEVANT WORDS IN CONTEXT SUBSCORE PERCENTILE	S18US	US TEST TAKER RELEVANT WORDS IN CONTEXT SUBSCORE PERCENTILE
S19	COMMAND OF EVIDENCE SUBSCORE	S19NR	NATIONAL REFERENCE COMMAND OF EVIDENCE SUBSCORE PERCENTILE	S19US	US TEST TAKER COMMAND OF EVIDENCE SUBSCORE PERCENTILE
S20	EXPRESSION OF IDEAS SUBSCORE	S20NR	NATIONAL REFERENCE EXPRESSION OF IDEAS SUBSCORE PERCENTILE	S20US	US TEST TAKER EXPRESSION OF IDEAS SUBSCORE PERCENTILE
S21	STD ENG CONVENTIONS SUBSCORE	S21NR	NATIONAL REF STANDARD ENGLISH CONVENTIONS SUBSCORE PERCENTILE	S21US	US TEST TAKER STD ENGLISH CONVENTIONS SUBSCORE PERCENTILE
S22	HEART OF ALGEBRA SUBSCORE	S22NR	NATIONAL REFERENCE HEART OF ALGEBRA SUBSCORE PERCENTILE	S22US	US TEST TAKER HEART OF ALGEBRA SUBSCORE PERCENTILE

Test Scores		National Reference Percentiles		US Test Take Percentiles	
Code	Description	Code	Description	Code	Description
S23	ADVANCED MATHEMATICS SUBSCORE	S23NR	NATIONAL REF ADVANCED MATHEMATICS SUBSCORE PERCENTILE	S23US	US TEST TAKER ADVANCED MATHEMATICS SUBSCORE PERCENTILE
S24	PROB SOLV/DATA SUBSCORE	S24NR	NATIONAL REF PROBLEM SOLV/DATA ANALYSIS SUBSCORE PERCENTILE	S24US	US TEST TAKER PROBLEM SOLV/DATA ANALYSIS SUBSCORE PERCENTILE

### *Test scores*

Test scores and subscores are delivered for use on the Test Code Validation Form (STVTESSC).

- Total Score (which is the sum of Evidence-Based Reading and Writing)
- Math
- Evidence-Based Reading and Writing
- Math
- Analysis in Science
- Analysis in History/Social Studies
- Reading
- Writing & Language
- Math
- Words in Context
- Command of Evidence
- Expression of Ideas
- Standard English Conventions
- Heart of Algebra
- Passport to Advance Mathematics
- Problem Solving & Data Analysis
- Essay Reading, Essay Analysis
- Essay Writing

Here is the breakdown of the test scores on STVTESSC.

**Note:** In the table below, the Data Type of Y indicates the check box is selected, and a numeric value is used.

Test Code	Description	Number of Positions	Data Type	Minimum Score	Maximum Score
S10	TOTAL SCORE	4	Y	0400	1600
S11	EVIDENCE-BASED READ/WRIT SCORE	3	Y	200	800
S12	MATH SECTION SCORE	3	Y	200	800
S13	READING TEST SCORE	2	Y	10	40
S14	WRIT/ LANGUAGE TEST SCORE	2	Y	10	40
S15	MATH TEST SCORE	4	Y	10.0	40.0
S16	SCIENCE CROSS-TEST SCORE	2	Y	10	40
S17	HIS/SOC SCI CROSS-TEST SCORE	2	Y	10	40
S18	WORDS IN CONTEXT SUBSCORE	2	Y	01	15
S19	COMMAND OF EVIDENCE SUBSCORE	2	Y	01	15
S20	EXPRESSION OF IDEAS SUBSCORE	2	Y	01	15
S21	STD ENG CONVENTIONS SUBSCORE	2	Y	01	15
S22	HEART OF ALGEBRA SUBSCORE	2	Y	01	15



Test Code	Description	Number of Positions	Data Type	Minimum Score	Maximum Score
S23	ADVANCED MATHEMATICS SUBSCORE	2	Y	01	15
S24	PROB SOLV/DATA SUBSCORE	2	Y	01	15
S25	ESSAY READING SUBSCORE	1	Y	0	8
S26	ESSAY ANALYSIS SUBSCORE	1	Y	0	8
S27	ESSAY WRITING SUBSCORE	1	Y	0	8

### *SAT File Layout*

The Tape Field Position Rule Form (SRATPFD) has been updated as the majority of fields in the SAT file layout have changed in length and position. Two fields are no longer used. Also dates are now in format YYYY-MM-DD.

The following fields are no longer used and have been removed from SRATPFD.

Field Name	Start Position	End Position	Occurrence
MAJR_CODE4	943	945	1
MAJR_CODE5	946	948	1

Here is the updated layout information for SRATPFD.

**Note:** The HSCH\_GPA, CITIZENSHIP, and RELG\_CODE fields are now numeric. You need to map new codes to your current codes.

Field Name	Start Position	End Position	Occurrence
NAME_LAST	7	41	1
NAME_FIRST	42	76	1
NAME_MI	77	77	1
GENDER	78	78	1
SAT_CUBAN	80	80	1

Field Name	Start Position	End Position	Occurrence
SAT_MEXIC	81	81	1
SAT_PUERTOR	82	82	1
SAT_OTHHISP	83	83	1
SAT_NOTHISP	84	84	1
SAT_AMERIND	85	85	1
SAT_ASIAN	86	86	1
SAT_AFRAMER	87	87	1
SAT_HAWPACI	88	88	1
SAT_WHITE	89	89	1
SAT_OTHER	90	90	1
BIRTH_YEAR	98	101	1
BIRTH_MON	103	104	1
BIRTH_DAY	106	107	1
SSN	108	116	1
ADDITIONAL_ID	117	128	1
STREET_LINE1	159	208	1
STREET_LINE2	209	258	1
CITY	259	308	1
STAT_CODE	309	310	1
ZIP	311	327	1
CNTY_CODE	328	332	1
NATION_CODE	333	334	1
PROVINCE	335	374	1
PHONE_AREA	375	377	1
PHONE_NUMBER	378	398	1
EMAIL_ADDR	399	526	1
HSCH_GRAD_YEAR	527	530	1
HSCH_GRAD_MON	532	533	1
FOREIGN_INDICATOR	538	538	1
S01_TEST_YEAR	560	563	1
S01_TEST_MON	565	566	1

Field Name	Start Position	End Position	Occurrence
S01_TEST_DAY	568	569	1
S01_RCRV_IND	572	572	1
S10_TEST_SCORE	573	576	1
S11_TEST_SCORE	577	579	1
S12_TEST_SCORE	580	582	1
S13_TEST_SCORE	583	584	1
S14_TEST_SCORE	585	586	1
S15_TEST_SCORE	587	590	1
S16_TEST_SCORE	591	592	1
S17_TEST_SCORE	593	594	1
S18_TEST_SCORE	595	596	1
S19_TEST_SCORE	597	598	1
S20_TEST_SCORE	599	600	1
S21_TEST_SCORE	601	602	1
S22_TEST_SCORE	603	604	1
S23_TEST_SCORE	605	606	1
S24_TEST_SCORE	607	608	1
S25_TEST_SCORE	609	609	1
S26_TEST_SCORE	610	610	1
S27_TEST_SCORE	611	611	1
S01_TEST_SCORE	614	616	1
S02_TEST_SCORE	617	619	1
S07_TEST_SCORE	620	622	1
S08_TEST_SCORE	623	624	1
S09_TEST_SCORE	625	626	1
SAT_ESSAY_ID	627	638	1
S01_TEST_YEAR	643	646	2
S01_TEST_MON	648	649	2
S01_TEST_DAY	651	652	2
S01_RCRV_IND	655	655	2
S10_TEST_SCORE	656	658	2

Field Name	Start Position	End Position	Occurrence
S11_TEST_SCORE	660	662	2
S12_TEST_SCORE	663	665	2
S13_TEST_SCORE	666	667	2
S14_TEST_SCORE	668	669	2
S15_TEST_SCORE	670	673	2
S16_TEST_SCORE	674	675	2
S17_TEST_SCORE	676	677	2
S18_TEST_SCORE	678	679	2
S19_TEST_SCORE	680	681	2
S20_TEST_SCORE	682	683	2
S21_TEST_SCORE	684	685	2
S22_TEST_SCORE	686	687	2
S23_TEST_SCORE	688	689	2
S24_TEST_SCORE	690	691	2
S25_TEST_SCORE	692	692	2
S26_TEST_SCORE	693	693	2
S27_TEST_SCORE	694	694	2
S01_TEST_SCORE	697	699	2
S02_TEST_SCORE	700	702	2
S07_TEST_SCORE	703	705	2
S08_TEST_SCORE	706	707	2
S09_TEST_SCORE	708	709	2
SAT_ESSAY_ID	710	721	2
S01_TEST_YEAR	726	729	3
S01_TEST_MON	731	732	3
S01_TEST_DAY	734	735	3
S01_RCRV_IND	738	738	3
S10_TEST_SCORE	739	742	3
S11_TEST_SCORE	743	745	3
S12_TEST_SCORE	746	748	3
S13_TEST_SCORE	749	750	3

Field Name	Start Position	End Position	Occurrence
S14_TEST_SCORE	751	752	3
S15_TEST_SCORE	753	756	3
S16_TEST_SCORE	757	758	3
S17_TEST_SCORE	759	760	3
S18_TEST_SCORE	761	762	3
S19_TEST_SCORE	763	764	3
S20_TEST_SCORE	765	766	3
S21_TEST_SCORE	767	768	3
S22_TEST_SCORE	769	770	3
S23_TEST_SCORE	771	772	3
S24_TEST_SCORE	773	774	3
S25_TEST_SCORE	775	775	3
S26_TEST_SCORE	776	776	3
S27_TEST_SCORE	777	777	3
S01_TEST_SCORE	780	782	3
S02_TEST_SCORE	783	785	3
S07_TEST_SCORE	786	788	3
S08_TEST_SCORE	789	790	3
S09_TEST_SCORE	791	792	3
SAT_ESSAY_ID	793	804	3
S01_TEST_YEAR	809	812	4
S01_TEST_MON	814	815	4
S01_TEST_DAY	817	818	4
S01_RCRV_IND	821	821	4
S10_TEST_SCORE	822	825	4
S11_TEST_SCORE	826	828	4
S12_TEST_SCORE	829	831	4
S13_TEST_SCORE	832	833	4
S14_TEST_SCORE	834	835	4
S15_TEST_SCORE	836	839	4
S16_TEST_SCORE	840	841	4

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Field Name	Start Position	End Position	Occurrence
S17_TEST_SCORE	842	843	4
S18_TEST_SCORE	844	845	4
S19_TEST_SCORE	846	847	4
S20_TEST_SCORE	848	849	4
S21_TEST_SCORE	850	851	4
S22_TEST_SCORE	852	853	4
S23_TEST_SCORE	854	855	4
S24_TEST_SCORE	856	857	4
S25_TEST_SCORE	858	858	4
S26_TEST_SCORE	859	859	4
S27_TEST_SCORE	860	860	4
S01_TEST_SCORE	863	865	4
S02_TEST_SCORE	866	868	4
S07_TEST_SCORE	869	871	4
S08_TEST_SCORE	872	873	4
S09_TEST_SCORE	874	875	4
SAT_ESSAY_ID	876	887	4
S01_TEST_YEAR	892	895	5
S01_TEST_MON	897	898	5
S01_TEST_DAY	900	901	5
S01_RCRV_IND	904	904	5
S10_TEST_SCORE	905	908	5
S11_TEST_SCORE	909	911	5
S12_TEST_SCORE	912	914	5
S13_TEST_SCORE	915	916	5
S14_TEST_SCORE	917	918	5
S15_TEST_SCORE	919	922	5
S16_TEST_SCORE	923	924	5
S17_TEST_SCORE	925	926	5
S18_TEST_SCORE	927	928	5
S19_TEST_SCORE	929	930	5

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Field Name	Start Position	End Position	Occurrence
S20_TEST_SCORE	931	932	5
S21_TEST_SCORE	933	934	5
S22_TEST_SCORE	935	936	5
S23_TEST_SCORE	937	938	5
S24_TEST_SCORE	939	940	5
S25_TEST_SCORE	941	941	5
S26_TEST_SCORE	942	942	5
S27_TEST_SCORE	943	943	5
S01_TEST_SCORE	946	948	5
S02_TEST_SCORE	949	951	5
S07_TEST_SCORE	952	954	5
S08_TEST_SCORE	955	956	5
S09_TEST_SCORE	957	958	5
SAT_ESSAY_ID	959	970	5
S01_TEST_YEAR	975	978	6
S01_TEST_MON	980	981	6
S01_TEST_DAY	983	984	6
S01_RCRV_IND	987	987	6
S10_TEST_SCORE	988	991	6
S11_TEST_SCORE	992	994	6
S12_TEST_SCORE	995	997	6
S13_TEST_SCORE	998	999	6
S14_TEST_SCORE	1000	1001	6
S15_TEST_SCORE	1002	1005	6
S16_TEST_SCORE	1006	1007	6
S17_TEST_SCORE	1008	1009	6
S18_TEST_SCORE	1010	1011	6
S19_TEST_SCORE	1012	1013	6
S20_TEST_SCORE	1014	1015	6
S21_TEST_SCORE	1016	1017	6
S22_TEST_SCORE	1018	1019	6

Field Name	Start Position	End Position	Occurrence
S23_TEST_SCORE	1020	1021	6
S24_TEST_SCORE	1022	1023	6
S25_TEST_SCORE	1024	1024	6
S26_TEST_SCORE	1025	1025	6
S27_TEST_SCORE	1026	1026	6
S01_TEST_SCORE	1029	1031	6
S02_TEST_SCORE	1032	1034	6
S07_TEST_SCORE	1035	1037	6
S08_TEST_SCORE	1038	1039	6
S09_TEST_SCORE	1040	1041	6
SAT_ESSAY_ID	1042	1053	6
OLDSAT1_TEST_YEAR	1058	1061	1
OLDSAT1_TEST_MON	1063	1064	1
OLDSAT1_TEST_DAY	1066	1067	1
OLDSAT1_RCRV_IND	1070	1070	1
OLDSAT1_TEST_CODE	1071	1072	1
OLDSAT1_TEST_SCORE	1073	1075	1
OLDSAT2_TEST_CODE	1082	1083	1
OLDSAT2_TEST_SCORE	1084	1086	1
OLDSAT3_TEST_CODE	1093	1094	1
OLDSAT3_TEST_SCORE	1095	1097	1
OLDSAT1_TEST_YEAR	1104	1107	2
OLDSAT1_TEST_MON	1109	1110	2
OLDSAT1_TEST_DAY	1112	1113	2
OLDSAT1_RCRV_IND	1116	1116	2
OLDSAT1_TEST_CODE	1117	1118	2
OLDSAT1_TEST_SCORE	1119	1121	2
OLDSAT2_TEST_CODE	1128	1129	2
OLDSAT2_TEST_SCORE	1130	1132	2
OLDSAT3_TEST_CODE	1139	1140	2
OLDSAT3_TEST_SCORE	1141	1143	2



Field Name	Start Position	End Position	Occurrence
OLDSAT1_TEST_YEAR	1150	1153	3
OLDSAT1_TEST_MON	1155	1156	3
OLDSAT1_TEST_DAY	1158	1159	3
OLDSAT1_RCRV_IND	1162	1162	3
OLDSAT1_TEST_CODE	1163	1164	3
OLDSAT1_TEST_SCORE	1165	1167	3
OLDSAT2_TEST_CODE	1174	1175	3
OLDSAT2_TEST_SCORE	1176	1178	3
OLDSAT3_TEST_CODE	1185	1186	3
OLDSAT3_TEST_SCORE	1187	1189	3
OLDSAT1_TEST_YEAR	1196	1199	4
OLDSAT1_TEST_MON	1201	1202	4
OLDSAT1_TEST_DAY	1204	1205	4
OLDSAT1_RCRV_IND	1208	1208	4
OLDSAT1_TEST_CODE	1209	1210	4
OLDSAT1_TEST_SCORE	1211	1213	4
OLDSAT2_TEST_CODE	1220	1221	4
OLDSAT2_TEST_SCORE	1222	1224	4
OLDSAT3_TEST_CODE	1231	1232	4
OLDSAT3_TEST_SCORE	1233	1235	4
OLDSAT1_TEST_YEAR	1242	1245	5
OLDSAT1_TEST_MON	1247	1248	5
OLDSAT1_TEST_DAY	1250	1251	5
OLDSAT1_RCRV_IND	1254	1254	5
OLDSAT1_TEST_CODE	1255	1256	5
OLDSAT1_TEST_SCORE	1257	1259	5
OLDSAT2_TEST_CODE	1266	1267	5
OLDSAT2_TEST_SCORE	1268	1270	5
OLDSAT3_TEST_CODE	1277	1278	5
OLDSAT3_TEST_SCORE	1279	1281	5
OLDSAT1_TEST_YEAR	1288	1291	6

Field Name	Start Position	End Position	Occurrence
OLDSAT1_TEST_MON	1293	1294	6
OLDSAT1_TEST_DAY	1296	1297	6
OLDSAT1_RCRV_IND	1300	1300	6
OLDSAT1_TEST_CODE	1301	1302	6
OLDSAT1_TEST_SCORE	1303	1305	6
OLDSAT2_TEST_CODE	1312	1313	6
OLDSAT2_TEST_SCORE	1314	1316	6
OLDSAT3_TEST_CODE	1323	1324	6
OLDSAT3_TEST_SCORE	1325	1327	6
S10_NATIONAL_PERCENTILE	1334	1335	1
S11_NATIONAL_PERCENTILE	1336	1337	1
S12_NATIONAL_PERCENTILE	1338	1339	1
S13_NATIONAL_PERCENTILE	1340	1341	1
S14_NATIONAL_PERCENTILE	1342	1343	1
S15_NATIONAL_PERCENTILE	1344	1345	1
S16_NATIONAL_PERCENTILE	1346	1347	1
S17_NATIONAL_PERCENTILE	1348	1349	1
S18_NATIONAL_PERCENTILE	1350	1351	1
S19_NATIONAL_PERCENTILE	1352	1353	1
S20_NATIONAL_PERCENTILE	1354	1355	1
S21_NATIONAL_PERCENTILE	1356	1357	1
S22_NATIONAL_PERCENTILE	1358	1359	1
S23_NATIONAL_PERCENTILE	1360	1361	1
S24_NATIONAL_PERCENTILE	1362	1363	1
S01_NATIONAL_PERCENTILE	1364	1365	1
S02_NATIONAL_PERCENTILE	1366	1367	1
S07_NATIONAL_PERCENTILE	1368	1369	1
S10_STATE_PERCENTILE	1376	1377	1
S11_STATE_PERCENTILE	1378	1379	1
S12_STATE_PERCENTILE	1380	1381	1
S13_STATE_PERCENTILE	1382	1383	1

Field Name	Start Position	End Position	Occurrence
S14_STATE_PERCENTILE	1384	1385	1
S15_STATE_PERCENTILE	1386	1387	1
S16_STATE_PERCENTILE	1388	1389	1
S17_STATE_PERCENTILE	1390	1391	1
S18_STATE_PERCENTILE	1392	1393	1
S19_STATE_PERCENTILE	1394	1395	1
S20_STATE_PERCENTILE	1396	1397	1
S21_STATE_PERCENTILE	1398	1399	1
S22_STATE_PERCENTILE	1400	1401	1
S23_STATE_PERCENTILE	1402	1403	1
S24_STATE_PERCENTILE	1404	1405	1
S01_STATE_PERCENTILE	1406	1407	1
S02_STATE_PERCENTILE	1408	1409	1
S07_STATE_PERCENTILE	1410	1411	1
OLDSAT1_PERCENTILE	1418	1419	1
OLDSAT2_PERCENTILE	1426	1427	1
OLDSAT3_PERCENTILE	1434	1435	1
HSCH_GPA	1460	1461	1
CITIZENSHIP	1465	1465	1
RELG_CODE	1466	1468	1
DEGC_CODE	1783	1784	1
MAJR_CODE	1801	1807	1
MAJR_CODE2	1809	1815	1
MAJR_CODE3	1816	1822	1
AM_INTS_CODE	1841	1842	1
AH_INTS_CODE	1843	1844	1
AA_INTS_CODE	1845	1846	1
AB_INTS_CODE	1847	1848	1
AG_INTS_CODE	1849	1850	1
AJ_INTS_CODE	1851	1852	1
A5_INTS_CODE	1853	1854	1

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Field Name	Start Position	End Position	Occurrence
A9_INTS_CODE	1855	1856	1
AL_INTS_CODE	1857	1858	1
A3_INTS_CODE	1859	1860	1
A4_INTS_CODE	1861	1862	1
AN_INTS_CODE	1863	1864	1
A1_INTS_CODE	1865	1866	1
A2_INTS_CODE	1867	1868	1
A8_INTS_CODE	1869	1870	1
AK_INTS_CODE	1871	1872	1
A7_INTS_CODE	1873	1874	1
AI_INTS_CODE	1875	1876	1
A6_INTS_CODE	1877	1878	1
AE_INTS_CODE	1879	1880	1
HSCH_SBGI_CODE	1899	1904	1
HSCH_NAME	1935	1984	1

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## PSAT File Format

The County Code has been added to the file in positions 311-316. This replaces the data that had previously existed in these positions in the 2010-2011 file.

Before this change, the data in positions 311-314 was unrelated to the County Code and was not loaded to Banner. With the addition of the new positions (311-316), institutions will need to process *all* 2010-2011 Search files to completion, before processing new Search files that include the County Code.

**Warning!** Processing an old file with these changes may process data that is not valid as county codes.

County Codes delivered by the College Board Student Search Service are unique. Users will need to refer to the Student Search Service translation codes to convert incoming County Codes to Banner County Code values on SOTCNVT. Supporting documents can be found at this Website:

<http://www.collegeboard.com/ss/help/appendix/supportingdocuments/index.html>

Because of the large number of county codes associated with each state, and because institutions are unlikely to convert county codes beyond their home states, conversion errors will not be displayed for the CNTY\_CODE value on the SRTLOAD output. County Codes must be set up for conversion on SOTCNVT or exist in STVCNTY for a direct conversion from the validation table.

If institutions process an old file with the new `CNTY_CODE` added in positions 311-316 on SRATPF, the file will process to completion. Results may not present problems, because SOTCNVT must be set up to convert new incoming County Codes. However, conversion errors related to SOTCNVT County Codes may be reported on the SRTLOAD output file, indicating that you could be processing an old file, and the process is trying to translate the values in positions 311-314 into County Codes.

**Note:** Processing issues could occur when old values in positions 311-314 have valid a STVCNTY code that is translated directly or converted unexpectedly based on existing SOTCNVT rules.

If institutions process a new file with the County Code in positions 311-316 without having the `CNTY_CODE` value on SRATPF, no errors will be presented in the SRTLOAD output file. The data will not be read from the incoming file or loaded to Banner.

The following field name has been added to the SRATPF for use with the **Tape Code** of `SSS_SEARCH`. (This value exists on STVTPF.)

Field Name	Start Position	End Position	Occurrence
CNTY_CODE	311	316	1

## Electronic Prospect Match (SRRSRIN)

Run this process to determine if a match exists between a record on the Search Tape View (SRVPREL) and Banner production data when search, test score, or AMCAS records are loaded in mass. Users should review how Common Matching works with electronic prospect processing when using SRRSRIN and SRRPREL.

### About this task

The process uses the interface code, its corresponding matching source code, and the rules established on the Common Matching Rules Form (GORCMRL) to determine if a record on SRVPREL has a match in Banner. The process runs against all records in SRVPREL that have a match status of `Null` and a load status of `Null`. This assumes that if you change the matching rules on GORCMRL, you are not able to re-match someone on SRVPREL who has already been matched, because the person's match status will no longer be `Null`. This process sets the match status on SRVPREL to either `N` (New), `M` (Matched), `S` (Suspense), `D` (Duplicate), or `E` (Error). The `S` and `D` records can be viewed and updated on the Common Matching Entry Form (GOAMTCH) which is accessed from the Electronic Prospect Inquiry Form (SRIPREL).

SRRSRIN will mark records as duplicates (`D`) when it finds matching information for the same tape ID. Duplicates can result from having multiple records delivered on a single data load for a student. Students can submit more than one request to send a report to your institution within the same reporting period. Students may also take a test more than one time and not provide consistent identifying information. Duplicates can also result if SRTLOAD is run more than one time with the same data load ID, and the matching process is not executed between loads.

**For example:**

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## Procedure

1. Records are loaded by SRTLOAD with electronic prospect code *SAT* and data load ID of *sat1*.
2. For some reason the matching process is not run, and the records not purged. They remain unprocessed in the temporary tables.
3. SRTLOAD is run again for the same electronic prospect code *SAT* and data load ID of *sat1*.
4. When the matching process is run, each of the IDs can be flagged as duplicate.

## *Using the Auto Load Parameter*

The Auto Load (Skip Dup Chk) parameter allows you to choose whether to flag duplicates on a data load or skip the duplicate checking process to reduce the number of duplicates that would need to be handled manually on SRIPREL.

Duplicates are flagged by SRRSRIN when the temporary tables contain records having the same name and date of birth for the prospect code or data load ID or both that are chosen as parameter values when running SRRSRIN.

SRRSRIN may find duplicates in the following circumstances:

- Single data loads may report the same individual more than one time for the prospect code/data load ID.
- Individual data loads may be loaded to the temporary tables multiple times using the same prospect code or data load ID or both.
- Multiple data loads for the same prospect code could be loaded to the temporary tables with the same data load ID, and the same name could appear across multiple data loads.
- Web prospects having the same prospect code, name, and date of birth could be loaded to the temporary tables.

The Auto Load (Skip Dup Chk) parameter is used to bypass the flagging of duplicates by SRRSRIN and to automatically load records to Banner. Auto load processing replaces the manual processing of matching and loading those duplicates on SRIPREL.

When the Auto Load (Skip Dup Chk) parameter is set to *Y*, the matching process is invoked, and *NEW* or *MATCHED* prospects are flagged. Those prospects are immediately loaded to Banner. Duplicate checking does not occur.

When the records are loaded to Banner, each prospect that follows on the data load is evaluated against any records loaded, facilitating more matches, and preventing records from being flagged as duplicates. When the Auto Load (Skip Dup Chk) parameter is set to *Y*, records that were previously flagged as *LOADED* manually on SRIPREL for the same tape (data load) type and data load ID will not be processed by SRRSRIN.

When the Auto Load (Skip Dup Chk) parameter is set to *Y*, the SRRSRIN output file will resemble the SRRPREL output file with the information regarding the prospects that have been loaded. If SRRPREL is run after SRRSRIN is run, with the Auto Load (Skip Dup Chk) parameter set to *Y* for the same prospect code and data load ID, there will be no records processed. If all records are processed by SRRSRIN when the Auto Load (Skip Dup Chk) parameter is set to *Y*, there is no reason to run SRRPREL.

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**Note:** Suspended records or records in error may still be found when the Auto Load (Skip Dup Chk) parameter is set to **Y**. These records will need to be handled manually on SRIPREL.

The process works as follows:

If a data load ID selected by SRRSRIN contains multiple occurrences of John Smith with the same date of birth or SSN, then when the Auto Load (Skip Dup Chk) parameter is set to **Y**, the first occurrence of John Smith will be flagged as **NEW** (or **MATCHED**), and the record will immediately be loaded to Banner. If subsequent occurrences of the same John Smith are evaluated on the same data load, each one will be found to be matched against the prior record for John Smith that was already loaded as **NEW** (or **MATCHED**) to Banner.

**Note:** When the Auto Load (Skip Dup Chk) parameter is set to **Y**, the value for the Report Type parameter in SRRSRIN will be ignored.

If the Auto Load (Skip Dup Chk) parameter is set to **N**, the Report Type parameter value will be passed to SRRSRIN, and the check for duplicates on a data load will occur.

### *Duplicate Processing and the Auto Load Parameter*

If the Auto Load (Skip Dup Chk) parameter is set to **N**, then duplicate processing will be run before match processing.

In addition, duplicate processing performs the following checks:

1. If two records have the same SSN, they will be marked as duplicates.
2. If two records have the same first and last names and the same dates of birth, they will be marked as duplicates.

The first name match will also use any nick name data created on the Name Translation Rules Form (GORNAME), if no first name matches are found. In addition, if either of the incoming Date of Birth fields are Null, but the first and last names match, a record will still be considered to be a duplicate.

### **Migrate Electronic Prospects Process (SRRPREL)**

This process is used to create or update Banner recruiting and admissions records for the records in the search data load temporary records, including AMCAS records, depending on how the parameters are set.

SRRPREL processes all search, test score, and AMCAS records that have a match status of **N** (New), **M** (Matched), or **A** (All) or rows with a match status set to **M** or **N** (depending on the parameter value selected). After a record has been loaded, its load status is set to **C**.

The source and contact codes identified as parameters on the SRTLOAD process are loaded to the new or updated recruiting or admissions records based on the values for these rules on the Electronic Admissions Application Rules Form (SAAERUL). If no values are entered for these parameters in the SRTLOAD process, the values entered on STVINFC will be used. SRRPREL allows for the update of an existing recruiting or admissions record instead of always creating a new recruiting record if you request that additional information be loaded. Default values from SRAPRED will be used if they have been set up.

Use the `CREATENEWAPPL` rule on `SAAERUL` for the group equal to `PREL` to create an application record at the same time a recruit record is created by `SRRPREL`. When this rule is set to `Y`, the `sakmods.p_create_application` package is called to create an application record. When this rule is set to `N`, a corresponding application record is not created.

## Processing Incoming Data Load Information

The prospect codes on `STVPREL` need to be mapped to interface codes on the Interface Code Validation Form (`STVINFC`), using the **Interface Code** field on `STVPREL`.

If the **Interface Code** field is blank, the `SRTLOAD` process will not know which tape code conversion rules (defined on `SOTCNVT`) to use when processing the search data load records and will not run to completion.

Regardless of the rules set on `SAAERUL`, Null fields on the General Person Form (`SPAPERS`) will be filled in with the appropriate data from the search or test score data load.

## Electronic Admissions Application Rules Form (SAAERUL)

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

### About this task

Rows for this table are not intended to be added locally. Rules which will be used in system processing will be delivered, and users will only need to update the **(Rule) Value** to reflect local processing options if it contains `UPDATE ME`.

Rules fall into three major categories:

- Rules which control processing within self-service admissions, self-service prospects, or 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 on the Web site <http://adm5.byu.edu/ar/aacraoig/igtoc.html>.



(When a valid EDI value is expected, the **EDI Indicator** for the rule will be Y).

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

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

### Procedure

1. Define a new group code on the EDI Rule Group Validation Form (STVEGRP) for SAT. (The new group code must match the electronic prospect code).
2. Enter SAT in the **Group** field on SAAERUL.
3. Select the **Copy PREL Group** button. All of the rules that exist for the PREL group code will be copied to your new SAT group code.
4. You can customize those values, and they will be applied only when the electronic prospect code used on SRTLOAD, SRRSRIN, or SRRPREL is SAT.

### Rules on SAAERUL

The rules on the Electronic Admissions Application Rules Form (SAAERUL) with the **Group (Code)** PREL allow you to set up default values for such things as an unknown high school and to control the migration of the data.

### *New Recruit Data*

Rules are used for determining under what circumstances recruiting records, addresses, and phone numbers will be loaded. For the rule label CREATENEWRECR (no recruit exists, create new recruit), the possible values are Y or N.

When an incoming record is being loaded and matched to an existing Banner person, the code will check if a recruiting record already exists for the person. If none does, then the code will check the CREATENEWRECR rule. If the rule value is Y, then the incoming data will be used to create a recruiting record. If the rule value is N, then no recruiting record will be created.

The two other rules used for creating a recruiting record are MCREATENEWRECR (matching recruit exists, create new recruit) and NMCREATENEWRECR (non-matching recruit exists, create new recruit).

- The possible values for MCREATENEWRECR are Y, N, or U (Update). If an incoming record is being loaded, the program will determine if a matching recruiting record already exists. An existing recruiting record matches if it has the same term, level, and optionally campus.
  - If the incoming record matches the existing recruiting record, and the MCREATENEWRECR rule value is Y, then a new recruiting record will be created.
  - If the MCREATENEWRECR rule value is U, then no new recruiting record will be created, and instead, the existing recruiting record will be updated.

- If the `MCREATENEWRECR` rule value is `N`, then no recruiting record will be added, and the existing recruit record will not be updated.
- The possible values for `NMCREATENEWRECR` are `Y` or `N`. If an incoming record is being loaded, and it does not match to an existing recruiting record (based on term, level, and optionally campus), then the code will check the `NMCREATENEWRECR` rule to determine whether or not to create a new recruiting record.

### *New Address Data*

The rule label `NEWADDRESS` (no address exists, create one) is used when no address currently exists for the person in Banner. The possible values are `Y` or `N`. If the rule value is set to `Y` and no address currently exists for the person, the incoming address will be loaded.

The two other rules used for creating an address record are `ADDRDIFFTYPE` (address exists with different address type, add address) and `ADDRSAMETYPE` (address exists with same address type, add address). The possible values for these rules are `Y` or `N`.

- If an address already exists in Banner, and the incoming address record has the same address type, the address record will be inserted if the `ADDRSAMETYPE` rule value is `Y`.
- If the incoming address record has an address type that differs from the existing Banner address record, and the `ADDRDIFFTYPE` rule value is `Y`, then the incoming address record will be loaded. If the `ADDRDIFFTYPE` rule value is `N`, it will not be loaded.

### *New Phone Data*

The rule label `NEWPHONE` (no phone exists, create one) is used when no phone number currently exists for the person in Banner. The possible values are `Y` or `N`, where `Y` creates a new phone number, and `N` does not create a new phone number.

The two other rules used for creating a phone record are `PHONDIFFTYPE` (phone number exists with different phone type, add phone) and `PHONSAMETYPE` (phone number exists with same phone type, add phone). The possible values for these rules are `Y` or `N`.

- If a telephone record already exists in Banner, and the incoming telephone record has the same phone type, the phone number will be inserted if the `PHONSAMETYPE` rule value is `Y`.
- If the incoming phone record has a phone type that differs from the existing Banner phone type, and the `PHONDIFFTYPE` rule value is `Y`, then the incoming phone number will be loaded. If the value is `N`, it will not be loaded.

### *Web for Prospects Phone and Address Data*

Web for Prospects allows users to enter extra phone numbers in Banner Student Self-Service that are not associated with a specific address.

If extra phone numbers are entered by prospects on the Web, they will be processed in conjunction with address/phone data as follows:

1. The primary address (Address 1) is loaded to Banner along with its associated phone number using the electronic prospect rules identified above.

2. The secondary address (Address 2), if it exists, is loaded to Banner along with its associated phone number using the electronic prospect rules identified above.
3. The extra phone numbers entered are processed one at a time, based on the alphabetical order of the telephone type, using the electronic prospect rules identified above.

**For example:**

- NEWPHONE = Y
- NEWADDRESS = Y
- PHONSAMETYPE = N
- PHONDIFFTYPE = Y

The person being loaded is new to Banner and has entered a mailing address and phone number. In addition, they have entered a separate “mailing” phone number and a “business” phone number. When the record is processed, the mailing address and phone number will be loaded, because the NEWADDRESS and NEWPHONE rules are both set to Y.

Next, the business phone number will be processed, because it falls first alphabetically based on the phone type. The business phone number will be loaded, because it is a different type than the already processed mailing phone number, and the PHONDIFFTYPE rule is set to Y. The mailing phone number will then be processed. It will also be loaded to Banner, because it is a different type than one of the existing Banner phone numbers (the business phone that was just processed), and the PHONDIFFTYPE rule is set to Y.

## SAAERUL Rules

The rules on the Electronic Admissions Application Rules Form (SAAERUL) with the **Group (Code)** of PREL allow you to control how the incoming data is processed. Please see the table of rules that follows.

**Note:** Rows for this table are not intended to be added locally. Rules which will be used in system processing will be delivered, and users will only need to update the **(Rule) Value** on SAAERUL to reflect local processing options.

Please refer to the “Loading Packages/Procedures from Temporary to Production Tables (SRKPREL) Process Flows” section of the “Process Flows” chapter to review process flows describing how recruiting data is loaded and updated.

Group	Label	Description	EDI	Instructions
DISP	WEBPTESTDISP	# of Prospects Test Rows	N	Determines the number of test score rows that will display on the Web for Prospects Web page.
PREL	ACTADMR	Default ADMR code for ACT	N	Identifies the checklist summary request default

Group	Label	Description	EDI	Instructions
				<p>ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for ACT data loads and when the ADMR value is not populated on the Test Code Validation Form (STVTEC) for ACT test code record types.</p>
PREL	ADDRDIFFTYPE	Create address if different type	N	<p>Determines if an address should be created, if one with a different address type already exists. If set to Y, an address record will be created. If set to N, no address record will be created.</p>
PREL	ADDRSAMETYPE	Create address if same type	N	<p>Determines if an address should be created, if one with the same address type already exists. If set to Y, a new address record</p>

Group	Label	Description	EDI	Instructions
				will be created. If set to N, no address record will be created.
PREL	COMMPLAN	Create commplan collector entry	N	If set to Y, a record will be inserted into the Communication Plan Collector Table (SORCCOL) which is visible on the Communication Plan Collector Form (SOACCOL).
PREL	CREATECONT	Create new contact if recruit or app.	N	If set to Y, the contact code entered as a parameter on the SRTLOAD process for data load or the contact code listed on the Electronic Prospects Default Options Form (SRAPRED) for electronic prospects will be inserted into the SORCONT table viewable on the Recruit Prospect Information Form (SRARECR) if a recruit record exists and the Admissions Application Form (SAAADMS) if an application record exists.  If no contact code was loaded through

Group	Label	Description	EDI	Instructions
				<p>SRTLOAD, and this parameter is Y, the system will insert the contact code for the appropriate interface code from the Interface Code Validation Form (STVINFC). The appropriate contact code will be loaded each time the recruit is loaded to Banner.</p> <p>If set to N, a contact code will not be created for new recruit records.</p>
PREL	CREATELEARNED	Create learned: Enter Y or N	N	<p>If Y is entered, and if the prospect is new to Banner, or if the prospect is matched to a recruit, and the recruit term, level, and campus are different, then the How I Learned data is created. The learned information will always be created if the prospect is matched to an applicant and the UPDATEIIFAPP rule is Y, or if the prospect is matched to a recruit with same term, level, and campus. The learned data is entered only on the Web.</p>

Group	Label	Description	EDI	Instructions
PREL	CREATEMATERIAL	Create Materials: Enter Y or N	N	If <i>rule</i> is entered, and if the prospect is new to Banner, or if the prospect is matched to a recruit, and the recruit term, level, and campus are different, then the materials data are created. The materials will always be created if the prospect is matched to an applicant and the UPDATEIIFAPP rule is Y, or if the prospect is matched to a recruit with same term, level, and campus.
PREL	CREATENEWAPPL	Create New Application	N	Allows schools to indicate that they want an application record created at the same time a recruit record is created by SRRPREL.  When this rule is Y, a new application will only be created when the term, level, college, degree, department, or major do not match an existing application.
PREL	CREATENEWRECR	Create new recruit	Y	If set to Y and no recruit record exists, a new recruit record will

Group	Label	Description	EDI	Instructions
				be created. If set to N and no recruit record already exists, then a new recruit record will not be created.
PREL	CREATESRCE	Create new source	Y	If set to Y, the source code entered as a parameter on the SRTLOAD process for data load or the source code listed on the Electronic Prospects Default Options Form (SRAPRED) for electronic prospects will be inserted into the SRRRSRC table viewable on the Recruit Prospect Information Form (SRARECR). If no source code was loaded through SRTLOAD, and this parameter is Y, the system will insert the source code for this from the Interface Code Validation Form (STVINFC).
PREL	GMATADMR	Default ADMR code for GMAT	N	Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This



Group	Label	Description	EDI	Instructions
				<p>value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for GMAT data loads and when the ADMR value is not populated on the Test Code Validation Form (STVTEC) for GMAT test code record types.</p>
PREL	GREADMR	Default ADMR code for GRE	N	<p>Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for GRE data loads and when the ADMR value is not populated on the Test Code Validation Form (STVTEC) for</p>

Group	Label	Description	EDI	Instructions
				GRE test code record types.
PREL	HOMESCHOOL	SBGi code, if the prospect checks the <b>Home School</b> check box on Web for Prospects Web page	N	This applies only to the Web. The value entered on SAAERUL for this must be a valid high school on STVSBGI.
PREL	HSCHADMR	Default High School Checklist	N	This value will be used to populate the <b>Admissions Request</b> field on the High School Information Form (SOAHSCH). This default is <i>only</i> used when the Admissions Request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).
PREL	HSCHSELFREPORT	Update self-reported items	N	If set to Y, then the student self-reported items, such as GPA, class rank, etc., will be loaded to the appropriate tables.
PREL	INTERESTMAX	Maximum interest to load	1	Indicates the number of interests to be loaded from a search data load to the SORINTS table if the LOADINTEREST group label is set to Y.

Group	Label	Description	EDI	Instructions
PREL	LOADALTID	Load Same Alt ID Type/Diff ID	N	<p>If set to N, do not load an incoming additional ID for the same additional ID type.</p> <p>If set to Y, load an incoming additional ID for the same additional ID type, as long as the additional ID is different.</p>
PREL	LOADINTEREST	Load interests	N	<p>If set to Y, interests provided on the file will be loaded to the SORINTS table. All interest codes must have Banner conversion values defined on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of INTS.</p>
PREL	LOADMAJOR	Use provided major	N	<p>If set to Y, majors provided on the file will be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 1 (backfilled to the Major 1 field on SRBRECR) and to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 2 (backfilled to the Major 2 field on SRBRECR). All major codes must have Banner</p>

Group	Label	Description	EDI	Instructions
				conversion values defined on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of MAJR.
PREL	LOADOLDTESTS	Load older test scores	N	If set to Y, test score records with test dates older than the current record's scores will also be loaded.
PREL	MAJOR2INTEREST	Load major to interests	N	If set to Y, and LOADINTEREST is set to Y, major codes provided will be converted and loaded to the SORINTS table. All major codes for which interests are to be loaded must have Banner conversion values set appropriately on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of INTS.
PREL	MCREATENEWREC	Matching create new recruit	N	If set to Y, and the incoming record matches an existing recruiting record, then a new recruiting record is created.  If set to U, and the incoming record matches an existing recruiting record, then no recruiting

Group	Label	Description	EDI	Instructions
				<p>record is created, and the existing record is updated. If a matching recruiting record exists, and the incoming contact, source, or interests are different, those values are updated.</p> <p>If set to N, and the incoming record matches an existing recruiting record, then no recruiting record is created, and no records are updated.</p> <p>A match exists if the incoming record has the same term, level, and optionally campus as the existing recruiting record.</p>
PREL	NEWADDRESS	Create address	Y	<p>If set to Y, and no address record exists for the person in Banner, an address record will be created. If set to N, and no address record exists, no record will be created.</p>
PREL	NEWPHONE	Create phone	Y	<p>If set to Y, and no phone record exists for the person in Banner, a phone record will be created. If set to N, and</p>

Group	Label	Description	EDI	Instructions
				no phone record exists, no record will be created.
PREL	NMCREATENEWRECR	For-match create new recruit	N	<p>If set to Y, and the incoming record does not match an existing recruit record, a new recruiting record is created. If set to N, no recruiting record is created.</p> <p>A match exists if the incoming record has the same term, level, and optionally campus as the existing recruiting record.</p>
PREL	PCOLADMR	Default Prior College Checklist	N	<p>This value will be used to populate the <b>Admissions Request</b> field on the Prior College Form (SOAPCOL). This default is <i>only</i> used when the Admissions Request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).</p>
PREL	PHONDIFFTYPE	Create phone if different type exists	N	Determines if a phone record should be created, if one with a different phone type already exists. If set to Y, a phone record will be created. If

Group	Label	Description	EDI	Instructions
				set to N, no phone record will be created.
PREL	PHONSAMETYPE	Create phone if same type exists	N	Determines if a phone record should be created, if one with the same phone type already exists. If set to Y, a new phone record will be created. If set to N, no phone record will be created.
PREL	PRIMESRCE	Create source as primary	N	If set to Y, and <code>CREATESRCE</code> is set to Y, then the source code loaded to the <code>SRRRSRC</code> table will be set as the primary source. Only one source will be flagged as primary for each recruit term and sequence number upon loading to Banner.
PREL	PSATMAJOR	<p>Obsolete Sept 2013 SSS_SEARCH</p> <p>Formerly, Load the PSAT Major First</p> <p><i>This rule is obsolete as of September 2013 and is no longer used with the SSS_SEARCH data load.</i></p>	N	<p>Loads the PSAT major if it exists. This rule is only used for SSS_SEARCH data load processing.</p> <p>When <code>LOADMAJOR</code> is set to Y and <code>PSATMAJOR</code> is set to Y, and the PSAT exists, the PSAT major will be loaded to a field of study row with a <b>Type</b></p>

Group	Label	Description	EDI	Instructions
				<p>of MAJOR and a <b>Priority</b> of 1 (backfilled to the Major 1 field on SRBRECR). The first SAT major code listed on the file will then be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 2 (backfilled to the Major 2 field on SRBRECR) if it exists.</p> <p>When LOADMAJOR is set to Y and PSATMAJOR is set to N, the PSAT major will not load at all, and the first two SAT major codes on the file will be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 1 (backfilled to the Major 1 field on SRBRECR) and a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 2 (backfilled to the Major 2 field on SRBRECR), if they exist.</p>



Group	Label	Description	EDI	Instructions
				<p><b>Note:</b> Whatever your settings are in SAAERUL, if the second major to be loaded translates to 0000 (undeclared), the second major will not be loaded.</p>
PREL	SATHADMR	Default ADMR code for SAT	N	<p>Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for SAT data loads and when the ADMR value is not populated on the Test Code Validation Form (STVTESS) for SAT test code record types.</p>
PREL	UNKNOWNHSCH	SBI code, if the student enters an SBI code that is not valid on the Web	N	<p>This source/background institution (SBI) code will fill in the SRTHSCH_SBI_CODE, and the code the student</p>

Group	Label	Description	EDI	Instructions
				<p>entered will fill into  SRTHSCH_SBG_CODE_INVALID.  This code is also  used if student  leaves the SBGI  code blank but  enters a name of  the institution or  any of the self-  reported data.  This rule is for the  Web only. The  value entered on  SAAERUL for this  must be a valid  high school on  STVSBGI.</p>
PREL	UNKNOWNPCOL	SBGI code, if the student enters an SBGI code that is not valid on the Web	N	<p>This source/  background  institution (SBGI)  code will fill in the  SRTPCOL_SBG_CODE,  and the code  the student  entered will fill into  SRTPCOL_SBG_CODE_INVALID.  This code is also  used if student  leaves the SBGI  code blank but  enters a name of  the institution or  any of the self-  reported data.  This rule is for the  Web only. The  value entered on  SAAERUL for  this must be a  valid college on  STVSBGI.</p>
PREL	UPDATEIFAPP	Update recruit record if application exists	N	<p>If set to Y, then  the settings of the  previous rules will  be followed, even  if a recruit record  already exists  for this person</p>

Group	Label	Description	EDI	Instructions
				<p>for the same term, level, and campus. If set to N, and a matching recruit record already exists, then based on your SAAERUL settings, the process will:</p> <ul style="list-style-type: none"> <li>• Insert new test score records on the Test Score Information Form (SOATEST).</li> <li>• Insert new high school records on the High School Information Form (SOAHSCH).</li> <li>• Insert new college records on the Prior College Form (SOAPCOL).</li> <li>• Insert the contact code into the SORCONT table.</li> <li>• Insert the source code into the SRRRSRC table if a matching recruit record exists or insert the source code into the SARRSRC table if a matching</li> </ul>

Group	Label	Description	EDI	Instructions
				application record exists. <ul style="list-style-type: none"> <li>Update Null values on the General Person Form (SPAPERS).</li> </ul>
PREL	VTYPADMR	Default ADMR Code for the Visa	Y	Identifies the Checklist Summary Request Code for the Visa Code value to be inserted on the Admissions Application Detail block of the Admissions Application Form (SAAADMS) when loading a record from the Banner Student Self-Service Prospects (Recruiting) or Admissions modules. This rule is <i>only</i> used by the Web interface.
PREL	WEBGENID	For Web only, use generated ID, or use entered SSN for ID	N	Enter <b>G</b> to always use the generated ID which uses SOBSEQN functions. Enter <b>S</b> to use the SSN entered on the Web. If neither is entered, use a generated ID.

**Note:** The College Board Student Search Service provides AP exam codes indicating which exams the student took. However, no scores are provided with these exams. A school indicates to the College Board Student Search Service that they want any records for students with one or more AP exams between some range of scores (2 –5, 3 – 5, etc.). Given that the Test Score Information Form (SOATEST) requires a test score, AP exam codes will *not* be loaded into Banner. They will be accessible through the Search Tape View (SRVPREL).

**Note:** You still use the Tape Code Conversion Form (SOTCNVT) to convert values from the various search data loads to Banner values.

## Electronic Prospect Purge (SRTPURG)

This process is used to delete records from the search or test score data load temporary tables based on the report parameter values. This process allows you to designate which records to purge. All data associated with a search or test score record is deleted.

**Note:** Run the process in audit mode to determine which records will be removed from the temporary tables.

## Tape Code Conversion Form (SOTCNVT)

This form is used to convert codes on interface data loads to valid Banner values before data is added to the system during the data load process.

### About this task

For example, if the SAT data load has a major code of ENGL for English and your institution's code for English is 100, the table name would be MAJR, the tape (file) value would be ENGL and the converted value would be 100.

If there is a field on the data load 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.

If an entry exists on the file but does not exist in SOTCNVT, a default entry needs to be added that has DEFAULT in the Tape Value column with the appropriate converted value to be assigned in Banner. For example, if a major of Forestry comes from the 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.

For example, the following two entries exist on SOTCNVT:

Table Name	Tape Value	Converted Code
MAJR	*	000A
MAJR	DEFAULT	0000

The student has not specified a major field of study, hence no value exists on the file. Therefore, the tape value of \* would be used, and the major code would be created with 000A - Unknown Major. If the student has specified a major of Geology, which does not exist at the institution, and therefore does not exist on the SOTCNVT form, the DEFAULT value of 0000 - Undeclared Major will be used.

Use the **Copy Values** button to copy values from one interface code to another. When you select the button, the List of Values will display a row for each interface code which contains conversion

values for the validation table entered in the Key Block. If no validation table name is entered, then the List of Values will display all interface codes that contain conversion records.

For example, if you have an **Interface Code** of PCU, and that code has conversions for **Validation Table Name** INTS (interests) defined on SOTCNVT, and you want to copy that data to an **Interface Code** of SAT, do the following.

#### Procedure

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 (that is, PCU) copied to another interface code (that is, SAT), do the following:

4. Enter SAT in the **Interface Code** field, and leave the **Validation Table Name** field blank.
5. Select the **Copy Values** button.
6. The Interface Codes with Conversion Rules window will appear, displaying all the interface codes that contain any conversion records.

#### Results

The form allows NATN to be validated against the Nation Code Validation Form (STVNATN) for those files which have the Foreign Nation indicator field included. This allows for incoming nation data to be converted to the values existing in Banner. This validation is associated with an Interface Type to allow for different settings based on the incoming values provided with each data load type (SAT, ACT, GRE, and GMAT).

SOTCNVT validates the following fields:

SOTCNVT Table	Banner Validation Form	SRTLOAD Field
NATN	STVNATN	SRTADDR_NATN_CODE
CITZ	STVCITZ	SPTPERS_CITZ_CODE
STAT	STVSTAT	SRTADDR_STAT_CODE
INTS	STVINTS	SRTINTS_INTS_CODE
INTP	STVINTS	SRTINTS_INTS_CODE
ETHN	STVETHN	SRTPERS_ETHN_CODE
ETHR	STVETHN	SRTPERS_ETHN_CODE
RACE	GORRACE	GORPRAC_RACE_CDE
DEGC	STVDEGC	SRTPREL_DEGC_CODE
DEGA	STVDEGC	SRTSUPL_APPL_TYPE

SOTCNVT Table	Banner Validation Form	SRTLOAD Field
MAJR	STVMAJR	SRTPREL_MAJR_CODE
MAJP	STVMAJR	SRTPREL_MAJR_CODE
RELG	STVRELG	S RTPERS_RELG_CODE
CNTY	STVCNTY	SRTADDR_CNTY_CODE
TADM	STVTADM	SRTTEST_TADM_CODE
TERM	STVTERM	SRTPREL_TERM_CODE
DEPT	STVDEPT	SRTPREL_DEPT_CODE
VTYP	STVVTYP	SRTINTL_VTYP_CODE_CURR_ENT
EDLV	STVEDLV	SRTPREL_EDLV_CODE
EGOL	STVEGOL	SRTPREL_GRAD_LEVEL
GNDR	N/A	S RTPERS_SEX
SBGI	STVSBGI	SRTPCOL_SBGI_CODE *
* Prior college codes are tied to the SRATPFD variable PCOL_SBGI_CODE.		
SBGH	STVSBGI	SRTHSCH_SBGI_CODE
ADMT	STVADMT	SRTPREL_ADMT_CODE
CAMP	STVCAMP	SRTPREL_CAMP_CODE
ESEL	STVESEL	SRTSUPL_ESEL_CODE
TEAC	STVTEAC	SRTTEST_TEAC_CODE
TESC	STVTESC	SRTTEST_TESC_CODE
TEFR	STVTESC	SRTTEST_TEFR_CODE
TSPT	STVTSPT	SRTTSPC_PERCENTILE
HGPA	N/A	SRTHSCH_GPA
ADID	GTVADID	SRTIDEN_ADDITIONAL_ID_CODE

**Note:** The table value of GNDR should be used on SOTCNVT to convert various gender formats on incoming data loads to the appropriate Banner values. GNDR works on SOTCNVT, even though it does not have a corresponding validation table.

SRTLOAD will first try to convert the above fields using the INFC code defined for the prospect code on STVPREL. If the field on the file is Null, then it will try the value \*. The \* in the tape value on SOTCNVT signifies that this value is used in Banner if the value from the file is Null. In addition, if the tape value does not exist on the SOTCNVT crosswalk and is not valid in the Banner validation table, a message will print on the SRTLOAD report with the error. In the case where the value is not

a valid Banner value, a match on SOTCNVT is attempted with the tape value of `DEFAULT`. This is where the default value is stored for the table.

The values used to convert the Term are the High School Graduation date or the Prior College Graduation date. The valid formats to enter on SOTCNVT in the tape value are YY, YYYY, 01-MON-YY, 01-MON-YYYY, 01MMYY, and 01MMYYYY. The YY and YYYY are the graduation year, and the MON and MM are the graduation month. If the graduation month is not on the file or a match is not found, the month of June is used in the comparison.

The major and degree are required values on SRTPREL. If a default is not available on SOTCNVT, the values 0000 and 000000 are used.

### *Race/Ethnicity Conversion*

SOTCNVT uses the conversion value of `ETHR` to convert the incoming AMCAS RACE CODE 1 to the `SRTPEERS_ETHN_CODE` value when the incoming AMCAS Hispanic Indicator is set to N.

The conversion value of `RACE` uses the `GORRACE` table. The incoming race value is converted based on the existing rules applied on `GORRACE` to load the incoming race value and associated institutional race code (`GORRACE_RACE_CDE`) to the `SRTPRAC_RACE_CDE` field. The conversion code of "\*" can be used for Null data. The conversion code of `DEFAULT` can be used when data does not convert.

**Note:** AMCAS has ten potential race codes that may be Null, but the rule for "\*" will only be loaded to SRTSUPL and SRTPRAC one time.

AMCAS files will convert the race values from `GORRACE`, and the data will be loaded to SRTSUPL and to SRTPRAC. Non-AMCAS files will convert the race values from `GORRACE`, and the data will be loaded only to SRTPRAC. (Currently, no baseline electronic prospect files provide race information besides AMCAS.) Web prospects and Web applicants can submit race information using Banner Student Self-Service.

When validation is not set up on SOTCNVT for `GORRACE` (and when no `DEFAULT` or \* conversion values can be applied), validation may occur directly on `GORRACE` (if the incoming AMCAS value happens to match a `GORRACE` value), and then the race codes will be loaded to SRTPRAC.

A script is delivered to add the table values of `RACE` based on previous rules that had been established for the `ETHR` rule before Release 7.3. A valid institution race code must exist on `STVETHN` in order for the conversion of the race codes to apply and for SOTCNVT/`RACE` validation to be updated appropriately.

### **Using PCU Data Load**

PCU (Private College Guide Search) data load can be used with electronic prospects processing.

Student type (freshman, transfer, other) and prior college information is processed for transfer records, in addition to intended enrollment dates, current college name, and high school and prior college GPAs. `SRRSRIN`, `SRRPREL`, and `SRTPURG` can be run by student types. `SRTLOAD` can be used to collect data for prior college degree tracking.



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## *Loading Records to Banner*

Records are loaded to Banner as follows during PCU processing.

- The student type is loaded from the `SRTPREL_STYP` temporary table field to the `SRBRECR_STYP_CODE` Banner field.
- The high school GPA is loaded from the `SRTHSCH_GPA` temporary table field to the `SORHSCH_GPA` Banner field.
- The college code from the `UNKNOWNCPOL` rule on `SAERUL` is loaded from the `SRTPCOL_SBG_CODE` temporary table field to the `SOAPCOL_SBG_CODE` Banner field. If no rule exists on `SAERUL` for `UNKNOWNCPOL`, no other college data will be loaded.
- The PCU prior college degree from `SRTLOAD` is loaded from the `SRTDEGR_DEGC_CODE` temporary table field to the `SORDEGR_DEGC_CODE` Banner field, if a GPA exists.
- The prior college GPA is loaded from the `SRTPCOL_GPA_TRANSFERRED` temporary table field to the `SORDEGR_GPA_TRANSFERRED` Banner field.

## *Forms Used with PCU Data Load Processing*

Here are the forms used with PCU processing.

### *Tape Field Names Validation Form (STVTPFD)*

Use the values have on this form for student type, enrollment date, high school GPA, prior college GPA, and prior college name.

### *Tape Field Position Rule (SRATPFD)*

Use the values on this form for student type, enrollment date, high school GPA, prior college GPA, and prior college name where the **Tape Code** value is `PCU`.

### *Electronic Prospect Detail Form (SRAPREL)*

Use the **Student Type** field in the Electronic Prospect block in the main window.

While most incoming non-PCU prospect records will not have a student type or will have a student type that defaults from `SRAPRED`, this field is important for PCU processing, so you can view/query PCU student types of `0` (Other) based on the rule set up on `SOTCNVT`.

### *Electronic Prospect Inquiry Form (SRIPREL)*

Use the **Student Type** field for PCU processing.

While most incoming non-PCU prospect records will not have a student type or will have a student type that defaults from `SRAPRED`, this field is important for PCU processing, so you can view/query PCU student types of `0` (Other) based on the rule set up on `SOTCNVT`.

## *Tape Code Conversion Form (SOTCNVT)*

Use the crosswalk capability on SOTCNVT for student types (STVSTYP). SOTCNVT also accommodates the intended enrollment date.

- The term converts the two character year (YY positions 58-59) for the year of high school graduation to the recruiting term code.
- The same conversion rule for term will also be used to convert the four character intended enrollment date (MMYY positions 197-200) to the recruiting term code when the intended enrollment date exists and there is a valid conversion value.

**Note:** For term records on SOTCNVT, YY conversions for the high school graduation year and MMYY conversions for the intended enrollment date will exist for the same conversion rule.

## *PCU Term Code SOTCNVT Conversions*

The high school graduation date and the intended enrollment date share the SOTCNVT rule where the **Interface Type** is PCU and the **Validation Table Name** is TERM.

When an intended enrollment date exists, that value will be selected first for conversion. If the conversion takes place as a result of the DEFAULT rule on SOTCNVT, the system will check to see if a high school graduation date exists. If the high school graduation date exists, the conversion will be attempted. If no conversion takes place, the DEFAULT rule will be used, if it exists. If no rule exists for either value (high school graduation date or intended enrollment date) the \* (Null) rule will be used, if it exists.

**Note:** Functionality currently exists for the conversion of the high school GPA and the prior college GPA. You will need to set up rules to convert the incoming PCU high school GPA (HGPA) and the prior college GPA (CGPA).

## *Processing and Validation of Student Type*

The incoming student type values from the PCU data load are as follows.

- T (Transfer)
- F (Freshman)
- O (Other, Unknown)

For the PCU 2007 Regulatory File, it is recommended that the incoming student types are converted appropriately so they can be loaded to Banner. Conversion values should be set up for T, F, and O, in addition to the optional values for the \* (NULL) and DEFAULT rules on SOTCNVT. The PCU suggests that users do not process incoming records with student types of O (in positions 60 - 61) for loading into the Banner production tables without first performing a manual review of the data.

These records, for example, may have been filled out by a parent, and the information may contain parent data as opposed to student data, and therefore should not be loaded into Banner. Unless the actual data file is carefully reviewed, there is no way to know what the student types are until after

they have been loaded into the temporary tables when SRTLOAD is run, and the data is viewed on SRIPREL/SRAPREL.

### *Setup Steps on SOTCNVT*

It is recommended that the following data be set up on SOTCNVT for the PCU student type, to track and process (or not process) PCU student type records with a value of ○.

#### **Procedure**

1. Set up a unique conversion value for the student type of ○ (Other).

Having a single, unique conversion value for the student type allows you to track, review, and process these records efficiently. The conversion value for ○ (Other) should not be used for any other PCU student type conversions on SOTCNVT. The PCU suggests manually reviewing records with a student type of ○, before they are loaded into Banner.

2. Set up appropriate conversion values for the student types of F and T.

These values should be different than the value used to convert the student type of ○.

3. Set up a \* (Null) rule for any PCU student type values that are Null.

This value should be different than the value used to convert the student type of ○.

4. Set up a DEFAULT rule for any PCU student type that will not be translated correctly.

This value should be different than the value used to convert the student type of ○.

**Note:** If the **Student Type** field on SRAPRED has a default value for the electronic prospect code PCU, it is recommended that this default value *not be equal to* the SOTCNVT rule that has been set up for the unique conversion of the PCU student type value of ○.

If Null student types are delivered on the PCU file, and no rule exists on SOTCNVT for \* (Null) student types, the student type value on SRAPRED will be defaulted. This default value from SRAPRED should not be confused with the student type conversion on SOTCNVT for incoming records with student types of ○. Setting up your SOTCNVT and SRAPRED rules as suggested will allow you to tie a unique student type to the incoming PCU student type of ○.

5. When appropriate student types have been assigned through SRTLOAD based on the rules on SOTCNVT, you can run SRRSRIN, SRRPREL, and SRTPURG, and process records by specific student types.

### *Reports Used with PCU Data Load Processing*

The following reports are used with PCU processing.

#### *Electronic Prospect Load (SRTLOAD)*

##### *Prior College Degree Tracking*

SRTLOAD will update the prior college for the UNKNOWNPCOL rule on SAAERUL, when a current college name exists on the incoming file. If the UNKNOWNPCOL rule does not exist, no prior college

will be loaded to the temporary table. No attempt will be made to convert the incoming PCU Current College Name field. (This field is a free format field from the PCU.) The field value may be selected from a pick list provided by the PCU or may be manually entered by recruit/prospect.

Due to the variety of data entry options (selecting a college name or manually entering the data), the absence of an incoming college code to be used for conversion to Banner, the PCU value length of 100 characters (in contrast to the 30 character description length on STVSBGI), in addition to potential misspellings, abbreviations, and formatting and data inconsistencies related to manual entry, no attempt will be made to compare the incoming PCU Current College Name value against the description in STVSBGI to avoid corrupt, incorrect, or incomplete data.

Use the PCU Prior College Degree Code parameter for prior college degree tracking. You can enter the degree code that will be applied to the prior college record, for PCU processing. The parameter is validated against the Degree Code Validation Form (STVDEGC).

The PCU file provides a prior college GPA, but it does not provide a degree code. If the prior college GPA exists, it cannot be loaded without an associated degree or degree sequence number or both. The degree GPA also requires the existence of the `UNKNOWNPCOL` rule on SAAERUL. The PCU Prior College Degree Code parameter will provide a degree code that is loaded to the SRTDEGR/SORDEGR tables when a prior college GPA and an incoming current college name exist. When the degree from the parameter and the GPA are loaded, the degree will not be flagged as primary, because the PCU does not provide that information in the file. The degree will not be loaded without an existing GPA.

**Note:** No college or degree or both information will be loaded without an `UNKNOWNPCOL` rule in SAAERUL. If it is preferred no PCU college, degree, or GPA or all of those data be loaded to Banner, this rule may be removed from SAAERUL.

### *Processing and Output*

SRTLLOAD will perform the following during processing:

- It will load the student type value to the `SRTPREL_STYP` field in Banner.
- It will load the incoming high school GPA to the `SRTHSCH_GPA` field in Banner. A high school code must exist for conversion or default, or the incoming high school GPA will not be loaded.
- It will load the incoming prior college GPA to the `SRTPCOL_GPA_TRANSFERRED` field in Banner. The prior college GPA will not be loaded unless the `UNKNOWNPCOL` rule has been set up on SAAERUL, and the PCU degree has been entered in the PCU Prior College Degree Code parameter in SRTLLOAD.

Before the optional Summary Report in the SRTLLOAD output, a list of ID numbers is printed from the incoming PCU file for records with the student type of 0. (Please note that you may have chosen a different student type for these records on SOTCNVT.) This list of IDs can be used to review the records on SRIPREL. The records with a student type of 0, and any other records, can then be loaded manually or processed using SRRSRIN or SRRPREL or both.

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### *Electronic Prospect Match (SSRSRIN)*

You can run this process by student types, using the Student Type parameter.

This parameter is optional, and multiple values may be entered. If left blank, all incoming student types will be processed for the prospect code and data load ID. The parameter is validated against the Student Type Code Validation Form (STVSTYP).

For each student type code that is entered in the parameter, only records on the incoming file with matching student types will be processed. When specific student types are excluded from the match or load processes or both, they can be manually reviewed and matched or pushed or both on SRIPREL or purged or both using SRTPURG. This allows you to selectively process or not process PCU student types.

If Null student types need to be processed, all applicable student types should be processed first, so that only the Null types remain. Leave the Student Type parameter blank, and the Null student types will be picked up, as they will be the last types that remain during processing.

**Note:** The Student Type parameter is used mainly for PCU processing, but it is valid for all electronic prospect codes. Only the PCU file currently provides an incoming variable for the student type.

Student type values for other files (SAT, ACT, etc.) will be Null, or they will use the default student type for the specific electronic prospect code that was updated on SRAPRED.

If the Auto Load (Skip Dup Chk) parameter is set to N (perform duplicate processing), and the Student Type parameter is updated, a match status will be assigned for the student types that have been entered. When the Student Type parameter is blank, a match status will be assigned to all student types.

If the Auto Load (Skip Dup Chk) parameter is set to Y (load new and matched IDs), and the Student Type parameter is updated, a match status will be assigned for the student types that have been entered, and the records will be loaded to Banner. When the Student Type parameter is blank, a match status will be assigned to all student types, and the records will be loaded to Banner.

### *Migrate Electronic Prospects Process (SRRPREL)*

You can run this process by student types, using the Student Type parameter.

This parameter is optional, and multiple values may be entered. If left blank, all incoming student types will be processed for the prospect code and data load ID. The parameter is validated against the Student Type Code Validation Form (STVSTYP).

For each student type code that is entered in the parameter, only records on the incoming file with matching student types will be processed. When specific student types are excluded (not entered in this parameter), they can be manually reviewed and pushed (or not) on SRIPREL or purged or both using SRTPURG. This allows you to selectively process or not process PCU student types.

If Null student types need to be processed, all applicable student types should be processed first, so that only the Null types remain. Leave the Student Type parameter blank, and the Null student types will be picked up, as they will be the last types that remain during processing.

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**Note:** The Student Type parameter is used mainly for PCU processing, but it is valid for all electronic prospect codes. Only the PCU file currently provides an incoming variable for the student type.

Student type values for other files (SAT, ACT, etc.) will be Null, or they will use the default student type for the specific electronic prospect code that was updated on SRAPRED.

### *Electronic Prospect Purge (SRTPURG)*

You can run this process by student types, using the Student Type parameter.

This parameter is optional, and multiple values may be entered. If left blank, all incoming student types will be processed for the prospect code and data load ID. The parameter is validated against the Student Type Code Validation Form (STVSTYP).

For each student type code that is entered in the parameter, only records on the incoming file with matching student types will be processed. When specific student types are excluded (not entered in this parameter), they can be manually reviewed and pushed (or not) on SRIPREL or purged or both using SRTPURG. This allows you to selectively process or not process PCU student types.

If Null student types need to be processed, all applicable student types should be processed first, so that only the Null types remain. Leave the Student Type parameter blank, and the Null student types will be picked up, as they will be the last types that remain during processing.

**Note:** The Student Type parameter is used mainly for PCU processing, but it is valid for all electronic prospect codes. Only the PCU file currently provides an incoming variable for the student type.

Student type values for other files (SAT, ACT, etc.) will be Null, or they will use the default student type for the specific electronic prospect code that was updated on SRAPRED.

### **Using ACT Data Load**

SRTLLOAD can also be used to load ACT Electronic Student Record (Colleges and Universities) data to Banner.

When loading Canadian province data, make sure the ACT-defined values that are reported exist and have been updated appropriately in STVSTAT or SOTCNVT or both. The Canadian province data is loaded to the `SRTADDR_STAT_CODE` field or the `SPRADDR_STAT_CODE` field (or both) in Banner.

SRTLLOAD loads the Canadian province and Canadian postal code values to the corresponding temporary tables in Banner. (Values exist on STVTPFD and SRATPFD for `CANADIAN_PROVINCE` and `CANADIAN_POSTAL_CODE`.) The process also accommodates the nation code for Canada (CN) when that code is listed as the state code value on the file.

When data exists for a Canadian province, the state code value will be the nation code on the ACT file. This field could also be blank, but the ACT indicates the value should be CN when values exist for the Canadian province and Canadian postal code on the file.

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### *Updating the Canadian Nation Code in STVNATN or SOTCNVT or both*

For a nation code to be converted from the ACT file, the value of **CN**, with a description of **Canada**, should be added to STVNATN, or the appropriate conversions should be set up on SOTCNVT.

When the state code on the file is **CN**, a check will occur for Canadian province code and Canadian postal code values. When no conversion takes place for the **CN** nation code in STVNATN or SOTCNVT, and the Canadian province code and Canadian postal code values exist, the nation, Canadian province, and Canadian postal code values will not be loaded to Banner.

### *Reviewing the State Code List*

The list of state codes used by the ACT includes Puerto Rico and the US Trust Territories.

You need to review the state code list from the ACT and update STVSTAT appropriately. You also need to review and update SOTCNVT for an **Interface Type** of **ACT** and a **Validation Table Name** of **STAT**.

### *Loading Multiple Records*

Students may appear on an ACT file more than one time if they have taken multiple tests in different locations (such as national, state, etc.).

These multiple occurrences of the tests may have the same month and year dates. ACT does not provide a day to distinguish between test dates. To accurately differentiate between these records, ACT recommends that you *always* use the test location value, in addition to the test date (month and year) value.

In Banner, SOATEST does not allow the entry of multiple test scores for the same test on the same date. SOATEST requires a unique “day” to process the test score. In this case, the day is loaded as the first day of the month and year that is reported as the test date value on the file. When test scores are reported on the same test date (month and year) with different test locations, the test “day” is defaulted as the next available one-up day for the same month and year for the particular test code.

You need to review the ACT test location value and update STVTADM and SOTCNVT or both appropriately. This ensures that test scores for multiple tests taken in the same month and year will be loaded to Banner when the test location is changed. The test location updates the **Administration Type** value on SOATEST.

### *Viewing Present Test Location on SRAPREL*

The ACT test location can be viewed on SRAPREL in the Percentile block of the Test Scores and Percentiles window.

As you scroll through the test records in the Test Score block, the test type, date taken, and test location/test score administration type code (STVTADM) values are displayed in the (test type) **taken on** (date) with administrative type field in the Percentile block.

## ACT File Format

The 2010 file format uses new codes, conversion values, and fields. Field positions have been changed. Test codes have been removed. Data has been updated for race/ethnicity, majors, and religious affiliation. A phone number data type is now used.

**Note:** Please review the ACT EXPLANATION OF 2010 IMPLEMENTATION OF CHANGES in REPORTING of RACE/ETHNICITY INFORMATION on ACT STUDENT RECORDS to assist in converting race and ethnicity codes for your institution. Conversions of existing data related to ACT student records are not provided. You can evaluate all new and changed ACT codes and make appropriate updates on SOTCNVT.

Details regarding the changes to the ACT Electronic Student Record for 2010-2011 can be found at the following link: <http://www.act.org/aap/infosys/changes.html>.

### File Updates

The following items have been updated in the ACT file.

Updated Items	Positions	New/Changed ACT Values	SRATPFD Tape Code	SOTCNVT Validation
Race/Ethnicity	471	SOTCNVT	ETHN_CODE	ETHN
Major	411-413	SOTCNVT	MAJR_CODE	MAJR
Religious Affiliation	606-607	SOTCNVT	RELG_CODE	RELG

The following items have been added to the ACT file.

New Items	Positions	New/Changed ACT Values	SRATPFD Tape Code	SOTCNVT Validation
Type of Telephone	100	SOTCNVT	TELE_TYPE_CODE	TELE
Race/Ethnicity	608	SOTCNVT	HISP_IND 1 = Y 2 = N	N/A
Race/Ethnicity	609-613	SOTCNVT	RACE1 - RACE5	RACE

The following additional changes have been made that are not related to the regulatory updates.



Changes	Positions	New/Changed ACT Values	SRATPFD Tape Code	SOTCNVT Validation
Percentiles added	See “Percentiles associated with test scores” topic	N/A	See “Percentiles associated with test scores” topic	N/A
Street Address Line 1 extended	45-84	N/A	STREET_LINE1	N/A

### Conversion of Codes

The following conversion values should be reviewed and changes made to SOTCNVT as needed.

- The ETHN\_CODE value is now reported in position 471. You should review the conversion values and update SOTCNVT as necessary for **Interface Type** of ACT and **Validation Table Name** of ETHN.
- The MAJR\_CODE value is now reported in position 411-413. You should review the conversion values and update SOTCNVT as necessary for **Interface Type** of ACT and **Validation Table Name** of MAJR.
- The RELG\_CODE value is now reported in position 606-607. You should review the conversion values and update SOTCNVT as necessary for **Interface Type** of ACT and **Validation Table Name** of RELG.
- The TELE\_TYPE\_CODE value is reported in position 100. You should review the conversion values and update SOTCNVT as necessary for **Interface Type** of ACT and **Validation Table Name** of TELE.
- The TELE\_TYPE\_CODE value will be loaded with the telephone number using the following hierarchy:
  - SOTCNVT - Valid tape value conversion rule or DEFAULT tape value rule (if one exists)
  - SRTLOAD - Value in the Telephone Type Code parameter
  - STVATYP - **Telephone Type** value (if it exists) associated with the SRTLOAD Address Type Code parameter value.
  - Telephone type that matches the STVATYP **Address Type** value.  
This is used when the STVATYP **Telephone Type** value is Null, and a valid STVTELE telephone type **Code** value exists (such as MA) that matches the STVATYP **Address Type** value (such as MA).
- The HISP\_IND value is reported in position 608. The value in the HISP\_IND field will be loaded to the temporary SRTPERS\_ETHN\_CATEGORY field and the permanent SPBPERS\_ETHN\_CDE field in Banner.

**Note:** There is no conversion available on SOTCNVT for the HISP\_IND field.

The ACT Hispanic or Latino Background values are:

- 1 - Yes
- 2 - No

- 3 - Prefer not to respond

When these values are loaded into Banner, the following occurs:

- When the incoming value is 1, the `SRTPEERS_ETHN_CATEGORY` field or the `SPBPERS_ETHN_CDE` field is set to `HISP`.
- When the incoming value is 2, the `SRTPEERS_ETHN_CATEGORY` field or the `SPBPERS_ETHN_CDE` field is set to `NON-HISP`.
- When the incoming value is another value or is `Null`, the `SRTPEERS_ETHN_CATEGORY` field or the `SPBPERS_ETHN_CDE` field is set to `Null` or `NONE`.

After the `HISP_IND` values have been loaded to the Banner production tables, they are displayed in the **New Ethnicity** field on `SPAPERS`. The field values are `Hispanic` or `Latino`, `Not Hispanic or Latino`, or `None`. The setting of the **Ethnicity and Race Confirmed** indicator and **Confirmed Date** value will be updated as appropriate.

- The `RACE1` - `RACE5` values are reported in positions 609-613. You should review the conversion values and update `SOTCNVT` as necessary for **Interface Type** of `ACT` and **Validation Table Name** of `RACE`. Refer to the following website: <http://www.act.org/aap/infosys/changes.html>

`ACT` race values in positions 614-615 are not currently loaded to Banner. If you choose to load these race values from the `ACT` file, you need to modify `SRATPFD` to include values for `RACE6` and `RACE7`. Be sure to account for these codes on `SOTCNVT` for **Interface Type** of `ACT` and **Validation Table Name** of `RACE`.

The following table shows the `ACT` Race fields that are not loaded to Banner and how they can be added at your institution.

ACT Race Fields not Loaded to Banner	Position on Incoming File	User Accommodation
Prefer Not to Respond	Position 614  No data load to Banner implies not reported or no response.	Add <code>RACE6</code> to <code>SRATPFD</code> and create conversion value for "No Response" if your institution requires this information.
Multiracial	Position 615  <code>ACT</code> may report a single value for Multiracial in position 615 for converted records only.	Add <code>RACE7</code> to <code>SRATPFD</code> and create conversion value for "Multiracial" if your institution requires this information.

## Percentiles Associated with Test Scores

ACT National Norm Percentiles associated with test scores are used in the file. Previously, some percentiles had been loaded as test scores in SOATEST. Those test score field name values have been removed from SRATPFD for the **Tape Code** of ACT.

New ACT national norm percentiles are loaded as the true percentiles associated with the test scores. Also, some test scores had no percentiles loaded as test scores or other data. Those test scores now include the associated ACT national norm percentiles.

**Note:** The test score field names that are no longer used have not been removed from STVTPFD. However, now percentiles are loaded instead of test scores, based on the ACT fields that have been added to SRATPFD.

Conversion scripts are not provided to convert the old test scores (that represented percentiles on SOATEST) to the new percentiles.

The following table shows the current ACT test score field names used on SRATPFD, the obsolete test score field names that are no longer loaded to Banner, and the new ACT National Norm Percentile field names on SRATPFD that are used instead.

ACT Test Score Field Name	Obsolete Test Score Field Name	ACT Percentile Field Name
A07_TEST_SCORE	NEW_TEST_SCORE	A07_NATIONAL_NORM
SWR_TEST_SCORE	NWR_TEST_SCORE	NWR_NATIONAL_NORM
SUM_TEST_SCORE	NUM_TEST_SCORE	NUM_NATIONAL_NORM
SRH_TEST_SCORE	NRH_TEST_SCORE	NRH_NATIONAL_NORM
SEA_TEST_SCORE	NEA_TEST_SCORE	NEA_NATIONAL_NORM
SAG_TEST_SCORE	NAG_TEST_SCORE	NAG_NATIONAL_NORM
SGT_TEST_SCORE	NGT_TEST_SCORE	NGT_NATIONAL_NORM
SSS_TEST_SCORE	NSS_TEST_SCORE	NSS_NATIONAL_NORM
SAL_TEST_SCORE	NAL_TEST_SCORE	NAL_NATIONAL_NORM

The following table compares the overall values and the file positions. It shows the:

- current ACT test score field names on SRATPFD
- new ACT percentile field names on SRATPFD
- obsolete test score field names no longer loaded to Banner and replaced by the new percentile field names
- percentile type

Current Test Scores	From	To	New Percentiles	From	To	Obsolete Test Scores	Percentile Type
			<i>Not previously loaded</i>			<i>No previous percentile representation</i>	
A01_TEST_261	SCORE	262	A01_NATIONAL	773	NORM774	No score previously loaded	ANN
A02_TEST_263	SCORE	264	A02_NATIONAL	774	NORM776	No score previously loaded	ANN
A03_TEST_265	SCORE	266	A03_NATIONAL	775	NORM778	No score previously loaded	ANN
A04_TEST_267	SCORE	268	A04_NATIONAL	779	NORM780	No score previously loaded	ANN
A05_TEST_269	SCORE	270	A05_NATIONAL	781	NORM782	No score previously loaded	ANN
A06_TEST_272	SCORE	274	N/A	N/A	N/A	N/A	N/A
			<i>New National Norm Percentiles</i>			<i>Test score fields no longer loaded - replaced by New National Norm Percentiles</i>	
A07_TEST_163	SCORE	164	A07_NATIONAL	167	NORM168	NEW_TEST_ANN	SCORE
SWR_TEST166	SCORE	166	NWR_NATIONAL	169	NORM170	NWR_TEST_ANN	SCORE
SUM_TEST320	SCORE	321	NUM_NATIONAL	324	NORM325	NUM_TEST_ANN	SCORE
SRH_TEST322	SCORE	323	NRH_NATIONAL	326	NORM327	NRH_TEST_ANN	

Current Test Scores	From	To	New Percentiles	From	To	Obsolete Test Scores	Percentile Type
						SCORE	
SEA_TEST_SCORE	324	325	NEA_NATIONAL_NORM	338	339	NEA_TEST_ANN SCORE	
SAG_TEST_SCORE	326	327	NAG_NATIONAL_NORM	340	341	NAG_TEST_ANN SCORE	
SGT_TEST_SCORE	328	329	NGT_NATIONAL_NORM	342	343	NGT_TEST_ANN SCORE	
SSS_TEST_SCORE	330	331	NSS_NATIONAL_NORM	344	345	NSS_TEST_ANN SCORE	
SAL_TEST_SCORE	332	333	NAL_NATIONAL_NORM	346	347	NAL_TEST_ANN SCORE	

SRTLLOAD loads these percentiles and the corresponding ACT National Norm Percentile fields for the STVTPST code of ANN.

ACT SRATPF National Norm Percentile Codes	Corresponding ACT SRATPF Test Score Fields	Associated STVTPST Code
A01_NATIONAL_NORM	A01_TEST_SCORE	ANN
A02_NATIONAL_NORM	A02_TEST_SCORE	ANN
A03_NATIONAL_NORM	A03_TEST_SCORE	ANN
A04_NATIONAL_NORM	A04_TEST_SCORE	ANN
A05_NATIONAL_NORM	A05_TEST_SCORE	ANN
A07_NATIONAL_NORM	A07_TEST_SCORE	ANN
NWR_NATIONAL_NORM	SWR_TEST_SCORE	ANN
NUM_NATIONAL_NORM	SUM_TEST_SCORE	ANN
NRH_NATIONAL_NORM	SRH_TEST_SCORE	ANN
NEA_NATIONAL_NORM	SEA_TEST_SCORE	ANN
NAG_NATIONAL_NORM	SAG_TEST_SCORE	ANN
NGT_NATIONAL_NORM	SGT_TEST_SCORE	ANN
NSS_NATIONAL_NORM	SSS_TEST_SCORE	ANN
NAL_NATIONAL_NORM	SAL_TEST_SCORE	ANN

Field name values have been added to the Tape Field Names Validation Form (STVTPFD) for use with the ACT file.

Field Name	Description	System Required
TELE_TYPE_CODE	Telephone Type Code	Yes
A01_NATIONAL_NORM	ACT English National Norm	Yes
A02_NATIONAL_NORM	ACT Math National Norm	Yes
A03_NATIONAL_NORM	ACT Reading National Norm	Yes
A04_NATIONAL_NORM	ACT Science National Norm	Yes
A05_NATIONAL_NORM	ACT Composite National Norm	Yes
A07_NATIONAL_NORM	ACT Combined English/Writing National Norm	Yes
NWR_NATIONAL_NORM	ACT Writing National Norm	Yes
NUM_NATIONAL_NORM	ACT Usage/Mech National Norm	Yes
NRH_NATIONAL_NORM	ACT Rhetorical Skills National Norm	Yes
NEA_NATIONAL_NORM	ACT Elem Algebra National Norm	Yes
NAG_NATIONAL_NORM	ACT Alg/Coord Geom National Norm	Yes
NGT_NATIONAL_NORM	ACT Plane Geom/Trig National Norm	Yes
NSS_NATIONAL_NORM	ACT Soc Stud/Sci National Norm	Yes
NAL_NATIONAL_NORM	ACT Arts/Lit National Norm	Yes

Field names have been updated on the Tape Field Position Rule Form (SRATPFD) for the **Tape Code** value ACT. The start and end positions have been changed.

Field Name	Old Start	Old End	New Start	New End
RELG_CODE	468	468	606	607
STREET_LINE1	45	74	45	84

The following field name value has been removed for the **Tape Code** value ACT.

Field Name	Start Position	End Position	Occurrence
STREET_LINE2	75	84	1

**Note:** The STREET\_LINE1 field name has been expanded to use positions 45-84 and can accommodate the entire street address on one line. STREET\_LINE2 is no longer used.

Percentile field names have been added that replace existing test score field names. The values are loaded as percentiles.

Old Field Name	New Field Name	Start Position	End Position
NEW_TEST_SCORE	A07_NATIONAL_NORM	167	168
NWR_TEST_SCORE	NWR_NATIONAL_NORM	169	170
NUM_TEST_SCORE	NUM_NATIONAL_NORM	334	335
NRH_TEST_SCORE	NRH_NATIONAL_NORM	336	337
NEA_TEST_SCORE	NEA_NATIONAL_NORM	338	339
NAG_TEST_SCORE	NAG_NATIONAL_NORM	340	341
NGT_TEST_SCORE	NGT_NATIONAL_NORM	342	343
NSS_TEST_SCORE	NSS_NATIONAL_NORM	344	345
NAL_TEST_SCORE	NAL_NATIONAL_NORM	346	347

Field name values have been added for the **Tape Code** value ACT.

Field Name	Start Position	End Position	Occurrence
HISP_IND	608	608	1
TELE_TYPE_CODE	100	100	1
RACE1	609	609	1
RACE2	610	610	1
RACE3	611	611	1
RACE4	612	612	1
RACE5	613	613	1
A01_NATIONAL_NORM	773	774	1
A02_NATIONAL_NORM	775	776	1
A03_NATIONAL_NORM	777	778	1
A04_NATIONAL_NORM	779	780	1
A05_NATIONAL_NORM	781	782	1

The ANN test score percentile code has been added to the Test Score Percentile Type Validation Form (STVTSPT for use with the ACT file.

Code	Description	System Required
ANN	ACT National Norm Cumulative Percent	Yes

## ACT File Format

The ACT file defines positions 85–86 as Country Code. Response values can be found on the Country Code List: <http://www.act.org/aap/infosys/pdf/CountryCodeList.pdf>. Please refer to the ACT Website for the Country Code crosswalk values used to update SOTCNVT for the **Interface Type** of ACT.

Canadian records are denoted by CA in the Country Code field (positions 85–86). The two-character State Code field (positions 144–145) will no longer use a value for Canada (formerly CN).

A field name value has been added to the SRATPF layout for the **Tape Code** value ACT.

Field Name	Start Position	End Position	Occurrence
NATION_CODE	85	86	1

## ACT File Format

This section discusses updates to ACT Electronic Student Record test score regulatory reporting for September 2015 - August 2016.

Details can be found at the following site:

<http://www.act.org/aap/infosys/recordinfo.html>

A layout has been created which allows users to process current and new ACT files during the transition period. The layout code used with this is ACT15.

Updates include:

- ACT ID
- Test scores
- Tape load code
- Electronic prospect code
- Tape field names
- File layout



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## *Use of Layout Code versus Prospect Code*

When the Electronic Prospect Load (SRTLOAD) is run for the current ACT layout, set the Electronic Prospect Code parameter to **ACT**. The value of **ACT** is inserted into the **Prospect Code** field on the Electronic Prospect Inquiry Form (SRIPREL).

To run SRTLOAD for the updated ACT layout, set the Electronic Prospect Code parameter to **ACT15**. The value of **ACT** is inserted into the **Prospect Code** field on the Electronic Prospect Inquiry Form (SRIPREL).

When running the Electronic Prospect Match (SRRSRIN), the Migrate Electronic Prospects Process (SRRPREL), or the Electronic Prospect Purge (SRTPURG), set the Electronic Prospect Code parameter to **ACT**.

## *Use of prospect codes on SRAPRED*

### **ACT15**

If default values have been set up on SRAPRED for the **ACT** electronic prospect code, you need to define values for the **ACT15** electronic prospect code.

When SRTLOAD is run for the ACT 2015-2016 test score cycle and **ACT15** is entered in the Electronic Prospect Code parameter, only default values defined on SRAPRED for the **ACT15** electronic prospect code will be used by the process.

Any existing default values for the **ACT** electronic prospect code will not be used, and the process may load other default values from validation tables that you are not expecting to be used.

### **ACT**

If default values have been set up on SRAPRED for the **ACT** electronic prospect code, and SRTLOAD is run for the ACT 2015-2016 test score cycle with **ACT** entered in the Electronic Prospect Code parameter, the existing default values on SRAPRED will be used by the process.

### **ACT ID**

ACT is delivering an ACT ID in the file layout for use instead of the SSN.

The SRTLOAD process loads the additional ID with a default additional ID type code of **EPID**. The **Additional ID Type Code** value of **EPID**, with the description of **Electronic Prospect ID**, is used on the Additional Identification Type Validation Form (GTVADID). The default value of **EPID** is used for the additional ID type code, and the additional ID type code is required to update the GORADID table in Banner General.

The **ADDITIONAL\_ID** field name can be added to the file layouts for other tape codes on SRATPFD. A unique additional ID will be loaded with a default value of **EPID**, unless your institution creates a new, unique value for the **Additional ID Type Code** field on GTVADID and chooses to convert that code on SOTCNVT for use with each new file format.

## Test Scores

Test scores and national norm values have been added to the ACT file layout and are delivered as seed data on the Test Code Validation Form (STVTEC).

Writing Scores have been added for:

- Ideas and Analysis
- Development and Support
- Organization
- Language Use and Conventions
- Writing National Norms
- English Language Arts
- STEM Score
- STEM National Norms

Two indicators have been added for:

- Understanding Complex Text
- Progress Toward Career Readiness

Corresponding national norm values (percentiles) are still loaded as ANN for each test type, unless your institution has entered a conversion value for the validation table name TSPT on the Tape Code Conversion Form (SOTCNVT).

**Note:** In the table below, the Data Type of Y indicates the check box is selected, and a numeric value is used.

Test Code	Description	Number of Positions	Data Type	Minimum Score	Maximum Score
A08	Act Writing Subject Score	2	Y	01	36
A09	ACT Writing Ideas/Analysis	2	Y	02	12
A10	ACT Writing Dev/Support	2	Y	02	12
A11	ACT Writing Organization	2	Y	02	12
A12	ACT Writing Lang Use/Conv	2	Y	02	12
A13	English Language Arts Score	2	Y	01	36

Test Code	Description	Number of Positions	Data Type	Minimum Score	Maximum Score
A14	STEM Score	2	Y	01	36
UCT	Understanding Complex Text Ind	1	Y	0	2
PTC	Progress Toward Career Ind	1	Y	0	3

### *Tape Load Code*

A tape load code for ACT 2015 reporting is delivered for use on the Electronic Data File and Tape Validation Form (STVTAPE).

Tape Code	Description
ACT15	ACT 2015 Test Score File

### *Electronic Prospect Code*

An electronic prospect code for ACT 2015 reporting is delivered for use on the Electronic Prospect Validation Form (STVPREL).

The **Interface Code** value for the ACT15 prospect code is delivered as Null. Make sure to create an interface code for ACT on the Interface Validation Form (STVINFC) that can be selected on STVPREL.

Prospect Code	Description	Interface Code	Tape Code	Enter on WEB	WEB Page ID
ACT15	ACT15 Test Tape	Null	ACT15	No	Null

### *Tape Field Names*

Values have been added to the Tape Field Names Validation Form (STVTPFD) for use with the delivered test score codes and national norms. These values are delivered as seed data.

Field Name	Description
A08_TEST_SCORE	Act Writing Subject Score
A09_TEST_SCORE	ACT Writing Ideas/Analysis

Field Name	Description
A10_TEST_SCORE	ACT Writing Dev/Support
A11_TEST_SCORE	ACT Writing Organization
A12_TEST_SCORE	ACT Writing Lang Use/Conv
A13_TEST_SCORE	English Language Arts Score
A14_TEST_SCORE	STEM Score
A08_NATIONAL_NORM	ACT Writing National Norms
A13_NATIONAL_NORM	English Lang Arts Nat Norms
A14_NATIONAL_NORM	STEM National Norms
UCT_TEST_SCORE	Understanding Complex Text Ind
PTC_TEST_SCORE	Progress Toward Career Ind

### *ACT File Layout*

A set of test scores has been added to the end of the file in positions 791 - 821. An updated file layout is delivered, as is a set of test scores. Seed data is delivered for the Tape Field Position Rule Form (SRATPFD).

The SSN field in positions 91 - 99 has been changed to be ADDITIONAL\_ID. SSNs are no longer reported.

Field Name	Start Position	End Position	Occurrence
A08_TEST_SCORE	791	792	1
A09_TEST_SCORE	796	797	1
A10_TEST_SCORE	798	799	1
A11_TEST_SCORE	800	801	1
A12_TEST_SCORE	802	803	1
A08_NATIONAL_NORM	804	805	1
A13_TEST_SCORE	806	807	1
A13_NATIONAL_NORM	808	809	1
A14_TEST_SCORE	813	814	1
A14_NATIONAL_NORM	815	816	1
UCT_TEST_SCORE	820	820	1
PTC_TEST_SCORE	821	821	1

## ACT EOS File Format

Electronic file characteristics for the ACT EOS Electronic Student Record 2010-2011 do not include positional changes.

However, the ACT is delivering the Race/Ethnicity value in position 150 and the Intended College Major value in positions 181-183 with new or different code values.

You will need to follow up with the ACT EOS for more information on code changes, new codes, file layout, and delivery dates for the 2010-2011 reporting year. You can then modify the rules on SOTCNVT appropriately for your ACT EOS interface type code for the **Validation Table Name** of `ETHN` and the **Validation Table Name** of `MAJR`. Changes to your SOTCNVT rules will need to be coordinated with delivery and processing of the first ACT EOS file of the 2010-2011 reporting year.

Details regarding the changes to the ACT EOS 2010-2011 for 2010-2011 can be found at the following link: <mailto:ACT-EOS@act.org> or through <http://www.act.org/eos>.

**Note:** Refer to FAQ #1-DJSK96 (ACT EOS Electronic Student Record 2010-2011) on the Customer Support Center for more information.

## ACT EOS File Format

The ACT EOS file includes a Country Code (`NATION_CODE`) and a Non-US Postal Code (`NON_US_POSTAL_CODE`).

The Canadian Postal Code has been removed from the layout for `EOS_ACT`, and a Non-US Postal Code has been added in its place. The `CANADIAN_POSTAL_CODE` value is no longer used.

A field name value has been added to `STVTPFD`.

Field Name	Description	System Required
<code>NON_US_POSTAL_CODE</code>	Non U.S. Postal Code	Yes

Field name values have been added to the `SRATPFD` layout for the **Tape Code** value `EOS_ACT`.

Field Name	Start Position	End Position	Occurrence
<code>NATION_CODE</code>	127	128	1
<code>NON_US_POSTAL_CODE</code>	129	149	1

## Using Peterson Data Load

SRTLLOAD can be used to load Peterson data, including home and mobile phone numbers.

When SRTLLOAD is run for Peterson data load, the value in the Telephone Type Code parameter should reflect the telephone type that is appropriate for a home phone. However, SRTLLOAD does allow for the use of multiple telephone type codes. `SRATPFD` also allows for multiple occurrences of phone area code and phone number data.

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## Using SRTLOAD With Peterson Data Load

SRTLOAD accepts the entry of multiple telephone type codes and accommodates up to nine telephone numbers on an incoming file. Multiple values can be entered in the Telephone Type Code parameter.

- When SRTLOAD processes multiple phone codes, the telephone type code in the Telephone Type Code parameter is specifically associated with the occurrence of the telephone number on the incoming file.
- When a value is entered in the Telephone Type Code parameter, the value must be preceded by the corresponding occurrence of the telephone number for the associated tape code in SRATPFDD.

SRTLOAD will not run to completion if the number of telephone type codes entered do not match the occurrences of the phone number in SRATPFDD. In this situation, the following error will be displayed in the log file:

```
Parameter 16 Invalid Telephone Sequence Number  
srtload terminated with error  
0 lines written to /export/home/lparrish/jobsub/srtload_200590.lis
```

To load telephone numbers successfully, the Telephone Type Code parameter must *always* be preceded by the occurrence number, *even* when a single telephone number exists on the incoming file. In this case, 1 would be used. The number of occurrences of the telephone type code *must* match the number of occurrences of the telephone numbers in SRATPFDD for the file being processed.

## First and Second Occurrence of Phone Number

The primary phone number or the phone number associated with an address is considered to be the first occurrence of the phone number when that phone number exists and is loaded into Banner. For the Peterson file, that is the home phone value.

- Occurrence one is associated with the home phone value.  
The telephone code preceded by a value of 1 for the Telephone Type Code parameter will *always only* correspond to the home phone (such as 1MA).
- Occurrence two is associated with the mobile phone value.  
The telephone code preceded by a value of 2 for the Telephone Type Code parameter will *always only* correspond to the mobile phone (such as 2MO).

**Note:** The second phone number will not be visible on SRAPREL/SRIPREL or GOAMTCH. It will not be used in common matching. It will not be printed on the SRTLOAD output. However, the Control Page for the report will show the second occurrence for the Telephone Type Code parameter, if it is entered on GJAPTCL.

The order in which the codes are entered in the Telephone Type Code parameter is associated with the occurrence of the telephone number in SRATPFDD. The occurrences of telephone type codes in

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the Telephone Type Code parameter *must* match the number of occurrences of the `PHONE_AREA` and `PHONE_NUMBER` **Field Name** values listed in SRATPFD.

- When the Telephone Type Code parameter is set to `1PR`, it will be associated with the first occurrence of the home phone value that reflects occurrence one of `PHONE_AREA` and `PHONE_NUMBER` in SRATPFD.
- When the Telephone Type Code parameter is set to `2MO`, it will be associated with the second occurrence of the mobile phone value that reflects occurrence two of `PHONE_AREA` and `PHONE_NUMBER` in SRATPFD.

**Note:** If users prefer that one or both of the Peterson phone numbers not be loaded to Banner for any reason, the associated fields and occurrences can be removed from SRATPFD.

### *Saved Parameter Sets*

All incoming files processed by SRTLOAD that include a telephone number will require the value for the Telephone Type Code parameter to be preceded by an occurrence of the telephone number on SRATPFD.

(Currently, only Peterson provides more than a single telephone code.) For all other files (except for Peterson) this will be 1. For example, when a user attempts to enter only the code, such as `MA`, the following error message will be displayed if the Telephone Type Code parameter value is not preceded by the occurrence: `ERROR: Parameter value failed STVTELE_EQUAL_2345 validation.`

If saved rule settings exist for SRTLOAD and the Telephone Type Code parameter, the delivered `suppdf1.sql` script can be used to modify the existing telephone type code to be preceded by 1. (As SRTLOAD previously only accommodated a single entry for the telephone type code, that value will always be 1.) Saved rule settings can be found in the `GJRJPRM` and `GJBPRUN` tables.

### *Job Submission Navigation Tips for Multiple Telephone Type Codes*

When processing files with multiple occurrences for telephone numbers in SRATPFD, do the following for SRTLOAD in job submission (GJAPCTL), to enter parameter values for the multiple occurrences.

#### **About this task**

#### **Procedure**

1. Navigate to the Telephone Type Code parameter (number 16) in the Parameter Values block.
2. Enter the code for home phone, `1MA`.
3. Perform an Insert Record function and then a Duplicate Record function.  
This creates a second row for Parameter 16. The added parameter will still display the `1MA` value.
4. Change the parameter value to the code for mobile phone, `2MO`.
5. Save your changes.

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## *Peterson File Format*

Significant positional changes have been made to the 2010 file. The file uses eight additional interest codes (numbered 7 - 14) from SRATPFD and STVTPFD. The `NATION_CODE` field name is also included in the file to Address: Country Code item.

You will need to update the Tape Code Conversion Form (SOTCNVT) appropriately. Please contact Peterson directly for details regarding the Peterson Fixed File Data Dictionary or Peterson Codes for translation on SOTCNVT.

## **GRE File Format**

The GRE record layout has been updated and a provision added for the future release of the GRE revised General Test. A copy of the 2010-2011 GRE Optional Score Reporting Record Layout is available at: [www.ets.org/gre/2010recordlayout](http://www.ets.org/gre/2010recordlayout).

The overall length of the GRE Optional Score Reporting Record Layout has been increased from 500 to 600 characters. The location of each field after position 70 has been modified. The Tape Field Position Rule Form (SRATPFD) has been updated to accommodate these field position changes for field names with a **Tape Code** value of GRE. A script is delivered to update the rows on SRATPFD.

## *Additional Fields*

The following fields have been added to the record layout. Associated updates have been made to SRATPFD as needed.

- Intended Graduate Major Field Code

This field name will not be added to SRATPFD at this time, because this value will be `Null` until Fall 2011. In Fall 2011, the `MAJR_CODE` field name start and end positions (37-40) can be changed to use the positions for the Intended Graduate Major Field Code field (71-74). The `MAJR_CODE2` field name can also be added for positions 37-40, when both majors are being reported.

- Intended Graduate Major Field Name

This field name is not used. Only the Major Field Code is used.

- Examinee's ISO Country Code

The `NATION_CODE` field name (positions 329-331) has been added to SRATPFD. The `NATION_NAME` field name is no longer used and has been removed from SRATPFD.

**Note:** You will need to build a crosswalk rule on the Tape Code Conversion Form (SOTCNVT) for the specific ISO Country Code listing used by the GRE. Refer to the ETS website for their ISO Country Code list.

[http://www.ets.org/Media/Tests/GRE/pdf/gre\\_0910\\_online\\_bulletin.pdf](http://www.ets.org/Media/Tests/GRE/pdf/gre_0910_online_bulletin.pdf)

- Examinee's Telephone Number



This is a free-format field that is 20 characters in length. Field names for `PHONE_AREA` (positions 345-347) and `PHONE_NUMBER` (positions 348-354) have been added to SRATPFD.

- Examinee's E-mail Address

The `EMAIL_ADDR` field name has been added to SRATPFD in positions 365-409.

Field name values have been added to SRATPFD for the **Tape Code** value GRE.

Field Name	Start Position	End Position	Occurrence
EMAIL_ADDR	365	409	1
NATION_CODE	329	331	1
PHONE_AREA	345	347	1
PHONE_NUMBER	348	354	1
PHONE_COMMENT	355	364	1
STREET_LINE3	226	257	1

Values have been added to STVTPFD for use with the GRE file.

Field Name	Description	System Required
PHONE_COMMENT	Phone Comment for GRE	Yes
STREET_LINE3	Street Address Line 3	Yes

### Modified Fields

The following fields have been modified on the record layout. Associated changes have been made to SRATPFD.

- Examinee's Street Address

Previously the Examinee's Street Address field used two 45-character fields. Now it uses three 32-character fields. The field names on SRATPFD are `STREET_LINE1` (positions 162-193), `STREET_LINE2` (positions 194-225), `STREET_LINE3` (positions 226-257).

`STREET_LINE3` is loaded to SRTADDR and then pushed to SPRADDR by SRKPREL.

- The Social Security Number (SSN) field has been truncated to report only the last four digits. The last four digits of the SSN are not loaded to Banner for the following reasons:
  - This value is not unique to the individual.
  - This value is of limited use for common matching.
  - This value is not provided with international records.
  - This value is not equal to the SSN and is not loaded to the `SPBPERS_SSN` column in the `SPBPERS` table. It would prevent the update of the actual SSN if it existed in the `SPBPERS_SSN` column. SRKPREL does not update existing fields. The package only updates Null fields.

- The SSN field name is no longer used and has been removed from SRATPFD.

### *Revised General Test Codes*

Test codes for 03 Revised General Quantitative, Revised General Verbal, and Revised General Writing have been added to the Test Code Validation Form (STVTESE) in preparation for the GRE revised General Test and the associated scores and percentiles. New GRE tests will be administered in Fall 2011.

Test Code	Description	Number of Positions	Data Type	Min Score	Max Score	System Required
G03Q	GRE Revised General Quantitative	3	Numeric	130	170	Yes
G03V	GRE Revised General Verbal	3	Numeric	130	170	Yes
G03W	GRE Revised General Writing	3	Numeric	0.0	6.0	Yes

### *Intended Graduate Major Field Code*

The Intended Graduate Major Field Code field is used for 2010-2011 reporting. It is optional.

This field is the same as the existing Department Code List field that was used for 2009-2010 reporting. The Department Code List field is used to capture the department at the score recipient's institution where the applicant wants their scores sent. It is optional. The Department Code List field (MAJR\_CODE field name in positions 37-40 in Banner) should be used until the revised General Test is delivered. It can be used to report a major if one exists.

When the revised General Test is introduced in Fall 2011, applicants will be required to respond to a question regarding their Intended Graduate Major. The data in the Intended Graduate Major Field Code and the Department Code List fields may not always match, but the fields should match in most cases. As the Department Code List field is not a required field, data for that field may not be received from every score recipient. Remember that not all students will take the revised General Test, so the Intended Graduate Major may not be reported.

To capture the Intended Graduate Major (when GRE reports this information in Fall 2011), you may change the MAJR\_CODE field name on SRATPFD to use positions 71-74 and then discontinue the use of MAJR\_CODE in positions 37-40 for the Department List Code. The MAJR\_CODE2 field name may then be added for positions 37-40, when both majors are being reported.

You will need to review GRE major codes in the following file: [http://www.ets.org/Media/Tests/GRE/pdf/gre\\_0910\\_online\\_bulletin.pdf](http://www.ets.org/Media/Tests/GRE/pdf/gre_0910_online_bulletin.pdf). You can then review and update codes for conversion on

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SOTCNVT for **Interface Type** GRE and **Validation Table Name** MAJR, when these changes take effect.

### *Examinee's ISO Country Code*

For the Examinee's ISO Country Code field, the `NATION_CODE` field name (positions 329-331) is used on SRATPF. The `NATION_NAME` field name is no longer used and has been removed from SRATPF.

Previously, the Nation Name field was translated and loaded to the `STREET_LINE3` columns in the Banner temporary tables. Street Line 3 data has been added to the GRE as part of the Examinee's Street Address field, so the Banner `STREET_LINE3` column is required for potential address information.

You will need to review GRE nation codes in the following file: [http://www.ets.org/Media/Tests/GRE/pdf/gre\\_0910\\_online\\_bulletin.pdf](http://www.ets.org/Media/Tests/GRE/pdf/gre_0910_online_bulletin.pdf). You can then review and update codes for conversion on SOTCNVT for **Interface Type** GRE and **Validation Table Name** NATN.

### *Examinee's Telephone Number*

The Examinee's Telephone Number field is twenty characters in length and uses positions 345-364 for the area code, phone number, and phone comment information. It is optional, numeric, and free format. The data is captured for the GRE as numbers. The GRE does not provide a telephone type.

The **Phone Comment** field in the Electronic Prospect Details block of SRAPREL is used for the comment information. This field is populated by the `SRTTELE_COMMENT` column.

The GRE does not require that an examinee (either national or international) provide a telephone number. If a telephone number is provided, the GRE does not indicate whether the number is national or international. The country code and city code that precede an international telephone number are also optional. Codes of 1 or 011 can be used.

The Electronic Prospect Load (SRTLOAD) loads the first ten characters as the phone area code and phone number. If more than ten digits exist, all characters are loaded to the `SRTTELE_COMMENT` column in the SRTTELE temporary table. The **Phone Comment** field in the Electronic Prospect Details block of the Electronic Prospect Detail Form (SRAPREL) is populated by the `SRTTELE_COMMENT` column.

When SRTLOAD is run, a hierarchy value of "1" must be entered in the Telephone Type Code parameter as a prefix to the telephone type code, to load the GRE telephone number and type to Banner. For example, with the telephone type of MA, the prefix of 1 creates a value of 1MA. You may choose to create a new telephone type to load GRE phone numbers using this parameter.

**Note:** When duplicate Examinee Names appear in the file, GRE telephone numbers should *always* be identical.

### *Tips for Loading GRE Phone Numbers*

Here are some suggestions for loading phone numbers.

- Review the GRE reported phone comments on SRAPREL, after running SRTLOAD.

- Create a unique telephone type code for GRE phone numbers, and use the code in the Telephone Type parameter when SRTLOAD is run. This may assist with reviewing the GRE phone numbers.
- Use the SRRSRIN process for matching incoming records. Records set to N (New) do not have phone number data inserted or updated. SRRPREL logic can be used to load the phone number information. This ensures that existing phone comments are loaded to Banner.
- Contact the GRE for assistance in defining telephone data in the future, so it can be loaded to Banner as appropriate.

### *Load Telephone Information*

The GRE delivers an unformatted set of numbers up to 20 characters as the GRE phone number in positions 345-364.

SRTLOAD loads the first ten positions as the area code and phone number as defined on SRATPFDD for the `PHONE_AREA` (positions 345-347) and `PHONE_NUMBER` (positions 348-354) field names. The data is loaded to the `SRTTELE_PHONE_AREA` and `SRTTELE_PHONE_NUMBER` columns in the SRTTELE temporary table.

SRTLOAD also evaluates if a digit exists in position 355 for the `PHONE_COMMENT` field name (positions 355-364) on SRATPFDD. If a digit exists in position 355, the entire GRE phone number from positions 345-364 is loaded to the `SRTTELE_COMMENT` column in the SRTTELE temporary table. The phone number is preceded by the text *GRE Phone Reported*. This provides a reference to the origin of the phone number. This is displayed in the **Phone Comment** field on SRAPREL.

**Note:** The Phone Comment field in the file may not always contain 20 digits. However any digits that exist beyond the first ten will be collected entirely as comments.

The SRKPREL package uses the value in the `SRTTELE_COMMENT` column to populate the `SPATELE_COMMENT` column when the `PHONE_AREA` and `PHONE_NUMBER` field name logic is set up to load the information to SPATELE. The telephone number is also loaded to SPATELE in this case.

The insert and update logic in SRTLOAD and SRKPREL used to load area code or phone number data has not been modified. Phone information is loaded based on the settings for the phone and address rules on SAAERUL.

### *Match and Push Phone Information*

This section discusses matching the telephone data and pushing it into Banner.

#### *Manual Match for New ID with Manual Push*

When the match is performed manually and the **Create New** button on the Common Matching Entry Form (GOAMTCH) is selected, a new person record is created for the ID when phone number data exists.

Records will not include telephone comments, even if they exist. (A Banner General package creates the telephone data on GOAMTCH using Banner General tables, and no `TELEPHONE_COMMENT` column exists for the update.)

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When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process. A new telephone number is not always created. The Banner General package applies the address type and sequence number, and sets the record to `Primary` if appropriate. When the data is pushed to Banner, SRKPREL checks whether the same telephone type, telephone number, and address type exist. If they do, the record is considered to be a duplicate, and the telephone number may not be pushed to Banner a second time.

### *Manual Match for Selected ID with Manual Push*

When the match is performed manually and the **Select ID** button on the Common Matching Entry Form (GOAMTCH) is used for an existing record that is a match, telephone records are not created.

When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process.

### *Manual Match to Update ID with Manual Push*

When the match is performed manually and the **Update ID** button on the Common Matching Entry Form (GOAMTCH) is selected, telephone records may be created.

Records will not include telephone comments, even if they exist. (A Banner General package creates the telephone data on GOAMTCH using Banner General tables, and no `TELEPHONE_COMMENT` column exists for the update.)

When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process.

### *Batch Process Match with Batch Push*

When the match is performed using the Electronic Prospect Match (SRRSRIN), telephone records are not created. When the push to Banner is performed using the Migrate Electronic Prospects Process (SRRPREL), SRKPREL processes the data the same way as the manual push process.

When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process.

### *Batch Process Match with Manual Push*

When the match is performed using the Electronic Prospect Match (SRRSRIN), and the new records are pushed into Banner, SRKPREL processes the data, and telephone records are created. New records can be queried on the Electronic Prospect Inquiry Form (SRIPREL).

When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process.

## GRE File Format

ETS is providing an Estimated Current Score for General Test (02) taken before August 2011 and reported as of November 2011 or later. These changes do not effect the processing of 2010 scores. These changes prepare the process to accommodate the Estimated Scores when the scores are delivered.

ETS is introducing the GRE revised General Test. Minor changes are being made to GRE® Optional Score. The reporting record layout will be changed. The 2011-2012 record layout will become effective on July 1, 2011. The new fields in the layout will not be populated until scores for the GRE revised General Test are reported beginning in November 2011.

The changes to the record layout include two Estimated Current Score fields (453-455 and 467-469). These fields have been added in areas of the layout that were previously fields used as placeholders.

The changes to the record layout enable ETS to provide estimated Verbal Reasoning and Quantitative Reasoning scores on the GRE revised General Test for individuals who took the GRE General Test before August 1, 2011.

For individuals who take the GRE General Test before August 1, 2011, and report their scores in November 2011 or later, the Estimated Current Score fields will contain the estimated Verbal or Quantitative scores on the new score scale, based on the 130-170 score range in 1-point increments. The Scaled Score fields for these individuals will contain the Verbal or Quantitative scaled scores originally reported, based on the 200-800 score range, in 10-point increments.

For individuals who take the GRE revised General Test on August 1, 2011, or later, the Estimated Current Score fields will be blank, and the Scaled Score fields will contain their Verbal or Quantitative scores based on the 130-170 score range in 1(one) point increments.

The GRE 2010 files will continue to process with no errors. 2011 processing has been modified to accommodate new test scores associated with the General (02) Test and the Major Code field has had position changes. Before this change, the layout for 2010 files collected the Major Code from positions 37-40. In most cases, the values in (old) positions 37-40 match the new Major Code positions 71-74 and convert similarly in SOTCNVT. While processing 2010 files with this changed layout will collect the appropriate major code. It is suggested that you complete your 2010 file processing to avoid any discrepancies.

## Test Scores

The following test scores have been added the Test Code Validation Form (STVTESC).

Test Code	Test Type	Description	Number of Positions	Data Type	Min Score	Max Score
G2QE	GRE	GRE Quantitative Estimated Cur	3	selected	130	170

Test Code	Test Type	Description	Number of Positions	Data Type	Min Score	Max Score
G2VE	GRE	GRE Verbal Estimated Current	3	selected	130	170

The following field name values have been added to the Tape Field Names Validation Form (STVTPRD).

Field Name	Description
GRE_EST_CURR0	GRE Estimated Current 0
GRE_EST_CURR1	GRE Estimated Current 1

The MAJR\_CODE field positions have been changed on the Tape Field Position Rule Form (SRATPFD) from 37-40 to 71-74.

**Note:** In the most cases, the Department Code is now located in positions 37 - 40 will present the same value and convert from the same SOTCNVT rules as Intended Major now located in positions 71-74.

Two fields are used on SRATPFD with the associated positions.

Field Name	Start Position	End Position	Occurrence
GRE_EST_CURR0	453	455	1
GRE_EST_CURR1	467	469	1

The Electronic Prospect Load (SRTLOAD) links the G2VE and G2QE test scores in positions 453-455 and 467-469 to the GRE\_EST\_CURR0 and GRE\_EST\_CURR1 field names when based on the Test Code 2.

### Test Day

The Test Day for the GRE test score can be processed in positions 419 - 420. A oneup number for the test day is used. The test scores and test days are initially loaded to SOATEST.

The following test day field name value has been added to STVTPFD.

Field Name	Description	System Required
GRE_TEST_DAY	GRE Test Day	Y

The following test day field name value has been added to SRATPFD.

Field Name	Description
GRE_TEST_DAY	GRE Test Day

The SRKPRE1 package verifies that the test score record is valid and can be loaded. The process checks whether a test score currently exists for the same test code on the same test date. If this is true, the record is not loaded. When the incoming score is different, but is for the same test code the same test date, the record is loaded. When the test score is valid and can be loaded, the SRKTES1 package is invoked.

The SRKTES1 package does the following:

- Checks whether or not a test score record exists for the same test date. If the record exists for the test date, the process finds the next available day and inserts the test score with that date.
- Checks the oneup number of the date, when the incoming test score is different but is for the same test code on the same test date. The oneup value of the test day is determined by the setting of the `LOADOLDTESTS` rule label (Y or N) on `SAERUL`.

## GMAT File Format

Here are the GMAT file regulatory changes for processing and file layout for the 2012-2013 reporting year. For additional information regarding these changes, please go to: <http://www.gmac.com/gmac/thegmat/nextgenerationgmatinfocenter/scoring.htm>

- The Social Security number has been removed from the GMAT layout, as it is no longer provided by GMAT for the prospect.

The SSN field name has been removed from `SRATPFD` for the **Tape Code** of `GMAT`.

- A GMAT ID number (additional ID) has been added that is unique to the student.

An associated `ADDITIONAL_ID` field name is provided on `STVTPFD` and `SRATPFD`.

- Also, users can load additional IDs to the `GORADID` table.
  - The `EPID` additional ID type code is provided on `GTVADID`.
  - The `LOADALTTID` rule is provided on `SAAREUL`.
- Next Generation GMAT Integrated Reasoning Test Scores are provided on `STVTESC` and `SRATPTS`.
  - G09 for GMAT Integrated Reasoning Score
  - G10 for GMAT Integrated Reasoning Conv

Associated test score field names are provided on `STVTPFD` and `SRATPFD`.

- G09\_TEST\_SCORE
- G10\_TEST\_SCORE
- The Middle Name field (field name `NAME_MI`) has been extended from one position to 30 positions for the **Tape Code** of `GMAT`.
- The State/Province field (field name `STAT_CODE`) has been extended from two positions to seven positions for the **Tape Code** of `GMAT`.
- The Citizenship Code (field name `CITIZENSHIP`) has been added for the **Tape Code** of `GMAT`.



## GMAT Load Unique ID Number and Additional ID

GMAT provides a GMAT ID number that is unique to the test taker. This number will follow the individual throughout the individual's relationship with GMAC/GMAT. The `ADDITIONAL_ID` field name on SRATPFD for **Tape Code** of `GMAT` is used for the GMAT ID number.

The SRTLOAD process loads the GMAT ID or additional ID with a default additional ID type code of `EPID`. (The **Additional ID Type Code** value of `EPID`, with the description of `Electronic Prospect ID`, is used on the GTVADID form.) The default value of `EPID` is used for the additional ID type code, because GMAT provides the GMAT ID number or additional ID, and the additional ID type code is required to update the GORADID table in Banner General.

The additional ID and additional ID type code are loaded to the `SRTIDEN_ADDITIONAL_ID` and `SRTIDEN_ADDITIONAL_ID_CODE` fields on the SRTIDEN temporary table. **Additional ID Type** and **Additional ID** fields on SRAPREL are used to display those values for the individual when they exist. The value for the `ADDITIONAL_ID` is also loaded to SPAIDEN in the Additional Identification block. The GORADID Banner General table stores the additional ID information.

**Note:** GMAT is the *only* prospect file to confirm that the GMAT ID number they provide is unique to the test taker. Therefore, GMAT is the only baseline process to include the `ADDITIONAL_ID` field in its layout on SRATPFD as of April, 2012.

However, as more organizations commit to using a unique ID, the `ADDITIONAL_ID` field name can be added to the file layouts for other tape codes on SRATPFD. *(As of September 2013, the `SSS_SEARCH` file can also include the `ADDITIONAL_ID` field.)*

When this occurs, a unique additional ID will be loaded with a default value of `EPID`, unless your institution creates a new, unique value for the **Additional ID Type Code** field on GTVADID and chooses to convert that code on SOTCNVT for use with each new file format.

In order to distinguish the origin of the GMAT ID or additional ID (or any `ADDITIONAL_ID` rule defined on SRATPFD), it is suggested that users create a new, unique value in the **Additional ID Type Code** field on GTVADID for `GMAT` or any other electronic prospect type. Your new GTVADID additional ID type code can then be converted from the default value of `EPID` on SOTCNVT, and you can associate or track the GTVADID additional ID type code and additional ID with the prospect type, which in this case is `GMAT`.

It is important to remember that not all prospect organizations can guarantee that the ID reported is unique during their relationship with an individual over time. This could lead to a risk of having multiple additional IDs for an individual for a prospect type. Therefore, if you do not create a new GTVADID additional ID type code to be converted from the value of `EPID` for each prospect type reported, the `EPID` value will be used across prospect types. For this reason it is suggested you create and convert a GTVADID additional ID type code for each prospect type that includes an `ADDITIONAL_ID` record on SRATPFD.

**Note:** SPAIDEN or GORADID or both allow for the entry of the same additional ID type, as long as the additional ID is unique. When the additional ID type and additional ID are pushed to Banner, this functionality stays consistent with the form. It is recommended GMAT files or any files that provide an additional ID be loaded with a unique GTVADID additional ID type code.

## Example Conversion Code Setup

This is an example of a conversion code setup.

### Procedure

1. Access GTVADID.
  - a) Enter an **Additional ID Type Code** value of `GMAT` with a description of, for example, `GMAT ID`.
  - b) Save the changes.
2. Access SOTCNVT.
  - a) In the Key Block, select `GMAT` from the List of Values for the **Interface Type** field.
  - b) Enter `ADID` in the **Validation Table Name** field.
3. Go to the next block.
  - a) Enter `ADID` in the **Table Name** field.
  - b) Enter `EPID` in the **Tape Value** field.
  - c) Select `GMAT` from the List of Values in the **Conversion Code** field.

### Results

The additional ID type selected from GTVADID for the conversion code will be converted by SRTLOAD from the default value of `EPID` and then be loaded to temporary fields in the SRTIDEN table with the conversion value. The additional ID type or additional ID data or both in SRTIDEN can then be viewed on SRAPREL. The converted additional ID type or additional ID data or both can be pushed to production (GORADID table) and is then displayed in the Additional Identification block of SPAIDEN. It is then clear that this `GMAT` additional ID type originated with a prospect file of type `GMAT`.

**Note:** If for any reason, your institution does not want an additional ID to be loaded to Banner, the `ADDITIONAL_ID` field name can be removed from SRATPDF.

Also, should a unique identifier or additional ID be included on future files, you can add the `ADDITIONAL_ID` field name to SRATPDF at any time for the appropriate tape code.

## Run SRTLOAD with Additional ID

The SRTLOAD process loads the additional ID to the `SRTIDEN_ADDITIONAL_ID` column and the default value of `EPID` for the additional ID type code to the `SRTIDEN_ADDITIONAL_ID_CODE` column.

The process also checks for a conversion of the default `EPID` value on SOTCNVT. (SOTCNVT allows the conversion of the additional ID type code, `GTVADID_CODE`, default value of `EPID` to a user-defined code for the **Interface Type Code**, such as `GMAT`.) The conversion value for the additional ID type code will be loaded to the SRTIDEN temporary table.

The **Additional ID Type** and **Additional ID** fields on SRAPREL display the data after SRTLOAD has been run, so it can be viewed before it is pushed to Banner from the temporary tables.

The SRKPREL package loads the data from the `SRTIDEN_ADDITIONAL_ID` and `SRTIDEN_ADDITIONAL_ID_CODE` columns to the `GORADID_ADDITIONAL_ID` and `GORADID_ADID_CODE` columns when that data exists.

The process also reads the `G09_TEST_SCORE` and `G10_TEST_SCORE` field names and loads the data to the SRTTESC temporary table.

### *Electronic Admissions Application Rule for Loading an Alternate ID*

The `LOADALTID` rule label on SAAERUL for the **Group Code** of PREL is used with this processing.

The `LOADALTID` rule has a description of Load Same Alt ID Type/Diff ID and a value of `UPDATE_ME`, which is equal to N. The **EDI** and **System Required** indicators are cleared (set to N). Before this rule is used, you need to change `UPDATE_ME` to Y or N.

**Note:** The load and push of the additional ID uses the same functionality as SPAIDEN.

The `LOADALTID` rule provides flexibility with loading the new GMAT additional ID or any future additional ID information. You can enter the same additional ID type on SPAIDEN (in the Additional Identification block), as long as the additional ID is unique. This allows the update or loading of other additional ID types with code `EPID`, as long as the associated additional ID is unique.

When the GMAT file and another prospect file are loaded, and both use the default additional ID type code of `EPID`, you cannot distinguish the origin of the value for the `ADDITIONAL_ID` field name. If you need to track the origin, you can create a unique additional ID type on GTVADID and then convert the `EPID` code on SOTCNVT to your selected GTVADID value for each electronic prospect type that uses an additional ID.

It is recommended that this practice be followed, as the GMAT file provides a unique additional ID. (As of September 2013, the `SSS_SEARCH` file also may contain an additional ID.) This will also prevent duplicate additional ID types using `EPID` from being loaded to your system and assist in verifying the origin of the additional ID. Keep this in mind as you select the setting for the `LOADALTID` rule.

When an additional ID is loaded to Banner, the process checks the `LOADALTID` rule for a setting of Y or N. This rule provides the option to load or not load and incoming additional ID when the same `GTVADID_CODE` exists with a different associated additional ID.

The `LOADALTID` rule processes data as follows:

- The additional ID type and additional ID are always loaded when the additional ID type does not exist in the database, regardless of whether the rule is set to Y or N.
- When the rule is set to Y, the additional ID type is loaded when the additional ID type is the *same*, and the additional ID is different.
- When the rule is set to N, the additional ID type is loaded *only* if it does not exist for the individual (even if the additional ID is different).

The SRKPREL package checks the setting of the `LOADALTID` rule.

- When the rule is set to Y, SRKPREL loads the incoming additional ID for the same additional ID type, as long as the additional ID is different.
- When the rule is set to N, SRKPREL does not load the incoming additional ID for the same additional ID type.

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### *Migrate Electronic Prospects with Additional ID*

The SRRPREL process displays the additional ID on the report output in the detail for each record.

When the additional ID type and additional ID that are coming from the prospect file are loaded and already exist in the database, the additional ID is displayed for the individual on the report output, for example, 94998988.

When the additional ID type and additional ID that are coming from the prospect file are not loaded and do not exist in the database, the additional ID is displayed for the individual on the report output, followed by -NL, for example, 34953099-NL.

### *Match Electronic Prospects with Additional ID*

After the data is loaded, you can match on the additional ID as part of the electronic prospect load and match process.

The option to load an additional ID is important as the use of the SSNs is discontinued by vendors and from outside source files, and *unique* identifiers are provided for the records instead. The additional ID can now be included as part of your matching process to assist with finding potential matches.

The SRAPREL and SRIPREL forms and the SSRSRIN process include fields for **Additional ID** and **Additional ID Type** for matching. The SSRSRIN process passes the data for the additional ID and additional ID type to the GOTCMME table during the matching process, in order for those fields to be included as part of the matching rule specified on the STVINFC form.

## Banner Recruiter Integration

This section describes how to set up and use the Banner Recruiter Integration. The integration uses Ellucian Recruiter, Banner Student, Banner Recruiter Integration Manager (BRIM), and Banner Event Publisher (BEP).

Please refer to the following documentation for more information on using Recruiter processing with this interface.

- *Recruiter Release Highlights*
- *Recruiter Installation Procedures*
- *Payment Gateway Installation Procedures*
- *Guide to Using Recruiter*
- *Integrating Recruiter with Banner*
- *Recruiter Configuration*
- *Styling the Recruiter Website*

Current Recruiter documentation can be found in content packs in the Recruiter documentation library on the Ellucian Support Center.

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## Processing Summary

This functionality joins two systems and provides you with two-way Web Service integration. This integration generates the flow of information between Banner and Recruiter. This allows you to send data from Recruiter to Banner and from Banner to Recruiter.

- Data for prospects, admissions applications, proposed decisions, activities (interests), test scores, transcripts, activities, and academic programs can be sent from Recruiter to Banner.
- Data for application status dates (accepted and enrolled), application status history, Financial Aid, and communication history (supplemental and checklist items) can be sent from Banner to Recruiter.

You can perform the following tasks:

- Extract validation table data from Banner and import the values into Recruiter to maintain consistency across both systems.
- Extract a set of prospects and associated data from Banner and import those prospects into Recruiter for processing.
- Send prospect information from Recruiter to Banner to create or update information about prospects.
- Send applications from Recruiter to Banner for admissions processing.
- Create workflows in Recruiter to automate the interface.
- Associate academic programs from Recruiter with curriculum fields in Banner.

### Send Prospects and Applications from Recruiter to Banner

You can send prospects and completed applications from Recruiter to Banner.

You can select specific prospects to send, or you can send all prospects. You can send prospects to Banner as often as you choose to. You can select specific applications to send, you can send all applications, or you can set up Recruiter to automatically send applications. However, you can only send an application to Banner one time.

The information is sent to a Web Service that validates and transforms the data, applying translations you have set up on the Tape Code Conversion Form (SOTCNVT) and rules you have set up on the Electronic Admissions Application Rules Form (SAAERUL). That information is then loaded into temporary tables, matched, and pushed into Banner. The information from Recruiter includes unique identifiers that are saved in Banner to link the person and the application across both systems.

When data is loaded into the temporary tables, the process checks to see if the Recruiter ID is already saved in Banner. If it is, the Banner common matching process is skipped, and the data is pushed into the permanent Banner tables. If the Recruiter ID does not already exist in Banner, then the common matching rules are applied to see if a match can be found, or if a new person should be created. The data is then pushed into the permanent Banner tables. If you choose to manually match and push these records, set the `R2BPUSH` rule on SAAERUL to prevent the match and push from being executed automatically.

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**Note:** Please refer to the *Banner Common Matching Handbook* for more information on using common matching processing

How information is loaded depends on how rules on SAAERUL are defined. Information on these rules can be found in the “Electronic admissions application rules” topic.

When a prospect is sent from Recruiter, the following information may be loaded to Banner and viewed on the associated forms, depending on the SAAERUL rules.

- person information on SPAIDEN
- addresses on SPAIDEN
- phone numbers on SPAIDEN
- email addresses on GOAEMAL
- parent/guardian information SOAFOLK
- recruiting information on SRARECR
- interests and sources on SRARECR
- high schools attended on SOAHSCH
- prior colleges attended on SOAPCOL

When a completed application is sent from Recruiter, the following information may be loaded to Banner and viewed on the associated forms, depending on the SAAERUL rules.

- application details on SAAADMS
- application decisions on SAADCRV
- nationality, visa, and passport information on GOAINTL
- person information on SPAIDEN
- addresses on SPAIDEN
- phone numbers on SPAIDEN
- email addresses on GOAEMAL
- parent/guardian information SOAFOLK
- interests and sources on SAAADMS
- high schools attended on SOAHSCH
- prior colleges attended on SOAPCOL
- recruiting information on SRARECR

## Provision Recruiter with Banner Data

Data can be provisioned initially from Banner to Recruiter, to be used in the Recruiter system. Two processes are used to provision data during implementation.

- The Recruiter Validation Provisioning Process (SRRRVAL) process provides Banner validation table values to Recruiter so the Recruiter codes will match the Banner codes.

- The Recruiter Prospect Provisioning Process (SRRRPRO) process provides Banner prospect demographic data (SRARECR) and other associated prospect data for Recruiter.

SRRRVAL and SRRRPRO produce various `.csv` files that can be used to load data into Recruiter using the standard CRM2011 import process. These processes can be run after the initial startup has taken place, if additional data needs to be passed from Banner to Recruiter. They can also be run as needed for import to Recruiter. (The Recruiter import process provides an option to allow duplicates or not.)

SRRRVAL extracts Banner high school and college institution data into a `.csv` file, which can then be imported into the Recruiter system. The `.csv` file may be edited before it is imported.

## Provision Other Validation Data

Data from validation tables is provisioned through RESTful APIs with existing inbound and outbound messages. These APIs are part of the Banner Integration Manager (BRIM).

Here is a list of the types of validation data provisioned from Banner to Recruiter by the APIs:

- admission request checklist code (STVADMR) and contact type code (STVCTYP) combined
- admission type code (STVADMT)
- admission application decision code (STVAPDC)
- building code (STVBLDG)
- campus code (STVCAMP)
- citizen type code (STVCITZ)
- disability type code (STVDISA)
- education goal code (STVEGOL)
- outside interests code (STVINTS)
- language code (STVLANG)
- level code (STVLEVL)
- marital status code (STVMRTL)
- religion code (STVRELG)
- source/background institution code (STVSBGI)
- student type code (STVSTYP)
- term code (STVTERM)
- visa type code (STVVYP)

In addition, data can be provisioned for prefixes, suffixes, academic programs, and full-time/part-time academic loads.

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## Send Information from Banner to Recruiter

Data is sent from Banner to Recruiter when certain information is entered in Banner.

Banner Event Publisher (BEP) is used monitor specific tables and fields for changes and to pass data from Banner to Recruiter through a Web Service. Rules have been created in BEP to monitor certain fields in Banner, and when information is entered into these fields, messages may be sent to Recruiter. Application status history, application status dates, and ID information are sent from Banner to Recruiter when Recruiter data is loaded into Banner.

## Event Rules that Support Recruiter Funnel Processing

Funnels are used in Recruiter to track prospects as they progress through significant states towards the goal of enrollment at the institution.

A prospect's progress through the funnel is tracked in a set of dates, one for each stage in the funnel. The dates for the last three stages in the funnel (admit, confirmed, and enrolled) are set based on Web Services transactions coming from Banner into Recruiter.

BEP event rules are used to send these dates to Recruiter. (These BEP event rules are described in more detail in the next section.) Because there is some variation in how institutions may define these states, the BEP event rules support several different definitions. You should select one event rule for each of the funnel state types, and the selected events should typically occur in the following order.

1. admit date event
2. confirmed date event
3. enrolled date event

In order to avoid duplicate transactions, BEP keeps track of which dates have been sent to Recruiter in the Recruiter Date-Based Events History Table (SRREHST). BEP will not send an admit date for an application if one has already been sent, nor will it send a confirmed or enrolled date for a prospect if one has already been sent.

BEP will automatically ensure that no stages in the funnel are skipped. For example, if a confirmed date is triggered before an admit date has been sent, BEP will send a transaction to set the admit date before it sets the confirmed date. The admit date will be set equal to the confirmed date.

**Note:** Because a prospect can have multiple applications, and the admit date is stored on an application record in Recruiter, it may not always be possible to send a missing admit date message when a confirmed date or enrolled date event occurs. The process may not be able to identify the application to which the admit date should be applied.

Here are the event rules used with the integration:

- RECRUITER\_ERP\_ID
- RECRUITER\_APPLICATION\_STATUS
- RECRUITER\_ADMIT\_DATE\_INSTACCEPT
- RECRUITER\_ADMIT\_DATE\_APPLACCEPT
- RECRUITER\_CONFIRMED\_DATE\_REGISTERED



- RECRUITER\_CONFIRMED\_DATE\_DECISIONCODE
- RECRUITER\_CONFIRMED\_DATE\_DEPOSITPAID
- RECRUITER\_ENROLLED\_DATE\_APPLACCEPT
- RECRUITER\_ENROLLED\_DATE\_REGISTERED
- RECRUITER\_ENROLLED\_DATE\_DECISIONCODE

## ERP ID and Application Status Events

These two events should always be enabled for use with this processing.

### *RECRUITER\_ERP\_ID*

This rule can be used to send a prospect's Banner ID and Enterprise Identifier to Recruiter when the prospect's unique ID from Recruiter is inserted into the Recruiter ID Table (SRBRCID) in Banner.

The Enterprise Identifier and the ERP ID are stored in Recruiter on the prospect record. The unique ID is saved in SRBRCID the first time a prospect's profile or application is sent from Recruiter.

**Note:** The application GUID from Recruiter is stored in the Recruiter Application ID Table (SRBRAID). There is no synchronization back to Recruiter for this insert. The record is only deleted when the application is deleted. Otherwise, the record will remain in the table, even if the Recruiter prospect GUID is deleted from the SRBRCID table.

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
SRBRCID_RECRUITER_ID	Recruiter ID (Contact (GUID))
GOBUMAP_UDC_ID	Enterprise Identifier
SPRIDEN_ID	ERP ID

### *RECRUITER\_APPLICATION\_STATUS*

This rule can be used to apply an application status in Recruiter.

It will send the full set of admissions decisions applied to an application to Recruiter any time one of the decisions in Banner is inserted, changed, or deleted in the SARAPPD table. The application must have a Recruiter application ID recorded in the SRBRAID table, indicating that the application originated from Recruiter.

The decisions are displayed as Applicant Status in Recruiter on the prospect profile and Application Statuses on the application. Each time the message is received in Recruiter, it replaces the existing set of application statuses with the new set.

Application status codes and decision codes should be consistent between Recruiter and Banner. Admissions application decisions can be viewed in Banner in the Decision Data block on the Admissions Decision Form (SAADCRV).

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
GOBUMAP_UDC_ID	Enterprise Identifier
SRBRCID_RECRUITER_ID	Recruiter ID (Contact GUID)
SRBRAID_RECRUITER_APPL_ID	Application ID (GUID)
SPRIDEN_ID	ERP ID
SARAPPD_APDC_CODE	Status Type (Decision)
SARAPPD_APDC_DATE	Date

## Admit Date Events

Two admit date events are provided. You should enable one and disable the other.

### *RECRUITER\_ADMIT\_DATE\_INSTACCEPT*

This rule can be used to apply an admit date in Recruiter.

It will send the decision date to Recruiter as the admit date when a decision is applied to an application (the decision is inserted into the SARAPPD table), and that decision code has the **Institution Acceptance** indicator selected in the Decision Data block on the Admissions Decision Form (SAADCRV). The decision can be updated manually or can be sent from Recruiter.

The application must have a Recruiter application ID recorded in the SRBRAID table, which indicates that it originated from Recruiter. The date sent will display as the Admit Date on the prospect profile in Recruiter.

Before the admit date message is sent for the event, the process checks the SRREHST table to see if the message has already been sent for the prospect, term, and application ID. If one has not been sent, it is sent at this time. If it has already been sent, the new message is not sent.

**Note:** If this rule is enabled, the RECRUITER\_ADMIT\_DATE\_APPLACCEPT rule should be disabled.

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
GOBUMAP_UDC_ID	Enterprise Identifier
SRBRCID_RECRUITER_ID	Recruiter ID (Contact GUID)
SRBRAID_RECRUITER_APPL_ID	Application ID (GUID)

Banner	Recruiter
SPRIDEN_ID	ERP ID
	Application Status message value is <i>Accepted</i>
SARAPPD_APDC_DATE	Admit Date

### *RECRUITER\_ADMIT\_DATE\_APPLACCEPT*

This rule can be used to apply an admit date in Recruiter.

It will send the decision date to Recruiter as the admit date when a decision is applied to an application (the decision is inserted into the SARAPPD table), and that decision code has the **Applicant Acceptance** indicator selected in the Decision Data block on the Admissions Decision Form (SAADCRV). The decision can be updated manually or can be sent from Recruiter.

The application must have a Recruiter application ID recorded in the SRBRAID table, which indicates that it originated from Recruiter. The date sent will display as the Admit Date on the prospect profile in Recruiter.

Before the admit date message is sent for the event, the process checks the SRREHST table to see if the message has already been sent for the prospect, term, and application ID. If one has not been sent, it is sent at this time. If it has already been sent, the new message is not sent.

**Note:** If the RECRUITER\_ADMIT\_DATE\_INSTACCEPT rule is enabled, this rule should be disabled.

It is also recommended that the admit and enrolled date events be coordinated. This rule should not be used if the RECRUITER\_ENROLLED\_DATE\_APPLACCEPT rule is enabled to send the admit date to Recruiter.

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
GOBUMAP_UDC_ID	Enterprise Identifier
SRBCID_RECRUITER_ID	Recruiter ID (Contact GUID)
SRBRAID_RECRUITER_APPL_ID	Application ID (GUID)
SPRIDEN_ID	ERP ID
	Application Status message value is <i>Accepted</i>
SARAPPD_APDC_DATE	Admit Date

## Confirmed Date Events

Three confirmed date events are provided. You should enable one and disable the other two.

**Note:** If you do not track confirmed events, you can disable all three event rules. This should result in the confirmed date messages being sent automatically when the enrolled date events occur. The confirmed dates will match the enrolled dates in this situation.

### *RECRUITER\_CONFIRMED\_DATE\_REGISTERED*

This rule can be used to apply a confirmed date in Recruiter.

It will send the registration date to Recruiter as the confirmed date when a prospect first registers for a course (the course registration record is inserted into the SFRSTCR table), in a term that matches the term on an application that originated from Recruiter. While the confirmed date is not associated with a specific application in Recruiter, the existence of an application from Recruiter is important in determining if the registration event is relevant to Recruiter. The rule also checks to see that the course counts in enrollment in Banner (STVRSTS).

Before the confirmed date message is sent for the event, an attempt is made to check the SRREHST table for a previous admit date message. This can only be selected if the prospect has one application from Recruiter for the term. If an admit message has not been sent, and only one Recruiter application exists for the term, an admit message will be constructed and sent using the registration date as the admit date. SRREHST is then selected to determine if a confirmed date message has already been successfully sent for the prospect. If one has not been sent, this new message is sent.

**Note:** If this rule is enabled, the other CONFIRMED\_DATE rules should be disabled.

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
GOBUMAP_UDC_ID	Enterprise Identifier
SPRIDEN_ID (where SPRIDEN_CHANGE_IND is Null)	ERP ID
SRBRCID_RECRUITER_ID	Recruiter ID (Contact GUID)
	Application Status message value is Confirmed
SFRSTCR_RSTS_DATE	Date

## *RECRUITER\_CONFIRMED\_DATE\_DECISIONCODE*

This rule can be used to apply a confirmed date in Recruiter.

It will send the decision date to Recruiter as the confirmed date when a decision code is applied to an application. (The record is inserted into the SARAPPD table.) The rule allows you to designate a specific decision code that indicates a prospect has confirmed the prospect's interest in attending the institution. You must identify that decision code in the BEP rule and the integration configuration file. This rule verifies that the decision code entered is the one specified in the BEP rule and the configuration file, and that the application originated from Recruiter.

Before the confirmed date message is sent for the event, the SRREHST table is selected to determine if an admit date message was sent for this application for the prospect. If an admit message has not already been sent, an admit message will be constructed and sent using the decision date as the admit date. SRREHST is then selected to determine if a confirmed date message has already been successfully sent for the prospect. If one has not been sent, this new message is sent.

**Note:** If this rule is enabled, the other CONFIRMED\_DATE rules should be disabled.

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
GOBUMAP_UDC_ID	Enterprise Identifier
SPRIDEN_ID (where SPRIDEN_CHANGE_IND is Null)	ERP ID
SRBRCID_RECRUITER_ID	Recruiter ID (Contact GUID)
	Application Status message value is Confirmed
SARAPPD_APDC_DATE	Date

### *Configure the RECRUITER\_CONFIRMED\_DATE\_DECISIONCODE Event*

This rule must be configured in BEP before it is used. The Banner decision code value must be specified in BEP for the event and also in the `r2b_configuration.groovy` file. It must be a valid code from STVAPDC.

#### **About this task**

Complete the following steps to configure this event. Refer to the *Integrating Recruiter with Banner* manual for more information.

Use these steps to set up the decision code in BEP.

#### **Procedure**

1. Access the Events page.

2. Select the `RECRUITER_CONFIRMED_DATE_DECISIONCODE` event.
3. Click **Open**.
4. On the Publish Rules page, select the `SRBRAID_RECRUITER_APPL_ID` row.
5. Click **Open**.
6. View the rule details.
7. Click on the **Edit** button to open the Edit Publish Rule window.
8. Enter the decision code in the User Defined Condition field.  
Use single quotes, such as `'XX'`.  
For example, if your decision code is 22, the entry would be: `SARAPPD_APDC_CODE IN ('22')`
9. Click **Save**.
10. On the Events page, confirm the status of the `CONFIRMED_DATE` events.
  - The `RECRUITER_CONFIRMED_DATE_DECISIONCODE` event should be enabled. (Enabled is set to `true`.)
  - The `RECRUITER_CONFIRMED_DATE_DEPOSITPAID` and `RECRUITER_CONFIRMED_DATE_REGISTERED` events should not be enabled. (Enabled is set to `false`.)
11. Access the Administration page.
12. Click **Activate Changes**.  
Use these steps to edit the `r2b_configuration.groovy` file.
13. Access the `r2b_configuration.groovy` file on your WebLogic server.
14. Update the `confirmed.date.decision.code` entry to match the decision code value entered in step 8.

## ***RECRUITER\_CONFIRMED\_DATE\_DEPOSITPAID***

This rule can be used to apply a confirmed date in Recruiter for the prospect.

It will send the deposit entry date to Recruiter as the confirmed date when a prospect pays a deposit of a certain type (the deposit record is inserted into the Deposit Table (TBRDEPO) in Banner Accounts Receivable), in a term that matches the term on an application that originated from Recruiter. While the confirmed date is not associated with a specific application in Recruiter, the existence of an application from Recruiter is important in determining if the deposit event is relevant to Recruiter.

The rule allows you to designate a specific deposit detail code to indicate a prospect has confirmed the prospect's interest in attending the institution. You must identify that code in the BEP rule and the integration configuration file. You may also set a minimum deposit amount in the configuration file.

The rule verifies that the deposit detail code entered is the one specified in the BEP rule and the configuration file, that the deposit amount equals or exceeds the minimum amount, and that the application originated from Recruiter.

Before the confirmed date message is sent for the event, an attempt is made to check the SRREHST table for a previous admit date message. This can only be selected if the prospect has one application from Recruiter for the term. If an admit message has not been sent, and only one Recruiter application exists for the term, an admit message will be constructed and sent using the registration date as the admit date. SRREHST is then selected to determine if a confirmed date message has already been successfully sent for the prospect. If one has not been sent, this new message is sent.

**Note:** If this rule is enabled, the other CONFIRMED\_DATE rules should be disabled.

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
GOBUMAP_UDC_ID	Enterprise Identifier
SPRIDEN_ID	ERP ID
SRBRCID_RECRUITER_ID	Recruiter ID (Contact GUID)
	Application Status message status is Confirmed
TBRDEPO_ENTRY_DATE	Date

### *Configure the RECRUITER\_CONFIRMED\_DATE\_DEPOSITPAID Event*

This rule must be configured in BEP before it is used. The Banner deposit detail code value must be specified in BEP for the event and also in the `r2b_configuration.groovy` file. It must be a valid code from TGADEPC/TBBDEPC.

#### **About this task**

Complete the following steps to configure this event. Refer to the *Integrating Recruiter with Banner* manual for more information.

Use these steps to set up the deposit detail code in BEP.

#### **Procedure**

1. Access the Events page.
2. Select the RECRUITER\_CONFIRMED\_DATE\_DEPOSITPAID event.
3. Click **Open**.
4. On the Publish Rules page, select the SRBRAID\_RECRUITER\_APPL\_ID row.
5. Click **Open**.
6. View the rule details.
7. Click on the **Edit** button to open the Edit Publish Rule window.
8. Enter the deposit detail code in the User Defined Condition field.

Use single quotes, such as 'XXXX'.

For example, if your deposit detail code is TDEP, the entry would be:

```
TBRDEPO_DETAIL_CODE_DEPOSIT IN ('TDEP')
```

9. Click **Save**.
10. On the Events page, confirm the status of the CONFIRMED\_DATE events.
  - The RECRUITER\_CONFIRMED\_DATE\_DEPOSITPAID event should be enabled. (Enabled is set to `true`.)
  - The RECRUITER\_CONFIRMED\_DATE\_DECISIONCODE and RECRUITER\_CONFIRMED\_DATE\_REGISTERED events should not be enabled. (Enabled is set to `false`.)
11. Access the Administration page.
12. Click **Activate Changes**.
 

Use these steps to edit the `r2b_configuration.groovy` file.
13. Access the `r2b_configuration.groovy` file on your WebLogic server.
14. Update the `deposit.detail.code` entry to match the deposit detail code value entered in step 8.
15. Update the `deposit.minimum.amount` entry if the deposit must be for at least a minimum amount. (It is set to `0.00` by default.)

## Enrolled Date Events

Three enrolled date events are provided. You should enable one and disable the other two.

### *RECRUITER\_ENROLLED\_DATE\_APPLACCEPT*

This rule can be used to apply an enrolled date for a prospect in Recruiter.

It will send the decision date to Recruiter as the enrolled date when a decision is applied to an application (the decision is inserted into the SARAPPD table), and that decision code has the **Applicant Acceptance** indicator selected in the Decision Data block on the Admissions Decision Form (SAADCRV). The decision can be updated manually or can be sent from Recruiter.

The application must have a Recruiter application ID recorded in the SRBRAID table, which indicates it originated from Recruiter. The date sent will display as the Enrolled Date on the prospect profile in Recruiter.

Before the enrolled date message is sent for the event, the SRREHST table is selected to determine if an admit date message was sent for this application for the prospect. If an admit message has not already been sent, an admit message will be constructed and sent using the decision date as the admit date.

SRREHST is then selected to determine if a confirmed date message has already been successfully sent for the prospect. If not, a confirmed date message will be constructed and sent using the decision date as the confirmed date. Finally, SRREHST is selected to determine if an enrolled date



message has already been sent for the prospect. If one has not been sent, this new enrolled date message is sent.

**Note:** If this rule is enabled, the other ENROLLED\_DATE rules should be disabled.

It is also recommended that the admit and enrolled date events be coordinated. This rule should not be used if the RECRUITER\_ADMIT\_DATE\_APPLACCEPT rule is enabled to send the admit date to Recruiter.

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
GOBUMAP_UDC_ID	Enterprise Identifier
SRBRCID_RECRUITER_ID	Recruiter ID (Contact GUID)
SPRIDEN_ID	ERP ID
	Application Status message value is Enrolled
SARAPPD_APDC_DATE or SFRSTCR_RSTS_DATE	Enrolled Date

### *RECRUITER\_ENROLLED\_DATE\_REGISTERED*

This rule can be used to apply an enrolled date for the prospect in Recruiter.

It will send the registration date to Recruiter as the enrolled date when a prospect first registers for a course (the course registration record is inserted into the SFRSTCR table), in a term that matches the term for which the application originated from Recruiter. While the enrolled date is not associated with a specific application in Recruiter, the existence of an application from Recruiter is important in determining if the registration event is relevant to Recruiter. The rule also checks to see that the course counts in enrollment in Banner (STVRSTS).

Before the enrolled date message is sent for the event, an attempt is made to check the SRREHST table for a previous admit date message. This can only be selected if the prospect has one application from Recruiter for the term. If an admit message has not been sent and only one Recruiter application exists for the term, an admit message will be constructed and sent using the registration date as the admit date.

SRREHST is then selected to determine if a confirmed date message has already been successfully sent for the prospect. If one has not been sent, a confirmed date message will be constructed and sent using the registration date as the confirmed date. Finally, SRREHST is selected to determine if an enrolled date message has already been sent for the prospect. If one has not been sent, this new enrolled date message is sent.

**Note:** If this rule is enabled, the other ENROLLED\_DATE rules should be disabled.

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
GOBUMAP_UDC_ID	Enterprise Identifier
SRBRCID_RECRUITER_ID	Recruiter ID (Contact GUID)
SPRIDEN_ID	ERP ID
	Application Status message value is <code>Enrolled</code>
SARAPPD_APDC_DATE or SFRSTCR_RSTS_DATE	Enrolled Date

### *RECRUITER\_ENROLLED\_DATE\_DECISIONCODE*

This rule can be used to apply an enrolled date in Recruiter.

It will send the decision date to Recruiter as the enrolled date when a specific decision code is applied to an application. (The record is inserted into the SARAPPD table.) This rule allows you to specify one decision code to indicate a prospect has enrolled at the institution. You must identify that code in the BEP rule and the integration configuration file. The rule verifies that the decision code entered is the one specified in the BEP rule and the configuration file, and that the application originated from Recruiter.

Before the enrolled date message is sent for the event, the SRREHST table is selected to determine if an admit date message was sent for this application for the prospect. If an admit message has not already been sent, an admit message will be constructed and sent using the decision date as the admit date.

SRREHST is then selected to determine if a confirmed date message has already been successfully sent for the prospect. If one has not been sent, a confirmed date message will be constructed and sent using the decision date as the confirmed date. Finally, SRREHST is selected to determine if an enrolled date message has already been sent for the prospect. If one has not been sent, this new enrolled date message is sent.

**Note:** If this rule is enabled, the other ENROLLED\_DATE rules should be disabled.

Data from the following fields may be included in the XML message sent to Recruiter.

Banner	Recruiter
GOBUMAP_UDC_ID	Enterprise Identifier
SRBRCID_RECRUITER_ID	Recruiter ID (Contact GUID)
SPRIDEN_ID	ERP ID
	Application Status message value is <code>Enrolled</code>
SARAPPD_APDC_DATE or SFRSTCR_RSTS_DATE	Enrolled Date

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## Configure the RECRUITER\_ENROLLED\_DATE\_DECISIONCODE Event

This rule must be configured in BEP before it is used. The Banner decision code value must be specified in BEP for the event and also in the `r2b_configuration.groovy` file.

### About this task

Complete the following steps in BEP to configure this event. Refer to the *Integrating Recruiter with Banner* manual for more information.

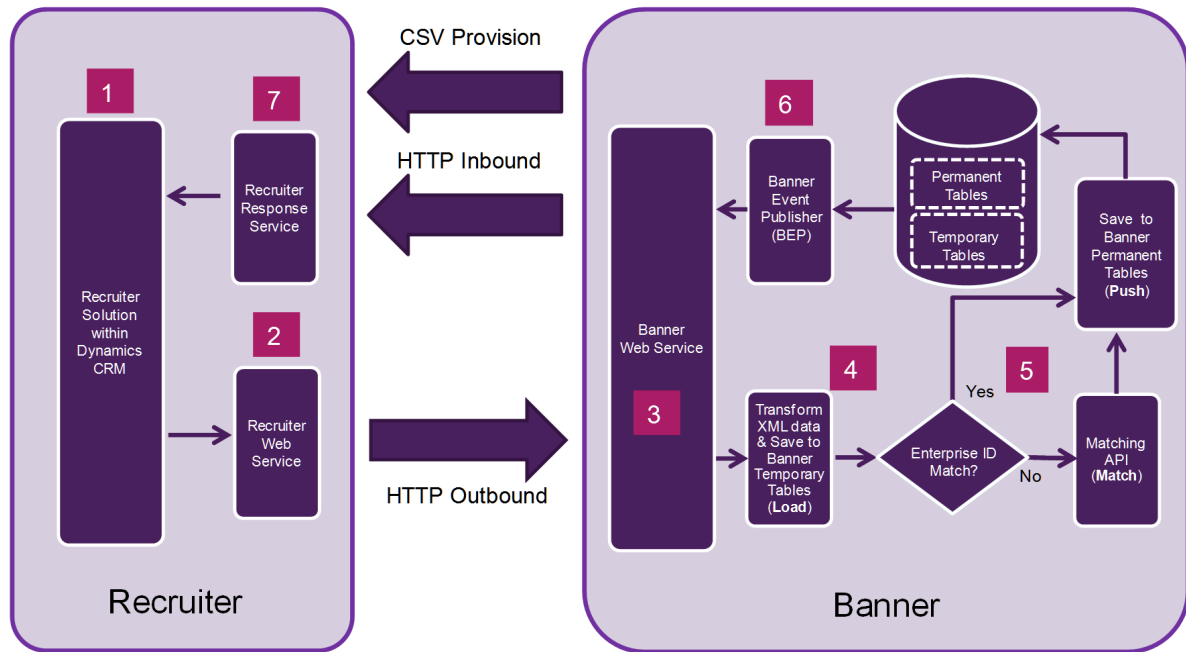
Use these steps to set up the decision code in BEP.

### Procedure

1. Access the Events page.
2. Select the RECRUITER\_ENROLLED\_DATE\_DECISIONCODE event.
3. Click **Open**.
4. On the Publish Rules page, select the SRBRAID\_RECRUITER\_APPL\_ID row.
5. Click **Open**.
6. View the rule details.
7. Click on the **Edit** button to open the Edit Publish Rule window.
8. Enter the decision code in the User Defined Condition field.  
Use single quotes, such as 'XX'.  
For example, if your decision code is ER, the entry would be: SARAPPD\_APDC\_CODE IN ('ER')
9. Click **Save**.
10. On the Events page, confirm the status of the ENROLLED\_DATE events.
  - The RECRUITER\_ENROLLED\_DATE\_DECISIONCODE event should be enabled. (Enabled is set to `true`.)
  - The RECRUITER\_ENROLLED\_DATE\_APPLACCEPT and RECRUITER\_ENROLLED\_DATE\_REGISTERED events should not be enabled. (Enabled is set to `false`.)
11. Access the Administration page.
12. Click **Activate Changes**.  
Use these steps to edit the `r2b_configuration.groovy` file.
13. Access the `r2b_configuration.groovy` file on your WebLogic server.
14. Update the `enrolled.date.decision.code` entry to match the decision code value entered in step 8.

## Banner Recruiter Integration Flow

This process flow shows how data is sent between Recruiter and Banner for the integration.



## Processing Details

This section describes setting up the interface, provisioning data, and handling specific types of data.

### Banner Setup Steps

Before using the integration, review the validation codes that were loaded during the installation process, and enter the remaining required values as described below.

#### About this task

#### Procedure

1. Enter an electronic prospect load code *and an electronic prospect interface code* when prompted during the installation.
  - The electronic prospect load validation code is loaded to the Electronic Prospect Load Validation Form (STVPREL), and the electronic prospect interface validation code is loaded to the Interface Validation Form (STVINFC) and STVPREL.

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- The tape code value on STVPREL will be left blank, because it is not needed for Banner Recruiter Integration processing.
  - The electronic prospect load validation code is also loaded to the EDI Rule Group Validation Form (STVEGRP), because the EDI rule group validation code must always match the electronic prospect load validation code.
2. Update the source code, contact type, and common matching source for the interface code on STVINFC.
  3. Verify that rules were loaded on the Electronic Admissions Application Rules Form (SAAERUL) for your EDI rule group validation code.

All values of `UPDATE ME` must be changed to define how you want your data loaded to Banner.

See the “Electronic admissions application rules” section for more information.

4. Update conversion code values on the Tape Code Conversion Form (SOTCNVT).

All values of `UPDATE ME` must be changed to valid Banner conversion code values. Any additional conversions required by your institution should be added.

See the “Crosswalk conversion values on SOTCNVT” section for more information.

## Provision Data

Two processes are used to provision data from Banner to Recruiter.

- Recruiter Prospect Provisioning Process (SRRRPRO)
- Recruiter Validation Provisioning Process (SRRRVAL)

**Note:** System locale variables must be set to UTF-8 for Unicode compatibility (for example, `LANG=en_US.UTF-8`), because the `.csv` files that are generated by the provisioning processes (SRRRVAL and SRRRPRO) contain a Byte Order Mark at the beginning of the file.

If you FTP these `.csv` files, it must be done in binary mode, as ASCII mode will corrupt the Byte Order Mark. Refer to *FAQ 1-3YSCJ8* for more information about Banner UTF-8 configuration.

## Provision Prospect Data

The Recruiter Prospect Provisioning Process (SRRRPRO) is used to “provision” Recruiter with Banner prospects, for further processing in Recruiter.

Prospects are selected for provisioning if they have Banner recruit records (SRBRECR) for the specified term range, and they do not have any application records (SARADAP). If they have multiple recruit records for the term range, the record with the highest term is selected. The pool of prospects can be limited using a population selection, as long as the prospects have existing recruit records for the specified term range and do not have application records.

This process can be run during system implementation to capture the initial set of prospects and then periodically thereafter to capture new prospects that have been added in Banner (such as through financial aid data loads). Multiple `.csv` files are created for a prospect. Besides the main prospect file, files containing prospect high schools, prior colleges, and interests are also generated.

This process extracts the Banner data into .csv files which can then be imported into the Recruiter system. The .csv files may be edited before the data is imported the data into Recruiter.

**Note:** You should be careful editing the .csv files in spreadsheet format, as leading zeroes are sometimes removed.

The process allows for the provisioning of distinct prefix and suffix values that exist for Banner prospects within the specified term range. Prefixes and suffixes are extracted into their own .csv files and should be imported into Recruiter before prospect data is imported, so that prefix and suffix validation errors do not occur in Recruiter when prospects are imported.

Here are the .csv files created by this process, showing the Recruiter fields into which the data will be imported and the Banner fields from which the data was extracted.

.csv file	Recruiter Field Name	Banner Data Field
ProvisionPrefix.csv	Prefix Name	SPBPERS_NAME_PREFIX
ProvisionSuffix.csv	Suffix Name	SPBPERS_NAME_SUFFIX
ProvisionProspect.csv	SSN	SPBPERS_SSN
	erpid	SPRIDEN_ID
	First Name	SPRIDEN_FIRST_NAME
	Middle	SPRIDEN_MI
	Last Name	SPRIDEN_LAST_NAME
	Prospect 1 Suffix	SPBPERS_NAME_SUFFIX
	Birth Date	SPBPERS_BIRTH_DATE
	Is this an International Address?	Value is Yes or Null, based on SPRADDR_NATN_CODE
	Address 1: Street 1	SPRADDR_STREET_LINE1
	Address 1: Street 2	Concatenated
	Address 1: Street 3	SPRADDR_STREET_LINE2, SPRADDR_STREET_LINE3, and
	Address 1: City	SPRADDR_STREET_LINE4
	Primary Address State/Province	Concatenated SPRADDR_CITY and SPRADDR_STATE for international addresses only, otherwise Null
	Address 1: ZIP/Postal Code	SPRADDR_CITY
	Address 1: Country	SPRADDR_STAT_CODE
	Academic Program of Interest	SPRADDR_ZIP
	Email Address	SPRADDR_NATN_CODE
	Address 1: Home Phone	SRBRICC_SURROGATE_ID

<b>.csv file</b>	<b>Recruiter Field Name</b>	<b>Banner Data Field</b>
		GOREMAL_EMAIL_ADDRESS
		Concatenated SPRTELE_CTRY_CODE_PHONE, SPRTELE_PHONE_AREA, SPRTELE_PHONE_NUMBER, and SPRTELE_PHONE_EXT
ProvisionProspect.csv (cont)	Prospect Source	SRRRSRC_SBG_CODE
	Anticipated Entry Term	SRBRECR_TERM_CODE
	Relationship Type	Value is Prospective Student
	Admit Type	SRBRECR_STYP_CODE
	Prospect Prefix	SPBPERS_NAME_PREFIX
	Nickname	SPBPERS_PREF_FIRST_NAME
	Prospect Gender	Value is Male, Female, or Null, based on SPBPERS_SEX
	Ethnicity	Value is Hispanic/Latino or Non-Hispanic/Latino, based on SPBPERS_ETHN_CODE
	Race Code 1	Value is Yes or No, based on GORRACE_RRAC_CODE
	Race Code 2	Value is Yes or No, based on GORRACE_RRAC_CODE
	Race Code 3	Value is Yes or No, based on GORRACE_RRAC_CODE
	Race Code 4	Value is Yes or No, based on GORRACE_RRAC_CODE
	Race Code 5	Value is Yes or No, based on GORRACE_RRAC_CODE
	Address 1: County	Value is Yes or No, based on GORRACE_RRAC_CODE
	Address 1: Cellphone	Value is Yes or No, based on GORRACE_RRAC_CODE
	Marital Status	Value is Yes or No, based on GORRACE_RRAC_CODE
	Citizenship Status	Value is Yes or No, based on GORRACE_RRAC_CODE
	Religious Affiliation	Value is Yes or No, based on GORRACE_RRAC_CODE
	Location	STVCNTY_DESC for SPRADDR_CNTY_CODE
	Enterprise System ID	Concatenated SPRTELE_CTRY_CODE_PHONE, SPRTELE_PHONE_AREA, SPRTELE_PHONE_NUMBER, and SPRTELE_PHONE_EXT
		SPBPERS_MRTL_CODE
		SPBPERS_CITZ_CODE
		SPBPERS_RELG_CODE
		SORLCUR_CAMP_CODE

<b>.csv file</b>	<b>Recruiter Field Name</b>	<b>Banner Data Field</b>
		GOBUMAP_UDC_ID
ProvisionProspectColl.csv	erpid	SPRIDEN_ID
	College	SORDEGR_SBG_CODE
	Graduated	Value is Yes or No, based on
	Attended From Month	SORDEGR_DEGC_DATE
	Attended From Year	Value is name of
	Attended To Month	month, derived from
	Attended To Year	SORDEGR_ATTEND_FROM
	Self-reported GPA	Value is four-digit
		year, derived from
		SORDEGR_ATTEND_FROM
		Value is name of
		month, derived from
		SORDEGR_ATTEND_TO
		Value is four-digit year, derived
		from SORDEGR_ATTEND_TO
		SORDEGR_GPA_TRANSFERRED
ProvisionProspectHS.csv	erpid	SPRIDEN_ID
	High School	SORHSCH_SBG_CODE
	Graduated	Value is Yes or No, based on
	Attended To Month	SORHSCH_GRADUATION_DATE
	Attended To Year	Value is name of
	Self-reported GPA	month, derived from
	Self-reported Class Rank	SORHSCH_GRADUATION_DATE
	Self-reported Class Size	Value is four-digit
		year, derived from
		SORHSCH_GRADUATION_DATE
		SORHSCH_GPA
		SORHSCH_CLASS_RANK
		SORHSCH_CLASS_SIZE
ProvisionProspectInts.csv	erpid	SPRIDEN_ID
	Extracurricular Activity Type	SORINTS_INTS_CODE



## Provision Validation Data

The Recruiter Validation Provisioning Process (SRRRVAL) is used to “provision” Recruiter with high school and college validation codes from Banner. This ensures that the same high school and college validation codes are used in the Recruiter system as in Banner when possible.

**Note:** System locale variables must be set to UTF-8 for Unicode compatibility (for example, `LANG=en_US.UTF-8`), because the `.csv` files that are generated by the provisioning processes (SRRRVAL and SRRRPRO) contain a Byte Order Mark at the beginning of the file.

If you FTP these `.csv` files, it must be done in binary mode, as ASCII mode will corrupt the Byte Order Mark. Refer to *FAQ 1-3YSCJ8* for more information about Banner UTF-8 configuration.

This process can be run by a Banner institution that has newly installed the Recruiter system. (It can also be run if new high school and validation codes are added to Banner.) The process extracts Banner high school and college institution data into a `.csv` file, which can then be imported into the Recruiter system. The `.csv` file may be edited before it is imported.

**Note:** Data from other validation tables is provisioned through RESTful APIs with existing inbound and outbound messages. These APIs are part of the Banner Integration Manager (BRIM).

Below is the `.csv` file created by this process, showing the Recruiter fields into which the data will be imported and the Banner fields from which the data was extracted.

<b>.csv file</b>	<b>Recruiter Display Name</b>	<b>Banner Data Field</b>
<code>ProvisionInstitution.csv</code>	Account Name	STVSBGI_DESC
Contains only records where <code>STVSBGI_TYPE_IND</code> is H or C	Account Number	SOBCNVT_CONV_CODE
	Feeder Organization	for table SBGH, or <code>STVSBGI_CODE</code> , or Null,
	Available for Lookup	based on setting of parameter 23, Are CEEB codes used on
	Organization Type	<code>STVSBGI</code>
	Institution Type	Value is No
	Address 1: Street 1	Value is Yes if
	Address 1: Street 2	<code>SOBSBGI_STAT_CODE</code> is Not
	Address 1: Street 3	Null, otherwise No
	Address 1: City	Value is High School or College
	State	Value is Null
	Address 1: ZIP/Postal Code	<code>SOBSBGI_STREET_LINE1</code>
	Country	Concatenated <code>SOBSBGI_STREET_LINE2</code> ,
	Is International	<code>SOBSBGI_STREET_LINE3</code> ,
	Organization Code	and <code>SOBSBGI_STREET_LINE4</code>
		Concatenated <code>SOBSBGI_ZIP</code> and <code>SOBSBGI_CITY</code> for

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<b>.csv file</b>	<b>Recruiter Display Name</b>	<b>Banner Data Field</b>
		international addresses only, otherwise Null
		SOBSBGI_CITY
		SOBCNVT_CONV_CODE for table STAT, or SOBSBGI_STAT_CODE
		SOBSBGI_ZIP
		SOBCNVT_CONV_CODE for table NATN, or SOBSBGI_NATN_CODE
		Value is Yes or Null, based on SOBSBGI_NATN_CODE
		STVSBGI_CODE

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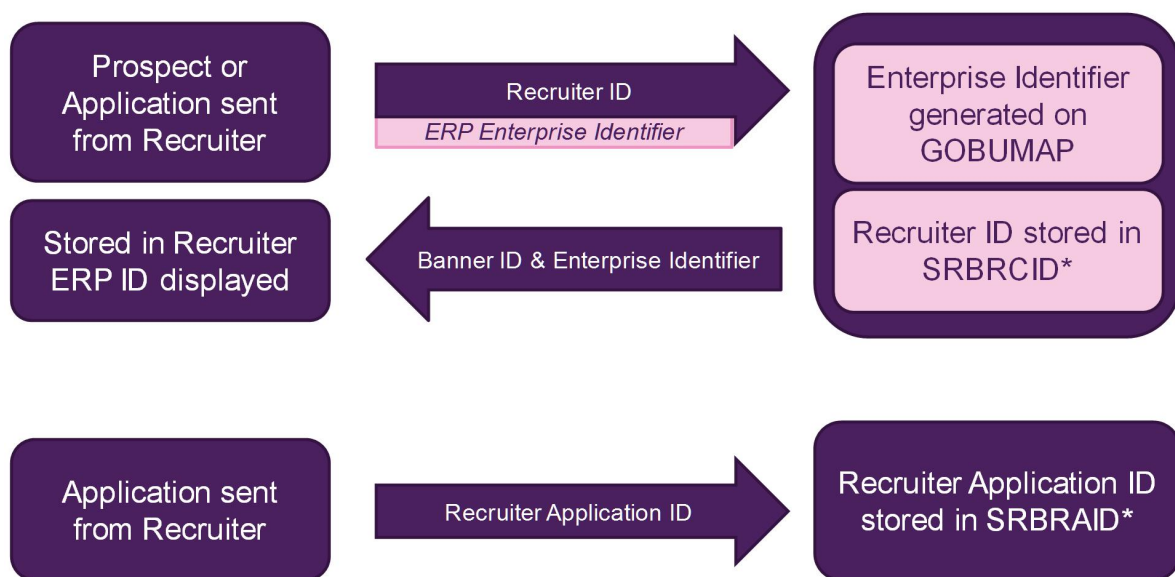
## Link Records Across the Systems

When a prospect is provisioned from Banner to Recruiter or a prospect is sent for the first time from Recruiter to Banner, an Enterprise Identifier is generated in Banner and sent to Recruiter along with the Banner ID.

The first time Banner receives information from Recruiter about a prospect or an application, the Recruiter GUID is saved in Banner. The sharing of these unique identifiers ensures that when data is passed back and forth between the two systems, the prospect is easily identified.

Here is a process flow that shows how unique identifiers are handled.

## Unique Identifiers



\* New tables

### Break the Link Between the Systems

There may be times that you need to break the link between the Recruiter and Banner prospect records, such as when duplicate records have been merged in Recruiter, or you find that records have been linked incorrectly.

To break the link, you need to delete the ERP ID value from the prospect contact record in Recruiter. Recruiter then sends a message to Banner, which causes Banner to remove the Recruiter ID record that links the two systems. This does not delete the actual prospect from Banner.

Application data that is integrated between Recruiter and Banner is more complex than prospect data, and the application link may still be valid even after the prospect link has been broken. You can only break the application link by deleting the application in Banner.

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## Use Financial Aid Data

Web Services are used to retrieve and display FAFSA information and award details from Banner Financial Aid in Recruiter.

The Financial Aid Integration Rules Form (RORINTR) is used to maintain the financial aid rules for the Recruiter interface. These values are used to load financial aid award and FAFSA data for prospects that exist in Recruiter.

Refer to the *Banner Financial Aid User Guide* for related processing information and the *Banner Financial Aid Online Help* for more information on using this form.

The admissions office can use the Financial Aid information to do the following.

- Factor a prospect's ability to afford college into the prospect's likelihood of attending.
- Send timely and personalized communications about important financial aid deadlines.
- Know of other institutions to which a prospect sent the prospect's FAFSA.
- Use FAFSA submissions to identify prospective students which can then be better guided throughout the admissions process.

The Banner Recruiter Integration has uses Web Services to perform the following tasks.

- Retrieve new and updated FAFSA information from Banner and display it for prospects in Recruiter, including aid year, completion date, expected family contribution (EFC), student adjusted gross income (AGI), parent adjusted gross income (AGI), and federal college codes of selected schools.
- Retrieve new and updated award information about prospects in Recruiter from Banner Financial Aid, including aid year, amount (offered, accepted, declined, and canceled), status (type, category), fund (name, description, type), and date.
- Retrieve FAFSA applicants when their ISIRs are received (and before they may be pushed to permanent tables in Banner) to create new prospect records in Recruiter.

Additionally, institutions will have full control over the specific FAFSA and award information that can be sent from Banner to Recruiter for each aid year.

## Use Supplemental Items and Checklists

Institutions record information about supplemental items that are received throughout the admissions process in Recruiter and Banner.

Web Services are used to ensure that each system is aware of items recorded as received in either system. A Web Service in Recruiter is used to retrieve information from Banner for receipt of the items listed below. Receipt of these items is recorded in the Communication History entity.

- high school transcripts
- college transcripts
- test scores
- visas
- immunization records

- application checklist items

When a supplemental information item is marked as received in Recruiter, the corresponding checklist items that are not yet marked as received in Banner may be updated with the received date.

## Data Notes

Here are some specific considerations for how data is handled in the integration.

### *SSN/SIN Data*

Recruiter stores the SSN and SIN in separate fields, and when either data item is sent to Banner, it is stored in the **SSN/SIN/TIN** field on SPAIDEN.

When prospects are provisioned from Banner to Recruiter, the Banner **SSN/SIN/TIN** field is mapped to the SSN field in Recruiter. If you would like to load the data into the SIN field instead, you can change the import mapping in Recruiter.

### *Admissions Applications Processing*

You can collect and process applications from prospects in Recruiter. At some point, you will want to send those applications to Banner. You may also send a proposed admissions decision. You will need to decide the best way to manage your applications processing.

### *Application Type of Withdrawn*

Special consideration is needed for application status types of “withdrawn”.

Recruiter has an application status category of “withdrawn” and Banner does not. After the STVAPDC codes have been provisioned from Banner to Recruiter, (*ProvisionAdmissnDcsn.csv* file), you should manually change the category in Recruiter on any application statuses that designate “withdrawn”.

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### *Send Admissions Decision from Recruiter*

If you want to prevent the accidental creation of student records when certain decision codes are sent from Recruiter to Banner, you can set up translations on SOTCNVT to translate those codes to other codes that do not create student records.

### *Temporary Addresses on Application*

Applications in Recruiter can include temporary addresses with from and to dates. If a temporary address has expired by the time the application is sent to Banner, the address will not be loaded to Banner.

## Crosswalk Conversion Values

This section discusses setting up conversion codes, which are required on the Tape Code Conversion Form (SOTCNVT) for specific data. Seed data is delivered as system required values. The only values that should be changed on these system required records are the conversion codes.

### Conversion Translations

Incoming values are translated as follows.

- When an incoming code value exists, the process looks up the conversion code value.  
The conversion code value is used when a match is found, *and* the value exists in the validation table.
- If no conversion code value is found, the incoming value is used, if it exists in the validation table.  
The exception to this is the CEEB code translations for high schools and colleges. They require explicit conversions or `DEFAULT` table value rules.
- When the incoming code value is not found in the validation table, the tape value `DEFAULT` rule is used.  
If the `DEFAULT` rule is not defined, an *Invalid value for validation table* error is returned.
- When an incoming code value is missing (Null), the process uses the Null rule indicated by a tape value of `“*”`. If no Null rule exists, no value is loaded.

### Hardcoded Values

System required records are delivered for the table names `ATYP`, `EMAL`, `INTS`, `RACE`, `RELT`, and `TELE`.

Each table name has a set of related tape values. It is important that you do not change the tape values on any of these records. These tape values are hardcoded in the integration logic, and the load will fail if any of these values is missing from SOTCNVT. These records are delivered with

conversion values of `UPDATE ME`, which you will need to change to the appropriate conversion codes.

**Note:** It is recommended that you use a different conversion code for each of the required table name and tape value combinations. This can prevent potential loader process errors.

A record is delivered as seed data with the BRIM upgrade. It is used to load a conversion record for the Recruiter `College Board` test score source value, because this value exceeds the 11 character field limit on `SOTCNVT`. The tape value is truncated to `COLLEGE BOA` and should not be changed. Any test scores sent from Recruiter with the `College Board` test source will use the Banner `COLLEGE BOA` truncated value.

The system required records are listed below.

Table Name	Tape Value	Conversion Code	Description
ATYP	GUARDIAN	UPDATE ME	Address type for Legal Guardian
ATYP	PARENT1	UPDATE ME	Address type for Parent 1
ATYP	PARENT2	UPDATE ME	Address type for Parent 2
ATYP	PROSPECT	UPDATE ME	Address type for Prospect
ATYP	TEMPORARY	UPDATE ME	Address type for Prospect Temporary
EMAL	GUARDIAN	UPDATE ME	Email address type for Legal Guardian
EMAL	PARENT1	UPDATE ME	Email address type for Parent 1
EMAL	PARENT2	UPDATE ME	Email address type for Parent 2
EMAL	PROSPECT	UPDATE ME	Email address type for Prospect
INTS	HOUSING	UPDATE ME	Interest code for "Interested in campus housing"
RACE	RACE1	UPDATE ME	Race code for American Indian or Alaskan Native
RACE	RACE2	UPDATE ME	Race code for Asian
RACE	RACE3	UPDATE ME	Race code for Black

Table Name	Tape Value	Conversion Code	Description
RACE	RACE4	UPDATE ME	Race code for Native Hawaiian or Other Pacific Islander
RACE	RACE5	UPDATE ME	Race code for White
RELT	FATHER	UPDATE ME	Relationship code for Father
RELT	GUARDIAN	UPDATE ME	Relationship code for Legal Guardian
RELT	MOTHER	UPDATE ME	Relationship code for Mother
RELT	PARENT	UPDATE ME	Relationship code for Parent
TELE	GUARDIAN	UPDATE ME	Telephone code for Legal Guardian
TELE	PARENT1	UPDATE ME	Telephone code for Parent 1
TELE	PARENT2	UPDATE ME	Telephone code for Parent 2
TELE	MOBILE	UPDATE ME	Telephone code for Prospect Cellular
TELE	PROSPECT	UPDATE ME	Telephone code for Prospect
TELE	TEMPORARY	UPDATE ME	Telephone code for Prospect Temporary
TSRC	COLLEGE BOA	UDPATE ME	Corresponds to the College Board test source in Recruiter

## Mapping Values

Below is a partial list of the tables for which your institution can set up translations on SOTCNVT to be used by the integration.

Because you may have provisioned many validation codes from Banner to Recruiter, you may only need to add conversions for exceptions, default rules, and Null rules. For validation codes that were not provisioned, such as state and nation, you should add conversions for values that are not consistent between the two systems.

**Note:** When a prospect is sent without an academic program, values should exist on SOTCNVT for COLL, DEGC, LEVL, and MAJR.



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Mapping from Recruiter	SOTCNVT Table Name
Address Type	ATYP
Admission Type	ADMT
Application Decision	APDC
Campus	CAMP
Citizenship	CITZ
College	COLL
Degree	DEGC
Education Goal	EGOL
Email Type	EMAL
High School	SBGH
Institution	SBGI
Interests	INTS
Language	LANG
Level	LEVL
Major	MAJR
Marital Status	MRTL
Nation	NATN
Race	RACE
Relationship	RELT
Religion	RELG
Residence	RESD
Source	SBGS
State	STAT
Student Type	STYP
Telephone Type	TELE
Term	TERM
College Board test score source	TSRC
Visa	VTYP

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## Source/Background Institution Code Conversion

In Recruiter, both CEEB codes and Banner STVSBGI codes are stored on high school and college records.

If your institution does not use CEEB codes on STVSBGI, you can create conversions for them on SOTCNVT, so that when they are provisioned, Recruiter will receive both the CEEB code and the STVSBGI code.

The conversions for the different types of STVSBGI codes are distinguished by using different table names on SOTCNVT.

- **SOTCNVT Validation Table Name** field is `SBGH`  
Used for converting high schools. The only conversion codes that are valid are those where the STVSBGI **Type** field is `H` (High School).
- **SOTCNVT Validation Table Name** field is `SBGI`  
Used for converting colleges. The only conversion codes that are valid are those where the STVSBGI **Type** field is `C` (College or University).
- **SOTCNVT Validation Table Name** field is `SBGS`  
Used for converting prospect sources. The only conversion codes that are valid are those where the STVSBGI **Source Indicator** is selected. No CEEB code conversions are needed for table name `SBGS`.

### *Unlisted High Schools and Colleges*

The following values are sent from Recruiter to Banner for unlisted schools.

- unlisted high school - 000000
- home school - 999999
- unlisted college - 9999

Conversions for these values need to be set up on SOTCNVT.

If Recruiter sends multiple unlisted high school or college records for a prospect, only one unlisted high school and one unlisted college can be loaded into Banner, because they will have the same STVSBGI codes.

## Electronic Admissions Application Rules

This section discusses the delivered rules which are used to control the loading of Recruiter records to the Banner temporary tables.

This includes three rules developed specifically for the integration. These rules can be maintained on the Electronic Admissions Application Rules Form (SAAERUL). As part of the integration setup, you will need to assign a value to each rule.

You will be prompted to enter an electronic prospect load code (STVPREL) when you install the integration, and that value will also be your EDI rule group code (STVEGRP). *The value of NNN*

*shown below is used only as an example group code. Your group code will be the actual group code for the rules.*

Here are the SAAERUL rules used with the integration.

Group Code	Rule Label	Rule Description	Value	EDI	Sys Req
NNN	R2BPUSH	Load Only, Match Only, or Push	UPDATE ME	No	No
NNN	R2BSSNSIN	Load SSN or SIN if Both Exist	UPDATE ME	No	No
NNN	LOADDECISIONS	Load Recruiter proposed decision codes to Banner	UPDATE ME	No	No
NNN	UPDATEBIO	Updates bio-demo info	UPDATE ME	No	No

**Note:** The default rules for the `PREL` group code are *not* selected for the `NNN` group code (your group code). Processing does not default to the rules for the `PREL` group code as occurs in electronic prospect processing in Banner.

The `R2BPUSH` rule label is used to control the data that is submitted from Recruiter to Banner. This rule has three options.

- `PUSH` - This option loads the data to the Banner temporary tables and then matches and pushes the data to the Banner permanent tables.
- `MATCHONLY` - This option loads the data to the temporary tables and performs matching, but it does not push the data to the permanent Banner tables.
- `LOADONLY` - This option loads data to the temporary tables only. Data is not matched or pushed to the permanent Banner tables. This is the default option if the `R2BPUSH` rule is not found, or when the value is set to `UPDATE ME`.

**Note:** Make sure the rule label and value are entered in all capital letters.

The `R2BSSNSIN` rule checks the Web Service Loader process to determine which identifier to load to Banner (SSN or SIN) if both exist in Recruiter and are submitted to Banner. The options are `SSN` or `SIN`. The default is `SIN` when the rule does not exist or when the value is set to `UPDATE ME`.

The `LOADDECISIONS` rule can be set to `Y` or `N`. This rule is used to turn the push of decision codes on or off for data coming from Recruiter to Banner. Decision codes are pushed to SAADCRV form and the SARAPPD table. The default is `Y` when the rule does not exist or when the value is set to `UPDATE ME`.

The `UPDATEBIO` rule can be set to `Y` or `N`. This rule is used to update the biographic and demographic information for the prospect or applicant when the data is loaded to Banner. When the

rule is set to Y, the following fields will be overwritten when a prospect or application is sent from Recruiter, even if the values already exist in Banner.

- Preferred First Name
- Prefix
- Suffix
- Gender
- Birthdate
- Religion
- Citizenship
- Marital Status

## SAAERUL Rules Used for the Integration

The following is extremely important.

- The rules on SAAERUL delivered for your group code should *not* be used with any other STVEGRP group codes.
- No other rules should be added to SAAERUL for use with your group code.
- SRAPRED is not selected by the push process or the Web Service Loader process.

Because there is a custom Web Service Loader process for this integration, SRTLOAD is not needed to load data from Recruiter. If you attempt to run SRTLOAD with your electronic prospect code, an error will be generated, and the job will not run to completion.

Here is the complete set of rules delivered for use with the integration.

**Note:** The NNN group code used in this table is only an example code. Your code will be the actual group code for the rules.

Group	Label	Description	EDI	Instructions
NNN	ADDRDIFFTYPE	Create address if different type	N	Determines if an address should be created, if one with a different address type already exists.  If set to Y, an address record will be created. If set to N, no address record will be created.
NNN	ADDRSAMETYPE	Create address if same type	N	Determines if an address should

Group	Label	Description	EDI	Instructions
				<p>be created, if one with the same address type already exists.</p> <p>If set to Y, a new address record will be created. If set to N, no address record will be created.</p>
NNN	CHKINACTIVEADDR	Check Inactive Address	N	<p>Used when incoming street address fields are too long for the SPRADDR table and when an address has been inactivated (not end-dated), and re-entered (Create Record/ Duplicate Record) with appropriate abbreviations.</p> <p>If the <code>CHKINACTIVEADDR</code> rule is Y, when the address is loaded the same way as the original, it is compared to the inactive address, so a new address is not created.</p>
NNN	COMMPLAN	Create commplan collector entry	N	<p>If set to Y, a record will be inserted into the Communication Plan Collector Table (SORCCOL) which is visible on the Communication Plan Collector</p>

Group	Label	Description	EDI	Instructions
				Form (SOACCOL).  When a new application is created from Recruiter, the communication plan record is always created, regardless of the COMPLAN rule setting.
NNN	CREATECONT	Create contact from STVINFC	N	If set to Y, the contact code will be selected from the contact type on the Interface Code Validation Form (STVINFC).
NNN	CREATEMATERIALS	Create Materials	N	If Y is entered, and if the prospect is new to Banner, or if the prospect is matched to a recruit, and the recruit term, level, and campus are different, then the materials data are created.  The materials will always be created if the prospect is matched to an applicant and the UPDATEIIFAPP is Y, or if the prospect is matched to a recruit with same term, level, and campus.
NNN	CREATENEWAPPL	Create New Application	N	Allows schools to indicate that they want an application record

Group	Label	Description	EDI	Instructions
				<p>created at the same time a recruit record is created by SRRPREL.</p> <p>When this rule is Y, an application is only created when the data includes the Recruiter application ID. An application cannot be created when only prospect data is sent from Recruiter.</p>
NNN	CREATENEWRECRC	Create new recruit	N	<p>If set to Y and no recruit record exists, a new recruit record will be created. If set to N and no recruit record already exists, then a new recruit record will not be created.</p>
NNN	CREATESRCE	Create new source	N	<p>If set to Y, the source code will be loaded from the required Source Code field in Recruiter. If no source code is available from Recruiter, the source code is defaulted from the Interface Code Validation Form (STVINFC).</p> <p>If set to N, no source code is loaded to Banner.</p>

Group	Label	Description	EDI	Instructions
NNN	HSCHADMR	Default High School Checklist	N	<p>Used to populate the <b>Admissions Request</b> field on the High School Information Form (SOAHSCH).</p> <p>Specifies the admissions request checklist code from the Admission Request Checklist Code Validation Form (STVADMR) that should be loaded when high school data is pushed.</p> <p>This default is <i>only</i> used when the admissions request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).</p>
NNN	INTERESTMAX	Maximum interest to load	N	<p>Indicates the number of interests to be loaded from a search data load to the SORINTS table if the <code>LOADINTEREST</code> group label is set to <code>Y</code>.</p>
NNN	LOADDECISIONS	Load Recruiter proposed decision codes to Banner	N	<p>If set to <code>Y</code>, proposed decision codes will be pushed to the Admissions Decision Table (SARAPPD) and populated on</p>



Group	Label	Description	EDI	Instructions
				<p>the Admissions Decision Form (SAADCRV).</p> <p>The default is Y when the rule does not exist or the value is set to UPDATE ME.</p>
NNN	LOADINTEREST	Load interests	N	If set to Y, interests provided will be loaded to the SORINTS table.
NNN	LOADMAJOR	Use provided major	N	<p>If set to Y, majors provided will be loaded to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 1 (backfilled to the Major 1 field on the SRBRECR table) and to a field of study row with a <b>Type</b> of MAJOR and a <b>Priority</b> of 2 (backfilled to the Major 2 field on the SRBRECR table).</p> <p>All major codes must have Banner conversion values defined on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of MAJR.</p>
NNN	MAJOR2INTEREST	Load major to interests	N	If set to Y, and LOADINTEREST is set to Y, major codes provided will be converted

Group	Label	Description	EDI	Instructions
				<p>and loaded to the SORINTS table.</p> <p>All major codes for which interests are to be loaded must have Banner conversion values set appropriately on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of INTS.</p>
NNN	MCREATENEWREC	Matching create new recruit	N	<p>If set to Y, and the incoming record matches an existing recruiting record, then a new recruiting record is created.</p> <p>If set to U, and the incoming record matches an existing recruiting record, then no recruiting record is created, and the existing record is updated. If a matching recruiting record exists, and the incoming contact, source, or interests or all of them are different, those values are updated.</p> <p>If set to N, and the incoming record matches an existing recruiting record, then no recruiting record is created, and</p>

Group	Label	Description	EDI	Instructions
				no records are updated.  A match exists if the incoming record has the same term, level, and optionally campus as the existing recruiting record.
NNN	NEWADDRESS	Create address	N	If set to Y, and no address record exists for the person in Banner, an address record will be created. If set to N, and no address record exists, no record will be created.
NNN	NEWPHONE	Create phone	N	If set to Y, and no phone record exists for the person in Banner, a phone record will be created. If set to N, and no phone record exists, no record will be created.
NNN	NMCREATENEWRECRUIT	For-match create new recruit	N	If set to Y, and the incoming record does not match an existing recruit record, a new recruiting record is created. If set to N, no recruiting record is created.  A match exists if the incoming record has the same term, level, and optionally campus as the

Group	Label	Description	EDI	Instructions
				existing recruiting record.
NNN	PCOLADMR	Default Prior College Checklist	N	<p>Used to populate the <b>Admissions Request</b> field on the Prior College Form (SOAPCOL).</p> <p>Specifies the admissions request checklist code from the Admission Request Checklist Code Validation Form (STVADMR) that should be loaded when college data is pushed.</p> <p>This default is <i>only</i> used when the Admissions Request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).</p>
NNN	PHONDIFFTYPE	Create phone if different type exists	N	<p>Determines if a phone record should be created, if one with a different phone type already exists.</p> <p>If set to Y, a phone record will be created. If set to N, no phone record will be created.</p>
NNN	PHONSAMETYPE	Create phone if same type exists	N	Determines if a phone record

Group	Label	Description	EDI	Instructions
				<p>should be created, if one with the same phone type already exists.</p> <p>If set to Y, a new phone record will be created. If set to N, no phone record will be created.</p>
NNN	PRIMESRCE	Create source as primary	N	<p>If set to Y, and <code>CREATE_SRCE</code> is set to Y, then the source code loaded to the <code>SRRRSRC</code> table will be set as the primary source.</p> <p>Only one source will be flagged as primary for each recruit term and sequence number upon loading to Banner.</p>
NNN	R2BPUSH	Load Only, Match Only, or Push	N	<p>Controls the data that is submitted from Recruiter to Banner. This rule has three options.</p> <ul style="list-style-type: none"> <li><code>PUSH</code> - Loads data to the Banner temporary tables, matches and pushes data to the Banner permanent tables.</li> <li><code>MATCHONLY</code> - Matches the data after the temporary tables</li> </ul>

Group	Label	Description	EDI	Instructions
				<p>have been populated, but does not push the data into the permanent Banner tables.</p> <ul style="list-style-type: none"> <li>LOADONLY - Loads data to the temporary tables only.</li> </ul> <p>LOADONLY is the default option if the R2BPUSH rule is not found.</p>
NNN	R2BSSNSIN	Load SSN or SIN if Both Exist	N	<p>Checks the Web Service Loader process to determine which identifier to load to Banner (SSN or SIN) if both exist in Recruiter and are submitted to Banner.</p> <p>The rule options are SSN or SIN. The default is SIN when the rule does not exist or the value is set to UPDATE ME.</p>
NNN	UPDATEBIO	Updates bio-demo info	N	Used to update biographic and demographic information for the prospect or applicant when the data is loaded to Banner.
NNN	UPDATEHSDATA	Update HS data from Recruiter	N	<p>Used to update high school data from Recruiter.</p> <p>When set to Y, if the high school</p>

Group	Label	Description	EDI	Instructions
				<p>record already exists in Banner, incoming data will be used to update the record. Incoming null values will be ignored. (They will not null out data that already exists in Banner.)</p> <p>When set to N, if the high school record already exists in Banner, it will not be updated with incoming data.</p>
NNN	UPDATEIFAPP	Update recruit record if application exists	N	<p>If set to Y, then the settings of the previous rules will be followed, even if a recruit record already exists for this person for the same term, level, and campus.</p> <p>If set to N, and a matching recruit record already exists, then based on your SAAERUL settings, the process will do the following:</p> <ul style="list-style-type: none"> <li>• Insert new test score records on the Test Score Information Form (SOATEST).</li> <li>• Insert new high school records on the</li> </ul>

Group	Label	Description	EDI	Instructions
				<p>High School Information Form (SOAHSCH).</p> <ul style="list-style-type: none"> <li>• Insert new college records on the Prior College Form (SOAPCOL).</li> <li>• Insert the contact code into the SORCONT table.</li> <li>• Insert the source code into the SRRRSRC table if a matching recruit record exists or insert the source code into the SARRSRC table if a matching application record exists.</li> <li>• Update Null values on the General Person Form (SPAPERS).</li> </ul>
NNN	UPDATEPCOLDATA	Update PCOL from Recruiter	N	<p>Used to update prior college data from Recruiter.</p> <p>When set to Y, if the prior college record already exists in Banner, incoming data will be used to update the record. Incoming null values will be</p>



Group	Label	Description	EDI	Instructions
				<p>ignored. (They will not null out data that already exists in Banner.)</p> <p>When set to N, if the prior college record already exists in Banner, it will not be updated with incoming data.</p>
NNN	UPDATESSN	Replace Banner SSN with incoming	N	<p>When set to Y, if the incoming SSN does not match the existing Banner SSN, and the record has been matched, upon being loaded to Banner, the incoming SSN will overwrite the existing SPBPERS_SSN.</p> <p>When set to N, the SSN is not updated if it has changed.</p>
NNN	VTYPADMR	Default ADMR Code for the Visa	N	<p>Identifies the checklist summary request code for the visa code value to be inserted on the Admissions Application Detail block of the Admissions Application Form (SAAADMS), when loading a record from the Banner Student Self-Service Prospects (Recruiting)</p>

Group	Label	Description	EDI	Instructions
				or Admissions modules.
				Values come from the Admission Request Checklist Code Validation Form (STVADMR).
				This rule is <i>only</i> used by the Web interface.

## Data Loaded to Banner

This section discusses the types of data that can be sent from Recruiter to Banner.

### Identification Data

Identification data from Recruiter can be loaded into Banner. It can be viewed in the Current Identification block on the General Person Identification Form (SPAIDEN).

Data is handled as follows:

- Prefixes and suffixes are validated in Recruiter but not in Banner. All prefix and suffix values are loaded to Banner.
- Alternate names are not loaded as prior names in Banner. However, the alternate last name is used by common matching if a match cannot be found in Banner based on the current last name. If a person is matched on the alternate last name, the first and last names on the existing Banner record are changed to the alternate first and last names, and a new SPRIDEN record is created with the current name. A message is logged in Banner Recruiter Integration Manager (BRIM) when this occurs.
- Alternate first and last names are also used to identify prospect records in Banner when no record is found that matches the primary name.
- When the Enterprise Identifier exists in Recruiter, it is sent to Banner and used to identify the prospect.

Here is the field mapping for the identification fields.

Recruiter	Banner
Contact ID	SRBRCID_RECRUITER_ID
Prefix	SPBPERS_NAME_PREFIX
First Name	SPRIDEN_FIRST_NAME

Recruiter	Banner
Middle Name	SPRIDEN_MI
Last Name	SPRIDEN_LAST_NAME
Suffix	SPBPERS_NAME_SUFFIX
Nickname	SPBPERS_PREF_FIRST_NAME
Alternate First Name	SPRIDEN_FIRST_NAME, in case of name change
Alternate Last Name	SPRIDEN_LAST_NAME, in case of name change
Enterprise Identifier	GOBUMAP_UDC_ID, queried to identify prospect

## Biographic and Demographic Data

Biographic and demographic data from Recruiter can be loaded into Banner.

It can be viewed in the Biographical block on the General Person Identification Form (SPAIDEN). Nationality data can be viewed in the Nationality block on the International Information Form (GOAINTL). Some biographical and nationality data can also be viewed on the Application Supplemental Information Form (SOASUPL).

Use the R2BSSNSIN and UPDATESSN rules on the Electronic Admissions Application Rules Form (SAAERUL) to process SSN and SIN data.

State and nation values are pre-loaded in Recruiter. If the values in Banner do not match, conversion values should be added on SOTCNVT.

The county code from GTVZIPC is loaded into Banner as part of an address for a prospect or application sent from Recruiter.

## Race Codes

Recruiter has five fields used to store racial group information.

If a field is set to Y, the race is loaded to Banner using the conversion code. Race code tape values must be set up on SOTCNVT for conversion. Required values are delivered for table name RACE with the conversion code of UPDATE ME.

When a Banner ID already has associated race codes, the push process does not update or insert additional race codes sent from Recruiter. Only when no race codes exist in Banner for an ID will race codes from Recruiter be loaded by the push process.

Here is the field mapping for biographic and demographic fields.

Recruiter	Banner	SOTCNVT Conversion
Social Security Number	SPBPERS_SSN	N/A
Social Insurance Number		

Recruiter	Banner	SOTCNVT Conversion
Birth Date	SPBPERS_BIRTH_DATE	N/A
Gender	SPBPERS_SEX	N/A
Ethnicity	SPBPERS_ETHN_CDE	N/A
	SPBPERS_CONFIRMED_RE_CDE	
	SPBPERS_CONFIRMED_RE_DATE	
American Indian or Alaskan Native	GORPRAC_RACE_CDE	Tape value RACE1 (RACE)
Asian	GORPRAC_RACE_CDE	Tape value RACE2 (RACE)
Black or African American	GORPRAC_RACE_CDE	Tape value RACE3 (RACE)
Native Hawaiian or Other Pacific Islander	GORPRAC_RACE_CDE	Tape value RACE4 (RACE)
White	GORPRAC_RACE_CDE	Tape value RACE5 (RACE)
Marital Status	SPBPERS_MRTL_CODE	If values do not match (MRTL)
Religious Affiliation	SPBPERS_RELG_CODE	If values do not match (RELG)
Citizenship Status	SPBPERS_CITZ_CODE	If values do not match (CITZ)
Birth City	SABSUPL_CITY_BIRTH	N/A
Birth State/Province	SABSUPL_STAT_CODE_BIRTH	If values do not match (STAT)
Birth Country	GOBINTL_NATN_CODE_BIRTH	If values do not match (NATN)
	SOASUPL_NATN_CODE_BIRTH	
First Language	GOBINTL_LANG_CODE	If values do not match (LANG)
Primary Non-U.S. Citizenship	GOBINTL_NATN_CODE_LEGAL	If values do not match (NATN)
Alien Registration Number	GOBINTL_REG_NUMBER	N/A
Visa Type	GORVISA_TYPE_CODE	If values do not match (VTYP)

## Relationship Data

Relationship data from Recruiter can be loaded into Banner. It can be viewed on the Guardian Information Form (SOAFOLK).

Relationship code tape values must be set up on SOTCNVT for conversion. Required values are delivered for table name `RELT` with the conversion code of `UPDATE ME`. Any other values used in Recruiter should also be set up on SOTCNVT.

Multiple records can exist for father, mother, and so on. The push process checks for an exact record match for the data coming into Banner from Recruiter. When the first name, last name, relationship, and address type coming from Recruiter are the same as the record in Banner, no data

is pushed into Banner. If any of the elements do not match the record in Banner, then the data is pushed. The record is not sent from Recruiter to Banner when the parent first name and last name are not provided, even if the address data exists.

Here is the field mapping for the relationship fields.

Recruiter	Banner	SOTCNVT Conversion
Relationship	SORFOLK_RELT_CODE	Tape value FATHER (RELT)
		Tape value MOTHER (RELT)
		Tape value PARENT (RELT)
		Tape value GUARDIAN (RELT)
Prefix	SORFOLK_PARENT_NAME_PREFIX	N/A
First Name	SORFOLK_PARENT_FIRST	N/A
Middle Name	SORFOLK_PARENT_MI	N/A
Last Name	SORFOLK_PARENT_LAST	N/A
Suffix	SORFOLK_PARENT_NAME_SUFFIX	N/A
Is Parent/Guardian Living?	SORFOLK_DECEASED_IND	N/A

## Addresses

Address information from Recruiter can be loaded into Banner. It can be viewed in the Address block on the General Person Identification Form (SPAIDEN). If a temporary address has expired, it is not loaded to Banner. All addresses, even parent and guardian addresses, are loaded to the prospect record.

Up to five address types can be sent from Recruiter to Banner. Address code tape values must be set up on SOTCNVT for conversion. Required values are delivered for table name `ATYP` with the conversion code of `UPDATE ME`.

Use the `ADDRDIFFTYPE`, `ADDRSAMETYPE`, `CHKINACTIVEADDR`, and `NEWADDRESS` rules on the Electronic Admissions Application Rules Form (SAAERUL) to control how address data is processed.

The county code from `GTVZIPC` is loaded into Banner as part of an address for a prospect or application sent from Recruiter.

### International Addresses

In Recruiter, addresses in the United States and Canadian are considered to be domestic, and all other addresses are considered to be international.

International addresses are stored differently. International addresses use the following fields in Recruiter: Street Line 1, Street Line 2, Foreign Address Line, and Country. The Foreign Address Line is stored in the first available Street Line field in Banner.

When a prospect with an international address is provisioned from Banner to Recruiter, the address sent to Recruiter is formatted to meet Recruiter's needs. If that same address is later sent back to Banner, Banner may not recognize that the address already exists, because the data is not formatted in the same way. This may cause the address to be added to Banner again.

Here is the field mapping for the address fields.

Recruiter	Banner	SOTCNVT Conversion
Address Type (hardcoded)	SPRADDR_ATYP_CODE	Tape value PROSPECT (ATYP) Tape value TEMPORARY (ATYP) Tape value PARENT1 (ATYP) Tape value PARENT2 (ATYP) Tape value GUARDIAN (ATYP)
Address Line 1	SPRADDR_STREET_LINE1	N/A
Address Line 2	SPRADDR_STREET_LINE2	N/A
Foreign Address Line	SPRADDR_STREET_LINE3 (or SPRADDR_STREET_LINE2, if blank)	N/A
City	SPRADDR_CITY	N/A
State/Province	SPRADDR_STAT_CODE	If values do not match (STAT)
ZIP/Postal Code	SPRADDR_ZIP	N/A
Country	SPRADDR_NATN_CODE	If values do not match (NATN)
Temporary Address Effective Date	SPRADDR_FROM_DATE	N/A
Temporary Address Expiration Date	SPRADDR_TO_DATE	N/A

## Telephone Numbers

Telephone numbers from Recruiter can be loaded into Banner. This information can be viewed in the Telephone block on the General Person Identification Form (SPAIDEN).

All phone numbers, even parent and guardian phone numbers, are loaded to the prospect record. Phone numbers are loaded as active numbers and are associated with addresses, except for mobile numbers.

Up to six phone number types can be sent from Recruiter to Banner. Phone number code tape values must be set up on SOTCNVT for conversion. Required values are delivered for table name TELE with the conversion code of UPDATE ME.

Use the `NEWPHONE`, `PHONDIFFTYPE`, and `PHONSAMETYPE` rules on the Electronic Admissions Application Rules Form (SAAERUL) to process telephone data.

### Telephone Number Fields

When telephone numbers are loaded from Recruiter, specific checks take place for data and length to accommodate the population of the phone number fields in Banner. Banner uses four phone number fields: **Country Code**, **Area Code**, **Phone Number**, and **Extension**.

To convert phone numbers, phone number patterns in Google libraries are selected for United States and international numbers. When patterns are found, phone numbers are separated into the Banner fields and are loaded, with non-numeric characters removed. If the number cannot be parsed or is too long, it is loaded into the telephone **Comment** field. The **Phone Number** field will display the message: *SEE COMMENT*.

Here is the field mapping for the telephone fields.

Recruiter	Banner	SOTCNVT Conversion
Telephone	SPRTELE_PHONE_AREA	N/A
	SPRTELE_PHONE_NUMBER	N/A
	SPRTELE_PHONE_EXT	N/A
	SPRTELE_COUNTRY_CODE	N/A
	SPRTELE_COMMENT	N/A
	SPRTELE_TELE_CODE	Tape value PROSPECT (TELE) Tape value TEMPORARY (TELE) Tape value PARENT1 (TELE) Tape value PARENT2 (TELE) Tape value GUARDIAN (TELE) Tape value MOBILE (TELE)

### Email Addresses

Email addresses from Recruiter can be loaded into Banner. This information can be viewed in the E-mail block on the General Person Identification Form (SPAIDEN). All email addresses are loaded to the prospect record, even parent and guardian email addresses.

Up to four email address types can be sent from Recruiter to Banner. Email address code tape values must be set up on SOTCNVT for conversion. Required values are delivered for table name `EMAL` with the conversion code of `UPDATE ME`.

**Warning!** Use a different conversion code for each of the required *EMAL* tape values (*PROSPECT*, *PARENT1*, *PARENT2*, and *GUARDIAN*). Otherwise, loader process errors can occur.

When email addresses are pushed to Banner, only one email address can be a preferred email address. The Web Service Loader process uses the following hierarchy to determine which email address is preferred. All other email addresses have the **Preferred Indicator** set to N.

- The PROSPECT email address (if sent) is the preferred address.
- If the PROSPECT email address is not sent, the PARENT1 email address is the preferred address.
- If the PARENT1 email address is not sent, the PARENT2 email address is the preferred address.
- If the PARENT2 email address is not sent, the GUARDIAN email address is the preferred address.

Here is the field mapping for the email fields.

Recruiter	Banner	SOTCNVT Conversion
Email Address	GOREMAL_EMAIL_ADDRESS	N/A
Email Address Type	GOREMAL_EMAL_TYPE	Tape value PROSPECT (EMAL) Tape value PARENT1 (EMAL) Tape value PARENT2 (EMAL) Tape value GUARDIAN (EMAL)

## Extracurricular Activities and Interests

Extracurricular activities from Recruiter can be loaded into Banner as interests.

This information can be viewed in the Sources and Interests block on the Recruit Prospect Information Form (SRARECR) when loading a prospect and in the Sources, Interests, and Comments block on the Admissions Application Form (SAAADMS) when loading an application.

If a prospect answers *Yes* to the *Are you interested in campus housing?* question in Recruiter, the tape value of HOUSING will be selected for a conversion code value on SOTCNVT. The record is delivered for table name INTS with the conversion code of UPDATE ME.

Use the INTERESTMAX, LOADINTEREST, and MAJOR2INTEREST rules on the Electronic Admissions Application Rules Form (SAAERUL) to process activities and interest data.

Here is the field mapping for the extracurricular activities and interests fields.

Recruiter	Banner	SOTCNVT Conversion
Are you interested in campus housing?	SORINTS_INTS_CODE	Tape value HOUSING (INTS)
Extracurricular Activity Type	SORINTS_INTS_CODE	If values do not match (INTS)



## Admissions Applications

Admissions applications from Recruiter can be loaded into Banner.

This information can be viewed in the Application block on the Admissions Application Form (SAAADMS). Each Recruiter application should only be sent from Recruiter to Banner one time. When a new application is created from Recruiter, a communication plan is also created in Banner.

The `CREATENEWAPPL` rule on the Electronic Admissions Application Rules Form (SAAERUL) must be set to `Y` to create application records in Banner.

When the application has been sent from Recruiter, the **Application Originated from Recruiter** indicator is selected on SAAADMS. The application ID number from Recruiter is stored in the SRBRAID table.

Here is the field mapping for the application fields.

Recruiter	Banner	SOTCNVT Conversion
Academic Program	Curriculum Uses SRARICC crosswalk	N/A
Academic Level	SORLCUR_LEVL_CODE	N/A
Anticipated Entry Term	SARADAP_TERM_CODE_ENTRY	N/A
Decision Plan	SARADAP_ADMT_CODE	If values do not match (ADMT)
Course Load	SARADAP_FULL_PART_IND	N/A
Admit Type	SARADAP_STYP_CODE	If values do not match (STYP)
Prospect Source	SARRSRC_SBG1_CODE	If values do not match (SBGS)
Location	SORLCUR_CAMP_CODE	If values do not match (CAMP)
Graduate Degree Sought	SARADAP_EGOL_CODE	If values do not match (EGOL)
Mark Applied On	SARADAP_APPL_DATE	N/A
Application ID	SRBRAID_APPL_ID	N/A

## Curriculum and Academic Program Data

When applications and prospects are loaded into Banner from Recruiter, curriculum data is included. Curriculum data is stored in the Academic Program field in Recruiter. You will need to associate academic programs with Banner curriculum values (level, degree, college, major, and program) before using the integration.

The Recruiter Integration Curriculum Crosswalk Form (SRARICC) is used to maintain this association. You can use this form to enter the data manually, or you can run the Recruiter Integration Curriculum Crosswalk Process (SRRRICC) to generate academic programs and associate them with Banner curriculum fields. The academic programs and curriculum field mappings must exist on SRARICC in order for curriculum data to be loaded from Recruiter.

Here is the field mapping for the curriculum fields.

Recruiter	Banner	SOTCNVT Conversion
Academic Program	SORLCUR_DEGC_CODE	N/A (Uses SRARICC crosswalk)
	SORLCUR_COLL_CODE	
	SORLCUR_PROGRAM (optional)	
	SORLCUR_MAJR_CODE	
	SORLFOS_LFST_CODE (set to MAJOR)	

### *Generate Academic Programs*

The Recruiter Integration Curriculum Crosswalk Process (SRRRICC) generates academic program names from existing curriculum data using a rule defined on the Business Rules Form (GORRSQL).

**Note:** You can use your own custom process to populate the SRARICC form if you prefer.

A sample SQL statement is delivered as seed data for use on GORRSQL for the **Process** value (nnn) and the **Rule** value nnn\_CURR\_CROSSWALK, where nnn is the value you entered during installation. The SQL statement can be modified to fit your requirements.

The delivered statement uses existing curriculum data to derive academic program names and populate the Recruiter Integration Curriculum Crosswalk Table (SRBRICC). Each academic program name must be unique. If multiple curriculum records result in the same academic program name, only one is written to SRBRICC, and the duplicates are listed on the Control Report.

**Note:** Please refer to the “Alternate Sample SQL for Generating Academic Programs” topic below for more information on using SQL to generate academic programs from curriculum rules, rather than from historical curriculum data.

After the initial run of SRRRICC, if a large number of duplicate academic program names is reported, you may want to delete all records from SRBRICC, refine the GORRSQL statement that is used to build the academic program name, and rerun the process to generate the SRBRICC records. If only a small number of duplicates is reported, you may choose to create academic program names for those few curriculum records by adding them manually on the Recruiter Integration Curriculum Crosswalk Form (SRARICC). After the data has been populated, it can be reviewed and maintained on SRARICC.

SRRRICC can be rerun at any time to create academic program names for new curriculum records that have been added to Banner after the initial run. After this process is run, the Recruiter Validation Provisioning Process (SRRRVAL) should be run to provision Recruiter with the academic programs.

## *Repopulating Banner*

When SRRRICC is run additional times, only new records are inserted into SRARICC when no existing match is found on level, college, degree, major, and program.

Existing records are not modified. If you delete all records from the SRBRICC table and then run SRRRICC, the previously provisioned academic program records will be broken. Validation errors will be returned for records being pushed, and the integration will not be successful.

You *can* delete all the records in the SRBRICC table and re-run SRRRICC as often as needed, until the academic programs have been provisioned. However, after the academic programs have been provisioned to Recruiter, you should not delete any existing records.

If you generate the SRARICC data in a Banner test database that has been cloned from your Banner production database, provision the academic programs to your Recruiter production database, perform testing, and then choose to populate the SRBRICC table in the Banner production database, you need to do the following.

1. Export the SRBRICC data from the Banner test database.
2. Insert the data into the Banner production database, instead of running SRRRICC.
3. After the insert is complete, reset the `SRBRICC_SURROGATE_ID_SEQUENCE` column to the highest sequence number in the SRBRICC table.

This prevents new records from reusing a sequence number.

## *Alternate Sample SQL for Generating Academic Programs*

Here is an alternate SQL example that will generate academic programs from curriculum rules, rather than from historical curriculum data. Institutions who have not yet created academic programs should evaluate both examples to determine which example is best for their needs.

**Note:** If you modify either sample, *do not* delete the Start Date bind variable, or the process will not run. If you do not want Start Date to be used as part of your query, you can modify the logic involving the bind variable as follows, so that the bind variable will have no effect.

Note that the value of *NNN* is used here only as an example:

```
:NNN_CURR_START_DATE = :NNN_CURR_START_DATE
```

The delivered statement uses existing curriculum data to derive academic program names and populate the Recruiter Integration Curriculum Crosswalk Table (SRBRICC). If your institution uses the rules on the Curriculum Rules Form (SOACURR), you may choose to use those rules, instead of existing curriculum data, to derive academic program names. Here is an example of how GORRSQL could be rewritten to use curriculum rules.

```
SELECT sobcurr_lvl_code,
       NVL(sorcmjr_desc, stvmajr_desc || ', ' || stvdegc_desc)
       AS acad_prog_name,
       sobcurr_coll_code,
       sobcurr_degc_code,
       sorcmjr_majr_code,
       sobcurr_program
```

```

FROM stvmajr, stvdegc, sorcmjr, sormcrl, sobcurr
WHERE sobcurr_curr_rule = sorcmjr_curr_rule
  AND sobcurr_curr_rule = sormcrl_curr_rule
  AND sobcurr_degc_code = stvdegc_code
  AND sorcmjr_majr_code = stvmajr_code
  AND sormcrl_rec_ind = 'Y'
  AND sobcurr_prim_roll_ind = 'Y'
  AND sobcurr_lock_ind = 'Y'
  AND sorcmjr_disp_web_ind = 'Y'
  AND sormcrl_rec_ind = 'Y'
  AND sormcrl_adm_ind = 'Y'
  AND :NNN_CURR_START_DATE = :NNN_CURR_START_DATE
ORDER BY sobcurr_program

```

## Prospects

Prospect data from Recruiter can be loaded into Banner. This information can be viewed in the Recruit Data block on the Recruit Prospect Information Form (SRARECR).

The following electronic processing rules can affect how prospect data is loaded into Banner. You can access these rules on the Electronic Admissions Application Rules Form (SAAERUL).

- CREATENEWRECR
- CREATESRCE
- PRIMESRCE
- CREATEMATERIALS
- COMMLAN
- CREATECONT
- MCREATENEWRECR
- NMCREATENEWRECR
- UPDATEIFAPP

Here is the field mapping for the prospect fields.

Recruiter	Banner	SOTCNVT Conversion
Academic Program	Curriculum Uses SRARICC crosswalk	N/A
Academic Level	SORLCUR_LEVL_CODE	N/A
Anticipated Entry Term	SRBRECR_TERM_CODE	N/A
Decision Plan	SRBRECR_ADMT_CODE	If values do not match (ADMT)
Course Load	SRBRECR_FULL_PART_IND	N/A
Admit Type	SRBRECR_STYP_CODE	If values do not match (STYP)
Prospect Source	SRRSRC_SBG_I_CODE	If values do not match (SBGS)

Recruiter	Banner	SOTCNVT Conversion
Location	SORLCUR_CAMP_CODE	If values do not match (CAMP)

## High Schools

High school information from Recruiter can be loaded into Banner. This information can be viewed in the High School Details block on the High School Information Form (SOAHSCH).

Banner's graduation date is derived from the Recruiter Attended To Month and Attended To Year values when the Recruiter Graduated field is Y. The Day is set to 01.

Conversions should be set up on SOTCNVT for unlisted high schools and home schooling. Only one unlisted high school can be loaded per prospect, as Banner only allows each high school code to be used one time per person.

- Unlisted high school records are sent from Recruiter with a code of 000000. These should be converted to the correct unlisted high school code in Banner using table name SBGH.
- Home schooling records are sent from Recruiter with a code of 999999. These should be converted to the correct home schooling code in Banner using table name SBGH.

Recruiter can store both the organization code (Banner's STVSBGI\_CODE) and CEEB code. The integration loads high school data from Recruiter using either of these fields as follows.

- If the organization code is sent from Recruiter, the process checks to see if it exists on the Source/Background Institution Code Validation Form (STVSBGI). If the organization code exists, the record is loaded to Banner with that code. If the organization code does not exist, an error is returned.
- If the organization code is not sent from Recruiter, the CEEB code is used instead. The process checks SOTCNVT for the conversion code using table name SBGH. If the conversion code is found, the record is loaded to Banner with that code. If the conversion code is not found, an error is returned.

Use the HSCHADMR rule on the Electronic Admissions Application Rules Form (SAAERUL) to specify the admissions request checklist code that should be loaded when high school data is pushed.

Here is the field mapping for the high school fields.

Recruiter	Banner	SOTCNVT Conversion
Organization Code or CEEB Code	SORHSCH_SBGI_CODE	CEEB, Home School, and Unlisted High School (SBGH)
Graduated Y/N	SORHSCH_GRADUATION_DATE	N/A
Attended To Month		
Attended To Year		
Official Graduation Rank	SORHSCH_CLASS_RANK	N/A
Official Graduation Class Size	SORHSCH_CLASS_SIZE	N/A
Official Graduation GPA	SORHSCH_GPA	N/A

## Prior Colleges

Prior college information from Recruiter can be loaded into Banner. This information can be viewed in the Prior College block on the Prior College Form (SOAPCOL).

The attended to and attended from dates in Banner are derived from the Attended To Month, Attended From Month, Attended To Year, and Attended From Year values in Recruiter. The Day is set to 01. The degree code is hardcoded as 000000 to retain attendance and degree dates.

Conversions should be set up on SOTCNVT for unlisted colleges. Only one unlisted college can be loaded per prospect, as Banner only allows each college code to be used one time per person.

Unlisted college records are sent from Recruiter with a code of 9999. These should be converted to the correct unlisted college code in Banner using table name SBGI.

Recruiter can store both the organization code (Banner's STVSBGI\_CODE) and CEEB code. The integration loads college data from Recruiter using either of these fields as follows.

- If the organization code is sent from Recruiter, the process checks to see if it exists on the Source/Background Institution Code Validation Form (STVSBGI). If the organization code exists, the record is loaded to Banner with that code. If the organization code does not exist, an error is returned.
- If the organization code is not sent from Recruiter, the CEEB code is used instead. The process checks SOTCNVT for the conversion code using table name SBGI. If the conversion code is found, the record is loaded to Banner with that code. If the conversion code is not found, an error is returned.

Use the PCOLADMR rule on the Electronic Admissions Application Rules Form (SAAERUL) to specify the admissions request checklist code that should be loaded when college data is pushed.

Here is the field mapping for the prior college fields.

Recruiter	Banner	SOTCNVT Conversion
Organization Code or CEEB Code	SORPCOL_SBGI_CODE	CEEB and Unlisted College (SBGI)
Attended From Month Attended From Year	SORDEGR_ATTEND_FROM	N/A
Attended To Month Attended To Year	SORDEGR_ATTEND_TO	N/A
Degree Type	SORDEGR_DEGC_CODE (000000)	N/A
Degree Date	SORDEGR_DEGC_DATE	N/A

## Proposed Application Decisions

Proposed admissions application decisions from Recruiter can be loaded into Banner. This information can be viewed in the Decision Data block on the Admissions Decision Form

(SAADCRV). Each time a proposed decision for an application is sent from Recruiter, another decision is added in Banner.

Use the `LOADDECISIONS` rule on the Electronic Admissions Application Rules Form (SAAERUL) to process proposed admissions application decisions.

Here is the field mapping for the proposed decision fields.

Recruiter	Banner	SOTCNVT Conversion
Enterprise Identifier	GOBUMAP_UDC_ID Used to identify applicant	N/A
Application ID	SRBRAID_RECRUITER_APPL_ID Use to identify application	N/A
Proposed Decision	SARAPPD_APDC_CODE	If values do not match (APDC)

## Test scores from Recruiter to Banner

Official test scores loaded from test agencies into Recruiter can be sent to Banner for your prospects using a Web Service.

This allows you to do the following:

- Load Recruiter test/subtest type combinations into Banner and map them to corresponding Banner test codes.
- Send official test score records with associated subtests, including test date, test score source, test type, subtest, and test score.
- View and correct test score errors and resubmit transactions.
- Extend test score integration to include additional fields which can be loaded in Banner using a custom PL-SQL package.

Before attempting to send test scores, you need to enter Banner test code values data in the Recruiter Integration Test Code Crosswalk Form (SRARITC) to cross reference Recruiter test and subtest names with Banner test codes.

SRARITC 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.

The Recruiter test and subtest names are loaded into the SRBRITC table as part of the BRIM upgrade. You also need to enter conversion values for test score sources from Recruiter on SOTCNVT using the `TSRC` validation table code.

**Note:** The term will be set to 999999 in SORTEST for all test scores loaded from Recruiter.

New test scores will be loaded when the test code and test date do not match an existing record in Banner for the prospect.

- When the same test code and test date exist in Banner, but the score is different, the record will not be pushed, and an error message is generated.
- When the same test code, test date, and score exist in Banner, the record is ignored and not pushed.
- When the test score is out of range, as defined on STVTESSC, the record will not be pushed, and an error message is generated.
- When test scores cannot be loaded into the Banner temporary tables due to a test code or test source code that is not valid, an error message is generated.

The **Tape ID** field on the Electronic Prospect Inquiry Form (SRIPREL) displays a value of `TESTS` when test scores have been pushed from Recruiter.

Recruiter test data source values are delivered for each test type and cannot be changed. You should compare these test data source values to Banner test source codes on STVTSRC and add conversions on SOTCNVT for those that are different. When they are added to SOTCNVT, the tape value should be entered in upper case only.

A record is delivered as seed data with the BRIM upgrade. It is used to load a conversion record for the Recruiter *College Board* test score source value, because this value exceeds the 11 character field limit on SOTCNVT. The tape value is truncated to `COLLEGE BOA` and should not be changed. Any test scores sent from Recruiter with the *College Board* test source will use the Banner `COLLEGE BOA` truncated value.

Here are the fields that are loaded into Banner.

Recruiter	Banner	Conversion
Test Date	<code>SORTEST_TEST_DATE</code>	
Test Score Source	<code>SORTEST_TSRC_CODE</code>	<code>SOTCNVT - TSRC</code>
Score	<code>SORTEST_TEST_SCORE</code>	
Test and Subtest	<code>SORTEST_TESC_CODE</code>	<code>SRARITC form</code>

## Manage the Integration

You can use the Banner Recruiter Integration Manager (BRIM) to manage errors and messages and to perform various tasks.

These are:

- Test the integration connection using the **Connection Test** button on the Configuration page.
- View and configure the Recruiter Response Service URL on the Configuration page.
- Specify the customer field package.
- View event errors and stop or start the consumer.

Use the Event Errors page in BRIM to review message-based validation errors for events. Errors are logged based on the preset threshold. Event errors are listed by error ID, event name, and message. You can also review event error message details and associated XML.



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Communication errors are retried until the retry threshold has been met. These errors cannot be viewed.

The JMS Subscription will pause when the thresholds are met. You can then back up or delete existing errors and restart the subscription using the **Start Consuming** button. This will resume message processing.

- View and resend loader errors.

The Loader process validates messages and attempts to load data to the Banner temporary tables. Errors can occur when a value in the XML message does not pass a validation check in Banner. If the connection test was successful, but data is not appearing in Banner as expected, you should check for loader errors.

Use the Loader Errors page in BRIM to review records with errors by error ID, last name, Recruiter ID, and message type. You can view event error message details, modify the XML, and resend the message. The updated XML message will be resent, which deletes the loader error. If the record still appears with an error, additional corrections are needed.

- View match and push messages.

After data has been loaded to the Banner temporary tables, the common matching process and the push process are used to match and move the data into the permanent tables. If the data cannot be matched to an existing record or identified as a new record, the record is put into suspense. If the data cannot be pushed to Banner because business rules were not satisfied, the record is put into suspense.

Use the Match/Push Messages page in BRIM to review the match and push messages by error ID, Banner ID, last name, Recruiter ID, process, and message. You can view error message details and perform corrective actions.

You can also review errors and manually update records in Banner on the Electronic Prospect Inquiry Form (SRIPREL).

For more information on using BRIM, please refer to the *Integrating Recruiter with Banner Manual*. This guide includes a troubleshooting section for error handling.

## Extend the Integration

You have the option to send customized information for prospects and admissions applications from Recruiter to Banner.

This applies to new custom fields and prospect contact objects in Recruiter. It also includes existing fields you may want to export at a later time or fields already included in the export that you may want to handle differently.

You can send custom data for the Contact Entity table in Recruiter and for application entities. More than one application type can exist, and each application type has a specific entity in Recruiter.

Customization is available for application entities. Some related prospect data in other tables is available for the contact entity. You are permitted to select data that has already been sent. You can also select data from the entity that was not sent in the default delivered integration.

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The additional fields can be added to the export map in Recruiter. They are then appended to the XML data and loaded to the SRTCSTM temporary table, whether or not values exist, when a prospect or admissions application is sent to Banner.

**Note:** Records in the SRTCSTM table are purged along with electronic prospect records from other temporary tables when the Electronic Prospect Purge Process (SRTPURG) is run.

A custom PL-SQL package can be used by the Banner push process to manage the new data. Banner APIs can also be called to update the Banner database. If errors occur during the push process for the custom fields, they are logged as push errors. These errors can be viewed on the Match/Push Messages page in BRIM.

For more information on topics such as: selecting the template you want to extend and extra fields you want to include, using XML content for custom fields, coding the PL-SQL package in Recruiter, and setting up Oracle security and grants for the package, please refer to the *Integrating Recruiter with Banner Manual*.

## Technical Information

Here is a more technical description of the data processing, in addition to a list of tables and packages used with the integration.

Data is sent from Recruiter to Banner in XML format through a Web Service and is then loaded to the Banner temporary tables. Recruiter receives an ERP Response XML message from the Web Service that indicates whether the XML format is good or bad. Good XML is accepted for processing by Banner. Bad XML produces an error message.

The Web Service does not use the SRTLOAD process but rather a Loader process specifically created for this integration. After a successful load to the temporary tables has occurred, Banner performs common matching which results in one of the following outcomes:

- The person is found to match an existing person in Banner.
- The person is determined to be new.
- Multiple possible matches exist in Banner, and the person is put into suspense in the temporary tables.

When common matching has taken place for the person, the data is pushed to the appropriate Banner permanent tables. If the push process fails, an error is produced, and the data is not loaded to the Banner permanent tables.

### Banner Tables

The following Banner Student and Banner Financial Aid tables are used specifically with the integration.

- Financial Aid Integration Rules Table (RORINTR) - Banner Financial Aid
- Recruiter Application ID Table (SRBRAID)
- Recruiter Integration Configuration Table (SRBRCFG)
- Recruiter ID Table (SRBRCID)

- 
- Recruiter Integration Curriculum Crosswalk Table (SRBRICC)
  - Recruiter Integration Test Code Crosswalk Table (SRBRITC)
  - Recruiter Date-Based Events History Table (SRREHST)
  - Recruiter Custom Field Table (SRTCSTM)
  - Parent/Guardian Temporary Table (SRTFOLK)
  - Recruiter Loader Error Temporary Table (SRTLERR)
  - Recruiter Match/Push Messages Temporary Table (SRTRCMP)
  - Recruiter Outbound Events Error Temporary Table (SRTREERR)

## Packages

The following packages are used specifically with the integration.

- Push for Banner Recruiter Integration Package (SRKPBR1/SRKPBR11)  
This package is used to push data from Recruiter to Banner. It is a clone of the of the SRKPREL package, with changes made to support the integration enhancements.
- Recruiter Match/Push Package (SRKRCMP/SRKRCMP1)  
This package is used to process Recruiter prospect records that have already been loaded into the Banner temporary tables. The procedures in this package are called by the middle tier using a Web Service to match and push records from the temporary tables into Banner. Only one prospect is processed at a time by these procedures.
- Utilities Related to Recruiter Integration Web Services Package (SRKRCWS/SRKRCWS1)  
This package is used to process Recruiter Web Service utilities and validation for prospect records passed to Banner.
- Recruiter Curriculum Crosswalk Package (SRKRICC/SRKRICC1)  
This package is used to support the Recruiter to Banner interface. It is called by the SRRRICC process to create the Recruiter integration curriculum crosswalk (SRBRICC) records from existing curriculum records using a GORRSQL business rule.

## Multi-Entity Processing

This functionality supports the ability to integrate between multiple Recruiter organizations when Banner is MEP-enabled. The Banner Recruiter Integration Manager (BRIM) can support multiple configurations, and the BRIM user interface recognizes your MEP policies and permits you to switch contexts.

This allows the following to occur:

- Applications and prospects sent from a particular organization in Recruiter to Banner will be associated with the correct entity. This allows Banner users who have permission to view data associated with that entity to view the prospect information or applications in Banner.
- Application and prospect status information sent from a specific entity in Banner will be associated with the correct person in the corresponding organization in Recruiter.

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**Note:** MEP policies can be applied to Banner error and message log tables used by BRIM to control which errors users can see. See *Integrating Recruiter with Banner* for details.

### *MEP and Banner Tables*

When you have a single Recruiter organization and you have not MEP-enabled your Banner Student tables, you will handle the organization as a non-MEP installation. When you have multiple Recruiter organizations and you have MEP-enabled Banner Student, you can MEP any of the tables mentioned below.

MEP-enabled institutions will have to decide which tables to configure for MEP. However, the following three tables must be configured.

- SRBRCFG
- SRBRCID
- SRREHST

If you want to keep BRIM error messages separate for each institution, you should configure the following three tables as well:

- SRTLERR
- SRTERR
- SRTCMP

You should also consider your existing MEP implementation and the use of the following tables that support the integration, to determine if policies should be added to them.

- RORINTR
- SRBRAID
- SRBRICC
- SRBRITC
- SRTCSTM
- SRTFOLK

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## *MEP and Provisioning*

The SRRRPRO and SRRRVAL provisioning processes will append the user's VPDI context onto the .csv filename, such as `AcademicProgramProvisionProspect_NORTH.csv`. This ensures that the data is imported into the appropriate Recruiter organization for institutions that are using MEP.

## **Banner Document Management (BDM)**

Banner institutions that use Banner Document Management (BDM) can access integration points in Recruiter. These integration points allow the following to take place.

- Enable admissions staff to view a list of all documents within the Recruiter console. The documents are related to each prospective student and are stored in BDM.
- Allow admissions staff to use a link to access the BDM documents, respecting existing security rules.
- Permit admissions documents received through Recruiter to be automatically pushed into BDM for permanent storage.

## **Additional Seed Data**

Additional seed data values are used for the following Banner forms and tables.

- Electronic Admissions Application Rules Form (SAAERUL)
- Tape Code Conversion Form (SOTCNVT)
- Electronic Prospect Load Validation Form (STVPREL)
- EDI Rule Group Validation Form (STVEGRP)
- Interface Validation Form (STVINFC)
- Recruiter Integration Configuration Table (SRBRCFG)
- Business Rule Process Code Validation Table (GTVSQPR)
- Business Rule Code Validation Table (GTVSQRU)
- Business Rule Parameter Code Validation Table (GTVSQPA)
- Business Rules Table (GORRSQL)

Please note that the seed data described below for STVPREL, STVINFC, GTVSQPR, and SRBRCFG can be created during the Recruiter installation process using one of two methods. It can be created automatically using a Windows installer or a Unix/Linux installer, or it can be created manually using SQL scripts.

When the seed data is created manually, the code values are entered at prompts during the installation process. This data is documented here for your information, as it applies to Banner forms and tables.

**Note:** Code values of `NNN` shown below are used only as examples. Your codes will be based on the values entered at prompts during the Recruiter installation process.

Refer to the following topics in the *Integrating Recruiter with Banner Manual* for more information, examples, and step-by-step instructions for creating seed data automatically or manually.

- Create a Banner Recruiter Integration User
- Install the Banner Recruiter Integration Seed Data
  - Banner Recruiter Integration Seed Data Windows Installer
  - Banner Recruiter Integration Seed Data Unix Installer
  - Manually Creating Seed Data Using SQL Scripts

### *Electronic Prospect Load Validation Form (STVPREL)*

The electronic prospect code is entered at a prompt during the Recruiter installation process. The value of `NNN` is used here only as an example.

The **Interface Code** field will be populated with the value entered at the Interface Code prompt during the Recruiter installation process. See the “Interface Validation Form (STVINFC)” topic below.

Prospect Code	Description	Interface Code	Tape Code	Enter on WEB	WEB Page ID
NNN	Banner Recruiter Integration	Populated at installation	Null	No	N/A

### *EDI Rule Group Validation Form (STVEGRP)*

The EDI rule group code is set to the same value as the electronic prospect code, that is, the value that was entered at the prompt for the electronic prospect code during the Recruiter installation process. See the “Electronic Prospect Load Validation Form (STVPREL)” topic above.

EDI/Web Rule Group Code	Description	System Required
NNN	Banner Recruiter Integration	Yes

### *Interface Validation Form (STVINFC)*

The interface code is entered at a prompt during the installation process. The value of `NNN` is used here only as an example.

The **Common Matching Source** field will be delivered as `Null`, but a value is required for using the Recruiter interface. You must enter the desired value in this field.

Interface Code	Description	Test Source	Source Code	Contact Type	Common Matching Source	Common Matching Description
NNN	Banner Recruiter Integration	Null	Null	Null	Null	Null

### *Recruiter Integration Configuration Table (SRBRCFG)*

The **Electronic Prospect Code** field is set to the value that was entered at the prompt during the Recruiter installation process. See the “Electronic Prospect Load Validation Form (STVPREL)” topic above. The value of NNN is used here only as an example.

The Recruiter Response Service URL is entered at a prompt during the Banner Recruiter Integration Manager (BRIM) installation process. The Recruiter Response Service URL refers to the response service URL of the Recruiter product. If you do not know this value, you can specify any syntactically correct URL. The URL <http://localhost:80/brim> is an example value.

Electronic Prospect Code	Recruiter Service URL
NNN	<a href="http://localhost:8080.brim">http://localhost:8080.brim</a>

### *Business Rule Process Code Validation Table (GTVSQPR)*

The rule process code is entered at a prompt during the Recruiter installation process. The default value is the STVPREL value. The value of NNN is used here only as an example.

Rule Process Code	Description	System Required
NNN	Banner Recruiter Integration	No

### *Business Rule Code Validation Table (GTVSQRU)*

The rule code is created during the Recruiter installation process. The rule code is comprised of the process code plus “\_CURR\_CROSSWALK”. This code is used on GORRSQL. The value of NNN is used here only as an example.

Rule Code	Description	System Required
NNN_CURR_CROSSWALK	Build curriculum crosswalk for Recruiter integration	No

### *Business Rule Parameter Code Validation Table (GTVSQPA)*

The parameter code is created during the Recruiter installation process. The parameter code is comprised of the process code plus “\_CURR\_START\_DATE”. This code is used on GORRSQL. The value of NNN is used here only as an example.

Parameter Code	Description	Data Type
NNN_CURR_START_DATE	Start date for the curriculum query	DATE

### *Business Rules Table (GORRSQL)*

A sample curriculum crosswalk query is inserted during the Recruiter installation process for your process code/rule code combination. The value of NNN is used here only as an example.

Process Code	Rule Code	Rule Data
NNN	NNN_CURR_CROSSWALK	See SQL Statement and Parsed SQL Statement data

**Note:** The Recruiter Integration Curriculum Crosswalk Process (SRRRICC) is used to generate academic program curriculum data using a GORRSQL business rule.

A sample SQL statement is delivered as GORRSQL seed data. It should be modified to suit your business needs. The statement extracts existing curriculum data and uses it to construct the academic program names in the Recruiter Integration Curriculum Crosswalk Table (SRBRICC).

After the SRRRICC has been run process to initially populate the SRBRICC table, the curriculum crosswalk data can be reviewed and maintained on the Recruiter Integration Curriculum Crosswalk Form (SRARICC).

## Recruiting Reports

The following reports are run through the Recruiting module.

Rec/Enroll Analysis - How Learned Report	(SRRENHR)
Recr/Enrl Analysis - Source/Recr Report	(SRRENRL)
Recruits Never Applied to Inst. Report	(SRRINQR)
Communication Plan Processing Report	(SORCPLN)
Electronic Prospect Load	(SRTLOAD)
Electronic Prospect Purge	(S RTPURG)



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Search Tape Matching Process	(SRRSRIN)
Migrate Electronic Prospects Process	(SRRPREL)
Electronic Prospect Email Process	(SRREMAL)
Recruiter Prospect Provisioning Process	(SRRRPRO)
Recruiter Validation Provisioning Process	(SRRRVAL)
Recruiter Integration Crosswalk Process	(SRRRICC)

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*Please refer to the Banner Student Reports and Processes Handbook for report descriptions, instructions, parameter definitions, and output samples.*

# Admissions

This chapter discusses processing and procedure information for Admissions.

## Admissions Procedures

Here are tasks you can perform in this module.

### Build Admission Credentials

The required admissions documents for categories of applicants are built on the Admissions Checklist Rules Form (SAACHKB) based upon institution policies.

#### About this task

If the data built to define the rules matches the applicant's data when an application is entered on the Admissions Application Form (SAAADMS), the system automatically identifies and records items the applicant must submit to the institution to continue application processing. These items can be viewed and updated in the Checklist window of the Admissions Application Form (SAAADMS).

If you create a high school, prior college, test, or international record with a checklist item, and then create an application for that person, but the checklist defined on SAACHKB for that applicant's program does not include the checklist entered on the source form (SOAHSCH, SOAPCOL, SOATEST, or GOAINTL), then the checklist item will be created on the application and marked as received.

#### For example:

#### Procedure

1. Create an admissions request checklist code of HS90 on STVADMR.
2. Create a high school record for the person, and add HS90 as the checklist item.
3. Set up checklist rules for UG, BA - Major MATH as high school transcript HST1 and test score TSTS on SAACHKB.
4. Create an application for the person with the checklist code of HS90. The checklists created will be for HST1, TSTS, and HS90.

#### Results

Checklist processing records the origin or source of a checklist item, specifically if the item is from an external source, and tracks the status of the checklist item. The new source or checklist origin will be populated with the value `BASELINE` when a checklist item is created. This value can be changed if the checklist item was not automatically generated by system. The checklist origin code is displayed on SAAADMS and SAAACKL.

Checklist status codes can be used to communicate additional information to a student about a requirement. The checklist status code is displayed on SAAADMS and SAAACKL.

For example, a high school transcript has been received by an institution, but an updated transcript is needed that reflects additional semesters of coursework. A document status that indicates that an updated transcript is needed with the 7th semester grades provides the necessary detail to the staff and applicant.

In another example, an unofficial transcript is received by an institution. The applicant needs to be informed that the transcript was received, but an official transcript is required. The document status can also be used to communicate this requirement to the applicant.

## Build Automated Decision Rules

The Admissions Decision Rules Form (SAADCSN) is used to enter the institution's admission policies to be used by the system when calculating a decision on an applicant.

Application information, including residency, level, student type, college, degree, major, program, and campus is entered on this form and is then compared to the admissions application data. Rules are also defined to compare high school information, prior college information, test scores, and ratings against data submitted by the applicant. You can design automatic decision rules for applicants with the level of complexity you require.

A procedure in the SAKDCSN package is used to process the rules for all application decisions. This procedure is called by all the processes that allow entry of a decision, such as SAADCRV, SAADCBT, SARBDN, and the Admissions module of Banner® Student Self-Service. The Admissions Decision API is used with the Admissions Application Repeating Table (SARADAP). This API is called by the procedure that is used to process admissions application decisions.

### **sakdcsn.p\_process\_decsn**

The Application Decision Procedure (`sakdcsn.p_process_decsn`) is used to house the business logic for processing admissions application decisions. All processes that allow you to insert a decision code call this procedure. The one exception to this is SAAQUIK, which uses the API to insert the decision.

#### **About this task**

This procedure will perform the following activities for each new decision:

#### **Procedure**

1. Validate that the last decision for the application does not have the same decision code.
2. Verify the existence of a general student record and return a warning, if appropriate.
3. Check for the existence of registration records and return either a warning or an error message, if appropriate.
4. Validate the curriculum.
5. Insert a decision, if appropriate.
6. Insert a general student record, if appropriate.

7. Copy the curriculum and field of study, if appropriate.
8. Push the application field of study to a new curriculum status, if appropriate.

## Results

Although an institution can define an unlimited number of admission decision codes, there are essentially six different types of codes: Significant, Not Significant, Institutional Acceptance, Institutional Rejection, Applicant Acceptance, and Inactive Application. This piece of logic will define the necessary validations to be performed, warning/error messages to be displayed, and other actions to be taken when a decision code is to be inserted into the SARAPPD table. Also, when the decision code being entered is an Applicant Acceptance type, the logic will determine the priority value associated with the learner curriculum record(s) to be inserted into the SORLCUR table.

### *Significant Decision Codes*

The **Significant Decision** check box is selected on STVAPDC. The decision code should be inserted into the SARAPPD table, and the **Application Status** field updated to D.

**Note:** The **Significant Decision** check box on STVAPDC can be selected (set to Y) independently of each of the other check boxes on the form. As such, when it is selected in combination with any of the other check boxes, updating the **Application Status** field to D should be part of that decision code type's processing as well.

### *Not Significant Decision Codes*

The **Significant Decision** check box is not selected on STVAPDC. The decision code should be inserted into the SARAPPD table without performing additional validation or updates.

### *Institutional Acceptance Decision Codes*

The **Institution Acceptance** check box is selected on STVAPDC. The decision code should be inserted into the SARAPPD table without performing additional validation or updates.

### *Inactive Application Decision Codes*

The **Inactive Application** check box is selected on STVAPDC. Before a new record is inserted into the SARAPPD table, the system should perform the following checks.

## About this task

### Procedure

1. If the applicant has registration records in the same term as the entry term on the application, then:

- 
- a) Display a warning message that registration exists, but no general learner record update is allowed.
  - b) Execute the package to push the appropriate curriculum status codes on the application curriculum.
2. If the applicant does not have any registration records for the application term, but a general learner record exists for the application entry term, then:
    - a) If all current and active learner curricula are the same as the current and active curricula on the application, then:
      - Update the student status on the general learner record to IS.
      - Display a warning message that learner records were inactivated.
      - Execute the package to push the appropriate curriculum status codes on the application curriculum.
      - Execute the package to push the appropriate curriculum status codes on the learner curriculum.
    - b) If some, but not all of the current and active learner curricula match the current and active curricula on the application, then:
      - Display a warning message that learner records were not inactivated and more than one current/active learner curriculum record exists.
      - Execute the package to push the appropriate curriculum status codes on the application curriculum.
    - c) If none of the current and active learner curricula match the current and active curricula on the application, then:
      - Display a warning message that other learner curricula exist and learner and curriculum records were not inactivated.
      - Execute the package to push the appropriate curriculum status codes on the application curriculum.
  3. If no registration records exist and no general learner record exists for the entry term on the application, then:
    - a) Display a warning message that the decision was processed.
    - b) Execute the package to push the appropriate curriculum status codes on the application curriculum.

### *Applicant Acceptance Decision Codes*

The **Applicant Acceptance** check box is selected on STVAPDC. Before a new record is inserted into the SARAPPD table, the system should perform the following checks.

#### **About this task**

## Procedure

1. Obtain the error severity values on SOACTRL from the **Inactive current curriculum in same term**, **Inactive Current curriculum in previous term**, and **Cause a curriculum overload** fields.
2. If the applicant has registration records in the same term as the entry term on the application, compare the priorities on all current and active curricula on the application to the learner's current and active primary curriculum.

At this point, the process will not allow a decision to be processed if the curriculum from the application replaces the primary learner curriculum, as this would have an impact on the assessment of fees.

- a) If the priority on any current and active curriculum on the application is less than the priority on learner's current and active primary curriculum, do not allow the decision to be entered, and display a fatal error message.
  - b) If the priority on all current and active curricula on the application is greater than the priority on the learner's current and active primary curriculum, allow the decision to be entered and continue with the next check.
3. Check for the existence of a previous applicant acceptance decision for the application.
    - a) If the most recent significant decision is not an institutional rejection or inactive application decision, do not allow the decision to be entered, and display a fatal error message.
    - b) If the most recent significant decision is an institutional rejection or inactive application decision, and the status on the general student record is inactive, then:
      - Update the status on the general student record to active.
      - For each current and active curriculum on the application, if the **Application Preference** value is populated, calculate the priority for the learner curriculum records using the following formula.

(Application Preference Number	X 10) +	(Curriculum Priority Number)
SARADAP_APPL_PREFERENCE		SORLCUR_PRIORITY_NO from the application being processed

- If the **Application Preference** value is `Null`, copy the priority for the learner curriculum records from the priority values on the application's curriculum records.
- Validate the curricula and display the appropriate type of message based upon the error severity settings obtained from SOACTRL and whether the calling program requires processing of curriculum. (SARBDSN does not require processing of curriculum.) If the error severity is `Fatal`, exit the procedure.
- Copy the curriculum records to the General Student module. If any of the curriculum records will be copied with a curriculum activity code of `INACTIVE` due to an overload situation, display the appropriate type of message based upon the error severity setting obtained from SOACTRL.
- Execute the backfill process for the learner record after the curriculum records have been inserted.

- 
- c) If there were no fatal or warning messages, display an informational message that the general student and curriculum records have been updated.
  4. If the applicant does not have any registration records but does have a general student record with an effective term equal to the entry term on the application, then:
    - a) For each current and active curriculum on the application, if the **Application Preference** value is populated, calculate the priority for the learner curriculum records using the formula shown above.
    - b) If the **Application Preference** value is `Null`, copy the priority for the learner curriculum records from the priority values on the application's curriculum records.
    - c) Compare the priority values on the new learner curriculum records to the priority values of existing curriculum records. For the application entry term, if a current and active learner curriculum record with a priority value that matches one of the priority values of a new curriculum record, then the following checks occur.
      - If the error severity setting is `Fatal`, display an appropriate message, and exit the procedure.
      - If the error severity setting is `Warning`, display a message giving the user the choice to cancel or continue.
      - If the user chooses `Cancel`, exit the procedure.
      - If the user chooses `Continue`, copy the existing learner curriculum record, giving it an activity status of `INACTIVE` and a curriculum status of `ADMITREPLACE`.
      - Validate the curriculum record, and display the appropriate type of message based upon the error severity settings obtained from `SOACTRL`. If the error severity is `Fatal`, exit the procedure.
      - Copy the curriculum record to the General Student module. If any of the curriculum records will be copied with a curriculum activity code of `INACTIVE` due to an overload situation, display the appropriate type of message based upon the error severity setting obtained from `SOACTRL`.
      - Execute the backfill process for the general student record after the curriculum records have been inserted.
    - d) If there were no fatal or warning messages, display an informational message that the general student and curriculum records have been updated.
  5. If the applicant has a general student record with an effective term not equal to the entry term on the application, create a new general student record with an effective term equal to the entry term on the application, then:
    - a) For each current and active curriculum on the application, if the **Application Preference** value is populated, calculate the priority for the learner curriculum records using the formula shown above.
    - b) If the **Application Preference** value is `Null`, copy the priority for the learner curriculum records from the priority values on the application's curriculum records.
    - c) Compare the priority values on the new learner curriculum records to the priority values of existing curriculum records. For the application entry term, if a current and active learner curriculum record with a priority value that matches one of the priority value of a new curriculum record, then the following checks occur.
-

- If the error severity setting is `Fatal`, display an appropriate message, and exit the procedure.
  - If the error severity setting is `Warning`, display a message giving the user the choice to cancel or continue.
  - If the user chooses `Cancel`, exit the procedure.
  - If the user chooses `Continue`, copy the existing learner curriculum record, giving it an activity status of `INACTIVE` and a curriculum status of `ADMITREPLACE`.
  - Validate the curriculum record and display the appropriate type of message based upon the error severity settings obtained from `SOACTRL`. If the error severity is `Fatal`, exit the procedure.
  - Copy the curriculum record to the General Student module. If any of the curriculum records will be copied with a curriculum activity code of `Inactive` due to an overload situation, display the appropriate type of message based upon the error severity setting obtained from `SOACTRL`.
  - Execute the backfill process for the general student record after the curriculum records have been inserted.
- d) If there were no fatal or warning messages, display an informational message that the general student and curriculum records have been updated.

## Review Decision Rules

The Admissions Decision Criteria Report (SARDCSN) may be used to review the rules built on the Admission Decision Rules Form (SAADCSN). The Admissions Decision Calculation Process (SARBDN) also uses the rules available on SAADCSN and defaults the **Level** field value from the Admissions Information to the General Student Information.

## Create Application

When a student applies to the institution, the Admissions Application Form (SAAADMS) is used to establish an admissions record.

Before entering the admissions application, the applicant must first be entered into the system on the General Person Identification Form (SPAIDEN). An unlimited number of applications per term may be entered for any applicant. Any items the institution requires from the applicant may be entered and tracked on this form.

User-defined rules for required items built on the Admissions Checklist Rules Form (SAACHKB) will automatically be entered on the application if the applicant matches those rules. Missing credential letters may be requested from the Communication information in the Application Fees window and generated using the Letter Generation Process.

You also have the option of rolling a recruit record forward to the Admissions module. To do this:

1. Select **Prospect Information Summary (SRASUMI)** from the Options Menu, or perform a Duplicate Item function from the Entry Term field on Admissions Application Form (SAAADMS) to display the Prospect Summary Form (SRASUMI).



2. You must decide which recruiting record you want to create an application for, and place your cursor on that record.
3. Next, you should perform a Select function to return the selected recruiting record to admissions.
4. You may now modify the defaulted information or simply save it.
5. If the defaulted recruiting record does not have a residency code or a student type code assigned to it, the system-required value of O (Undeclared) will default.

## Application Preference Number

You can enter an application preference value for the applications that are submitted by an individual, when multiple applications are created for a single entry term. This allows applicants to designate a hierarchical preference (that is., ranking) among the applications they have submitted.

The application preference number is stored on SARADAP and entered on SAAADMS and in the Admissions module of Banner Student Self-Service. It is displayed on SAADCRV, SAADCBT, SAAACKL, SAARRAT, SAAQUAN, SAAEAPS, SAAETBL, and on the Web Application Summary in the Admissions module of Banner Student Self-Service. SAASUMI also displays the application preference number, in addition to curriculum summary information.

SAAQUIK does not allow the entry of a value for the application preference number. This form is only intended to support the quick creation of a learner record. (Recruiting and admissions records can optionally be created as well.) It is not intended to be used as a way to perform maintenance on existing general student or curriculum records.

## Enter/Calculate Decision on Applicant

The Admissions Decision Form (SAADCRV) is used to enter decisions for an admissions application.

This form also provides a mechanism for a decision to be calculated automatically by the system based on rules defined on the Admissions Decision Rules Form (SAADCSN). After a decision is entered or calculated to indicate that the student has accepted and plans to attend, a general student record is automatically created using the information entered on the application. This record allows the student to be eligible to register.

Decision letters may be requested from the Admission Decision Letter window and generated using the Letter Generation Process. When a decision is entered on SAADCRV which updates the student's application status, the status and decision codes will be updated upon entry to the Admissions Application Form (SAAADMS). A decision may also be calculated automatically using the Admissions Decision Calculation Report (SARBDSN).

## Multiple Applicant Acceptance Decisions

Learners can be accepted into an unlimited number of programs, even if they are currently registered for courses or have already been accepted into another program.

The system updates the general student record when an applicant acceptance decision is rendered on a pending application after another approved application has already generated that record.

If application preference value for an application is Null and an applicant acceptance decision is entered, the system copies the priority for the learner curriculum records from the priority values on the application's curriculum records. If the application preference value is populated, and an applicant acceptance decision is entered, the system calculates the priority for the learner curriculum records using the following formula:

(Application Preference Number	X 10) +	(Curriculum Priority Number)
SARADAP_APPL_PREFERENCE		SORLCUR_PRIORITY_NO from the application being processed

Example:

Joe Student has submitted two applications for a given term. Joe's first preference application has a primary curriculum of BA-ARTS. Joe's second preference application has a primary curriculum of BA-HISTORY. When Joe's first preference application is accepted, the curriculum (BA-ARTS) is copied to the learner curriculum with a priority of 11. When Joe's second preference application is accepted, the curriculum (BA-HISTORY) should be copied to the learner curriculum with a priority of 21.

The preceding was a simple example. However, there is the potential for much more complex situations to occur. As such, the system can assign the correct priorities to curricula as they are processed, based on the application preference, without regard to the order in which they are processed.

Example:

Joe Student submits a new application with a preference value of 2 and a primary curriculum of CE-ARTS. Assuming this application is accepted, CE-ARTS would become the new priority 2 learner curriculum, and BA-HISTORY would become inactive. In order for CE-ARTS to be added as another curriculum, rather than replace the BA-HISTORY curriculum, the application preference number or the priority on the admissions curriculum would have to be changed.

Learners can apply to a new program for a term in which they are already registered. Admissions applications are processed, even if the learner is registered for classes, as long as the existing primary curriculum record will not be changed or replaced.

Example:

Lisa Learner applied and was admitted to BA-ENGLISH for Fall 2006. A few months later, Lisa's attended orientation and pre-registered for classes. A month before the term was scheduled to begin, Lisa decided to apply for an additional program, BA-ANTHRO. Because Lisa's fees had not been assessed yet, Lisa's application for BA-ANTHRO was able to be processed, and the new program was added as a secondary curriculum.

When an applicant acceptance decision is made on a new application, the current and active learner curriculum records are kept active, and the newly accepted application's curriculum is added to the general student record (SGBSTDN) as another (secondary) priority, or, depending on the circumstances, to replace the existing primary curriculum with the new curriculum.

This is controlled by settings defined on the Curriculum Rules Control Form (SOACTRL). Three radio group fields in the main window work with the controls in the Number of Curricula Allowed window that define the number of curricula allowed per learner module. For instance, if a learner applies to and is accepted into a third curriculum, but only two current and active learner curricula are allowed, the new curriculum is copied to the learner module and will be assigned an INACTIVE/OVERLOAD status code.

The radio group fields on SOACTRL are in the Error Severity on Learner Curriculum Updates section of the main window and are as follows.

1. The **Inactivate Current Curriculum in Same Term** radio group determines which type of error message, if any, to issue when an admissions decision will generate a learner curriculum that would inactivate an existing one with the same effective term. Valid values are `Fatal`, `Warning`, or `No Message`.
  - When the field is set to `Fatal`, the system will issue a fatal error message informing you that you cannot proceed without changing the application preference or curriculum priority on the application you are processing, because it will cause an existing learner curriculum to become inactive/non-current.
  - When the field is set to `Warning`, the system will issue a warning message informing you that the decision you are about to apply will cause an existing curriculum to become inactive/non-current. You have the option to continue or cancel.
    - Clicking on **Continue** will copy the existing curriculum record with a curriculum status of `ADMITREPLACE` and then insert the new curriculum record in addition to the application decision record.
    - Clicking on **Cancel** allows you to perform a Clear Record on the application decision and adjust the application's preference value or the admissions curriculum priority as needed to avoid making changes to existing learner curricula.
  - When the field is set to `No Message`, the system will not issue any message at all when you enter a decision that will cause an existing curriculum to become inactive/non-current.
2. The **Inactivate Current Curriculum in Previous Term** radio group determines which type of error message, if any, to issue when an admissions decision will generate a learner curriculum that would inactivate an existing one with an earlier effective term. Valid values are `Fatal`, `Warning`, or `No Message`.
  - When the field is set to `Fatal`, the system will issue a fatal error message informing you that you cannot proceed without changing the application preference or curriculum priority on the application you are processing, because it will cause an existing learner curriculum with an earlier effective term to become inactive/non-current.
  - When the field is set to `Warning`, the system will issue a warning message informing you that the decision you are about to apply will cause an existing curriculum with an earlier effective term to become inactive/non-current. You have the option to continue or cancel.
    - Clicking on **Continue** will copy the existing curriculum record with a curriculum status of `ADMITREPLACE` and then insert the new curriculum record in addition to the application decision record.

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- Clicking on **Cancel** will allow you to perform a Clear Record on the application decision and adjust the application's preference value or the admissions curriculum priority as needed to avoid making changes to existing learner curricula.
  - When the field is set to `No Message`, the system will not issue any message at all when you enter a decision that will cause an existing curriculum with an earlier effective term to become inactive/non-current.
3. The **Cause a Curriculum Overload** option group determines which type of error message, if any, to issue when an admissions decision will generate a learner curriculum with a curriculum status value of `OVERLOAD`, because the number of curricula or fields of study allowed has been exceeded.
- When the field is set to `Fatal`, the system will issue a fatal error message informing you that you cannot proceed, because it would cause a learner curriculum or field of study record to be created with an `OVERLOAD` status. To process the application decision, you would need to inactivate the curriculum or field of study or both on the admissions application that would cause the overload.
  - When the field is set to `Warning`, the system will issue a warning message informing you that the decision you are about to apply will cause a learner curriculum or field of study record to be created with an `OVERLOAD` status. You have the option to continue or cancel.
    - Clicking on **Continue** will copy the admissions curriculum, or field of study record(s), or both, with a curriculum status of `OVERLOAD` to the General Student module and then insert the application decision record.
    - Clicking on **Cancel** will allow you to perform a Clear Record on the application decision and inactivate the admissions curriculum, or field of study record(s), or both, as needed to avoid causing a curriculum overload in the General Student module.
  - When the field is set to `No Message`, the system will not issue any message at all when you enter a decision that will cause a learner curriculum or field of study record to be created with an `OVERLOAD` status.

## Add/Maintain Test Scores

The Test Score Information Form (SOATEST) is used to add and maintain the test scores required for admission to the institution.

Test scores for SAT, ACT, GMAT, GRE, and AMCAS tests may also be loaded into the system from test score data loads and are recorded on this form. This information may be used in the automated decision process.

The following optional fields may be used to further define test information:

- Accommodation
- Instrument
- Form
- Purpose

This form performs the test score equivalent lookup when data is saved. The **Term** and the **Source** fields must both be entered in order for the equivalent lookup to take place. When a record is found on SOATEQU that matches the test code, test source, and test score entered on SOATEST,

an equivalent record is created and entered in SOATEST. The new equivalent test score will be displayed upon requering the data.

## **Add/Maintain High School Data**

The High School Information Form (SOAHSCH) is used to enter information about a person's high school career. The information includes high school code and name, transcript dates, graduation date, GPA, and subjects taken in high school. This information may be used in the automated decision process.

## **Add/Maintain Prior College Data**

The Prior College Form (SOAPCOL) is used to enter and maintain information about a person's prior college experience including degree information such as majors, minors, and areas of concentration, number of hours, GPA, and transcript date.

The Prior College Summary Form (SOAPCOQ) may be used to view a summary of the prior college and degree information for a specific ID.

## **Maintain Guardian Information**

The Guardian Information Form (SOAFOLK) is used to enter address and employer information for a person's parents or guardians.

## **Add Student Through Quick Entry**

The Quick Entry Form (SAAQUIK) is an alternate method of entering a student as a person and creating a general student record without going through the General Person Identification Form (SPAIDEN), the Admissions Application Form (SAAADMS), and the Admissions Decision Form (SAADCRV).

This form allows the necessary biographic, demographic, and admissions information to be entered all on one form. The option of creating a recruiting and admissions record, when a student is added, is also permitted. A person entered on this form automatically becomes a general student and is eligible to register.

To facilitate data entry on the Quick Entry Form (SAAQUIK), the Quick Entry Rules Form (SAAQKER) can be established with standard values that will default to the Quick Entry Form (SAAQUIK). The values that automatically default may be overridden on the SAAQUIK.

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## Review Application Data

The Admissions Application Report (SARADMS) is used to review application data for a specified term.

The Admissions Count by College/Major Report (SARACTM) is used to produce a statistical count on admission applications with totals by major and college.

## Letter Generation—Letters, Paragraphs, and Variables

This section discusses using letter generation with recruiting and admissions.

### Banner Student System Users

Two modules of the Banner Student System use the Letter Generation Process: Admissions and Recruiting.

#### *Recruiting Letters*

Two Recruiting letters are supported; the *application* for both letters is `Recruiting`.

Letter	Description
INF_REQ	Information Request Letter
INQUIRY_THANKS	Thank You Letter for all inquiry types

#### *Dynamic Parameters*

For both of these letters, you must enter this dynamic parameter.

Dynamic Parameter	Description
&Recruiting_Term	Enter the recruiting term code for which this letter is being run.

**Note:** For the `INF_REQ` letter, you also need to specify Date 1 and Date 2 when you run the Letter Generation Print Report (GLRLETR).

## Paragraphs

You can use any of the following paragraphs in the Recruiting letters.

Paragraph	Description
NEWPAGE	New Page for Letter
HEADDTE	Letter Date
GURPERS	Person Name/Address
INFOREQ	Information Request
CLOSING	Admissions/Recruiting Closing

## Variables

You can use any of the variables in the following list for the Recruiting letters.

Variable	Description
*ADDRESS_COUNTY	Address County Description
*APTB	Appointment Begin Time (in format HH:MM AM)
*APTD	Appointment Date (in format Month, dd, yyyy)
*APTE	Appointment End Time (in format HH:MM AM)
*APTI *	Appointment Interviewer Desc
*APTR	Appointment Recruiter Desc
*BDATE	Birthdate
*CITY	Address City
*CONT	Contact Description & Date
*CONTACT_DESCRIPTION *	Latest Contact Description
*CONTACT_MAX_SUBQUERY *	Subquery/Latest Contact Date
*DEPT +	Recruit Department Description
*FNAME	First Name
*GREETING_FIRST_NAME	Greeting with First Name
*GREETING_FORMAL	Formal Greeting
*HS_CITY	High School City
*HS_NAME	High School Name
*HS_NATN	High School Nation

Variable	Description
*HS_STATE	High School State
*HS_STR1	High School Street 1
*HS_STR2	High School Street 2
*HS_STR3	High School Street 3
*HS_ZIP	High School ZIP Code
*ICITY	Institution City
*ID	Current ID
*INAME	Institution Name
*INATN	Institution Nation
*INTS	Recruit Outside Interest Desc
*IPHONE	Institution Telephone Number
*ISTAT	Institution State
*ISTR1	Institution Street Line 1
*ISTR2	Institution Street 2
*ISTR3	Institution Street 3
*LATEST_CONT *	Latest Contact Description
*IZIPC	Institution ZIP Code
*LGNAME	Legal Name
*LNAME	Last Name
*MNAME	Middle Name
*NAME_PREFIX	Name Prefix
*NAME_SUFFIX	Name Suffix
*NATN	Nation Description
*PHONE	Telephone Number
*PNAME	Preferred Name
*RAPT	Appointment Contact Desc
*RCAMP +	Recruit Campus Description
*RCOLL +	Recruit College Description
*RDEGC +	Recruit Degree Description
*RECR +	Prospect Recruiter Description
*RLEVL +	Recruit Level Description



Variable	Description
*RMAJR +	Recruit Major Description
*RSLT	Appointment Result
*RSTAT +	Recruit Status Description
*RSTUTYPE +	Recruit Student Type
*RTYPE +	Recruit Type Desc
*SBGI	Recruit Source Description
*SIGN	Letter Closing Signature
*SSN	SSN
*STATE	Address State Code
*STR1	Address Street Line 1
*STR2	Address Street Line 2
*STR3	Address Street Line 3
*TDATE	Today in Month dd, yyyy format
*TERM +	Recruit Term Description
*ZIPC	Address ZIP Code

### Admissions Letters

Three Admissions letters are supported; the *application* for each letter is `Admissions`.

Letter	Description
ADM_APPL_ACKN	Admissions Application Acknowledgment
ACCEPT	Admissions Acceptance Letter
CHKL	Checklist Letters

### Dynamic Parameters

You must enter the appropriate dynamic parameters for each letter.

Letter	Dynamic Parameter	Description
ADM_APPL_ACKN	&Application_Term	Enter the term code for which this letter is being extracted.
ACCEPT	&Application_Term	Enter the term code for which this letter is being extracted.

Letter	Dynamic Parameter	Description
ACCEPT	&Signature_Initials	Enter the code associated with the signature to be printed.
CHKL	&Application_Term	Enter the term code for which this letter is being extracted.
CHKL	&Signature_Initials	Enter the code associated with the signature to be printed.

**Note:** You also need to specify Date 1 when you run the Letter Generation Print Report (GLRLETR).

### Paragraphs

You can use any of the following paragraphs in any of the Admissions letters.

Paragraph	Description
TB_RECR	Table for Recruiting Letter
NEWPAGE	New Page for Letter
HEADDTE	Letter Date
GURPERS	Person Name/Address
ACCEPT	Admissions Acceptance Paragraph
INADDRS	Institution Name and Address
FRMADDR	Formal Name, Address and Salutation
ADMACKL	Admissions Application Acknowledgment
CHKLBDY	Admissions Checklist
CHKLLST	List of Checklist Items
CLOSING	Admissions/Recruiting Closing
SIGN	Signature information

### Variables

You can use any of the variables in the following list for the Admissions letters.

Variable	Description
*ACOL1 +	Application College Desc
*ACAMP +	Application Campus Description

Variable	Description
*ADEG1 +	Application Degree Desc
*ADEPT +	Application Dept Description
*ADMTYP +	Application Admit Type Desc
*ALEVL +	Application Level Description
*AMAJ1 +	Application Major 1 Desc
*AMAJ1_CONC +	Application Major 1 Conc Desc
*APPLNO +	Application Number
*APST +	Application Status Description
*APTB	Appointment Begin Time (in format HH:MM AM)
*APTD	Appointment Date (in format Month, dd, yyyy)
*APTE	Appointment End Time (in format HH:MM AM)
*APTI *	Appointment Interviewer Desc
*APTR	Appointment Recruiter Code
*ARECTYP +	Application Rec Type Desc
*ARESD +	Application Residency Desc
*ASRCE	Application Source Description
*BDATE	Birthdate
*CAMP +	Application Campus Description
*CHKL	Admissions Checklist Items
*CITY	Address City
*CONT	Contact Description & Date
*CONTACT_DESCRIPTION *	Latest Contact Description
*CONTACT_MAX_SUBQUERY *	Subquery/Latest Contact Date
*DCSN	Application Decisions & Dates
*FNAME	First Name
*GREETING_FIRST_NAME	Greeting with First Name
*ICITY	Institution City
*ID	Current ID
*INAME	Institution Name
*INATN	Institution Nation
*INTS	Outside Interest Description

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Variable	Description
*IPHONE	Institution Telephone Number
*ISTAT	Institution State
*ISTR1	Institution Street Line 1
*ISTR2	Institution Street 2
*ISTR3	Institution Street 3
*IZIPC	Institution ZIP Code
*LGNAME	Legal Name
*LNAME	Last Name
*MNAME	Middle Name
*NAME_PREFIX	Name Prefix (Mr., Mrs., etc.)
*NAME_SUFFIX	Name Suffix (Jr., Sr., etc.)
*NATN	Nation Description
*PHONE	Telephone Number
*PNAME	Preferred Name
*RAPT	Appt Contact Description
*RSLT	Appointment Result
*SIGN	Letter Closing Signature
*SSN	SSN
*STATE	Address State Code
*STR1	Address Street Line 1
*STR2	Address Street Line 2
*STR3	Address Street Line 3
*STUTYP +	Application Student Type Desc
*TDATE	Today in Month dd, yyyy format
*TERM +	Application Term Desc
*ZIPC	Address ZIP Code

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## Notes on Variables for Recruiting and Admissions

Here is additional information on letter generation variables.

### + *Multiple Returns Possible*

Variables in Recruiting and Admissions use only the dynamic parameters `&Recruiting_Term` and `&Application_Term` to select prospect or application record information for a person.

If your data maintenance and procedures allow multiple records for the selected term (for example, multiple applications for the same term for the same person), multiple variables *will* be returned.

Depending on the specific procedures at your institution, you will need to add additional dynamic parameters (or other criteria embedded in each variable) to return a single variable.

### \* *Subquery Variables*

Some variables require a subquery to return the desired result. For example, the variable `*CONT` in both the `ADMISSIONS` and `RECRUITING` applications *will* return the contact description and contact date for all contacts with a person.

If you want to return the description of the most recent contact, you will need to use a subquery. The subquery would retrieve the maximum contact date, and the variable describing the contact description would use the subquery to return the correct (latest) contact description.

The variables `*CONTACT_MAX_SUBQUERY` and `*CONTACT_DESCRIPTION` are examples of variables using subqueries. `*CONTACT_MAX_DESCRIPTION` is the subquery, and `*CONTACT_DESCRIPTION` is the actual variable which will be used in a letter. Please note that the subquery in the actual variable must be placed on the last line of the variables rules.

### *Additional Dynamic Parameters for Delivered Variables*

Appointment variables include a number of additional dynamic parameters. These parameters are shown in the following list.

Dynamic Variable	Description
<code>&amp;From_Date</code>	Enter the beginning date of the date range in which the appointment may take place. Enter the date in DD-MON-YYYY format.
<code>&amp;To_Date</code>	Enter the ending date of the date range in which the appointment may take place. Enter the date in DD-MON-YYYY format.
<code>&amp;Appt_Contact_Type</code>	Enter the code associated with the appointment contact type to be printed.

## Build Curriculum Definition

Before creating the admissions application or entering data about a student curriculum, rules and error checking should be set up on the Curriculum Rules Control Form (SOACTRL), and rules should be built on the Curriculum Rules Form (SOACURR).

SOACURR allows the institution's valid curriculum records to be created based on the program, level, campus, college, and degree combinations. For detailed information on how to use curriculum rules, please refer to the curriculum procedure information in the *Banner Student CAPP Handbook*.

## Concurrent Curricula Processing

Concurrent curricula processing allows an institution to record and use multiple curricula for a person who is moved through the student cycle. This functionality is used by the Recruiting, Admissions, General Student, Registration, and Academic History modules.

Please refer to the “Concurrent Curricula Processing” appendix for detailed information on using concurrent curricula in Banner Student.

## Mass Entry Processing

Mass entry processing is used with Admissions, General Student, Registration, Academic History graduation, and athletic compliance processing.

Mass entry forms are used to search on data, perform updates, and then display the results. Search and update criteria are user-defined and include student and curriculum elements where appropriate. The selected students can be reviewed and their updates processed immediately, or the updates can be held for later processing in job submission using a batch process. An audit form is used to view processing results for the mass entry forms.

## Study Path Processing

Study path processing is used with the Admissions, General Student, Registration, and Academic History modules.

Study paths provide a means by which a learner can associate specific course registration records to learner curriculum records during registration. The study path records allow the institution to track separate student status codes and academic standings (along with various other data) based on the student's curriculum. Likewise, a study path term enrollment record permits the tracking of enrollment eligibility that is separate from a student's overall enrollment status. The grade roll uses study paths to keep courses with an associated study path within the degree sequence created for that study path.

Please refer to the “Study Path Processing” appendix for detailed information on using study paths in Banner Student.

## Duplicating An Admissions Application

In the case that it is necessary to duplicate an application for admissions, this task can be accomplished by performing an Insert Record function and a Duplicate Record function on the Admissions Application Form (SAAADMS).

This will be helpful in those instances where a student's term, level, student type, admission type, etc., are changed, but the majority of the student's information remains the same.

A new checklist will be created to ensure that any requirements for the new (duplicated) application are included. This occurs because the new application could be for a different level, college, major, etc., and the requirements could be very different. However, any existing requirements that have been satisfied (that is., they have a received date) by the system (transcripts, test scores) for the original application will be included as satisfied in the new checklist. Manually updated checklist entries where checklist items were entered by the user are not carried forward to the new application.

## Admissions Application Set-Up Procedures for Banner Self-Service

This section provides the step-by-step setup procedures.

### About this task

**Warning!** Due to data relationships and dependencies, these steps must be performed in the order specified.

### Procedure

1. Review General Web controls.

Set up the global Web rules using Customize Web Rules in Web Tailor. Set up the title, header, back URL and link, and help URL and link fields using Customize a Web Menu or Procedure in Web Tailor. If these rules, links, and fields have not been reviewed and customized for your institution, do this now.

The Address Role Privileges Form (GOAADRL) should contain entries with the **Role** field pulldown set to the value of **STUDENT** for all address types that are to be used by self-service admissions processing. These address types are displayed in the List of Values for the **Address Type** field in the Section Rules block of the Web Application Section Rules Form (SAAWAPP).

2. Define values on validation forms used in self-service admissions application processing.
  - a) Use the EDI Application Source Code Validation Form (STVAPLS) to define codes and descriptions for the possible sources of electronic applications.
  - b) Use the Application Verification Steps Validation Form (STVASTA) to define the manual steps that you want to perform for each electronic application. One value is required: ID Verification (**IDVR**).

For every electronic application received, you will need to determine whether the application was submitted by a person already known to Banner (for example, someone who is already being recruited) or whether the applicant does not yet exist in Banner. The ID Verification

Step prevents the loading of an electronic application until you complete the verification and either match an electronic applicant to an existing Banner person or create the person in Banner.

You may also want to define additional manual verification steps. The ID Verification Step is automatically completed by the Elec. App. Verify/Load Process (SARETMT) process. Any additional verification steps identified will *not* be automatically processed by SARETMT.

- c) Use the Web Application Section Validation Form (STVWSCT) to define the sections of Banner Student Self-Service admissions applications. Data was delivered for this form, but you may want to review the values, become familiar with the available sections, or update the descriptions of sections, or both, as these descriptions will display at the top of each section when the section is displayed on the Web.
- d) Use the Web Application Elements Validation Form (STVWSCF) to define the data elements that can be used within a given section on the Web application. The system-required values cannot be modified, with the exception of the description of the element code and the `QUESTION` element code.

STVWSCF works in conjunction with the Web Application Section Rules Form (SAAWAPP). Initial element code descriptions from STVWSCF are defaulted into SAAWAPP. The element code descriptions can be modified on STVWSCT, or they can be modified on SAAWAPP, where they are called element rules labels.

If an institution determines that a user-defined question can only be added to a specific section, then that section should be identified in the **Web Section** field for the `QUESTION` element code. Otherwise, the **Web Section** field can be left blank, allowing questions to be added to any Web section.

**Warning!** Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Required** 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 selected.

- e) Use the Application Type Code Validation Form (STVWAPP) to define the types of applications which can be received electronically and to define the values for several required data elements for each application type. Your institution may require different kinds of information from different types of applicants.

For example, you probably do not want to request prior college information from first-time applicants but certainly want to ask for this information from transfer applicants. You do want to ask for visa information from international applicants, but not from domestic applicants.

The STVWAPP form lets you define the types of applications which will be available to Web applicants. Think carefully about the kinds of information you request from applicants, and define appropriate application types for each. Make the descriptions of each type as clear as possible so that applicants are able to choose the correct application to complete. Applicants will see the descriptions from this form on the Web.

Several application types are delivered with the Banner Student Self-Service system:



- Default Example - All Sections (00)
  - Undergraduate Freshman (W1)
  - Undergraduate Transfer (W2)
  - International Undergraduate Freshman (W3)
  - International Undergraduate Transfer (W4)
  - Graduate Studies (W5)
  - International Graduate Studies (W6)
  - Continuing Education, Non Degree (W7)
- f) Use the EDI Rule Group Validation Form (STVEGRP) to display codes and descriptions for groups of EDI application processing rules. Group codes are provided so that rules which apply to similar types of data can be easily queried on the Electronic Admissions Application Rules Form (SAAERUL). The `ADMS` and `DISP` group codes are the two most used by self-service admissions processing.

**Note:** Values in this table (STVEGRP) are not intended to be maintained locally. All required values are delivered and inserted during the install process or through update scripts or both. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form.

- g) Use the EDI Verification Label Validation Form (STVXLBL) to display codes and descriptions for EDI data verification labels which are used when processing a variety of incoming EDI data.

**Note:** Values in STVXLBL are not intended to be maintained locally. All required values are delivered and inserted during the install process or through update scripts or both. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form.

### 3. Set Web Display Indicators on validation forms.

Several admissions-related validation forms include Web Display Indicators. These indicators control whether a specific value in the validation form will display or be available for selection or both through the Web. Scripts which added the Web Indicator check boxes set the values to cleared (set to `N`) for all values on these forms. These check boxes must be selected (set to `Y`) for a value to be available on the Web. When you Web-enable a value in one of these validation forms, you should also review the description. The description of a value, not the code itself, displays on the Web.

The following validation forms include Web Display Indicators which control admissions application processing through the Web:

- *STVADMR - Admission Request Checklist Code Validation Form.* An applicant's outstanding checklist items display in the Review Application Status section of the Web when the checklist item is Web-enabled using the **Web Indicator** check box.
- *STVAPST - Admission Application Status Code Validation Form.* Values display (when the **Web Indicator** check box is selected) when an applicant reviews their applications through the Web. If the status of an existing application has not been Web-enabled, the description *Not Available* is displayed.

- *STVAPDC - Admission Application Decision Code Validation Form.* If an application is entered into Banner (either manually or through the Web), the calendar on SAAWAAD is set up, and the **Display on Web** check box is selected on STVAPDC, then the most recent decision for that application will display on the Web Application Summary Page. If the decision code has not been Web-enabled, then the message *Please Contact Admissions Office* is displayed.

4. Define user-defined questions.

The Web User Defined Questions Form (SAAWUDQ) is used to define institution-specific questions which request information not found elsewhere in any application section. You can use the form to develop questions to collect any additional kind of information your processing requires. Up to ten user-defined questions can be displayed on any application section, while up to twenty user-defined questions can be displayed in the Additional Information section. Each question can be up to 2,000 characters in length. The applicant will have 2,000 characters to answer the question.

This form also allows the user to associate an admission request checklist code with each question. In addition, the user can specify that a question should have a Yes/No option button for its answer, instead of a text box.

In addition, essay questions can be defined on this form. Each essay question can be up to 2,000 characters in length. The Web applicant has 32,700 characters to answer the question.

5. Build Banner Student Self-Service applications by combining sections.

In earlier steps, you reviewed or created Electronic Application Types (using STVWAPP), or both, and reviewed delivered Web Application Sections (STVWSCT) and Web Application Elements (STVWSCF). Now it is time to combine the sections and elements to make an application. Sections include the actual questions that applicants will be asked to answer, and each application is composed of a set of sections in a specific order.

- a) The Web Application Section Rules Form (SAAWAPP) is used to define the sections and elements that make up each application type. It is also used to specify the address type for each section of an application which collects address information. This form allows the user to determine in what order the sections will appear and in what order the data elements will appear within a section. Users can designate an element as required on this form, and indicate if the element should display on the Web. Users can also assign specific questions which were previously defined on SAAWUDQ to a Web section.

**Warning!** Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Required** 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 selected.

- b) Use the Web Application Section - Data Element Rules window to enter the data elements that will display on a given section.

The first time you enter this window when defining a new section, all the data elements defined on STVWSCF for that Web section will populate the window. The user can then reorder the elements, 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.

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

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

- c) The user can copy the sections and elements set up for another application type to a new application type by using the **Copy Configuration** button. If the application type being copied from has questions defined for it on SAAWUDQ, a copy of those questions will be made on SAAWUDQ for the new application type. If questions have already been defined on SAAWUDQ for the new application type, the copy process won't touch those questions but will add all questions with non-matching sequence numbers from the existing application type to the new application type.

For example:

- A new application type of X1 has questions defined with sequence numbers 1, 2, and 5 on SAAWUDQ.
  - Questions with sequence numbers 1, 2, 3, 4, 5, 6, and 7 have already been defined for existing application type of Y1.
  - Use SAAWAPP to copy application type Y1 into X1. Questions 1, 2, and 5 for application type X1 will remain unchanged.
  - Questions 3, 4, 6, and 7 will be copied from application type Y1 to application type X1.
  - During the copy, any questions already assigned to application type X1 will also be assigned to application type Y1.
6. Establish dates for the creation and receipt of Banner Student Self-Service applications.
- a) Define calendars for the application types that have different schedules on the Web Application Term Calendar Rules Form (SAAWATR). After this form is used for an application type, it must always be used. This form allows the institution to define the dates when applications of each type can be created and subsequently viewed on the Web.
- This form works in conjunction with the Web Application Term Display Control Form (SOAATRM), where the calendar for all applications can be defined. If no rules exist on SAAWATR for an application type, then the rules defined on SOAATRM take effect.
- b) Define the date ranges during which you will receive applications for a term. The Web Application Term Display Control Form (SOAATRM) is used to specify these time periods.
  - c) Control the calendar of applications in the Banner production tables using the Web Admissions Term Calendar Rules Form (SAAWAAD). This calendar determines by term, level, campus, college, and admit type when an application can be viewed (regardless of its source), when the status can be viewed, and when the most recent decision can be viewed on the Web.

The **Priority (Code)** field is used to create a unique key for each calendar rule. It may be necessary to have multiple records for one level and term that start and end on the same date, to exclude specific admit types from ever displaying on the Web. The **Priority (Code)** field can be used to make each record unique.

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## 7. Customize Web pulldowns.

- a) Define codes, by application type, on the Web Application Customized Lists Form (SAAWADP) which should display in the Web pulldowns for test codes, requested materials, interests, and credit card waiver reasons. If no codes are defined here, the pulldown values will be taken from the appropriate Web-enabled rows on SOAXREF. If no codes are defined on SOAXREF, the values will be taken from the appropriate validation table.
- b) Identify curricula, by application type, on the Web Application Customized Curriculum Form (SAAWCUR) that you want to appear in the Plan pulldown.
- c) When you are first setting up self-service admissions, enter SAAWCUR with the **Restricted** check box in the Key Block cleared. All appropriate curriculum rules will display. Check the **Restrict to Type** check box for those curriculum items which you want to be available for this application type. Upon re-entering the form, if you want to see only those curricula for this application type, check the **Restricted** check box in the Key Block.

**Note:** With the exception of the **Restrict to Type** check box on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

## 8. Determine use of medical information question.

Determine whether you want to collect medical information on applications received through the Web. The data element, Medical, can be defined under the Personal Information section rule on SAAWAPP. This data element will display the Web-enabled values defined on SOAXREF (where the label is equal to STVMEDI). If no values are defined on SOAXREF, then the pulldown list will display all values in the Medical Code Validation Form (STVMEDI).

## 9. Customize Signature Page option.

- a) A default Signature page is delivered with the Banner Student Self-Service Admissions application, and its display is controlled using the `SIGPAGEDISP` label rule on the Electronic Admissions Application Rules Form (SAAERUL) for the group of `DISP`. The Signature page allows you to provide processing instructions to applicants who submit applications through the Web.
- b) The default Signature page is nothing more than Info Text for the page. Sample Info Text for this page is delivered, but you can customize it to reflect your institution's processing and desired instructions using Web Tailor. Use the Format HTML Letter Rules Form (SOAELTR) to update the Info Text for the Display Signature package to reflect your institution's desired instructions, if you decide to have the Signature page displayed.
- c) You can customize the Signature page by application type using the Electronic Applicant Web Default Rules Form (SAAWADF). The Web Signature Letters window is used to assign customized letters to specific letter types. The letter type of `STANDARD` is used to assign a Signature page for Web applicants not using Quick Start processing. The other letter types are used with Quick Start processing to identify which letter should be displayed, depending on the circumstances (that is., a record is suspended during the automatic match).

The letters assigned to letter types must first be created on GTVLETR and then associated with the appropriate module code on the HTML Letter Rules Form (SOAELTL). Then the letter contents must be constructed on the Format HTML Letter Rules Form (SOAELTR).

SOAELTR allows you to create a letter using electronic applicant variables, some formatting, and free form text. This form also allows you to see how the letter will look by using the **Display Letter** button.

#### 10. Customize Web application data.

Users can customize Web application data by application type using the Electronic Applicant Web Default Rules Form (SAAWADF). This form is used for entering default data and rules for curriculum, email address, link text, and credit cards.

The keys to the record are the Web application type and an effective term. The effective term code in the Default Curriculum block may be different than the effective term in the key. In order for a curriculum to be used on this form, it must first be set up on the Curriculum Rules Form (SOACURR).

If the term and curriculum are entered on this form, the curriculum data will automatically populate the student's application when the electronic application is created. The Web data section for curriculum does not have to be displayed on the Web application. If the section is displayed, the curriculum entered on SAAWADF will automatically be filled in.

The form can be used to define the email address and the email link text that will appear on the Application Checklist Menu on the Web. If no link text or email address exists on this form, but the EMAILSENDADDR and EMAILSENDLINK rules exist on SAAERUL where the value in the **Group** field is equal to ADMS, then that link text will display on the Application Checklist Menu and that email address will become the To: address.

The Application Credit Card Fee Rule block on SAAWADF is used to define the credit card processing rules. The institution indicates if they will accept credit cards, and if they do, the following decisions must be made. Are they required, will waivers be allowed, what detail code should be associated with the payment, and what, if any, checklist rule will be satisfied by the credit card payment. The **Charge Detail** and **Amount** are required fields, and the **Charge Detail** must have a category code of APF.

#### 11. Build Quick Start processing.

Quick Start processing is turned on and off using the Automated Processing Rules block (in the Matching and Processing Rule window) on the Electronic Applicant Web Default Rules Form (SAAWADF). Check the **Enable QuickStart Processing** check box if you want Quick Start to run for this application type.

- a) After Quick Start processing is enabled, you can then customize how you want it to operate using the remaining fields in the **Automated Processing Rules** window. You can indicate that you want to:
  - create a recruit record by checking the **Automatically Create Recruit Record** check box,
  - create an application record by checking the **Automatically Create Application Record** check box, (if an application is created, you also have the option of creating a decision record by checking the **Process Decision** check box and entering the decision code in the **Admission Decision** field),
  - access Banner Student Self-Service by checking the **Provide Access to Student Self-Service** check box, which in turn causes an **Access Web for Students** button to be displayed on the Signature page when the applicant has a student record, and

- create one application (if the **Create One Application** check box is selected, one application will be created with all curricula; if the field is not selected, a separate application will be created for each curriculum).

You can select any individual item or a combination of items. There are two restrictions to remember:

- the **Enable QuickStart Processing** check box must be selected to check any of the other choices, and
- the **Process Decision** check box must be selected in order for a decision code to be entered in the **Admission Decision** field. (In addition, the **Auto Student** check box (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) must be selected.)

For example, an institution could use Quick Start processing to automatically create a recruit record and an application record for a standard Web application, eliminating the need to run the Elec App Verify/Load Process (SARETMT).

- b) Quick Start processing attempts to automatically match a Web applicant to an existing Banner person. Use the Web Matching Rules block on SAAWADF to set up the rules to be used by the automated matching process.

## 12. Review and update or define the Procedures and Routines for each application type.

Before loading data from the holding tables into the permanent Banner tables, you want to make sure that the information submitted by the applicant is as complete and correct as it can possibly be. Application Procedures and Routines perform much of this work.

A Procedure is a collection of Routines. Routines check data at the data element level, and a number of Routines may be included within a Procedure. Procedures are closely related to each table into which data will be loaded. All required Routines must be satisfied before a Procedure can be satisfied.

A set of Procedures and Routines has been delivered and is attached to each of the delivered Application Types. Procedures and Routines are attached to each Electronic Application Type using the Electronic Admissions Procedure/Routine Control Form (SAAECRL). This form also includes several flags which specify how each procedure and routine will be used in electronic application processing.

Both the Procedures section of the main window and the Routines section of the Admissions Verification and Load Routines window include a **Required** flag and an **Override** flag.

- a) The **Required** flag is used to specify the Procedures and Routines which will be attached to each electronic application when it is received. When a Procedure or Routine is attached to an application, it needs to be fulfilled before the application is considered verified and before the data is “pushed” to the permanent Banner tables. More specifically, each Routine needs to be fulfilled before the overall procedure can be satisfied.

The Procedures and Routines in effect control the types of data which will be verified and eventually “pushed” into Banner. You can set Procedures and Routines to “Not Required” if you do not want certain data to be verified and loaded into Banner.

For example, you might choose not to load Medical Conditions from electronic applications. You would set the **Required** flag for Procedure P060 (Health Conditions Verification) to cleared (N), and also set the **Required** flag for Routine R0080 (Create Medical Conditions)



in Procedure P900 ("PUSH" Verification) to cleared (N). This would tell the system not to verify Medical Conditions and not to push them into Banner.

- b) The **Override** flags associated with Procedures and Routines allow you to specify whether a Routine or Procedure can be overridden manually at the individual application level on SAAEAPS or automatically using the Elec. App. Verify/Load Process (SARETMT). If a Routine or Procedure is overrideable, it will still be attached to an electronic application (based upon the **Required** flag), but can be overridden if desired.

For example, you may normally collect required visa types from international applicants, but not all applicants may understand the visa type they require. You could require visa types from international applicants, but allow the "push" of visa information to be overridden if an applicant does not provide the correct information. In this case, you would set the **Required** flags for Procedure P032 (International Information Verification) and all of its Routines to selected (Y), but set the **Override** flag for Routine R0030 (Create International Record) in Procedure P900 ("PUSH" Verification) to selected (Y) so that you could override the push of this information.

If a procedure has the **Override** flag selected, that procedure will be automatically overridden, regardless of whether any of its routines fail.

If a routine has the **Override** flag selected, it will automatically be overridden if the corresponding data field is blank. The only time it will not be over-ridden is if the incoming data is in error.

The Elec. App. Verify/Load Process (SARETMT) will automatically override a procedure or routine that fails the verification process due to blank data, if that procedure or routine is marked as able to be overridden on SAAECRL, and the AUTOOVERRIDE label for the group VCRL on SAAERUL is set to Y.

- c) Duplicate processing is governed by rules set up in two places. First, overall duplicate processing rules exist on the Electronic Admissions Application Rules Form (SAAERUL) under group ADMS. These rules are: DUPLAPPLCURR, DUPLAPPLLEVL, DUPLAPPLMAJR, DUPLAPPLPERS, DUPLAPPLTERM. These rules tell the self-service admissions push packages whether to check for duplicates in the given category. For example, if DUPLAPPLPERS is set to N, then the corresponding Web package will not check for duplicate persons for the Web application being pushed.

**Note:** The DUPLAPPLCURR rule is not currently used in self-service admissions processing.

Duplicate processing rules also exist on the Electronic Admissions Procedure/Routine Control Form (SAAECRL). These rules allow for duplicate processing to be specified by application type instead of globally for all Web applications. The rules exist within procedure P050 Application Verification (R0060 - Duplicate Application for Person, R0070 - Duplicate Application for Term, and R0080 - Duplicate Application for Level) and procedure P120 Entry Curriculum Verification (R0010 - Duplicate Application for Major). These routines are examined if the corresponding rule on SAAERUL is equal to Y.

Whether a specific routine allows duplicates depends on the setting of the **Override** flag. If the **Override** flag is cleared, then duplicates are not allowed. If the **Override** flag is selected, then duplicates are allowed. For example, if DUPLAPPLTERM is set to Y, routine R0070 is marked as required, and the **Override** flag is selected, then multiple applications for the same term are allowed. However, if DUPLAPPLLEVL is set to Y, routine R0080 is

marked as required, and the **Override** flag is *not* selected, then the Web application will not be pushed if one already exists in Banner for the same term and level.

For delivered Web Application Types, all appropriate procedures and routines have already been attached to each application type. If you define additional application types, you need to attach the appropriate procedures and routines to each new application type. You can do so automatically by using the **Copy Procedure** button in the Key Block of SAAECRL. The **Copy Procedure** button allows you to copy all the procedures and routines defined for any existing application type to your new application type.

13. Review and update rule values on the Electronic Admissions Application Rules Form (SAAERUL).

The Electronic Admissions Application Rules Form (SAAERUL) includes a number of rules which control how data is handled in self-service admissions application processing. All rules which are used by system processing have been delivered and should have been installed during the upgrade process.

For convenience purposes, Rules are categorized into Groups. Rule groups are used to display rules with a similar purpose together, and Group Codes can be used to specify that you want to display only a single group of rules at one time.

Each Rule is also identified by a Label and a Description. The script which installed the Rule Groups and Rules also installed either the specific value expected for a rule or the literal `UPDATE ME` in the **Value** field. When an actual value was delivered, its **EDI Indicator** was also selected (set to `Y`) indicating that the rule expects an EDI value, and the value for these rules should not be changed. When the literal `UPDATE ME` was delivered, the value must be updated to reflect the local option for EDI application processing to be used.

When reviewing and updating rules, you may want to query on the **Value** field for the value `UPDATE ME`. After updating the appropriate rows, you may want to review all rules so that you better understand how data will be processed.

14. Populate the EDI Cross-Reference Rules Form (SOAXREF).

If you will be processing both Web and EDI admissions applications, then you will need to refer to the sections on “Processing Self-Service Admissions Applications”, “EDI Set-up Procedures”, and “Processing EDI Applications” which follow. While much of the setup on SOAXREF may not be required for your self-service admissions applications, your EDI admissions application processing still relies heavily on the use of the EDI Cross-Reference Rules Form (SOAXREF).

SOAXREF is used mainly by Web application processing to customize which values the applicant will see in the various pulldowns available on the Web application. If an institution wants *all* values within a validation table to display in the Web pulldown, then *no* data from that validation table should be inserted into SOAXREF. For example, as most institutions would want all state and province codes to display in the state pulldown, no state or province codes need be inserted into SOAXREF.

If, however, an institution would like to customize which values from a validation table will display in the Web pulldown, then they can either use the appropriate script to insert all values from the validation table and then check the **Web (Indicator)** for those values which should display, or they can manually insert only those values which should display on the Web (remembering to check the **Web (Indicator)**).

Data pertaining to which majors a Web applicant can select must be entered on SOAXREF and on SOACURR. The institution can also decide to default in a curriculum for a given



application type. In that case, the major information will come from the Electronic Applicant Web Default Rules Form (SAAWADF). This form also uses the curricula defined on SOAXREF and SOACURR.

Following are the instructions for running the various scripts to populate SOAXREF for majors and for the other values which an institution may decide to load to customize which values will appear in the Web pulldowns.

Not all rows in SOAXREF are used in self-service admissions application processing. Many rows are used only to process incoming TS 189 transaction sets received through EDI. Other rows may be used only to process incoming AMCAS records for medical school applications. Regardless, only rows which are completely Web-enabled will be available for display in the self-service admissions application pulldown lists.

A Web-enabled row is one which:

- *exists* in SOAXREF.
- has an EDI *Value*, and perhaps, an EDI *Qualifier* (depending upon the type of data reflected in the rule).
- has the *Web (Indicator)* selected (set to Y).
- has a *description*.
- has a *Banner Value*.

In many cases, the only thing you need to do is ensure that all the values you want displayed on the Web exist on SOAXREF and that the description clearly represents the value you want the student to select. However, in some cases, you may need to build additional rules.

For example, the values delivered for the label STVDEGC (Degree Level - Degree Codes) are generic EDI Degree Levels (Associate, Baccalaureate, Master's). Web-enabled values for this label are displayed when a transfer applicant is asked about the degree pursued or earned at a prior college, and you may want to collect information about specific degrees (Associate of Technology, Bachelor of Arts, Master of Sciences), and have values in the corresponding Banner validation table which reflect these specific degrees.

In these cases, you need to make up a value for the **Value** field, and you should make sure that the value does not already exist for the label. For these rules, you will also set the **EDI Indicator** to cleared (set to N).

- a) Define Web-enabled address and telephone types on SOAXREF.

Address and telephone types are assigned to each address section for a given application type on the Web Application Section Rules Form (SAAWAPP). In order for the Web to understand those values, they must be defined as Web-enabled rows on SOAXREF. Define the appropriate address types on SOAXREF using the label STVATYP and telephone types using the label STVTELE. Remember the Web-enabled rows must contain a Banner value.

- b) Define EDI cross-reference values for majors on SOAXREF.

Review the values in the **CIPC** field on the Major, Minor, Concentration Code Validation Form (STVMAJR).

For US institutions, values used should be actual CIP (Classification of Instructional Program) codes. For institutions in other countries, a different code set (like Stats Canada codes) might be used. Determine the EDI code set used for this field; the valid choices are listed on SOAXREF for the label FSTYIDQL. Verify that the value for the rule label

DEFLTMAJRQLFR on the Electronic Admissions Application Rules Form (SAAERUL) for the group equal to CURR contains the EDI qualifier for this code set. (If CIP codes are used in the **CIPC** field on STVMAJR, the EDI value for this label should be 81.)

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script `xrefmajr.sql`. This script creates a row in the table SORXREF for each row in STVMAJR which has a value in the **CIPC** field.

**Note:** This script can be run whenever values are added to or changed on STVMAJR. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVMAJR.

c) Define multiple major codes on SOAXREF

In some cases, an institution wants to assign the same CIP code to multiple majors and then make multiple programs available for selection in the Planned Course of Study pulldown list in the Banner Student Self-Service Admissions Application.

To create SORXREF values for multiple major codes that use the same CIP code, perform the following manual steps:

- On SOAXREF, enter the label `STVMAJR` in the Key Block.
- Query for the first CIP code which may have multiple values.  
Enter the CIP code in the **EDI Value** field and query on it.
- Review the values that exist, or add new values or do both for the majors.
  - \* Enter 81 in the **EDI Qualifier** field. 81 is the major code qualifier for CIP codes.
  - \* Enter a value which is different than any existing CIP code. For example, for the first major code you define in a set, you might use the actual CIP code.
  - \* Enter the corresponding Banner major code for one of the majors represented by the CIP code.
  - \* For every other major code which uses the same CIP code, create one line on SOAXREF. On each line, you will need to enter a different EDI value in the **EDI Value** field. For example, you might merely put a letter at the end of the next CIP code. Specifically, Accounting (major code ACCT) might use an EDI value of 060201, and Fund Accounting (major code ACTF) might use an EDI value of 060201A.

For example:

EDI Label	EDI Qualifier	EDI Value	Student	Web	Banner Value	Description
STVMAJR	81	270101	X	X	MATH	Mathematics
STVMAJR	81	270101A	X	X	AMTH	Applied Mathematics

- 
- Review entries in the Curriculum Rules Form (SOACURR) to ensure that you have an entry for each major. If you do not, create the entry, because cross-reference rules are dependent on curriculum rules.
  - Define the EDI curriculum cross-reference values for the newly created major codes on SOACURR.
    - \* Query for the first major code.
    - \* Review the EDI cross-reference information for the record. You may need to define cross-reference values.
    - \* If you need to define cross-reference values, enter the appropriate EDI degree level code in the **EDI Degree** field. The appropriate EDI Qualifier and Identifier Code will display, or a List of Values will be available if more than one matching record exists on SOAXREF.
    - \* Check (set to Y) the **Display on Self-Service (Indicator)**.
    - \* Enter a Web display description in the **Self-Service Description** field. This is what will display in the Planned Course of Study pulldown menu on the Web application.
    - \* Save.
    - \* Repeat this step until you have appropriate cross-reference values defined for all major codes that you want to display on the Web application.
  - Review your updates by accessing the Planned Course of Study page for a self-service admissions application. The programs you have just defined should display.
- d) Define EDI cross-reference values for states/provinces
- Update the **EDI Equivalent** on the State/Province Code Validation Form (STVSTAT) with the appropriate EDI values.
- For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.
- Have your Information Services representative run the script `xrefstat.sql`. This script creates a row in the table SORXREF for each row in STVSTAT which has an EDI Equivalent value.
- Note:** This script can be run whenever states/provinces are added to or are changed on STVSTAT. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVSTAT.
- e) Define EDI cross-reference values for nations
- Update the **EDI Equivalent** on the Nation Code Validation Form (STVNATN) with the appropriate EDI values.
- For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.
- Have your Information Services representative run the script `xrefnatn.sql`. This script creates a row in the table SORXREF for each row in STVNATN which has an EDI Equivalent value.
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**Note:** This script can be run whenever nation codes are added to or are changed on STVNATN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVNATN.

f) Define EDI cross-reference values for ethnicities

Update the **EDI Equivalent** on the Ethnic Code Validation Form (STVETHN) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script `xrefethn.sql`. This script creates a row in the table SORXREF for each row in STVETHN which has an EDI Equivalent value.

**Note:** This script can be run whenever ethnic values are added to or changed on STVETHN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVETHN.

15. Review curriculum rules and define EDI cross-reference curriculum rules.

In Banner, a student's academic program is defined by a combination of the data elements program, campus, college, level, degree, and major, and these data elements must be valid alone and in combination. When an applicant completes an application for admission, it is not likely that they would know all of the valid combinations of these elements.

To make Web program choice selection clearer and easier, use the Curriculum Rules Form (SOACURR). Before beginning Web application processing, you need to update the curriculum cross-reference rules with appropriate EDI values.

The Curriculum Rules Form (SOACURR) displays information for each major curriculum rule and the base rule to which it is attached. You need to update the **EDI Degree** field value. The **EDI Level** (qualifier) and **EDI Identification** values are retrieved by matching the major code from the curriculum rule to a row in SOAXREF. In addition, you need to update the **Web Display (Indicator)** and **Description** values for all curricula which are to be available for Web selection.

- The **EDI Degree** field must be updated to a valid value in the label `DEGRLEVL` (Degree Level Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field defines the generic level of the degree program for which the applicant is applying.
- The **EDI Level** (qualifier) field must be updated to a valid value in the label `FSTYIDQL` (Field of Study Qualifier Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field defines the EDI qualifier for the code set used for Field of Study Codes, which will be entered in the next field.
- The **EDI Identification** field must be updated to a valid value in the label `STVMAJR` (Field of Study Identifier Codes) from the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) for a rule using the EDI Field of Study Qualifier entered in the previous field. This field defines the subject matter of the intended field of study.
- The **Display on Self-Service (Indicator)** must be selected for all rules for which applications can be received through Banner self-service admissions application processing.

- The **Auto Student (Indicator)** must be selected if this curriculum is to be available for Quick Start processing.
- The **Self-Service Description** data must be provided for all rules representing curricula which will be displayed in self-service admissions applications. The description maintained is exactly what will be displayed on the Web and also represents the total information from which the student will be able to select. For example, if the curriculum rule represents a Bachelor of Arts degree with a major in English which is only valid on the Main Campus, you would want the description to be something like “BA - English (Main Campus only)”.

Some cautions are in order as you define your EDI Curriculum Cross-Reference Rules:

- If possible, you should *not* use the same combination of EDI degree level, EDI field of study qualifier, and EDI field of study identifier for more than one curriculum rule. If you do, Web processing will not be able to map the combination back to a single major curriculum rule. In this situation, the default values for the group code `CURR` (curriculum rules) maintained on the Electronic Admissions Application Rules Form (SAAERUL) are used when the application is loaded into the permanent Banner application tables.
  - Web application types include a level in their definition on the Application Type Code Validation Form (STVWAPP), and curriculum rules require a level in each base rule on the Curriculum Rules Form (SOACURR). Only cross-referenced curriculum rules for the level which matches the Web application type level will be displayed on the Web. For example, if the level in a Web Application Type is `UG` (undergraduate), only cross-referenced curriculum rules for the level `UG` will display for that application type.
16. Customize curriculum rules by application type on the Web Application Customized Curriculum Form (SAAWCUR).

The Web Application Customized Curriculum Form (SAAWCUR) allows institutions to select only certain qualifying curricula to appear in the Plan pulldown for a particular application type. This form is query only, except for the use of the **Restrict to Type** check box.

When you enter the form with a valid application type in the Key Block, the form will return all SORCMJR records whose level matches the level for the application type and which have non-null values in `SORCMJR_DEGR_CODE`, `SORCMJR_EDL_QLFR`, and `SORCMJR_EDL_VALUE`. After all valid records are displayed, you can choose which ones should be available for this application type by checking the **Restrict to Type** check box. A record must have the **Display on Self-Service (Indicator)** selected and the **Self-Service Description** field complete on SOACURR, in order for the record to display on the Web.

After all appropriate rules for this application type have had the **Restrict to Type** check box selected, the user can re-enter the form with the application type and can check the **Restricted** check box in the Key Block. After performing a Next Block, the form will display only those curricula which have been restricted to this application type.

**Note:** With the exception of the **Restrict to Type** check box on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

## Results

Banner can be used to accept admissions applications through the Web using Banner Student Self-Service Admissions Application processing.

## Procedures Used in Self-Service Admissions Processing

The following table is a list of the procedures on SAAECRL that are delivered for the Web application type of 00.

Procedure	Procedure Name	Required	Override	Description
P010	ID Verification	Y	N	The routines associated with this procedure verify whether a valid ID exists.
P020	Name Verification	Y	N	The routines associated with this procedure verify whether a valid name exists. A valid name in Banner must include a first name and a last name.
P030	Biographic Information	Y	Y	The routines associated with this procedure verify whether valid biographic information exists.
P032	International Information	Y	Y	The routines associated with this procedure verify whether valid international information exists.
P035	Residency Verification	Y	Y	The routines associated with this procedure verify whether valid residency information exists.
P040	Address Information	Y	N	The routines associated with this procedure verify whether a valid address exists.

Procedure	Procedure Name	Required	Override	Description
P045	Email Verification	Y	Y	The routines associated with this procedure verify whether a valid email address exists.
P050	Application Verification	Y	N	The routines associated with this procedure verify whether a valid application exists.
P060	Health Conditions Verification	Y	Y	Not used unless Health Question section is implemented.
P070	Phone Record Verification	Y	Y	The routines associated with this procedure verify whether a valid phone record exists.
P080	Religion Verification	Y	Y	The routines associated with this procedure verify whether a valid religion exists.
P090	Language Record Verification	Y	Y	The routines associated with this procedure verify whether a valid language record exists.
P100	Immunization Record	Y	Y	Not used at this time.
P110	Applicant Activities	Y	Y	The routines associated with this procedure verify whether valid applicant activities exists.
P120	Entry Curriculum Verification	Y	N	The routines associated with

Procedure	Procedure Name	Required	Override	Description
				this procedure verify whether a valid entry curriculum exists.
P130	High School Verification	Y	Y	The routines associated with this procedure verify whether a valid high school exists.
P135	High School Subj. Verification	Y	Y	The routines associated with this procedure verify whether valid high school subjects exist.
P140	Previous College Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college exists. This procedure is not required if the application type will not collect this information that is., the person is a freshman and has no prior college information.
P142	Prv. Col. Degree Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college degree exists.
P145	Prv. Col. Major Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college major exists.



Procedure	Procedure Name	Required	Override	Description
P150	Test Score Verification	Y	Y	The routines associated with this procedure verify whether valid test scores exist.
P160	Relative Information Verification	Y	Y	The routines associated with this procedure verify whether valid parental information exists.
P170	Question Answer Verification	Y	Y	The routines associated with this procedure verify whether valid questions and answers exist.
P175	Requested Materials Verification	Y	Y	The routines associated with this procedure verify whether valid requested materials exist.
P900	"PUSH" Verification	Y	N	The routines associated with this procedure verify whether a valid PUSH exists.

## Routines Used in Self-Service Admissions Processing

The following table is a list of the routines on SAAECRL, organized by procedure.

Procedure	Routine	Routine Name	Required	Override
P010	R0010	Valid ID Found	Y	N
P010	R0020	ID Length Check	Y	N
P010	R0200	ID New to Banner; Create PrevID	Y	N
P010	R9001	Edit Results	Y	N

Procedure	Routine	Routine Name	Required	Override
P020	R0010	First Name Check	Y	N
P020	R0020	Last Name Check	Y	N
P020	R0030	Previous Last Name Check	Y	Y
P020	R9001	Edit Results	Y	N
P030	R0010	Date of Birth Established	Y	Y
P030	R0020	Ethnicity Established	Y	Y
P030	R0025	Race Established	Y	Y
P030	R0030	Ethnic Category Established	Y	Y
P030	R0031	Veteran Established	Y	Y
P030	R0040	Legacy Established	Y	Y
P030	R0050	SSN Established	Y	Y
P030	R0060	Marital Status Established	Y	Y
P030	R0080	Gender Established	Y	Y
P030	R0090	Citizenship Established	Y	Y
P030	R0091	Nation of Citizenship Est	Y	Y
P030	R0110	Native Language Established	Y	Y
P030	R0130	Home Language Established	Y	Y
P030	R0150	Corresponding Lang. Est	Y	Y
P030	R0200	Overwrite Existing Gender	Y	Y
P030	R0210	Overwrite Existing Birthdate	Y	Y
P030	R0220	Overwrite Existing Citizenship	Y	Y

Procedure	Routine	Routine Name	Required	Override
P030	R0230	Overwrite Existing Confidential	Y	Y
P030	R0240	Overwrite Existing Religion	Y	Y
P030	R0250	Overwrite Existing Marital St	Y	Y
P030	R0255	Overwrite Existing Race	Y	Y
P030	R0260	Overwrite Existing Ethnicity	Y	Y
P030	R0265	Overwrite Ethnic Category	Y	Y
P030	R0270	Overwrite Existing SSN	N	N
P030	R0280	Overwrite Existing Legacy	Y	Y
P030	R0290	Overwrite Existing Veteran	Y	Y
P030	R9001	Edit Results	Y	N
P032	R0010	VISA Type Established	Y	Y
P032	R0020	VISA Number Established	Y	Y
P032	R0030	VISA Issue Date Established	Y	Y
P032	R0040	VISA Expiration Date Established	Y	Y
P035	R0010	Residency Established	Y	Y
P035	R9001	Edit Results	Y	N
P040	R0010	Address Type Code Established	Y	N
P040	R0030	Street Line 1 Established	Y	N
P040	R0040	City Established	Y	N
P040	R0050	State Code Established	Y	N

Procedure	Routine	Routine Name	Required	Override
P040	R0060	County Code Established	Y	Y
P040	R0070	ZIP Code Established	Y	N
P040	R0080	Nation Established	Y	Y
P040	R0090	Address Data Relationships	Y	N
P040	R9001	Edit Results	Y	N
P045	R0010	Email Type Established	Y	Y
P045	R0020	Email Address Established	Y	Y
P045	R9001	Email Record Existence Check	Y	N
P050	R0010	Application Type Established	Y	N
P050	R0020	Type Code Established	Y	N
P050	R0030	Source Established	Y	Y
P050	R0050	Application Term Established	Y	N
P050	R0060	Dupl Application for Person	Y	N
P050	R0070	Dupl Application for Term	Y	N
P050	R0080	Dupl Application for Level	Y	N
P050	R9001	Edit Results	Y	N
P060	R0010	Medical Condition Established	Y	Y
P060	R9001	Edit Results	Y	N
P070	R0010	Phone Number Type Established	Y	Y
P070	R0020	Phone Number Established	Y	Y

Procedure	Routine	Routine Name	Required	Override
P070	R9001	Record Existence Check	Y	N
P080	R0010	Religion Established	Y	Y
P080	R9001	Edit Results	Y	N
P090	R0010	Language Established	Y	Y
P090	R0020	Language Use Established	Y	Y
P090	R0030	Language Proficiency Estb.	Y	Y
P090	R9001	Edit Results	Y	N
P100	R0010	Immunization Established	Y	Y
P100	R9001	Edit Results	Y	N
P110	R0010	Activity Established	Y	Y
P110	R9001	Edit Results	Y	N
P120	R0005	Degree Level Established	Y	N
P120	R0006	Fld of StdY Level Established	Y	Y
P120	R0007	Fld of StdY Qualifier Estb.	Y	N
P120	R0008	Fld of StdY Ident. Code Estb.	Y	N
P120	R0009	Banner Equiv. Curriculum Est.	Y	N
P120	R0010	Duplicate Application; Major	Y	Y
P120	R9001	Record Edit Results	Y	N
P130	R0010	High School Established	Y	Y
P130	R0100	Graduation Date Established	Y	Y

Procedure	Routine	Routine Name	Required	Override
P130	R0110	Class Rank Established	Y	Y
P130	R0120	Class Size Established	Y	Y
P130	R0130	Class Rank-Size Established	Y	Y
P130	R0140	Grade Point Average Est.	Y	Y
P130	R0200	Update Existing HS Data	Y	N
P130	R9001	Record Edit Results	Y	N
P135	R0010	Subject Established	Y	Y
P135	R9001	Record Verification Results	Y	N
P140	R0010	Previous College Established	Y	Y
P140	R9001	Edit Results	Y	N
P142	R0010	Degree Established	Y	Y
P142	R0030	Degree Date Established	Y	Y
P142	R0040	Earned Hours Established	Y	Y
P142	R0050	Bgn Attendance Date Est.	Y	Y
P142	R0060	End Attendance Date Est.	Y	Y
P142	R0070	Grade Point Average Est.	Y	Y
P142	R0200	Update Prior College Data	N	N
P142	R9001	Edit Results	Y	N
P145	R0010	Previous College Majors	Y	Y

Procedure	Routine	Routine Name	Required	Override
P145	R0020	Previous College Minors	Y	Y
P145	R0030	Previous College Conc.	Y	Y
P145	R9001	Edit Results	Y	N
P150	R0010	Test Established	Y	Y
P150	R0020	Test Date Established	Y	Y
P150	R0030	Test Score Valid	Y	Y
P150	R9001	Edit Results	Y	N
P160	R0010	First Name Established	Y	Y
P160	R0020	Last Name Established	Y	Y
P160	R0030	Relationship Code Established	Y	Y
P160	R9001	Relative Record Check	Y	N
P170	R0010	Question Established	Y	Y
P170	R0020	Answer Established	Y	Y
P170	R9001	Question Answer Checked	Y	N
P175	R0010	Material Established	Y	Y
P175	R9001	Material Checked	Y	N
P900	L010	Create Application Required	Y	Y
P900	L020	Create Person Record	Y	Y
P900	L025	Create Race Record	Y	Y
P900	L030	Create International Record	Y	Y

Procedure	Routine	Routine Name	Required	Override
P900	L040	Create Address Record	Y	Y
P900	L045	Create Email Record	Y	Y
P900	L050	Create Telephone Record	Y	Y
P900	L060	Create High School Record	Y	Y
P900	L070	Create High School Subjects	Y	Y
P900	L080	Create Medical Conditions	Y	Y
P900	L090	Create Prior College Record	Y	Y
P900	L100	Create Prior College Degree	Y	Y
P900	L110	Create Prior College Major	Y	Y
P900	L120	Create Prior College Minor	Y	Y
P900	L130	Create Prior College Conc.	Y	Y
P900	L140	Create Test Score Record	Y	Y
P900	L150	Create Outside Interest Record	Y	Y
P900	L160	Create Parent Information	Y	Y
P900	L170	Create Question/ Answer	Y	Y
P900	L175	Create Materials	Y	Y



## Rule Groups Used in Self-Service Admissions Processing

The following table is a list of the rule groups and codes on SAAERUL that are used by self-service admissions processing.

Group Code	Group Name	Description
ADDR	Address Source Rules	Rules in which you specify address source codes to be used in electronic admissions application processing.
ADMS	Admission Rules	Rules which control the loading of duplicate applications and residency information for applications.
ATYP	Address Type Rules	Rules used to specify the address types to be assigned to addresses received in electronic applications.
CQLF	Code Qualifiers	Rules used to specify the EDI code qualifier for types of data which require special processing.
CURR	Curriculum Rules	Rules used to translate received information into valid Banner curricula.
DCSN	Applicant Decision	Rules used to allow admissions applicants to accept offers of admission in self-service.
DISP	Web Display Rules	Rules which control the display of data sections in the Banner self-service admissions application.
PATH	System Path Rules	Rules which describe the database path in which various system components have been installed.
PCOL	Prior College Rules	Rules which are used to process prior college information.
PQLF	Phone Qualifier Code Rules	Rules which contain certain EDI telephone type qualifiers.

Group Code	Group Name	Description
TEST	Test Score Source Rules	Rules which are used to identify the source of a test.
VCRL	Verification Control Rules	Rules which control several of the verification procedures and routines.

## Delivered Rule Groups Used in Self-Service Admissions Processing

The following table is a list of the rules delivered, the group with which they are associated, a description of each rule, and instructions for updating each rule.

Group	Label	Description	EDI	Instructions
ADDR	DFLTADDRSRCE	Default Address Source	N	Update the Default Address Source to the value from the Address Source Validation Form (STVASRC) that you want assigned to addresses loaded from Web applications. (You may need to build the desired value on STVASRC first.) (See Note 2 below.)
ADMS	DFLTASRCWEB	Web Default Application Source	N	Update the Web Default Application Source to the value from the EDI Application Source Code Validation Form (STVAPLS) that you want assigned to electronic applications received through the Web.

Group	Label	Description	EDI	Instructions
ADMS	DFLT SBGIWEB	Web Default Application SBGI Source	N	Insert the source STVSBGI value into the Application Source Table (SARRSRC).
ADMS	DUPLAPPLCURR (Not currently used in Self-Service admissions processing.)	Allow Dup App for Curriculum	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and curriculum. Update the value to N (cleared) if no duplicate checking should be done.
ADMS	DUPLAPPLLEVEL	Allow Dup App for Level	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and level. Update the value to N (cleared) if no duplicate checking should be done.
ADMS	DUPLAPPLMAJR	Allow Dup App for Major	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate

Group	Label	Description	EDI	Instructions
				checking using the duplicate rules set up on SAAECRL for the given application type for the same term and major. Update the value to N (cleared) if no duplicate checking should be done.
ADMS	DUPLAPPLPERS	Allow Dup App for Person	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same person, regardless of the term, level, curriculum, or major specified. Update the value to N (cleared) if no duplicate checking should be done.
ADMS	DUPLAPPLTERM	Allow Dup App for Term	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term, regardless of the level, curriculum, or major specified.

Group	Label	Description	EDI	Instructions
				Update the value to <b>N</b> (cleared) if no duplicate checking should be done.
ADMS	EMAILTYPE	Store default e-mails type	N	Enter a valid value from the E-mail Address Type Validation Form (GTVEMAL). This value will be used when storing email addresses from Web applications on GOAEMAL.
ADMS	EMAILSENDADDR	Admissions Email Address	N	Update the value to be the email address to which you want the Web applicant's email to be sent. For example: <a href="mailto:John.Doe@aol.com">mailto:John.Doe@aol.com</a> .
ADMS	EMAILSENDLINK	Admissions Email Link Text	N	Update the value to contain the hyperlink text the Web applicant will select to bring up their browser's mail system. For example: Have questions? Email us.
ADMS	FORRESIDCODE	Out of Country Residency Code	N	Update the Out of Country Residency Code to the value from the Residence Code Validation Form (STVRESID) that you want assigned to an application if the verification procedures determine that the person is an

Group	Label	Description	EDI	Instructions
				out-of-country resident. (See Note 1 below.)
ADMS	INRESIDCODE	In State/Prov Residency Code	N	Update the In State/Province Residency Code to the value from the Residence Code Validation Form (STVRES D) that you want assigned to an application if the verification procedures determine that the person is an in-state/province resident. (See Note 1 below.)
ADMS	ONEAPPORTWO	Create One Application or Two	N	Enter ONE to create one application with a primary and secondary curriculum, or enter TWO to create one application for each area of study. This value is selected when an application is loaded into Banner from the Web. If only one area of study is indicated on the Web, then only one application will be created, regardless of the value of this rule.
ADMS	OUTRESIDCODE	Out of State/Prov Residency Code	N	Update the Out of State/Province Residency Code to the value from

Group	Label	Description	EDI	Instructions
				the Residence Code Validation Form (STVRES D) that you want assigned to an application if the verification procedures determine that the person is an out-of-state/province resident. (See Note 1 below.)
<b>Note 1:</b> Residency determination is made based on answers to a variety of questions. If the system cannot determine residency, or if no residency codes are specified in these three rules, the "Default" Residency Code, identified by the value for the label DFLTRESDCODE in the group RESD will be used.				
ADMS	PRMSRCEWEB	Web Default Application SBGI as Primary Source	N	Mark the value on the Application Source Table (SARRSRC) from DFLTSBGIWEB as the Primary Source.
ATYP	DFLTPARENTATYP	Default Parent Address Type	N	Update the Default Parent Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to addresses created from parent address information. (See Note 2 below.)
ATYP	DFLTSTUDENTATYP	Default Student Address Type	N	Update the Default Student Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to

Group	Label	Description	EDI	Instructions
				addresses created from applicant address information. (See Note 2 below.)
<b>Note 2:</b> For Web applications, each application section in which address data can be reported has its own address type assigned to the application section using the Web Application Section Rules Form (SAAWAPP). Default address types defined under Rule Group <code>ATYP</code> are defaults which are used <i>only</i> when the address type to be assigned cannot be determined based upon other information.				
CQLF	ACTVCQLFCODE	Default Activity Qlfr Code	Y	The Default Activity Qualifier Code is an EDI value, and it is delivered as <code>SA</code> . Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This value also has to be assigned to those values which are “student activities” in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of <code>STVINTS</code> .
CQLF	AWRDCQLFCODE	Default Award Qualifier Code	Y	The Default Award Qualifier Code is an EDI value, and it is delivered as <code>SB</code> . Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This



Group	Label	Description	EDI	Instructions
				value also has to be assigned to those values which are “student awards” in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of STVINTS.
CURR	DFLTCAMPCODE	Default Campus Code Value	N	Update the Default Campus Code Value to the value from the Campus Code Validation Form (STVCAMP) that you want assigned to an application if the application's campus cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTCOLLCODE	Default College Code Value	N	Update the Default College Code Value to the value from the College Code Validation Form (STVCOLL) that you want assigned to an application if the application's college cannot be correctly derived by data viewed in the EDI Cross-Reference

Group	Label	Description	EDI	Instructions
				Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTDEGCCODE	Default Degree Code Value	N	Update the Default Degree Code Value to the value from the Degree Code Validation Form (STVDEGC) that you want assigned to an application if the application's degree cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTDEPTCODE	Default Department Code Value	N	Update the Default Department Code Value to the value from the Department Code Validation Form (STVDEPT) that you want assigned to an application if the application's department cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR)

Group	Label	Description	EDI	Instructions
				or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTMAJRCODE	Default Major Code Value	N	Update the Default Major Code Value to the value from the Major, Minor, Concentration Code Validation Form (STVMAJR) that you want assigned to an application if the application's major cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTMAJRQLFR	Default Major Code Qualifier	Y	The Default Major Code Qualifier is an EDI value, and it is delivered as 81, for CIP code. Specifically, the Default Major Code Qualifier is used by the script <code>xrefmajr.sql</code> delivered to assist in building major code cross-reference values in the EDI Cross-Reference Rules Form (SOAXREF). This script copies each value in the Major, Minor,

Group	Label	Description	EDI	Instructions
				<p>Concentration Code Validation Table (STVMAJR) which has a value in the <b>CIPC Code</b> field and creates a rule in the EDI Cross-Reference Rules Table using the major code, CIPC code, and EDI qualifier specified here.</p> <p>If the values entered in the <b>CIPC</b> field on STVMAJR are not Classification of Instructional Program (CIP) codes, the correct EDI value for the code set used for this field should be entered for this rule.</p> <p>(See Note 3 below.)</p>
<p><b>Note 3:</b> The value for this rule is used <i>only</i> by the script used to populate major code values in SOAXREF. If you are not using the script and are instead building appropriate major code translation values by hand, this rule will not be used.</p>				
CURR	USEDEFAULTS	Use Default Curriculum Values	N	Update the value to selected(set to Y) or cleared(set to N) to specify whether the campus, college, department, degree, and major defaults should be used when an application is created. (See Note 4 below.)

Group	Label	Description	EDI	Instructions
<p><b>Note 4:</b> Default values are used when the appropriate value cannot be determined using data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR). For example:</p> <p>A single set of EDI cross-reference values can be associated with more than one curriculum rule. If the same EDI cross-reference values are assigned to more than one curriculum rule, the defaults are used as “tie-breakers” and assigned to all associated fields.</p> <p>Regardless of the data elements used when the Banner application is created, curriculum rule checking takes place according to normal rules when the application data is viewed on any Banner form. If the values loaded for the application represent a curriculum choice that is not valid, as defined by existing curriculum rules, an error message is displayed and corrective action may be required at that time.</p>				
DCSN	ALLOWDECISION	Allow Applicant Decision	N	Update the Value column from UPDATE ME to Y or N for the applicant decision.
DCSN	CONFIRMCODE	Attendance Confirmation Decision Code	N	Update the Value column from UPDATE ME to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the confirm decision code.
DCSN	CONFIRMLABEL	Applicant Confirm Button Label	N	Update the Value column from UPDATE ME to any value which should be used for the Applicant Confirm label.
DCSN	WITHDRAWLABEL	Applicant Withdraw Button Label	N	Update the Value column from UPDATE ME to any value which should be used for the Applicant Withdraw label.
DCSN	WITHDRAWCODE	Withdraw Decision Code	N	Update the Value column from

Group	Label	Description	EDI	Instructions
				UPDATE ME to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the withdraw decision code.
DCSN	CAPTUREWDINFO	Capture Withdrawn Information	N	Update the Value column from UPDATE ME to Y or N for the additional withdrawn information.
DISP	ACTVSDISP	# of Activity Rows to Display	N	The Number of Activity Rows to Display rule is used <i>only</i> in Banner self-service admissions application processing. It specifies the number of free-form activity spaces to display in the Activities Section of a Web application. If you do not want to display free-form activities, set this value to zero (0).
DISP	SIGPAGEDISP	Display Sig Page (TRUE/FALSE)	N	The Display Signature page rule is used <i>only</i> in Banner self-service admissions application processing. The Banner Web Application

Group	Label	Description	EDI	Instructions
				includes the ability to display a signature, certification, and an instruction page at the time the applicant marks the application as complete. This rule specifies whether the Signature page is displayed. (See Note 5 below.) This is true whether the page is created using Info Text or the Format HTML Letter Rules Form (SOAELTR).

**Note 5:** The “Signature page” is a separate page which can be displayed after marking a Web application as “complete”. The page contains either Info Text if created using Web Tailor or an HTML letter if created using the Format HTML Letter Rules Form (SOAELTR). A sample set of InfoText is delivered for this page, but the text can be customized to suit local options using one of the Banner General Web Forms. For further information on updating Info Text, see the *Banner Web Tailor User Guide*.

DISP	TESTSDISP	# of Test Rows to Display	N	The Number of Test Rows to Display rule is used <i>only</i> in Banner self-service admissions application processing. It specifies the number of test report slots to display in the Tests Section of a Web application. If you do not want to collect test scores through Web applications, do not associate the
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Group	Label	Description	EDI	Instructions
				Test Information section with any Web application type on the Web Application Section Rules Form (SAAWAPP).
PATH	CHECKMARKPATH	Pathname for checkmark gif	N	The Checkmark gif pathname rule is the database pathname for the Checkmark gif. It is used <i>only</i> in self-service admissions application processing. <i>This location should be verified. Case is important.</i>
PCOL	PCOLDFLTDEGC	Prior College Default Degree	N	Update the Prior College Default Degree rule to the Banner degree code from the Degree Code Validation Form (STVDEGC) which should be assigned as the prior college degree attempted if an applicant does not supply a value.
PQLF	EMAILPQLFCODE	Phone Qualifier for E-mail	Y	The Phone Qualifier for E-mail rule specifies the EDI standard telephone qualifier which identifies an e-mail address.



Group	Label	Description	EDI	Instructions
				<p><b>Note:</b> The delivered value for this rule is EM; however, if the same value has been defined for another email address and telephone type (such as Emergency), then it is recommended that this value be changed.</p>
RES D	DFLTRESDCODE	Default Residency Code	N	Update the Default Residency Code rule to the code from the Residence Code Validation Form (STVRES D) which should be assigned to an applicant if a specific residence status cannot be determined based upon other information.
RES D	HOME COUNTY	Institution's Home County	N	Update the Institution's Home County rule to the code from the County Code Validation Form (STVCNTY) which represents the institution's home county. This value is used, in conjunction with other information, to attempt to determine the residency status

Group	Label	Description	EDI	Instructions
				to assign to an applicant.
RESID	HOMENATION	Institution's Home Country	N	Update the Institution's Home Nation rule to the code from the Nation Code Validation Form (STVNATN) which represents the institution's home nation. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.
RESID	HOMESTATPROV	Institution's Home State/Prov	N	Update the Institution's Home State/Province rule to the code from the State/Province Code Validation Form (STVSTAT) which represents the institution's home state. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.
TEST	DFLTTSRCWEB	Web Default Test Score Source	N	Update the Institution's Web Default Test Score Source rule to the code from the Admission Test Score Source Code Validation

Group	Label	Description	EDI	Instructions
				Form (STVTSRC) which represents the institution's test score source.
VCRL	AUTOOVERRIDE	Automatic Override Indicator	N	<p>The Automatic Override Indicator rule is used to specify whether verification procedures and routines which allow overrides (as defined on the Electronic Admissions Procedure/ Routine Control Form (SAAECRL) will be automatically overridden. Update this rule to selected (set to Y) or cleared (set to N) depending upon your choice. Overriding a procedure or routine will not cause data that is not valid to be loaded; it merely reduces the number of manual overrides you may need to perform during electronic application verification.</p>

## Cross-Reference Labels Used in Self-Service Admissions Processing

EDI cross-reference rules are identified by a Label. The label describes the purpose of the cross-reference rule. The following is a list of all the labels on SOAXREF that are used in self-service admissions processing.

**Note:** You need to ensure that each label is set up on SOAXREF as identified in the accompanying text. If one or more labels are not set up as specified, self-service admissions processing will not work correctly.

Label	Description	Processing Notes
DEGRLEVL	Degree Level Codes	Degree Level Codes are used to describe the generic level of a degree, and the EDI values delivered roughly correspond to the values in the Degree Award Category Code Validation Form (STVACAT). These values are used only when defining the EDI Curriculum Cross-Reference Rules. Update the Banner value to the corresponding value from STVACAT. (The Banner value will normally be the EDI value <i>without</i> the period.) Do not check (set to <input type="checkbox"/> ) the <b>Web (Indicator)</b> on SOAXREF, as these values are not used to control Web pulldown lists, but only to define valid cross-reference values for building curriculum cross-reference rules.
FSTYIDQL	Field of Study Qualifier Codes	Field of Study Qualifier Codes are used only to specify the code set which is used to describe field of study choices. No action is required on any of these rules for Web processing. However, one of these values will be associated with the rules for label STVMAJR where it will identify the code set used to define valid major code choices.

Label	Description	Processing Notes
GENDER	Gender Codes	Gender Codes are used to define the Banner equivalent for EDI gender values. Three values are delivered. No action is required on any of these rules for Web processing.
STVCITZ	Citizenship Type Codes	Values in the Citizenship Type Code label are used to customize the citizenship types which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVCITZ. If all values from STVCITZ should be displayed, then none need be entered here.
STVDEGC	Degree Level-Degree Code	For Web application processing, you can identify specific degree codes to be available for Web selection. In this case, you default values in the EDI value column which do not represent EDI Degree Level Codes, set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N), and enter the appropriate Banner value for the specific degree codes to be made available. If all degree codes from STVDEGC should be available for Web selection, none need be entered here.
STVETHN	Ethnic Codes	Values in the Ethnic Code label are used to specify the ethnicities which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value. If you have Banner ethnic codes which do not correspond to EDI ethnic codes and you want to

Label	Description	Processing Notes
		make these additional codes available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N) for these rules. (See Note below.) If all ethnic codes from STVETHN should be available for Web selection, none need be entered here.
<b>Note:</b> The script <code>xrefethn.sql</code> is used to populate the STVETHN label rows with values from the Ethnic Code Validation Form (STVETHN).		
STVINTS	Award and Activity Codes	Values in the Award and Activity Codes label are used to specify the interests which will be available for Web selection. For each value which should be Web-enabled, specify the appropriate EDI qualifier which represents “activities” (this value is SA and is also entered on SAAERUL to identify student activities), set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVINTS. If you have Banner interest codes which do not correspond to EDI codes, and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N) for these rules. (See Note below.) If all award and activity codes from STVINTS should be available for Web selection, none need be entered here. If the awards and activities should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).

Label	Description	Processing Notes
<p><b>Note:</b> For rules which represent student awards, set the EDI Qualifier to <b>SB</b>. Awards can also be reported through the Web, but whether reported through a Web application or a TS 189 transaction set, these values will not be loaded into the permanent Banner application tables.</p>		
STVLANGN	Language Name Codes	<p>Values in the Language Name Codes label are used specify the languages which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to <b>Y</b>) and enter the appropriate Banner value from STVLANG. If you have Banner language codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to <b>N</b>) for these rules. If all language codes from STVLANG should be available for Web selection, none need be entered here.</p>
STVMAJR	Major Codes	<p>Values in the Major Codes label are used to translate EDI field of study data into Banner major codes. Field of Study data reported in TS 189 transaction sets includes a qualifier code and value. Qualifier codes represent different standard code sets, like Classification of Instructional Program (CIP) codes or Stats Canada codes. You use a combination of a Degree Level code (label <b>DEGRLEVL</b>), Code Set Qualifier, and Banner code to define the cross-reference from EDI values to Banner values on the Curriculum Rules Form (SOACURR). To create rules for the <b>STVMAJR</b> label, enter the Qualifier which represents</p>

Label	Description	Processing Notes
		a valid EDI field of study code set, a value from the indicated set, and the Banner equivalent for the EDI value. (See Note below.)
STVMATL	Requested Materials Codes	Values in the requested materials label are used to specify the requested materials which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVMATL. If all requested materials codes from STVMATL should be available for Web selection, none need be entered here. If the requested materials should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).

**Note:** The script `xrefmajr.sql` is used to populate the STVMAJR label rows with values from the Major, Minor, Concentration Code Validation Form.

STVMEDI	Medical Condition Codes	Values in the Medical Conditions Codes label are used to specify the conditions which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVMEDI. If you have Banner medical codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N) for these rules. (See Note below.) If all medical condition codes from
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Label	Description	Processing Notes
		STVMEDI should be available for Web selection, none need be entered here.
<b>Note:</b> Use the medical condition data element on the Web Application Section Rules Form (SAAWAPP) to include this data in the Web application.		
STVMRTL	Marital Status Codes	<p>Values in the Marital Status Codes label are used to specify the marital statuses which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVMRTL. If you have Banner marital status codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N) for these rules. If all marital status codes from STVMRTL should be available for Web selection, none need be entered here.</p>
STVNATN	EDI Nation Codes	<p>Values in the Nation Codes label are used to specify the nation codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVNATN. If you have Banner nation codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to</p>

Label	Description	Processing Notes
		N) for these rules. (See Note below.) If all nation codes from STVNATN should be available for Web selection, none need be entered here.

**Note:** The script `xrefnatn.sql` is used to populate the STVNATN label rows with values from the Nation Code Validation Form.

STVRELG	Religion Codes	Values in the Religion Codes label are used to specify the religion codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVRELG. If you have Banner religion codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N) for these rules. If all religion codes from STVRELG should be available for Web selection, none need be entered here.
STVRELT	Relationship Codes	Values in the Relationship Codes label are used to specify the relationship codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVRELT. If you have Banner relationship codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set

Label	Description	Processing Notes
		and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N) for these rules. If all relationship codes from STVRELT should be available for Web selection, none need be entered here.
STVSTAT	EDI State Codes	Values in the State Codes label are used to specify the state/province codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVSTAT. (See Note below.) If all state codes from STVSTAT should be available for Web selection, none need be entered here.

**Note:** The script `xrefstat.sql` is used to populate the STVSTAT label rows with values from the State/Province Code Validation Form (STVSTAT).

STVTESC	Sub-Test Codes	Values in the Sub-Test Codes label are used to specify the sub-test codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVTESC. If you have Banner test types codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules. Use an EDI value which is not already in the EDI set, and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N) for these rules. An EDI Qualifier, EDI Value, Description, and Banner Value are all required for STVTESC rules. If all test codes from STVTESC should be available for Web selection, none need
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Label	Description	Processing Notes
		be entered here. If the test types should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).
STVVTYP	VISA Type Codes	<p>Values in the Visa Type Codes label are used to specify the visa codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVVTYP. If you have Banner visa type codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules. Use an EDI value which is not already in the EDI set, and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N) for these rules. If all visa type codes from STVVTYP should be available for Web selection, none need be entered here.</p>
STVWAIV	Application Waiver Codes	<p>Values in the Application Waiver Codes label are used to specify the application waiver codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to selected (set to Y) and enter the appropriate Banner value from STVWAIV. If you have Banner application waiver codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules. Use an EDI value which is not already in the EDI set, and set the <b>(EDI) Standard (Indicator)</b> to cleared (set to N) for these rules. An EDI Qualifier, EDI</p>

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Label	Description	Processing Notes
		Value, Description, and Banner Value are all required for STVWAIV rules. If all application waiver codes from STVWAIV should be available for Web selection, none need be entered here. If the application waiver codes should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).

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### Address Hierarchy Rules for Credit Card Payment

Rules with an internal code of `WEBCCADDR` and an internal group code of `ADDRESS` are used with miscellaneous transactions to set up the address hierarchy for Web payment card payments and to populate the address in the `GORCCAU` table.

Miscellaneous transactions are used for admissions application fees. When an applicant pays an application fee that creates a miscellaneous account transaction and uses a payment card for payment, an address is needed to process the transaction. If no `SARADDR` record exists, and no current `SPRADDR` record exists, the applicant is taken to a page in Self-Service to enter the address information.

Miscellaneous transactions are also used for transcript request fees and enrollment verification fees. When a student pays a fee that creates a miscellaneous account transaction and uses a payment card for payment, an address is needed to process the transaction. If no current `SPRADDR` record exists, the student is taken to a page in Self-Service to enter the address information.

Miscellaneous transactions are not used for registration fees or graduation application fees. A student does not need an address record to process payment for those fees.

## Identify Payment Profile for Credit Card Payment

Payment profiles are configured on GOAMERC. You can query on GTVSDAX for the `WEBSTUCCID` internal group code with an internal code of `LEVEL`, `COLLEGE`, or `CAMPUS` to match the student's level, college, or campus. The external code value for the rule is the payment profile.

## Include Cell Phone with Self-Service Admissions Applications

You can capture an applicant's cell phone information in Banner Student Self-Service as part of the personal information on the admissions application. Collecting cell phone information is optional. Cell phone information is not associated with an address type.

### About this task

To use cell phone data with Self-Service applications, you need to set up rules in Banner Student baseline, enter telephone information in Banner Student Self-Service, and push the telephone number back into Banner Student baseline.

### Procedure

1. Access Banner Student baseline.
2. Review the cell phone element codes on the Admissions Web Page Element Validation Form (STVWSCF).
  - `CELL_EXTENSION`
  - `CELL_INTL_ACCESS`
  - `CELL_PHONE`
  - `CELL_PHONE_CTRY_CODE`
3. Add the cell phone element codes on the Web Application Section Rules Form (SAAWAPP) for the **Web Section** of `PERSONAL`.
4. Set the value of the `CELLPQLFCODE` rule label on the Electronic Admissions Application Rules Form (SAAERUL) for the **Group Code** of `PQLF`.

The value used for the telephone type for the `CELLPQLFCODE` rule label is not validated. However, the value must exist on the Telephone Type Validation Form (STVTELE) and should be only one or two characters in length.

**Note:** It is recommended that the telephone type value used for the `CELLPQLFCODE` rule label be *different* than the value associated with the address type used for the `ADDR1` or `ADDR2` Web sections on SAAWAPP.

It is also recommended that the telephone type value used for the `CELLPQLFCODE` rule label be different than the value used for the `EMAILPQLFCODE` rule label.

5. Access Banner Student Self-Service.
6. Begin or update an admissions application.
7. Enter cell phone information in the appropriate fields on the Personal Information Page (`bwskaper.P_DisAppPersonal`).

- **Cellular Phone Number**
  - **Cellular Phone Extension**
  - **Cellular Phone Intl Access Code**
  - **Cellular Phone Country Code**
8. Return to Banner Student baseline.
  9. Run the Elec App Verify/Load Process (SARETMT) to push the admissions application information into Banner.
  10. Access the Telephone block of the General Person Identification Form (SPAIDEN) to review the populated cell phone information.

## Results

Cell phone information is captured on the Personal Information Page (`bwskaper.P_DisAppPersonal`) in Self-Service as part of the admissions application. However, as the information is associated with the `PERSONAL` Web section on SAAWAPP, it is treated differently than the telephone information that is associated with the `ADDR1` or `ADDR2` Web sections. Cell phone information captured from the Personal Information Page (`bwskaper.P_DisAppPersonal`) is always loaded to Banner as Non-Primary.

When the cell phone telephone type and phone number are pushed to Banner from the Self-Service Personal Information page in the admissions application, a duplicate check is performed against the telephone type and cell phone number in Banner baseline. Cell phone data for the same telephone type and phone number is *never* loaded, even if the existing cell phone number is set to **Primary**, **Inactivate**, or **Unlisted** on the General Person Identification Form (SPAIDEN) or the General Person Telephone Form (SPATELE). The cell phone type and number in Banner are never overwritten or changed. If the cell phone number needs to be modified, deleted, or set to **Primary**, **Inactivate**, **Unlisted**, the changes must be made manually.

The load logic for the `CELLPQLFCODE` rule label on SAAERUL is as follows:

- When the same telephone type and telephone number exist, the data is not loaded to Banner, even if it exists as **Primary**, **Inactivate**, or **Unlisted** on SPAIDEN or SPATELE.
- When the same telephone type exists with a different phone number, the data is loaded to Banner.
- When a new telephone type is found for an existing phone number, the data is loaded to Banner.
- When a new telephone type is found for a different phone number, the data is loaded to Banner.

## Processing Self-Service Admissions Applications

Before you receive your first Web application, you need to establish appropriate policies and procedures for processing Web applications.

For example, you need to determine whether to weed out frivolous applications, when and how you will collect application fees (if required), whether you require and how you will collect application certifications and signatures, and what impact Web applications will have on application and yield statistics.

The Elec. App. Verify/Load Process (SARETMT) is a batch process that is used to match, verify, and load admissions applications received through the Web. This process allows users to match, verify, and load large numbers of Web applications at one time. The process uses the same matching algorithm as the Electronic Prospect Match Process (SRRSRIN) and the Common Matching Entry Form (GOAMTCH).

The Electronic Application Process Form (SAAEAPS) is used to process Web applications that are placed in suspense or error status by the SARETMT batch load process. In addition, SAAEAPS can be used to review Web applications and delete those that are most likely frivolous (that is., applications from Mickey Mouse or Claude Monet).

## Overall Process

The overall process for receiving self-service admissions applications is as follows.

### Procedure

1. The applicant creates and completes the Web application.
2. **Optional:** The institution reviews all Web applications (through SAAEAPS) added on a specific date that are complete to check for frivolous applications.
3. The institution runs the SARETMT process to match, verify, and load Web applications.
4. The institution reviews Web applications on SAAEAPS that were put into Suspense or Error status by the SARETMT process.
5. Suspended error records are resolved on SAAEAPS using GOAMTCH to determine if the applicant is New or is a Match to an existing Banner record.
6. The institution reruns SARETMT to verify and load those applications whose status has just been resolved. Depending on the number of suspended and error records, the institution can choose to manually verify and load these Web applications on SAAEAPS.

## Detailed Steps

The detailed steps for receiving self-service admissions applications are discussed in this section.

### Procedure

1. Use the Electronic Application Process Form (SAAEAPS) to display received Web applications.

To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID.

You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** or **Add Date** in the Key Block will be displayed.

You can also enter the main block and query on certain fields. Those fields are: **Application Number, Application Type, Completion Indicator, Term, Source (with a value of WEB), Add Date, Accepted Indicator, Process, Process Date, Person Status, and Application Status.**



If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. After an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.

2. Use the Elec. Appl. Verify/Load Process (SARETMT) to match, verify, and load the Web applications that meet your processing guidelines.

Parameters for SARETMT allow processing based upon Application Type, Application Source, Application Term, and the Date Range of when applications were added.

- a) Run SARETMT in audit mode.

SARETMT can be run in audit mode providing the user with the opportunity to review the match, verify, and load status of each application before it is actually processed. The Status field will indicate whether the Web application is New, Matched, Suspended, or in Error based on the matching rules specified by the matching source code assigned to the interface code on STVINFC.

If a Web application type has previously been pushed for a given Web ID, the Status field will indicate *N/A*, as a matching PIDM already existed for the Web ID. The process will indicate if verification errors occurred or if the application was pushed.

- b) Run SARETMT in update mode.

The user can run the match, verify, and load process in update mode. All electronic applications matching the input parameters will be processed by SARETMT.

Three possible outcomes can exist for each record processed by SARETMT.

- The record was matched, verified, and pushed successfully resulting in the creation of a SAAADMS application record.
  - The record was placed into suspense or error status during the match process. Suspended and error records will not be processed further by SARETMT until the match status has been resolved to either New or Matched. The user can resolve the suspended status using the Electronic Application Process Form (SAAEAPS) (See the “Resolve Suspended Electronic Applications” section below for details.)
  - The record failed the verification process. Numerous verification routines exist to ensure the integrity of the data being loaded into Banner. If certain errors occur during the verification process, the record will be marked with a verification error.
3. Resolve suspended and error electronic applications using the Electronic Application Process Form (SAAEAPS).
    - a) Access the Electronic Application Process Form (SAAEAPS).
    - b) Navigate to the main block and query for the appropriate records (that is., term, source equals Web etc.) having a Person Status of *S* or *E*. These are the records that will need to be resolved before they can be verified and pushed into Banner.
  4. Select the Verification Steps tab or the Manual Verification Steps option from the Options Menu to access the Verification Steps window.
  5. Mark any of the person or application steps complete, except for the ID Verification (*IDVR*) step, and then save the changes.

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6. Select the ID Verification (**IDVR**) step, and then choose the Associate Person with ID item from the Options Menu.
  7. This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record from the **Select an ID** field.
    - **Electronic ID** – This is the ID used to create the electronic application.
    - **Local ID** – This is used for applications filed through EDI where the applicant provided a Local ID.
    - **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
    - **Banner ID** – This is used if you want to enter an explicit ID to be used by Banner.
    - **Generate ID** – This indicates that Banner should generate an ID for this person.
  8. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
  9. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.
 

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

Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.
  10. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
  11. After the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
  12. The incoming electronic application can be a match, a potential match, or a new record:
    - 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 block.
    - 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.
  13. 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.
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- 
- c) Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
14. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (IDVR) step will be marked as complete. Continue processing the electronic applicant as needed.
  15. Resolve verification errors using the Electronic Application Process Form (SAAEAPS).
 

If the `AUTOOVERRIDE` label on the Electronic Admissions Application Rules Form (SAAERUL) for the group `VCRL` is set to `Y`, and the procedures and routines are marked as overrideable on SAAECRL, then SARETMT will not stop the process if verification errors occur (unless they are data errors). If the `AUTOOVERRIDE` label is set to `N`, then any verification errors found while SARETMT is processing will be identified on the report file.

These errors can be viewed on SAAEAPS and must be resolved before the affected applications can be re-processed by SARETMT. Verification errors can only be resolved on SAAEAPS if the routine or procedure causing the error have the **Override (Indicator)** selected on SAAECRL for the appropriate application type.

    - a) Access the Electronic Application Process Form (SAAEAPS).
    - b) Navigate to the main block and query for the appropriate records (that is, term, source, etc.) having a **Process** field value of `E`. These are the records that will need their verification errors resolved before they can be pushed into Banner.
    - c) Select **Review Results** from the Options Menu or use Next Block to access the Verification/Load Results window.
 

In the System Verification Procedure block, each procedure is displayed, one procedure at a time. At the same time, each routine associated with a procedure is displayed in the System Verification Routines block.
    - d) Scroll through each procedure to find the procedures that have not been verified (that is., the **Completion Indicator** check box is *not* selected). To resolve a procedure or routine, select the appropriate override (**Override Indicator**) box. If you override an individual routine, only the verification associated with that routine will be bypassed. If an entire procedure is overridden, none of the individual routines will have verification performed.
    - e) After all routines and procedures are overridden, return to the main block of SAAEAPS. You can manually re-verify the application here by selecting **Verify Application** from the Options Menu, or you can re-run SARETMT.
  16. Re-run SARETMT in update mode.
 

SARETMT will try to verify all records that were previously suspended and will attempt to re-verify all applications that originally failed verification. All applications that pass the match and verification processing will be pushed to Banner. After an application has been pushed, the **Process** field will be set to `P`(ushed).
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## Update Null SSN during Admissions Push Process

You can update Null SSN when performing the Admissions push process.

Use the R0050 routine (SSN Established) for the P030 procedure on SAAECRL for the **Web Application Type** of 00. Routine R0050 is used to update the social security number of an existing record with a `Null` SSN when the **Required** indicator is selected (Y).

Routine R0270, Overwrite Existing SSN, will update a `Null` value and overwrite an existing value when the **Required** indicator is selected (Y).

Using a combination of settings for the **Required** indicators determines how existing Banner records are updated when a Self-Service application is processed. If there is no SPBPERS record for an existing person, the SSN will *always* be updated, even if the **Required** indicator for routine R0050 is cleared (N).

SAAECRL P030/ R0050 Required Ind (Establish)	SAAECRL P030/ R0270 Required Ind (Overwrite)	Existing SPBPERS record	SSN entered in Self-Service	Self-Service SSN pushed
Y	N	No	Yes	Yes
Y	N	Yes, no SSN	Yes	Yes
Y	N	Yes, with SSN	Yes	No
Y	Y	No	Yes	Yes
Y	Y	Yes, no SSN	Yes	Yes
Y	Y	Yes, with SSN	Yes	Yes
N	Y	No	Yes	Yes
N	Y	Yes, no SSN	Yes	Yes
N	Y	Yes, with SSN	Yes	Yes
N	N	No	Yes	Yes
N	N	Yes, no SSN	Yes	No *
N	N	Yes, with SSN	Yes	No

\* It is possible to push the SSN from Self-Service when using SAAEAPS and the **Update ID** button on GOAMTCH during the matching process, if the **SSN** field is `Null` on the existing person record.

## Manually Matching, Verifying, and Pushing Electronic Applications

The following steps show how to manually match, verify, and push electronic applications into Banner using SAAEAPS.

### About this task

## Procedure

1. Use the Electronic Application Process Form (SAAEAPS) to display received Web applications.

To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID.

You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** or **Add Date** in the Key Block will be displayed.

You can also enter the main block and query on certain fields. Those fields are: **Application Number**, **Application Type**, **Completion Indicator**, **Term**, **Source (with a value of WEB)**, **Add Date**, **Accepted Indicator**, **Process**, **Process Date**, **Person Status**, and **Application Status**.

If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. After an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.

2. Flag applications for further processing.

If you will not process an application until a fee or certification is received, you might also want to set the **Accepted Indicator** to **N** until you receive the appropriate additional information required by your policies and procedures.

For those applications which you will further process, set this indicator to **Y**.

3. Perform any required manual verification steps.

Select the **Verification Steps** tab, use a **Duplicate Item** function, or select **Manual Verification Steps** from the Options Menu to transfer to the Verification Steps window.

There may be two kinds of manual verification steps, those related to person data and those related to an application. You defined the manual verification steps which would be required on the Application Verification Steps Validation Form (STVASTA). One person-related step - ID Verification (**IDVR**) - is required by system processing and will be present whether or not you defined additional verification steps.

If the application was received through the student (secured) side of the Web (**Record Type** is **S**), you do *not* need to complete the ID Verification (**IDVR**) step. It will be completed for you when you verify the application's data. Go to Step 11.

If the application was received through the non-secured side of the Web, you must either match the applicant to an existing Banner person or create the person in Banner. Either of these functions also completes the ID Verification (**IDVR**) step. Continue with Step 3 through Step 10.

When you are positioned on the ID Verification (**IDVR**) step record, use a function key to perform special processing. The function can be performed if the ID Verification (**IDVR**) step has already been completed.

Use a Count Query Hits function or select **Associate Person with ID** from the Options Menu to transfer to the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record in the **Select an ID** field.

- **Electronic ID** – This is the ID used to create the electronic application.
- **Local ID** – Used for applications filed through EDI where the applicant provided a Local ID.

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- **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
  - **Banner ID** – Used if you want to enter an explicit ID to be used by Banner.
  - **Generate ID** – Indicates that Banner should generate an ID for this person.
4. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
  5. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.  
  
If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.  
  
Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.
  6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
  7. After the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
  8. The incoming electronic application can be a match, a potential match, or a new record:
    - 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 block.
    - 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.
  9. 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.
  10. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (IDVR) step will be marked as complete. Continue processing the electronic applicant as needed.
  11. Verify the application data.
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Select Verify Application from the Options Menu to verify the application data. Verification performs all verification procedures and routines attached to the application which have not been overridden.

After an application has been verified, its **Accepted Indicator** on the main window of SAAEAPS is set either to E, which indicates that errors were found during verification, or V for verification complete.

12. Review errors, override verification, or correct data.

If errors are encountered during verification, select Review Results from the Options Menu or use a Next Block function to review the results. The Verification/Load Results window is displayed.

In the System Verification Procedures section of this window, each procedure and its associated routines are displayed, one procedure at a time. You scroll through the procedures using the scroll bar or Next and Previous Record functions, and the associated routines are displayed for each procedure. As you scroll through the procedures, you can ignore any which have already been overridden or which have passed verification. (The **Completion (Indicator)** check box is selected.)

Verification errors must be resolved before the data can be loaded into the Banner permanent tables from the holding tables. You resolve verification errors by overriding the routine which failed or by overriding the entire procedure. If you override an individual routine, only the verification associated with the individual routine will be by-passed. If you override the procedure, none of the individual routines will be performed. Only those procedures or routines for which override is allowed (defined on SAAECRL) can be overridden. If you attempt to override a procedure or routine when an override is not allowed, an error message displays, and the override is not processed.

After overriding all routines or procedures that you want to have ignored, use the Return button to return to the main window of SAAEAPS, and select Verify Application from the Options Menu to verify the information again. Only data which had not previously been verified is processed. Procedures in which you overrode routines can now be verified.

You should continue verifying data and overriding routines and procedures until verification is complete (the **Accepted Indicator** displays V for Verified). When you push data into the permanent tables, data for procedures which have been verified is loaded, regardless of the status of other data.

13. Load the verified information into the permanent tables.

Select Load Application from the Options Menu or use an Insert Record function to push the data to the permanent tables. After you have pushed the data, you can view the results by selecting Review Results from the Options Menu or by using a Next Block function to access the System Verification Procedure section of the Verification/Load Results window. Scroll until you reach procedure P900, the PUSH Verification Procedure. The routines associated with this procedure push actual pieces of data. Data has been pushed for routines which are complete, and the message associated with each completed routine will tell you the number of records created or updated.



## Changing PINs

There is one more option available on the Electronic Application Process Form (SAAEAPS), the Change PIN option, and it is not part of actual application processing. You use the Change PIN option when an applicant has forgotten the PIN used to submit application information or when an applicant has been locked out of the non-student (nonsecured) application processing component of self-service admissions.

You use the Change PIN option when an applicant has forgotten the PIN used to submit application information or when an applicant has been locked out of the non-student (non-secured) application processing component of self-service admissions.

To use the Change PIN option, select **Change PIN** from the Options Menu or use a Help function. The Non-Student PIN Change window is displayed. In this window, you can:

- change the applicant's PIN, or
- unlock a locked application.

## Review Applicant Information

If at any point you want to review the application information, either to determine why there are verification or load errors or to review application information which will not be loaded to the permanent Banner tables, use the Electronic Application Submitted Form (SAAETBL).

You can now work on another electronic application or move into other Banner forms to further process the applications you have pushed.

## Pushing Test Score Information

SATI and SATII test scores entered through EDI and pushed into the SORTEST table should have a value of **R** placed in the SORTEST\_RCRV\_IND field *if the SORTEST\_TEST\_DATE is greater than or equal to April 1, 1995.*

This will ensure that the SOPSATS program or client-written programs do not try to further re-center these scores, as they should already be re-centered.

(These programs use the value or lack of a value in the SORTEST\_RCRV\_IND field in their determination of whether to re-center the test scores.)

The following rules need to be added to the Electronic Admissions Application Rules Form (SAAERUL) where the **Group** field is set to **TEST**. The **Value** field will be populated for you, as these are required values based on the Banner Test Code Validation Form (STVTEC). Only those tests received through EDI that have a test code matching one of the test codes below should have the **R** added to the **Revised or Recentered** field on SOATEST. This is because only SAT I and SAT II tests were affected by the re-centering change. If additional SATII tests are added by ETS, additional records will be provided for you on SAAERUL.

Group	Label	Description	Value
TEST	SATV	SAT Verbal Test	S01



Group	Label	Description	Value
TEST	SATM	SAT Math Test	S02
TEST	SATR	SAT Reading Subscore Test	S03
TEST	SATV	SAT Vocabulary Subscore Test	S04
TEST	SATAH	SAT American History/ Social Studies	AH
TEST	SATBE	SAT Bio-Ecological Emphasis	BE
TEST	SATBM	SAT Bio-Molecular Emphasis	BM
TEST	SATBY	SAT Biology Emphasis	BY
TEST	SATCH	SAT Chemistry	CH
TEST	SATCL	SAT Chinese with Listening	CL
TEST	SATEH	SAT European History/ World Cultures	EH
TEST	SATEN	SAT English Composition	EN
TEST	SATES	SAT English Composition w/Essay	ES
TEST	SATFL	SAT French with Listening	FL
TEST	SATFR	SAT French	FR
TEST	SATGL	SAT German with Listening	GL
TEST	SATGM	SAT German	GM
TEST	SATHB	SAT Hebrew	HB
TEST	SATIT	SAT Italian	IT
TEST	SATJL	SAT Japanese with Listening	JL
TEST	SATKR	SAT Korean with Listening	KR
TEST	SATLR	SAT Literature	LR
TEST	SATLT	SAT Latin	LT

Group	Label	Description	Value
TEST	SATM1	SAT Mathematics Level I	M1
TEST	SATM2	SAT Mathematics Level II	M2
TEST	SAT1C	SAT Mathematics Level IC	1C
TEST	SAT2C	SAT Mathematics Level IIC – Calculator	2C
TEST	SATMH	SAT Modern Hebrew	MH
TEST	SATPH	SAT Physics	PH
TEST	SATSL	SAT Spanish with Listening	SL
TEST	SATSP	SAT Spanish	SP
TEST	SATWH	SAT World History	WH
TEST	SATWR	SAT Writing	WR

## Addresses in Banner and Entered on the Web

Addresses entered through the Web that have the same address type as existing Banner addresses should be loaded as the next sequential address instead of not loading them at all. The rules for determining From and To dates for existing addresses and new addresses are detailed below.

When an address comes in through the Web and has the same address type as an existing Banner address the push process will:

- Select the most current Banner address of that address type. This is either the address with the correct address type that has a To Date equal to `Null` or the address with the correct address type that has a maximum To Date for that person. If two records are returned, then the one with the `Null` address is considered to be the most current (as `Null` equals valid until the end of time). This will be the address used in all comparisons below.
- If the incoming Web address matches the most current Banner address of the same address type, *do nothing*.
- Otherwise, determine how to update existing or `Null` To Dates and to insert new From Dates:
  - If the To Date (of the current Banner address) is `Null`:
    1. Update the To Date of the current address with the *greater* of the From Date (of the current address) or `SYSDATE` minus one.
    2. Insert the new address with the From Date with the *greater* of the From Date plus one (of current address) or `SYSDATE`.

This code handles the problem of having someone submit multiple records on the same day with multiple different addresses.

- If the To Date (of current Banner address) equals the SYSDATE, insert the new address with a From Date of SYSDATE plus one.
- If the To Date (of current Banner address) is greater than SYSDATE, insert the new address with the From Date of the current addressee's To Date plus one.
- If the To Date is less than the SYSDATE, insert the new address with a From Date of SYSDATE.

## Quick Start Set-Up Procedures for Banner Student Self-Service

This section discusses using Quick Start admissions processing.

### Overview

Quick Start processing allows an institution to automatically process Web applications in a number of ways.

It can be set up to automatically create a student record, taking the Web applicant directly to Banner Student Self-Service so they can register. It can also automatically create a recruit or application record, thereby eliminating the need to use SAAEAPS or run SARETMT. A decision record can be created too, as long as an application record is being created.

You must follow the instructions in the “Admissions Application Set-Up Procedures for Banner Student Self-Service” section before you can use Quick Start processing.

### Processing Steps

The following describes the steps required to use Quick Start processing. It is followed by a description of how Quick Start works behind the scenes.

#### About this task

#### Procedure

1. Check the **Enable QuickStart Processing** check box in the Automated Processing Rules block on the Electronic Applicant Web Default Rules Form (SAAWADF).
2. Choose the Quick Start features you would like to use by checking the appropriate boxes.
  - **Automatically Create Recruit Record** - When selected, a recruit record will be created for the Web applicant.
  - **Automatically Create Application Record** - When selected, an application record will be created for the Web applicant.
  - **Process Decision** - When selected, an application decision code can be entered in the **Admission Decision** field.
  - **Admission Decision** - When a decision code is entered, an admissions decision record will be created on SARAPPD.

- **Provide Access to Student Self-Service** - When selected and the Web applicant has a student record, an **Access Web for Students** button will display on whichever signature page is displayed.
  - **Create One Application** - When selected, one recruit or application record will be created for all associated curricula. When cleared, a new record will be created for each curriculum (major).
  - **Auto Student** - When selected (in the EDI and Self-Service block of the Majors and Departments window on SOACURR), a student record will be created on SGBSTDN, as long as no matching record is found on SOAEQUI.
3. Select the interface code associated with the correct matching source code for the matching rules to be used by Quick Start on the Web Matching Rules window of SAAWADF.
  4. Create letters to be used with Quick Start processing on SOAELTR.
  5. Associate the letters with the appropriate letter types on the Web Signature Letters window of SAAWADF.

## Behind the Scenes

Quick Start processing begins automatically when the following occurs.

### About this task

- The **Application Complete** button is pressed on the Web Application Checklist page, and credit card processing has been turned off for the application type on SAAWADF.
- OR -
- Credit card processing is enabled on SAAWADF and:
  - The applicant selects the **Pay Later** button on the Application Fee Payment page.- OR -
  - The applicant is prompted for the Signature page after successfully processing their credit card payment.

Then the following steps take place:

### Procedure

1. The match package is run to determine if the Web applicant matches an existing Banner person.
2. If the match package, returns a status of **S** (Suspended) or **E** (Error), then the application status code is updated on SAAEAPS, and the Display Signature package displays the letter code associated with the **SUSPENSE** or **MATCHERR** letter types respectively.
3. Quick Start processing checks to see if the **Automatically Create Application Record** box is selected. If it is selected, run the verification routines (the same routines as run on SAAEAPS or with the SARETMT process).

If any errors are encountered during the verification process, the **Application Status** field on SAAEAPS is updated appropriately, and the Signature Display package displays the letter assigned to the **VERERR** letter type on SAAWADF.

4. Now the `create_appl` package is run. It first checks for the existence of an application hold for the Web applicant (assuming they had matched someone in Banner).

If an application hold exists, then the **Application Status** field on SAAEAPS is updated appropriately, and the Display Signature package displays the letter assigned to the `APPLHOLD` letter type on SAAWADF. If no application hold exists, the application is created.

5. If the **Automatically Create Application Record** check box is selected, then you can optionally request that a decision record be created as well, by checking the **Process Decision** check box and entering a decision code in the **Admission Decision** field. Just as with SAAQUIK, no decision code with the **Inactive Application (Indicator)** selected on STVAPDC can be created.
6. If the **Automatically Create Recruit Record** check box is selected, run the `create_recruit` package to create a recruit record on SRBRECR.
7. If the **Create One Application** check box is selected, then one application will be created for all associated curricula. If cleared, then a separate application will be created for each curriculum (major).
8. If the **Auto Student** check box is selected (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) for the applicant's curriculum, Quick Start processing is allowed for that curriculum.
  - a) If Quick Start processing is not allowed for the curriculum, then no student record will be created, and the letter associated with the `STANDARD` letter type will be displayed. If you selected the option to create a recruit or application record, these will still be created.
  - b) If Quick Start processing is allowed for the curriculum and the match status returned earlier is `N` (New), a student record is created for the Web applicant, and the Signature Page is displayed with the letter assigned to the `QUIKADMIT` letter type.
9. If the match status returned earlier is `M` (Match), SOAEQUI is queried to see if the Web applicant's most recent Banner student record and Web application match any of the exception processing rules on the form.
  - a) If one or more rules match, then the rule with the highest priority number is used (1 = highest), and no student record is created. If that rule has a letter code associated with it, then that letter is displayed as the Signature Page.
  - b) If no letter code exists on the matching SOAEQUI record, then the letter associated with the `NOSTUREC` letter type is displayed. If no letter code has been assigned to the `NOSTUREC` letter type, then the letter associated with the `DEFAULT` letter type is displayed. If no letter has been assigned to the `DEFAULT` letter type, the default Web Tailor letter is displayed.

## Application Status Errors and Resolutions

The following are the possible application status codes that can be generated by the Quick Start process and how they may be resolved. They can be viewed on SAAEAPS.

Application Status Code	Description	Resolution
H	Admissions Hold	If an admissions hold exists for an applicant, their application status will be updated to H, and their record cannot be pushed

Application Status Code	Description	Resolution
		<p>on SAAEAPS until the hold is removed on SOAHOLD. Even if the hold is removed, only an application record will be created, not a student or decision record.</p> <p>Perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Remove the hold on SOAHOLD, if appropriate.</li> <li>2. Run the Verification Process by selecting Verify Application from the Options Menu in the main window of SAAEAPS. This process will run even though the <b>Application Status</b> field is set to H.</li> <li>3. Run the Load Application process by selecting Load Application from the Options Menu in the main window of SAAEAPS. Assuming no other errors occur, the application should be pushed. It will not, however, automatically create a student record if that was indicated for the application type on SAAWADF. The institution will have to do that manually. It will create the recruit record though, if that was indicated on the Automated Processing rules window of SAAWADF.</li> <li>4. You can also run SARETMT to verify and push the application having an application status of H, as long as the hold has been removed.</li> </ol>
I	Can't Insert Decision Code	<p>This error is received when you are trying to create a student record, and the system knows that one or more of the rules governing the creation of a student record would be broken in doing so.</p> <p>For example, if a student record already exists for the same term as the newly created Quick Start application, the insert of a new student record would fail, as you cannot insert a new student record if one already exists for the same term.</p> <p>However, all other items defined by the indicators in the Automated Processing Rules window of SAAWADF, in addition to items defined by the SAAECRL rules, will still be processed.</p> <p>So, the Quick Start applicant won't have a new student record created, but they could have an application record</p>

Application Status Code	Description	Resolution
		created, additional personal data updated on SPAPERS, test score data added, an application and recruit record created, etc.
P	Push Error	<p>This error rarely occurs. It is usually caused by data that is not valid, or data that is not acceptable to the database because of indices. If a push error occurs, the part of the process receiving the error will not be pushed. All other pieces will be pushed though.</p> <p>For example, if a question/answer receives a push error, the recruit, application, and student record will still be created along with person data.</p>
R	Match Error	<p>Perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Use the <b>Person Search</b> or <b>Create Person</b> items in the Options Menu from the Applicant and Application Manual Verification window on SAAEAPS to mark the record with the match error as New or Matched.</li> <li>2. Mark any of the other manual verification steps as complete in the Manual Person Verification Steps block, and save the changes.</li> <li>3. Return to the main block, where the <b>Person Status</b> and <b>Application Status</b> fields should both be set to Y.</li> <li>4. Now you can either manually verify and push the application* on SAAEAPS or run the SARETMT process to automatically re-verify and push the application.</li> </ol> <p>* See the section called “Manually Matching, Verifying, and Pushing Electronic Applications” for more information.</p>
U	Suspended Record	<p>Perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Select the <b>Verification Steps</b> tab or the <b>Manual Verification Steps</b> option from the Options Menu to access the Verification Steps window.</li> <li>2. Select the ID Verification (IDVR) step, and then choose the <b>Associate Person with ID</b> item from the Options Menu.</li> <li>3. 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 <b>Select an ID</b> field.</li> </ol> <p><b>Electronic ID</b> – This is the ID used by the applicant when the electronic application was submitted.</p>

Application Status Code	Description	Resolution
<b>Local ID</b>	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.	
<b>SSN</b>	This field displays the value reported by the applicant as a social security or other Federal ID number when the electronic application was submitted.	
<b>Banner ID</b>	This field is used to specify the ID which should be used when the SPRIDEN record is created for the applicant in Banner.	
<b>Generate ID</b>	This field indicates that Banner should generate an ID for this person.	
4. After choosing the appropriate ID type, either save the changes or select the <b>Associate Person with an ID</b> button. This will display the Common Matching Entry Form (GOAMTCH).		
5. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The <b>Matching Source</b> 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 <b>Matching Source</b> field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.		
Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.		
6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.		
7. After the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the <b>Duplicate Check</b> button.		
8. The incoming electronic application can be a match, a potential match, or a new record:		
8.1. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.		
8.2. If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.		
8.3. If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.		
9. If the person is found to be an exact match, you can do one of three things:		
9.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the <b>Select ID</b> button.		
9.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the <b>Update ID</b> button.		
9.3. Choose to ignore the matched status, and create the person as new by selecting the <b>Create New</b> button.		



Application Status Code	Description	Resolution
10. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (IDVR) step will be marked as complete. Continue processing the electronic applicant as needed.		
V	Verification Error	<p>You can go to SAAEAPS to try and override the verification error if the correct override indicators were set on SAAECRL.</p> <p>Perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Select the Review Results item in the Options Menu in the main window of SAAEAPS to access the Verification/Load Results window.</li> <li>2. Scroll through the procedures in the System Verification Procedures block until you find the procedure(s) where the <b>Completion Indicator</b> check box is blank.</li> <li>3. Select the <b>Override Indicator</b> check box for this procedure. If an override is allowed for this procedure, you can check the box and then save the change.</li> <li>4. Return to the main block of SAAEAPS. You can either manually verify and push the application *, or you can run SARETMT to automatically re-verify and push the application.</li> </ol> <p>* See the section called "Manually Matching, Verifying, and Pushing Electronic Applications" for more information.</p>

## Using Accept Admissions Offer in Self-Service

You can use Banner Student Self-Service to allow an admissions applicant to view an offer of admission (with conditions if appropriate) and then confirm/accept the offer or reject the offer and withdraw the application from the institution.

Rules on SAAERUL for a group code of DCSN are used with this processing. (The group code of DCSN (Applicant Decision) exists on STVEGRP.) These rules use UPDATE ME values for which rule labels can be defined to allow students to accept the admissions decision in self-service. The ALLOWCONFIRM and ALLOWWITHDRAW rule labels can be set up as Yes or No values for specific levels, such as ALLOWCONFIRM00 and ALLOWWITHDRAW00. You can customize these rule labels at your institution and replace the 00 with a level type such as UG or another code suffix used to indicate that the student acceptance or withdrawal is available for that specific level code.

After the student has made a decision in self-service to accept the offer of admission, that decision data is also updated on the Decision Data block of SAADCRV. If the student rejects the offer and withdraws the application in self-service, the withdrawal data is updated in the Withdrawal Data block on SAAADMS.

Please see the *Banner Student Self-Service User Guide* for more information.

## Processing

Students who have been accepted for admission to an institution can confirm their attendance or withdraw their applications in Banner Student Self-Service.

The **Confirm Attendance** and **Withdraw Application** buttons are displayed at the bottom of the Application Summary page when the Web application section rule (SAAWAAP) allows the application summary to be displayed, and the **Display on Web** indicator is selected on STVAPDC for the admission application decision code.

The overall SAAERUL rule used is the ALLOWDECISION rule. If this rule is not set to Y, then regardless of how any other rule is set, the **Confirm Attendance** and **Withdraw Application** buttons will not be displayed.

To only display the **Confirm Attendance** button, the application status on SAADCRV must be set to C (Complete ready for review) or D (Decision made), with the latest decision processed being one of significant decision and institutional acceptance. The ALLOWDECISION rule on SAAREUL must be set to Y. If this rule is set to N, the button will not be used, and the student cannot accept the offer of admission online. Also, the CONFIRMCODE rule must be set up with a valid STVAPDC code, such as 35 (Applicant Accept), which will create the general student (learner) record.

The institution can be more specific regarding who can accept an offer by creating specific level code record rules. For example, an institution can create the ALLOWCONFIRMUG rule, where UG is a valid value on STVLEVL. All application types that have the UG level code associated with them will then follow this rule. An ALLOWCONFIRM rule can be created for every level code at your institution. Note that if only the ALLOWCONFIRM rule exists, this rule affects all levels of applications. This processing will first look for the “specific” level rule, and if that is not found, it will default back to the overall ALLOWCONFIRM rule.

The **Withdraw Application** button is displayed at all times unless the last decision processed was a rejection, (the **Institution Rejection** check box on STVAPDC is selected or set to Y), or if the application has already been withdrawn, (the **Inactive Application** check box on STVAPDC is selected or set to Y). The ALLOWWITHDRAW rule on SAAERUL must also be set to Y for this button to display. Also, the WITHDRAW rule must be set up with a valid STVAPDC code, such as 40 (Applicant Rejected Offer), which will inactivate the applicant record.

The institution can be more specific regarding who can withdraw from an offer by creating specific level code record rules. For example, an institution can create the ALLOWWITHDRAWUG rule, where UG is a valid value on STVLEVL. All application types that have the UG level code associated with them will then follow this rule. An ALLOWWITHDRAW rule can be created for every level code at your institution. Note that if only the ALLOWWITHDRAW rule exists, this rule affects all levels of applications. This processing will first look for the “specific” level rule, and if that is not found, it will default back to the overall ALLOWWITHDRAW rule.

The **Confirm Attendance** and **Withdraw Application** buttons can be customized using the CONFIRMLABEL and WITHDRAWLABEL rules on SAAERUL. Codes associated with the CONFIRMCODE or WITHDRAWCODE rules for the group code of DSCN (STVEGRP) are inserted into SARAPPD to separate the rule requirements appropriately.

The **Withdraw Application** button accesses the Applicant Withdrawal Information page when the CAPTUREWDINFO rule is set to Y on SAAERUL. This page allows the student to enter a withdrawal reason code (STVWRSN) and a source/background institution code (STVSBGI). The withdrawal reason comes from the SAAWADP entries associated with the STVWRSN table. The Look-Up College code is pulled from the **Previous College** page.

If the `CAPTUREWDINFO` rule is set to `N`, the **Application Summary** page is redisplayed with the application decision for the decision code description associated with the `WITHDRAWCODE` rule on `SAAERUL`. The decision code associated with the rule must have the **Inactive Application** and **Display on Web** checkboxes selected (set to `Y`) on `STVAPDC`.

**Note:** The `STVWRSN` table name on `STVVTAB` allows the institution to determine which withdraw reason values are displayed on the Applicant Withdrawal Information page.

Whether the `CAPTUREWDINFO` rule is set to `Y` or `N`, the `WITHDRAWCODE` rule will be inserted into `SARDCSN` with the system date, the `SARAPPD_MAINT_IND` will be set to `U`, and the user will be set to `SAISUSER`. When the Application Summary page is redisplayed with an updated decision, (`CAPTUREWDINFO` is set to `N`), then a message is displayed at the top of the page indicating that the student's decision has been saved. Decision data is inserted into the `SARAPPD` table.

## SAAERUL Rules

There are two types of rules used on `SAAERUL` for this processing, those that are delivered and those that are created by your institution. The following rules are delivered for the group code of `DCSN` (from `STVEGRP`) with a value of `UPDATE ME`.

Group	Label	Description	EDI	Instructions
DCSN	ALLOWDECISION	Allow Applicant Decision	N	Update the Value column from <code>UPDATE ME</code> to <code>Y</code> or <code>N</code> for the applicant decision.
DCSN	CONFIRMCODE	Attendance Confirmation Decision Code	N	Update the Value column from <code>UPDATE ME</code> to the value from the Admission Application Decision Code Validation Form ( <code>STVAPDC</code> ) which should be used for the confirm decision code.
DCSN	CONFIRMLABEL	Applicant Confirm Button Label	N	Update the Value column from <code>UPDATE ME</code> to any value which should be used for the Applicant Confirm label.

Group	Label	Description	EDI	Instructions
DCSN	WITHDRAWLABEL	Applicant Withdraw Button Label	N	Update the Value column from UPDATE ME to any value which should be used for the Applicant Withdraw label.
DCSN	WITHDRAWCODE	Withdraw Decision Code	N	Update the Value column from UPDATE ME to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the withdraw decision code.
DCSN	CAPTUREWDINFO	Capture Withdrawn Information	N	Update the Value column from UPDATE ME to Y or N for the additional withdrawn information.

The following rules can be created at your institution.

The ALLOWCONFIRM and ALLOWWITHDRAW rules can be created at your institution and the suffix modified for use with specific application levels. They use a value of Y or N. When only the ALLOWCONFIRM and ALLOWWITHDRAW labels exist, they will apply to all application types that are Web-enabled. (The **Web Indicator** is selected on STVWAPP.) When ALLOWCONFIRM00 and ALLOWWITHDRAW00 labels exist, where 00 is the student level code from STVLEVL, then only those application types will follow the rule. You can have unlimited rules, so the suffix on the label determines the rule that is displayed.

For example, you can set up the labels as specific decision codes for confirmation and withdrawal based on student level, such as ALLOWCONFIRMUG and ALLOWWITHDRAWUG, using the UG suffix for the rule.

Group	Label	Description	EDI	Instructions
DCSN	ALLOWCONFIRM00	Rule to be entered by user	N	Set to Y or N to use as the application confirmation rule.

Group	Label	Description	EDI	Instructions
				00 is a valid level code (STVLEVL).
DCSN	ALLOWWITHDRAW	Rule to be entered by user	N	Set to Y or N to use as the application confirmation rule. 00 is a valid level code (STVLEVL).

## Set-Up Steps

The following step-by-step procedure explains how to set up the accept admissions offer functionality in Student Self-Service.

### About this task

#### Procedure

1. Access the Electronic Admissions Applications Rules Form (SAAERUL).
2. Enter DCSN in the **Group** field in the Key block, then go to the next block.
3. Enter Y in the **Value** field for the ALLOWDECISION rule.

This must be done to allow applicants to use the web for their decisions. You can make more refinements, as explained in the following steps, but if the ALLOWDECISION rule is not set to Y, the **Confirm Attendance** and **Withdraw Application** buttons will not be displayed on the Application Summary page (bwskaSta.P\_DispatchStatusSaradap) regardless of the other details you put in place.

4. Review the delivered codes, and take the action specified in the Instructions column as needed to achieve the setup you desire.
5. If you do not want the **Withdraw Application** button to be displayed on the Application Summary page *under any circumstances*, enter N in the **Value** field for the ALLOWWITHDRAW rule, and save your changes.
6. If you want to allow the **Withdraw Application** button to be displayed on the Application Summary page *based on the applicant's student level*, take the following actions.
  - a) Create a new rule.
  - b) Enter the rule's name in the **Rule Label** field, appending a valid student level code (from the Level Code Validation Form [STVLEVL]) to the rule label.  
  
For example, if UG is your valid level code for Undergraduate, and you want to allow applicants at the UG level to withdraw, you could create a rule called ALLOWWITHDRAWUG.
  - c) Enter the rule description in the **Rule Description** field.
  - d) Enter Y in the **Value** field.
  - e) Save your changes.

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- f) Repeat steps 6.1 through 6.5 for each level for which you want to allow **Withdraw Application** button to be displayed on the Application Summary page.
  7. If you want to allow withdrawing applicants to provide more information about their decisions using the Web, take the following actions.
    - a) Enter **Y** in the **Value** field for the `CAPTUREWDINFO` rule, and save your changes.  
 If you set the `CAPTUREWDINFO` rule to **Y**, when a user selects the **Withdraw Application** on the Application Summary page, the system will display the Applicant Withdrawal Information page (`bwskadec.P_ApplicantWDInfo`).
    - b) Access the Admission Application Decision Code Validation Form (STVAPDC).
    - c) Select the **Display on Web** check box for each decision code you want to be available on the Web, and save your changes.
    - d) Access the Withdrawal Reason Code Validation Form (STVWRSN).
    - e) Review the existing codes and, if necessary, define any new codes you want to be available, then save your changes.

## Admissions and Curriculum Processing in Banner Self-Service

Self-service processing can select and push minors or concentrations into Banner.

The Planned Course of Study page in Banner Student Self-Service allows for the selection of multiple majors, in addition to multiple minors or concentrations within each major. In baseline Banner, all entered majors, minors, and concentrations will be pushed to whatever record(s) the user has requested be created. The curriculum data will be pushed into the `SORLCUR` and `SORLFOS` curriculum tables. All controls in place for curriculum will be adhered to when the data are pushed.

Banner Student Self-Service Admissions functionality ties into existing rules which allow institutions to determine how many of each curriculum component can be entered. For example, concurrent curricula processing provides rules to determine how many active majors can be entered for each curriculum. You can also decide, by Web application type and module, the maximum number of majors, minors, and concentrations that can be entered using the Web. This number should usually be less than or equal to the corresponding rules set on `SOACTRL` for each module code.

However, if it is not, when the record is pushed into Banner, all data entered by the person will be pushed to the curriculum tables, but any data over the limits set on `SOACTRL` will be inactivated and given a status of `OVERLOAD`. For example, if a recruit is allowed to have three majors, and has entered three majors, but Admissions only allows for two majors, then all three majors are pushed to Admissions, but the third major is inactivated and given a status of `OVERLOAD`.

The `ONEAPPORTWO` rule on `SAERUL` allows an institution to decide that when two majors are entered by the applicant, whether one application record should be created with two majors or whether two applications should be created with one major each. This also applies to recruits. Instead of using one rule (`ONEAPPORTWO`) on `SAERUL`, an indicator that can be set by Web application type is used for applicants on `SAAWADF`.

If the indicator is selected (**Y**), then one recruiting or application record will be created, and all curricula entered will be associated with that one record. If the indicator is cleared (**N**), then a new record (recruiting or application) will be created for each major entered by the Web user.

You can select multiple curricula (majors, minors, or concentrations) in Self-Service based on baseline concurrent curricula functionality. You can also assign a curriculum priority and application preference for multiple applications.

The Planned Course of Study page allows a user to first select a major, and then the user is given a choice of selecting another major or selecting a multiple of minors or concentrations to be associated with the first major. You can enter any number of majors, minors, and concentrations based on maximums set for a specific Web application type.

When concentrations are displayed, all base concentrations for the given Web type/selected major will be displayed, along with any concentrations attached to the major, when that major has been selected by the user. This works in the same way as baseline processing but minimizes Web users having to know anything about the concept of “attached majors”.

## Pushing Curriculum Data

The SAKL010 package is used to push curriculum data to the SORLCUR and SORLFOS tables.

### About this task

Before inserting rows into SORLCUR and SORLFOS, this package first determines if the curriculum conversion routine should be run. If a person is matched to an existing Banner ID, the process determines if any rows exist in SORLCUR/SORLFOS for that ID/PIDM. If none exist, then the curriculum conversion is run to ensure that all pre-7.0 curriculum data is now stored in SORLCUR and SORLFOS. If the person is new, then the conversion does not need be run.

Curriculum data is moved or pushed from the temporary tables to Banner in a backward process. When a major (or minor or concentration beginning with Release 7.3) is entered in Banner Student Self-Service, a row is stored in SARETRY (for the curriculum), and another row is stored in SAREFOS for the major, (minor or concentration). These rows contain data for the degree and field of study from SOBCURR. A function is then called which matches that data (the degree and field of study identifier) to the corresponding curriculum row/major in SOBCURR/SORCMJR.

This process also handles minors and concentrations. As fields of study (majors, minors, and concentrations) are selected/entered in Banner Student Self-Service, an entry will be made into the SARETRY table for curriculum and the SAREFOS table for majors, minors and concentrations.

The logic for creating a single application record is as follows:

### Procedure

1. The process determines the SOBCURR rule to be used for the entered field of study (that is, major, minor, or concentration).
2. If the SARWADF\_ONE\_REC\_APPL\_IND field is set to Y, then all majors, minors, and concentrations entered will be stored on one application instead of on multiple applications. If this indicator is set to N, skip to step 5.
3. If the curriculum rule that is returned already exists for the application in SORLCUR (and is active and current), it will not exist for the first field of study. However, the process will loop, and if two majors from the same curriculum are entered, only one row will exist on SORLCUR.
  - a) If no matching curriculum rule already exists for the record, the process inserts an SORLFOS row for the field of study type (SAREFOS\_FLVL\_CDE cross-referenced against



GTVLFST) and the field of study using the next value from a counter as the priority for the SORLFOS row.

- b) If a matching curriculum rule already exists for the record so there is no need to insert one, the process inserts an SORLFOS row for the field of study type (SAREFOS\_FLVL\_CDE) and field of study using the incremented counter value.
4. Steps 1 - 3 are repeated by the process by SARETRY\_SEQNO value, and within each SARETRY\_SEQNO value by SAREFOS\_SEQNO value. At this point, the storage of all curricula data for this application will be complete.

The logic for creating a multiple application records (that is., one record per major entered instead of one record containing all curricula data) is as follows:

5. The process selects the first major (SARETRY\_SEQNO is 1) and creates a new record.
6. The process inserts an SORLFOS row for the field of study type (SAREFOS\_FLVL\_CDE cross-referenced against GTVLFST) and the field of study using the next value from a counter as the priority for the SORLFOS row.
7. When all the SAREFOS records for a given SARETRY row have been entered, the process determines if another SARETRY row exists. If one does exist, a new record is created, and step 2 above is repeated. If no additional SARETRY rows exist, the process is finished.

**Note:** The SAREFOS\_FLVL\_CDE field value determines what type of SORLFOS row should be inserted. This value *must* be cross-referenced using SORXREF (with a cross-reference label of GTVLFST) to determine the correct row type (major, minor, or concentration).

The values for MAJOR, MINOR, and CONCENTRATION are delivered as seed data. If additional types are developed at your institution for Self-Service, and you use EDI applications with other values, then those values *must* also be cross-referenced using SOAXREF/GTVLFST.

Field	Value	Description
SAREFOS_FLVL_CDE	M	Major
SAREFOS_FLVL_CDE	N	Minor
SAREFOS_FLVL_CDE	C	Concentration

## Setting Up Curriculum Processing for Self-Service Applications

Use the following steps to set up curriculum processing when applications are completed online.

### Procedure

1. Establish major codes on the Major, Minor, Concentration Code Validation Form (STVMAJR).
2. Create programs on the Program Definition Rules Form (SMAPRLE).
3. Create curriculum rules on the Curriculum Rules Form (SOACURR).
4. Set up the EDI values on SOACURR, and make sure that the **Display on Self-Service** check box is selected (set to Y) so the item is displayed on the Web.
5. Assign majors to be displayed in Self-Service on SOACURR.



- a) Use the **Display on Self-Service** check box to indicate that the major can be displayed in the self-service pulldown lists.
- b) The **Auto Student** check box is usually optional but is required if you are setting up a Quick Start application with an applicant acceptance decision. When this field is selected, the curriculum will be created on the learner curriculum record.
- c) Use the **EDI Degree**, **EDI Level** (qualifier), and **EDI Identification** fields for setting up EDI data.

Before this release, the self-service application required that EDI codes be set up for each major that was available on the Web. All three EDI components were required: the **EDI Degree** value, the **EDI Level** (qualifier) value, and the **EDI Identification** value. All three fields had to contain valid values that had been defined on SOAXREF using the following labels:

- EDI degree values and SOAXREF label `DEGRLEVL`
- EDI level values (qualifier) and SOAXREF label `FSTYIDQL`
- EDI identification and SOAXREF label `STVMAJR`

The three codes make up the combination received from EDI that define the degree, level, and field of study. The EDI degree and EDI level (qualifier) remain constant. The EDI identification defines the field of study and the program of which it is a part. There may be many EDI identification values.

As of Release 7.3, the only requirement for ensuring a curriculum is valid for the self-service processing is to check **Display on Self-Service** check box on SOACURR.

Here is more information about each of the three EDI components, starting with the EDI level qualifiers.

The following is from the TS189 EDI application documentation and lists the code values for valid EDI level codes, also referred to as the Identification Code Qualifiers.

#### *Identification Code Qualifier*

Description: Field of Study Code Set Indicator

Code	Description
81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics
82	Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics
CA	Statistics Canada Canadian College Student Information System Course Codes
CC	Statistics Canada University Student Information System Curriculum Codes

Code	Description
ZZ	Mutually Defined

This relates back to SOAXREF and the `FSTYIFQL` label.

The following is from the EDI TS189 documentation for degree level codes. These codes have to be used if EDI processing is being used. It seems that EDI does not have a list of valid major codes. You could use the web application type value in this field.

*Data Element 1126 - Academic Degree Code*

Indicates the level of academic award being described. The decimal is part of the code and is to be sent.

Code	Description
2.1	Postsecondary Certificate or Diploma (less than one year)
2.2	Postsecondary Certificate or Diploma (one year or more but less than four years)
2.3	Associate Degree
2.4	Baccalaureate Degree
2.5	Baccalaureate (Honors) Degree
2.6	Postsecondary Certificate or Diploma (one year or more but less than two years)
2.7	Postsecondary Certificate or Diploma (two years or more but less than four years)
3.1	First Professional Degree
3.2	Post Professional Degree
4.1	Graduate Certificate
4.2	Master's Degree
4.3	Intermediate or Specialist Graduate Degree
4.4	Doctoral Degree
4.5	Post-Doctoral Award

This relates back to SOAXREF and the `DEGRLEVL` label.

The EDI identification defines the actual field of study. The new **Generate Identification** button on SOACURR creates these values for you. The entries will be found under the `STVMAJR` label on SOAXREF. The button performs the following tasks:

- generates a unique value for the curriculum and the field of study, and
- inserts degree and level qualifiers into SOAXREF under the `STVMAJR` label.

6. Assign minors and concentrations to be displayed in Self-Service.
7. Set up the EDI values on SOACURR, and make sure that the **Display on Self-Service** check box is selected (set to Y) so the items are displayed on the Web. (The EDI degree will be derived from the primary major.)
8. View the majors, minors, and concentrations by curriculum on the EDI Cross-Reference Curriculum Rules Form (SOAXCUR).

With the exception of the **Restrict to Type** check box on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

9. Set up restrictions on Web Application Customized Curriculum Form (SAAWCUR). This step is not required, but it can be used to restrict the curriculum to a particular Web application type.

With the exception of the **Restrict to Type** check box on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

Keep in mind that all curricula that have a selected **Web Display (Indicator)** and have the same level as the Web application type will appear in the list of valid programs, unless some have a selected **Restrict to Type (Indicator)**. A restriction on at least one curriculum restricts the list of available curriculum to just the ones with a selected **Web Display (Indicator)**.

**Note:** Restrictions are available only on the major and apply only to the primary major, otherwise known as the Planned Course of Study page in Self-Service.

10. Restrict curricula from being pushed to a general student (learner) record.

Use the **Auto Student** check box (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) to prohibit a particular planned course of study from creating a learner curriculum.

This means that if the **Auto Student** check box (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) is not selected for a particular major, and it appears on a Quick Start application that has an applicant acceptance decision, the learner curriculum will not be created if an applicant selects that program.

You can also restrict which curriculum will result in the creation of a learner curriculum, based on what the applicant has already been accepted into, by setting up equivalents on the Existing or Incoming Student Data Mapping Form (SOAEQUI).

## TS 189 Upload (SAR189U) of Electronic Applications

Your institution may upload electronic admissions applications in SPEEDE format (TS 189) received and processed by the EDI.Smart™ PC application, into the Banner Student System.

This processing is optional, and requires that EDI.Smart has been installed and configured, and the appropriate Electronic Admissions Application set-ups have been completed. This processing supports Peterson electronic admissions applications, in addition to other admissions applications transmitted through EDI (Electronic Data Interchange) which conform to TS 189 standards.

The TS 189 Upload Process is used to receive an electronic admissions application in SPEEDE (Standardization of Post-Secondary Education Electronic Data Exchange) format and to automate the entry of the admissions application data into the Banner Admissions module. It is assumed that the user is familiar with the procedures and processing of the Admissions module.

## EDI.Smart Requirements

EDI.Smart release 2.0 must be installed, with the most recent patches applied for processing TS 189 files.

If you have any questions about your current release of EDI.Smart, or if you need patch diskettes, please contact the EDI.Smart ActionLine at either 1-800-522-4827 and follow the voice mail instructions, or send email directly to the Customer Support Center.

## Overall Data Requirements

The values transmitted in TS 189 admissions applications for various data elements conform to the standards specified by the SPEEDE committee.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides. These EDI values are stored in the same Banner holding tables used to receive self-service admissions applications.

## Overview of Peterson Admissions Application Processing

The EDI.Smart PC application has received an admissions application and is ready for printing on the local printer, and is also ready for upload to the host.

The process on EDI.Smart that accomplishes this upload is called `FLATUPLD`. It produces a file known as `MAP_UPLD.TXT` which can be found in the `INTFCE` subdirectory below the EDI.Smart root directory (usually `WEDISMT`).

This file must be moved (copied) to a destination on the host where Banner resides which the user specifies. This file is then parsed by the Pro\*C program `SAR189U` (Admissions Application TS 189 Upload). `SAR189U` can be run from job submission. The parsing process scans the flat file and puts the data into the same Oracle holding tables that are used for self-service admissions application processing.

You may review the TS 189 applications from within Banner on the Electronic Application Process Form (SAAEAPS), in addition to on the Electronic Application Submitted Form (SAAETBL). The TS 189 applications can be distinguished from Web applications on both forms by the value displayed in the **Source** field on the form. To search for EDI TS 189 applications on SAAEAPS, enter query mode, then enter "EDI" in the **Source** field, then execute the query.

Please refer to the Web information in the "Admissions Procedures" section of this chapter and the Admissions forms online help for more detailed information about the SAAEAPS and SAAETBL forms.

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## EDI Set-Up Procedures

This section discusses setting up EDI for admissions applications.

### About this task

**Warning!** Due to data relationships and dependencies, these steps must be performed in the order specified.

### Procedure

1. Review General Web controls.

Set up the global Web rules using Customize Web Rules in Web Tailor.

Set up the title, header, back URL and link, and help URL and link fields using **Customize a Web Menu or Procedure** in Web Tailor. If these rules, links, and fields have not been reviewed and customized for your institution, do this now.

2. Define values on validation forms used in EDI admissions application processing.

- a) Use the EDI Application Source Code Validation Form (STVAPLS) to define codes and descriptions for the sources of electronic applications.
- b) Use the Application Verification Steps Validation Form (STVASTA) to define the manual steps that you want to perform for each electronic application. One value is required: ID Verification (IDVR). For every electronic application received, you will need to determine whether the application was submitted by a person already known to Banner (for example, someone who is already being recruited) or whether the applicant does not yet exist in Banner. The ID Verification Step prevents the loading of an electronic application until you complete the verification and either match an electronic applicant to an existing Banner person or create the person in Banner. You may also want to define additional manual verification steps.
- c) Use the Application Type Code Validation Form (STVWAPP) to define the types of applications which can be received electronically.

Several application types are delivered with the Banner Student Self-Service system:

- Undergraduate Freshman
  - Undergraduate Transfer
  - International Undergraduate Freshman
  - International Undergraduate Transfer
  - Graduate Studies
  - International Graduate Studies
  - Continuing Education, Non Degree
- d) Use the EDI Rule Group Validation Form (STVEGRP) to display codes and descriptions for groups of EDI application processing rules. Group codes are provided so that rules which apply to similar types of data can be easily queried on the Electronic Admissions Application Rules Form (SAAERUL).

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**Note:** Values in STVEGRP are not intended to be maintained locally. All required values are delivered and inserted during the install process or through update scripts. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form.

- e) Use the EDI Verification Label Validation Form (STVXLBL) to display codes and descriptions for EDI data verification labels which are used when processing a variety of incoming EDI data.

**Note:** Values in STVXLBL are not intended to be maintained locally. All required values are delivered and inserted during the install process or through update scripts. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form.

3. Review and update or define the Procedures and Routines for each application type.

Before loading data from the holding tables into the permanent Banner tables, you want to make sure that the information submitted by the applicant is as complete and correct as it can possibly be. Application Procedures and Routines perform much of this work.

A Procedure is a collection of Routines. Routines check data at the data element level, and a number of Routines may be included in a Procedure. Procedures are closely related to each table into which data will be loaded. All required Routines must be satisfied before a Procedure can be satisfied. A set of Procedures and Routines has been delivered and is attached to each of the delivered Application Types.

Procedures and Routines are attached to each Electronic Application Type using the Electronic Admissions Procedure/Routine Control Form (SAAECRL). This form also includes several flags which specify how each procedure and routine will be used in electronic application processing.

Both the Procedures section of the main window and the Routines section of the Admissions Verification and Load Routines window include a **Required** flag and an **Override** flag.

- a) The **Required** flag is used to specify the Procedures and Routines which will be attached to each electronic application when it is received. When a Procedure or Routine is attached to an application, it needs to be fulfilled before the application is considered verified and before the data is “pushed” to the permanent Banner tables. More specifically, each Routine needs to be fulfilled before the overall procedure can be satisfied.

The Procedures and Routines in effect control the types of data which will be verified and eventually “pushed” into Banner. You can set Procedures and Routines to “Not Required” if you do not want certain data to be verified or loaded into Banner.

For example, you might choose not to load Medical Conditions from electronic applications. You would set the **Required** flag for Procedure P060 (Health Conditions Verification) to cleared (N), and also set the **Required** flag for Routine R0080 (Create Medical Conditions) in Procedure P900 (“PUSH” Verification) to cleared (N). This would tell the system not to verify Medical Conditions and not to push them into Banner.

- b) The **Override** flags associated with Procedures and Routines allow you to specify whether a Routine or Procedure can be overridden at the individual application level. If a Routine or Procedure is overrideable, it will still be attached to an electronic application (based upon the **Required** flag), but can be overridden if desired.

For example, you may normally collect required visa types from international applicants, but not all applicants may understand the visa type they require. You could require visa types from international applicants, but allow the “push” of visa information to be overridden if an applicant does not provide the correct information. In this case, you would set the **Required** flags for Procedure P032 (International Information Verification) and all of its Routines to selected (Y), but set the **Override** flag for Routine R0030 (Create International Record) in Procedure P900 (“PUSH” Verification) to selected (Y) so that you could override the push of this information.

If a procedure has the **Override** flag selected, that procedure will be automatically overridden, regardless of whether any of its routines fail.

If a routine has the **Override** flag selected, it will automatically be overridden if the corresponding data field is blank. The only time it will not be over-ridden is if the incoming data is in error.

Because you cannot control the amount or accuracy of data provided by applicants in electronic applications, you may need to experiment before you arrive at the “best” combination of Required and Override flags on the verification procedures and routines. Remember, the more procedures and routines you require, the fewer applications that will probably pass all edit checks and be eligible to load.

- c) Duplicate processing is governed by rules set up in two places. First, overall duplicate processing rules exist on the Electronic Admissions Application Rules Form (SAAERUL) under group ADMS. These rules are: DUPLAPPLCURR, DUPLAPPLLEVL, DUPLAPPLMAJR, DUPLAPPLPERS, DUPLAPPLTERM. These rules tell the self-service admissions push packages whether to check for duplicates in the given category.

For example, if DUPLAPPLPERS is set to N, then the corresponding Web package will not check for duplicate persons for the Web application being pushed.

**Note:** The DUPLAPPLCURR rule is not currently used in self-service admissions processing.

Duplicate processing rules also exist on the Electronic Admissions Procedure/Routine Control Form (SAAECRL). These rules allow for duplicate processing to be specified by application type instead of globally for all Web applications. The rules exist within procedure P050 Application Verification (R0060 - Duplicate Application for Person, R0070 - Duplicate Application for Term, and R0080 - Duplicate Application for Level) and procedure P120 Entry Curriculum Verification (R0010 - Duplicate Application for Major). These routines are examined if the corresponding rule on SAAERUL is equal to Y.

Whether a specific routine allows duplicates depends on the setting of the **Override** flag. If the **Override** flag is cleared, then duplicates are not allowed. If the **Override** flag is selected, then duplicates are allowed. For example, if DUPLAPPLTERM is set to Y, routine R0070 is marked as required, and the **Override** flag is selected, then multiple applications for the same term are allowed.

However, if DUPLAPPLLEVL is set to Y, routine R0080 is marked as required, and the **Override** flag is *not* selected, then the Web application will not be pushed if one already exists in Banner for the same term and level.

For delivered Web Application Types, all appropriate procedures and routines have already been attached to each application type. If you define additional application types, you need to attach the appropriate procedures and routines to each new application type. You can



do so manually, using the delivered application type 00 (Default Example - All Sections) for example, or you can have your Information Services representative copy the procedures and routines from Application Type 00 for you.

**Note:** Please see the end of the “EDI Set-Up Procedures” for a list of the procedures on SAAECRL and their associated routines.

4. Review and update rule values on the Electronic Admissions Application Rules Form (SAAERUL).

The Electronic Admissions Application Rules Form includes a number of rules which control how data is handled in EDI admissions application processing. All rules which are used by system processing are delivered and should have been installed during the upgrade process.

For convenience purposes, Rules are categorized by Group. Rule groups are used to display rules with a similar purpose together, and Group Codes can be used to specify that you want to display only a single group of rules at one type.

Each Rule is also identified by a Label and a Description. The script which installed the Rule Groups and Rules also installed either the specific value expected for a rule or the literal `UPDATE ME` in the **Value** field. When an actual value was delivered, its **EDI Indicator** was also selected (set to `Y`) indicating that the rule expects an EDI value, and the value for these rules should not be changed. When the literal `UPDATE ME` was delivered, the value must be updated to reflect the local option for Web and EDI application processing to be used.

When reviewing and updating rules, you may want to query on the **Value** field for the value `UPDATE ME`, or query on the **EDI Indicator** for the value cleared (`N`). Either query will return the rows you need to review update. After updating the appropriate rows, you may want to review all rules so that you better understand how data will be processed.

**Note:** Please see the end of the “EDI Set-Up Procedures” for a list of the rules delivered, the group with which they are associated, a description of each rule, and instructions for updating each rule.

5. Review/Update EDI cross-reference values on existing validation forms and run scripts to populate SOAXREF (optional), or add cross-reference values for the tables to SOAXREF manually.

To translate the various EDI values to your institution-specific Banner values, the EDI Cross-Reference Rules Form (SOAXREF) must be populated as required.

A number of existing validation forms (STVSTAT and STVNATN, for example) include EDI values. These values are not used in EDI application processing. Rather, all cross-reference information for processing of EDI applications is included in the EDI Cross-Reference Rules Form (SOAXREF). However, cross-reference values in some validation tables and those required in the EDI Cross-Reference Rules Form are the same. Scripts have been delivered to help with the creation and maintenance of these values. These scripts extract data from existing tables and populate SOAXREF. The scripts are designed to be able to be run as often as necessary, so that if you make changes or add additional data to the validation forms, you can re-populate SOAXREF with the entire set of new values.



**Warning!** You are not required to populate the EDI values in other validation tables or to use the sample scripts, but appropriate values must exist in SOAXREF before EDI application processing can begin. If you do not use the scripts, you must populate SOAXREF using other means (manual update or locally-developed scripts).

**Warning!** If you choose to add records to SOAXREF manually, you must first add the appropriate label and description to the EDI Verification Label Validation Form (STVXLBL). These labels are normally inserted by the scripts described in the following sections. If you must add the labels manually, use the label code from the Cross Reference Labels Used In EDI Processing chart at the end of this section. Be careful to build the label code *exactly* as listed in the chart.

In some cases, you may have more than one Banner value mapped to a single EDI equivalent. This is allowable when you are creating files to transmit out through EDI, but is not allowable when you receive EDI data. When running the scripts to populate the EDI Cross-Reference Rules Form (SOAXREF), the script may encounter errors if an EDI value is used more than one time within a set of codes.

You may review and correct the EDI Cross-Reference Rules Form values later. Remember, these scripts are provided as a data entry and time-saving convenience, and may not populate all desired EDI Cross-Reference Rules.

a) Define EDI cross-reference values for states/provinces

Update the **EDI Equivalent** on the State/Province Code Validation Form (STVSTAT) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script `xrefstat.sql`. This script creates a row in the table SORXREF for each row in STVSTAT which has an EDI Equivalent value.

**Note:** This script can be run whenever states/provinces are added to or are changed on STVSTAT. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVSTAT.

b) Define EDI cross-reference values for nations

Update the **EDI Equivalent** on the Nation Code Validation Form (STVNATN) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script `xrefnatn.sql`. This script creates a row in the table SORXREF for each row in STVNATN which has an EDI Equivalent value.

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**Note:** This script can be run whenever nation codes are added to or are changed on STVNATN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVNATN.

c) Define EDI cross-reference values for ethnicities

Update the **EDI Equivalent** on the Ethnic Code Validation Form (STVETHN) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script `xrefethn.sql`. This script creates a row in the table SORXREF for each row in STVETHN which has an EDI Equivalent value.

**Note:** This script can be run whenever ethnic values are added to or changed on STVETHN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVETHN.

d) Define EDI cross-reference values for majors on SOAXREF.

Review the values in the **CIPC** field on the Major, Minor, Concentration Code Validation Form (STVMAJR).

For US institutions, values used should be actual CIP (Classification of Instructional Program) codes. For institutions in other countries, a different code set (like Stats Canada codes) might be used. Determine the EDI code set used for this field; the valid choices are listed on SOAXREF for the label `FSTYIDQL`. Verify that the value for the rule label `DFLTMAJRQLFR` on the Electronic Admissions Application Rules Form (SAAERUL) for the group equal to CURR contains the EDI qualifier for this code set. (If CIP codes are used in the **CIPC** field on STVMAJR, the EDI value for this label should be 81.)

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script `xrefmajr.sql`. This script creates a row in the table SORXREF for each row in STVMAJR which has a value in the **CIPC** field.

**Note:** This script can be run whenever values are added to or changed on STVMAJR. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVMAJR.

e) Define EDI cross-reference values for high schools and colleges on SOAXREF.

- Four scripts are used to assist in building the cross-reference values for high schools and colleges. The scripts `xrefhsch.sql` and `xrefcoll.sql` use the value in the **FICE** field of the Source/Background Institution Code Validation Form (STVSBGI) as the EDI value in SOAXREF. The scripts `xrefhsc2.sql` and `xrefcol2.sql` use the value in the **Source or Background Institution** field of STVSBGI as the EDI value in SOAXREF. You can use one or the other set of scripts to populate high school and prior

college values in SOAXREF, depending upon the choices you want to make available to applicants.

- The page requests a “school type” code and “school code type”. The school type code must be a valid value in SOAXREF for the label `SBGIQLFR`, and the values for this qualifier should be EDI-standard qualifiers for various code sets (like FICE or ACT). The school code entered must be a valid value in SOAXREF for the label `STVSBGIC` or `STVSBGIH` which is valid for the entered school code type.
- If your institution chooses to use the value in the **FICE** field of `STVSBGI` as the code which students should use to identify a high school or college, follow the four bulleted steps below, and use the scripts `xrefhsch.sql` and `xrefcoll.sql` to populate high school and college values in SOAXREF. If your institution has used a standard code set (like ACT or ETS codes) for school codes in `STVSBGI`, no additional set-up steps are required, and you can use the scripts `xrefhsc2.sql` and `xrefcol2.sql` to populate high school and college values in SOAXREF.

Review the values in the **FICE** field on the Source/Background Institution Code Validation Form (`STVSBGI`).

For US institutions, values used should be actual FICE codes. For institutions in other countries, a different code set (like Stats Canada codes) might be used. Determine the code set used for this field. Verify that value for the label `DFLTPCOLQLFR` and group code `PCOL` on the Electronic Admissions Application Rules Form (SAAERUL) contains the EDI qualifier for this code set. (If FICE Codes are used in the **FICE** field on `STVSBGI`, the EDI value for this Group and Label should be 73.)

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

**Note:** If you use FICE codes for `STVSBGI` institution codes, you have not previously been required to repeat this value in the **FICE** field. For the purposes of this script, the FICE code must be in the **FICE** field.

If FICE codes (or the values from another appropriate code set) are not present on `STVSBGI`, update the rows with the appropriate values.

Have your Information Services representative run the scripts `xrefcoll.sql` and `xrefhsch.sql`, which are used to create a row in the table `SORXREF` for each row in `STVSBGI` which has a value in the **FICE** field and either `H` (High School) or `C` (College) in the **Type** field. These scripts can also use the school's city, state/province, and nation, which are maintained on the Source or Background Institution Base Form (`SOASBGI`) in creating the SOAXREF description which will display on the Web. Review the scripts and their options with your Information Services representative before running them. Complete instructions for customizing the scripts to reflect that your local choices are included in the comments of the scripts, which your Information Services representative can review with you. Review the results in SOAXREF for the labels `STVSBGIC` and `STVSBGIH` to see if the Descriptions appear in the way you want them to display on the Web. If not, re-run the scripts, selecting a different option for creating the Description, or update the descriptions manually.

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**Note:** These scripts can be run whenever values are added to or changed on STVSBGI. All values will always be deleted from SOAXREF (table SORXREF), and the table/form is then re-populated with the current values from STVSBGI.

6. Review/Update EDI or other cross-reference values on the EDI Cross-Reference Rules Form (SOAXREF).

The EDI Cross-Reference Rules Form is used to translate incoming EDI data into Banner values. A number of scripts are used to make building the SOAXREF table easier. These scripts were provided for data entry and time-saving convenience and will *not* be updated to reflect additional EDI values in the future. However, they give you a large base of information to begin with.

Not all rows in SOAXREF are used to process incoming TS 189 transaction sets received through EDI. Some are used in processing Banner self-service admissions applications.

\*DEFAULT\* and \*NULL\* rules can also be defined in SOAXREF, but they are appropriate *only* to processing of TS 189 transaction sets received through EDI.

**Note:** The values `DEFAULT` and `NULL` (without the \*) are also used for EDI verification and loading. If the user wants to load the high school or prior college, even if the student enters only the name of an institution, the value on the `NULL` record is used on the `SORPCOL` and `SORHSCH` tables. If the source/background institution code entered by the student is not in the SOAXREF `STVSBGIC/STVSBGIH` crosswalk, the Banner value with `DEFAULT` is used.

**Note:** Please see the end of the “EDI Set-Up Procedures” for a list of the labels used on SOAXREF.

7. Review curriculum rules and define EDI cross-reference curriculum rules.

In Banner, a student's academic program is defined by a combination of the data elements program, campus, college, level, degree, and major, and these data elements must be valid alone and in combination. When an applicant completes an application for admission, it is not likely that the applicant would know all of the valid combinations of these elements. In EDI applications, many of these data elements will need to be derived.

To map EDI values to Banner, use the Curriculum Rules Form (SOACURR). A script has been provided to create rules from all current existing data, and a new curriculum cross-reference rule is created whenever a new curriculum rule is added on SOACURR. Before beginning EDI application processing, you need to update the curriculum cross-reference rules with appropriate EDI values.

The Curriculum Rules Form (SOACURR) displays information for each major curriculum rule and the base rule to which it is attached. You need to update the **EDI Degree** field value. The values for the **EDI Level** (qualifier) and **EDI Identification** fields are retrieved by matching the major code from the curriculum rule to a row in SOAXREF.

- The **EDI Degree** field must be updated to a valid value in the label `DEGRLEVL` (Degree Level Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field defines the generic level of the degree program for which the applicant is applying.
- The **EDI Level** (qualifier) field must be updated to a valid value in the label `FSTYIDQL` (Field of Study Qualifier Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field

defines the EDI qualifier for the code set used for Field of Study Codes, which will be entered in the next field.

- The **EDI Identification** field must be updated to a valid value in the label `STVMAJR` (Field of Study Identifier Codes) from the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) for a rule using the EDI Field of Study Qualifier entered in the previous field. This field defines the subject matter of the intended field of study.

**Warning!** If possible, you should *not* use the same combination of EDI degree level, EDI field of study qualifier, and EDI field of study identifier for more than one curriculum rule when defining your EDI curriculum cross-reference rules. If you do, EDI processing will be unable to map the combination back to a single major curriculum rule. In this situation, the default values for the group code `CURR` (curriculum rules) maintained on the Electronic Admissions Application Rules Form (SAAERUL) are used when the application is loaded into the permanent Banner application tables.

#### 8. Establish dates for receipt of EDI applications.

The TS 189 transaction set does not include a data element to identify or specify an entry term for the admissions application. The EDI Cross-Reference Term Code Rules Form (SAAECTM) is used to derive an entry term for the application, based on the entry date. When a TS 189 application is received through EDI, the requested entry date is compared to the date ranges defined in this form, and the term code associated with the date range which includes the supplied date is used as the application term.

If no date range includes the supplied date, the date range with the earliest start date which is greater than the supplied date will be used. If there is no date range which either includes the supplied date or one with a start date greater than the supplied date, the application will not be loaded for processing.

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

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

### Results

Banner is now ready for you to accept EDI admissions applications.

## Procedures Used in EDI Processing

The following table is a list of the procedures on SAAECRL that are delivered for the Web application type of 00.

Procedure	Procedure Name	Required	Override	Description
P010	ID Verification	Y	N	The routines associated with

Procedure	Procedure Name	Required	Override	Description
				this procedure verify whether a valid ID exists.
P020	Name Verification	Y	N	The routines associated with this procedure verify whether a valid name exists. A valid name in Banner must include a first name and a last name.
P030	Biographic Information	Y	Y	The routines associated with this procedure verify whether valid biographic information exists.
P032	International Information	Y	Y	The routines associated with this procedure verify whether valid international information exists.
P035	Residency Verification	Y	Y	The routines associated with this procedure verify whether valid residency information exists.
P040	Address Information	Y	N	The routines associated with this procedure verify whether a valid address exists.
P045	Email Verification	Y	Y	The routines associated with this procedure verify whether a valid email address exists.
P050	Application Verification	Y	N	The routines associated with

Procedure	Procedure Name	Required	Override	Description
				this procedure verify whether a valid application exists.
P060	Health Conditions Verification	Y	Y	Not used unless Health Question section is implemented.
P070	Phone Record Verification	Y	Y	The routines associated with this procedure verify whether a valid phone record exists.
P080	Religion Verification	Y	Y	The routines associated with this procedure verify whether a valid religion exists.
P090	Language Record Verification	Y	Y	The routines associated with this procedure verify whether a valid language record exists.
P100	Immunization Record	Y	Y	Not used at this time.
P110	Applicant Activities	Y	Y	The routines associated with this procedure verify whether valid applicant activities exists.
P120	Entry Curriculum Verification	Y	N	The routines associated with this procedure verify whether a valid entry curriculum exists.
P130	High School Verification	Y	Y	The routines associated with this procedure verify whether a

Procedure	Procedure Name	Required	Override	Description
				valid high school exists.
P135	High School Subj. Verification	Y	Y	The routines associated with this procedure verify whether valid high school subjects exist.
P140	Previous College Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college exists. This procedure is not required if the application type will not collect this information that is., the person is a freshman and has no prior college information.
P142	Prv. Col. Degree Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college degree exists.
P145	Prv. Col. Major Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college major exists.
P150	Test Score Verification	Y	Y	The routines associated with this procedure verify whether valid test scores exist.



Procedure	Procedure Name	Required	Override	Description
P160	Relative Information Verification	Y	Y	The routines associated with this procedure verify whether valid parental information exists.
P170	Question Answer Verification	Y	Y	The routines associated with this procedure verify whether valid questions and answers exist.
P175	Requested Materials Verification	Y	Y	The routines associated with this procedure verify whether valid requested materials exist.
P900	"PUSH" Verification	Y	N	The routines associated with this procedure verify whether a valid PUSH exists.

## Routines Used in EDI Processing

The following table is a list of the routines on SAAECRL, organized by procedure.

Procedure	Routine	Routine Name	Required	Override
P010	R0010	Valid ID Found	Y	N
P010	R0020	ID Length Check	Y	N
P010	R0200	ID New to Banner; Create PrevID	Y	N
P010	R9001	Edit Results	Y	N
P020	R0010	First Name Check	Y	N
P020	R0020	Last Name Check	Y	N
P020	R0030	Previous Last Name Check	Y	Y
P020	R9001	Edit Results	Y	N

Procedure	Routine	Routine Name	Required	Override
P030	R0010	Date of Birth Established	Y	Y
P030	R0020	Ethnicity Established	Y	Y
P030	R0025	Race Established	Y	Y
P030	R0030	Ethnic Category Established	Y	Y
P030	R0031	Veteran Established	Y	Y
P030	R0040	Legacy Established	Y	Y
P030	R0050	SSN Established	Y	Y
P030	R0060	Marital Status Established	Y	Y
P030	R0080	Gender Established	Y	Y
P030	R0090	Citizenship Established	Y	Y
P030	R0091	Nation of Citizenship Est	Y	Y
P030	R0110	Native Language Established	Y	Y
P030	R0130	Home Language Established	Y	Y
P030	R0150	Corresponding Lang. Est	Y	Y
P030	R0200	Overwrite Existing Gender	Y	Y
P030	R0210	Overwrite Existing Birthdate	Y	Y
P030	R0220	Overwrite Existing Citizenship	Y	Y
P030	R0230	Overwrite Existing Confidential	Y	Y
P030	R0240	Overwrite Existing Religion	Y	Y

Procedure	Routine	Routine Name	Required	Override
P030	R0250	Overwrite Existing Marital St	Y	Y
P030	R0255	Overwrite Existing Race	Y	Y
P030	R0260	Overwrite Existing Ethnicity	Y	Y
P030	R0265	Overwrite Ethnic Category	Y	Y
P030	R0270	Overwrite Existing SSN	N	N
P030	R0280	Overwrite Existing Legacy	Y	Y
P030	R0290	Overwrite Existing Veteran	Y	Y
P030	R9001	Edit Results	Y	N
P032	R0010	VISA Type Established	Y	Y
P032	R0020	VISA Number Established	Y	Y
P032	R0030	VISA Issue Date Established	Y	Y
P032	R0040	VISA Expiration Date Established	Y	Y
P035	R0010	Residency Established	Y	Y
P035	R9001	Edit Results	Y	N
P040	R0010	Address Type Code Established	Y	N
P040	R0030	Street Line 1 Established	Y	N
P040	R0040	City Established	Y	N
P040	R0050	State Code Established	Y	N
P040	R0060	County Code Established	Y	Y
P040	R0070	ZIP Code Established	Y	N

Procedure	Routine	Routine Name	Required	Override
P040	R0080	Nation Established	Y	Y
P040	R0090	Address Data Relationships	Y	N
P040	R9001	Edit Results	Y	N
P045	R0010	Email Type Established	Y	Y
P045	R0020	Email Address Established	Y	Y
P045	R9001	Email Record Existence Check	Y	N
P050	R0010	Application Type Established	Y	N
P050	R0020	Type Code Established	Y	N
P050	R0030	Source Established	Y	Y
P050	R0050	Application Term Established	Y	N
P050	R0060	Dupl Application for Person	Y	N
P050	R0070	Dupl Application for Term	Y	N
P050	R0080	Dupl Application for Level	Y	N
P050	R9001	Edit Results	Y	N
P060	R0010	Medical Condition Established	Y	Y
P060	R9001	Edit Results	Y	N
P070	R0010	Phone Number Type Established	Y	Y
P070	R0020	Phone Number Established	Y	Y
P070	R9001	Record Existence Check	Y	N
P080	R0010	Religion Established	Y	Y

Procedure	Routine	Routine Name	Required	Override
P080	R9001	Edit Results	Y	N
P090	R0010	Language Established	Y	Y
P090	R0020	Language Use Established	Y	Y
P090	R0030	Language Proficiency Estb.	Y	Y
P090	R9001	Edit Results	Y	N
P100	R0010	Immunization Established	Y	Y
P100	R9001	Edit Results	Y	N
P110	R0010	Activity Established	Y	Y
P110	R9001	Edit Results	Y	N
P120	R0005	Degree Level Established	Y	N
P120	R0006	Fld of StdY Level Established	Y	Y
P120	R0007	Fld of StdY Qualifier Estb.	Y	N
P120	R0008	Fld of StdY Ident. Code Estb.	Y	N
P120	R0009	Banner Equiv. Curriculum Est.	Y	N
P120	R0010	Duplicate Application; Major	Y	Y
P120	R9001	Record Edit Results	Y	N
P130	R0010	High School Established	Y	Y
P130	R0100	Graduation Date Established	Y	Y
P130	R0110	Class Rank Established	Y	Y
P130	R0120	Class Size Established	Y	Y

Procedure	Routine	Routine Name	Required	Override
P130	R0130	Class Rank-Size Established	Y	Y
P130	R0140	Grade Point Average Est.	Y	Y
P130	R0200	Update Existing HS Data	Y	N
P130	R9001	Record Edit Results	Y	N
P135	R0010	Subject Established	Y	Y
P135	R9001	Record Verification Results	Y	N
P140	R0010	Previous College Established	Y	Y
P140	R9001	Edit Results	Y	N
P142	R0010	Degree Established	Y	Y
P142	R0030	Degree Date Established	Y	Y
P142	R0040	Earned Hours Established	Y	Y
P142	R0050	Bgn Attendance Date Est.	Y	Y
P142	R0060	End Attendance Date Est.	Y	Y
P142	R0070	Grade Point Average Est.	Y	Y
P142	R0200	Update Prior College Data	N	N
P142	R9001	Edit Results	Y	N
P145	R0010	Previous College Majors	Y	Y
P145	R0020	Previous College Minors	Y	Y
P145	R0030	Previous College Conc.	Y	Y

Procedure	Routine	Routine Name	Required	Override
P145	R9001	Edit Results	Y	N
P150	R0010	Test Established	Y	Y
P150	R0020	Test Date Established	Y	Y
P150	R0030	Test Score Valid	Y	Y
P150	R9001	Edit Results	Y	N
P160	R0010	First Name Established	Y	Y
P160	R0020	Last Name Established	Y	Y
P160	R0030	Relationship Code Established	Y	Y
P160	R9001	Relative Record Check	Y	N
P170	R0010	Question Established	Y	Y
P170	R0020	Answer Established	Y	Y
P170	R9001	Question Answer Checked	Y	N
P175	R0010	Material Established	Y	Y
P175	R9001	Material Checked	Y	N
P900	L010	Create Application Required	Y	Y
P900	L020	Create Person Record	Y	Y
P900	L025	Create Race Record	Y	Y
P900	L030	Create International Record	Y	Y
P900	L040	Create Address Record	Y	Y
P900	L045	Create Email Record	Y	Y

Procedure	Routine	Routine Name	Required	Override
P900	L050	Create Telephone Record	Y	Y
P900	L060	Create High School Record	Y	Y
P900	L070	Create High School Subjects	Y	Y
P900	L080	Create Medical Conditions	Y	Y
P900	L090	Create Prior College Record	Y	Y
P900	L100	Create Prior College Degree	Y	Y
P900	L110	Create Prior College Major	Y	Y
P900	L120	Create Prior College Minor	Y	Y
P900	L130	Create Prior College Conc.	Y	Y
P900	L140	Create Test Score Record	Y	Y
P900	L150	Create Outside Interest Record	Y	Y
P900	L160	Create Parent Information	Y	Y
P900	L170	Create Question/ Answer	Y	Y
P900	L175	Create Materials	Y	Y

## Rule Groups Used in EDI Processing

The following table is a list of the rule groups and codes on SAAERUL that are used by EDI processing.

Group Code	Group Name	Description
ADDR	Address Source Rules	Rules in which you specify address source codes to be used in electronic admissions application processing.



Group Code	Group Name	Description
ADMS	Admission Rules	Rules which control the loading of duplicate applications and residency information for applications.
ATYP	Address Type Rules	Rules used to specify the address types to be assigned to addresses received in electronic applications.
CQLF	Code Qualifiers	Rules used to specify the EDI code qualifier for types of data which require special processing.
CURR	Curriculum Rules	Rules used to translate received information into valid Banner curricula.
DTQL	Date/Time Qualifier Rules	Rules which specify the EDI qualifier that describes specific kinds of dates.
ENTY	Entity Rules	Rules which specify EDI entity types.
FLVL	Field of Study Level Rules	Rules which specify the EDI qualifiers that describe majors and minors.
LGCY	Legacy Rules	Rules which define the Banner legacy type code to assign to specify relationship types.
PATH	System Path Rules	Rules which describe the database path in which various system components have been installed.
PCOL	Prior College Rules	Rules which are used to process prior college information.
PQLF	Phone Qualifier Code Rules	Rules which contain certain EDI telephone type qualifiers.
QSTN	Question Code Rules	Rules which specify the EDI question number where certain types of desired information may be reported.
RESD	Residency Rules	Rules used to assist in residency determinations.

Group Code	Group Name	Description
RFQL	Reference Qualifier Rules	Rules which supply EDI reference qualifiers for specific kinds of information.
RLTN	Relationship Qualifier Rules	Rules which supply EDI qualifiers for relationship types.
TELE	Telephone Pattern Rules	Rules which define the standard format for telephone numbers which are reported by your applicants.
VCRL	Verification Control Rules	Rules which control several of the verification procedures and routines.

## Delivered Rule Groups Used in EDI Processing

The following table is a list of the rules delivered, the group with which they are associated, a description of each rule, and instructions for updating each rule.

Group	Label	Description	EDI	Instructions
ADDR	DFLTADDRSRCE	Default Address Source	N	Update the Default Address Source to the value from the Address Source Validation Form (STVASRC) that you want assigned to addresses loaded from EDI applications. (You may need to build the desired value on STVASRC first.)
ADMS	DFLTASRCEDI	EDI Default Application Source	Y	Update the EDI Default Application Source to the value from the EDI Application Source Code Validation Form (STVAPLS)

Group	Label	Description	EDI	Instructions
				that you want assigned to electronic applications received through EDI.
ADMS	DFLT SBGIEDI	EDI Default Application SBGI Source	Y	Insert the source STVSBGI value into the Application Source Table (SARRSRC).
ADMS	DUPLAPPLCURR (Not currently used in Banner Student Self-Service Admissions processing.)	Allow Dup App for Curriculum	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and curriculum. Update the value to N (cleared) if no duplicate checking should be done.
ADMS	DUPLAPPLLEVEL	Allow Dup App for Level	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and level. Update the value to N (cleared) if no duplicate checking should be done.

Group	Label	Description	EDI	Instructions
ADMS	DUPLAPPLMAJR	Allow Dup App for Major	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and major. Update the value to N (cleared) if no duplicate checking should be done.
ADMS	DUPLAPPLPERS	Allow Dup App for Person	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same person, regardless of the term, level, curriculum, or major specified. Update the value to N (cleared) if no duplicate checking should be done.
ADMS	DUPLAPPLTERM	Allow Dup App for Term	N	Update the value to Y (selected) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on

Group	Label	Description	EDI	Instructions
				SAAECRL for the given application type for the same term, regardless of the level, curriculum, or major specified. Update the value to N (cleared) if no duplicate checking should be done.
ADMS	EDIIDPREFIX	Generated ID Prefix for Upload	Y	Enter the letter for the first character of the ID that TS 189 processing generates for use on the Electronic Application Process Form (SAAEAPS).
ADMS	EDIWAPPCODE	WAPP Code for TS 189 Upload Pgm	Y	Specify the code of the electronic application type to be used when loading EDI applications, so the procedures and routines (rules) will be attached. Must be validated on the Application Type Code Validation Form (STVWAPP).
ADMS	EMAILTYPE	Store default e-mails	N	Enter a value from the E-mail Address Type Validation Form (GTVEMAL).
ADMS	FORRESIDCODE	Out of Country Residency Code	N	Update the Out of Country Residency Code to the value from the Residence Code Validation Form (STVRESID)

Group	Label	Description	EDI	Instructions
				that you want assigned to an application if the verification procedures determine that the person is an out-of-country resident. (See Note 1 below.)
ADMS	INRESIDCODE	In State/Prov Residency Code	N	Update the In State/Province Residency Code to the value from the Residence Code Validation Form (STVRES D) that you want assigned to an application if the verification procedures determine that the person is an in-state/province resident. (See Note 1 below.)
ADMS	OUTRESIDCODE	Out of State/Prov Residency Code	N	Update the Out of State/Province Residency Code to the value from the Residence Code Validation Form (STVRES D) that you want assigned to an application if the verification procedures determine that the person is an out-of-state/province resident. (See Note 1 below.)

1. Residency determination is made based on answers to a variety of questions. If the system cannot determine residency, or if no residency codes are specified in these three rules, the default

Group	Label	Description	EDI	Instructions
Residency Code, identified by the value for the label <code>DFLTRESDCODE</code> in the group <code>RES</code> will be used.				
ATYP	DFLTPARENTATYP	Default Parent Address Type	N	Update the Default Parent Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to addresses created from parent address information. (See Note 2 below.)
ATYP	DFLTSTUDENTATYP	Default Student Address Type	N	Update the Default Student Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to addresses created from applicant address information. (See Note 2 below.)
2. Addresses submitted through EDI may have a location qualifier which identifies the type of address. Default address types defined under group <code>ATYP</code> are defaults which are used <i>only</i> when the address type to be assigned cannot be determined based upon other information.				
CQLF	ACTVCQLFCODE	Default Activity Qlfr Code	Y	The Default Activity Qualifier Code is an EDI value, and it is delivered as SA. Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This

Group	Label	Description	EDI	Instructions
				value also has to be assigned to those values which are “student activities” in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of <i>STVINTS</i> .
CQLF	AWRDCQLFCODE	Default Award Qualifier Code	Y	The Default Award Qualifier Code is an EDI value, and it is delivered as <i>SB</i> . Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This value also has to be assigned to those values which are “student awards” in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of <i>STVINTS</i> .
CURR	DFLTCAMPCODE	Default Campus Code Value	N	Update the Default Campus Code Value to the value from the Campus Code Validation Form (STVCAMP) that you want assigned to an application if the application's campus cannot be correctly derived by data viewed in the EDI



Group	Label	Description	EDI	Instructions
				Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTCOLLCODE	Default College Code Value	N	Update the Default College Code Value to the value from the College Code Validation Form (STV COLL) that you want assigned to an application if the application's college cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTDEGCCODE	Default Degree Code Value	N	Update the Default Degree Code Value to the value from the Degree Code Validation Form (STVDEGC) that you want assigned to an application if the application's degree cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in

Group	Label	Description	EDI	Instructions
				the Curriculum Rules Form (SOACURR).
CURR	DFLTDEPTCODE	Default Department Code Value	N	Update the Default Department Code Value to the value from the Department Code Validation Form (STVDEPT) that you want assigned to an application if the application's department cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTMAJRCODE	Default Major Code Value	N	Update the Default Major Code Value to the value from the Major, Minor, Concentration Code Validation Form (STVMAJR) that you want assigned to an application if the application's major cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum

Group	Label	Description	EDI	Instructions
				Rules Form (SOACURR).
CURR	DFLTMAJRQLFR	Default Major Code Qualifier	Y	<p>The Default Major Code Qualifier is an EDI value, and it is delivered as 81, for CIP code. Specifically, the Default Major Code Qualifier is used by the script <code>xrefmajr.sql</code> delivered to assist in building major code cross-reference values in the EDI Cross-Reference Rules Form (SOAXREF). This script copies each value in the Major, Minor, Concentration Code Validation Table (STVMAJR) which has a value in the <b>CIPC</b> field and creates a rule in the EDI Cross-Reference Rules Table using the major code, CIPC code, and EDI qualifier specified here.</p> <p>If the values entered in the <b>CIPC</b> field on STVMAJR are not Classification of Instructional Program (CIP) codes, the correct EDI value for the code set used for this field should</p>

Group	Label	Description	EDI	Instructions
				be entered for this rule.  (See Note 3 below.)
3. The value for this rule is used <i>only</i> by the script used to populate major code values in SOAXREF. If you are not using the script and are instead building appropriate major code translation values by hand, this rule will not be used.				
CURR	USEDEFAULTS	Use Default Curriculum Values	N	Update the value to selected(set to Y) or cleared(set to N) to specify whether the campus, college, department, degree, and major defaults should be used when an application is created. (See Note 4 below.)
4. Default values are used when the appropriate value cannot be determined using data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR). For example:  A single set of EDI cross-reference values can be associated with more than one curriculum rule. If the same EDI cross-reference values are assigned to more than one curriculum rule, the defaults are used as “tie-breakers” and assigned to all associated fields.  Regardless of the data elements used when the Banner application is created, curriculum rule checking takes place according to normal rules when the application data is viewed on any Banner form. If the values loaded for the application represent a curriculum choice that is not valid, as defined by existing curriculum rules, an error message is displayed and corrective action may be required at that time.				
DTQL	AWRDDTQLCODE	Award Date	Y	The Award Date Qualifier rule specifies the Date/Time Qualifier used to specify an award date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.

Group	Label	Description	EDI	Instructions
DTQL	EFFCDTQLCODE	Effective Date	Y	The Effective Date Qualifier rule specifies the Date/ Time Qualifier used to specify an effective date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
DTQL	ENDDTQLCODE	End Date	Y	The End Date Qualifier rule specifies the Date/ Time Qualifier used to specify an end date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
DTQL	EXPRDTQLCODE	Expire Date Qualifier	Y	The Expire Date Qualifier rule specifies the Date/ Time Qualifier used to specify an expiration date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
DTQL	ISSUDTQLCODE	Issue Date Qualifier	Y	The Issue Date Qualifier rule specifies the Date/ Time Qualifier used to specify an issue date. It is an EDI standard value which should <i>not</i> be changed or

Group	Label	Description	EDI	Instructions
				unpredictable results will occur.
DTQL	STRDTDQLCODE	Start Date	Y	The Start Date Qualifier rule specifies the Date/ Time Qualifier used to specify a start date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
ENTY	HSCHENTYCODE	Default High School Entity	Y	The Default High School Entity rule specifies the EDI qualifier which represents a high school. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
FLVL	MJRFLVLCODE	Major Field of Study Level	Y	The Major Field of Study rule specifies the EDI field of study qualifier used to represent majors. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
FLVL	MNRFLVLCODE	Minor Field of Study Level	Y	The Minor Field of Study rule specifies the EDI field of study qualifier used to represent minors. It is an EDI standard value which should <i>not</i>

Group	Label	Description	EDI	Instructions
				be changed or unpredictable results will occur.
LGCY	FATHERLGCYCODE	Father Legacy Code	N	Update the Father Legacy Code to the value from the Legacy Code Validation Form (STVLGCY) that describes an applicant's father (alone) as a legacy relationship.
LGCY	MOTHERLGCYCODE	Mother Legacy Code	N	Update the Mother Legacy Code to the value from the Legacy Code Validation Form (STVLGCY) that describes an applicant's mother (alone) as a legacy relationship.
LGCY	PARENTLGCYCODE	Parents Legacy Code	N	Update the Parents Legacy Code to the value from the Legacy Code Validation Form (STVLGCY) that describes an applicant's parents (both mother and father) as legacy relationships.
PCOL	DFTPCOLQLFR	Prior College Qualifier Dflt	Y	Update the Prior College Qualifier Default to the EDI qualifier for the code set which represents values entered in the <b>FICE</b> field of the Source/Background

Group	Label	Description	EDI	Instructions
				Institution Code Validation Form (STVSBGI). It is used only by the scripts <code>xrefsbgi.h.sql</code> and <code>xrefsbgi.c.sql</code> , delivered to assist in building high school and college cross-reference values in the EDI Cross-Reference Rules Form (SOAXREF). (See Note 5 below.)
<p>5. This script copies all values from the Source/Background Institution Code Validation Table (STVSBGI) which have a type of <b>C</b> (college) or <b>H</b> (high school) and have a value in the <b>FICE</b> field. When these conditions are met, the scripts create rules in the EDI Cross-Reference Rules Table using the SBGI Code, <b>FICE</b> field value, EDI qualifier specified here, and a description which may include school name, city, state/province, and nation, depending upon options selected when the script is run.</p>				
PCOL	PCOLDFLTDEGC	Prior College Default Degree	N	Update the Prior College Default Degree rule to the Banner degree code from the Degree Code Validation Form (STVDEGC) which should be assigned as the prior college degree attempted if an applicant does not supply a value.
PQLF	CELLPQLFCODE	Cell Phone Qualifier	Y	The Cell Phone Qualifier rule specifies the EDI standard cell phone qualifier which identifies a cell phone.



Group	Label	Description	EDI	Instructions
				<p>Update the Value column to the value from the Telephone Type Validation Form (STVTELE) which should be used for cell phone type. This value is not validated.</p> <p>It is recommended that this value be different than the value used for the EMAILPQLFCODE rule and the value associated with the ADDR1 or ADDR2 Web sections on SAAWAPP.</p>
PQLF	EMAILPQLFCODE	Phone Qualifier for E-mail	Y	<p>The Phone Qualifier for E-mail rule specifies the EDI standard telephone qualifier which identifies an e-mail address.</p> <p>The delivered value for this rule is EM; however, if the same value has been defined for another email address or telephone type (such as Emergency), then it is recommended that this value be changed.</p>
QSTN	CONFQSTNCODE	Restrict Access Indicator	Y	<p>The Restrict Access Indicator rule specifies the EDI question code which reports</p>

Group	Label	Description	EDI	Instructions
				<p>whether the applicant requests that information be restricted or kept confidential.</p> <p>It is an EDI standard value which should <i>not</i> be changed.</p>
QSTN	FALMQSTNCODE	Legacy Information Response	Y	<p>The Legacy Information Response rule specifies the EDI question code which reports whether the applicant's relative is an alumnus of the applied-to institution.</p> <p>It is an EDI standard value which should <i>not</i> be changed.</p>
QSTN	FDCSDQSTNCODE	Father Deceased Request Code	Y	<p>The Father is Deceased Request Code rule specifies the EDI question code which reports whether the applicant's father is deceased.</p> <p>It is an EDI standard value which should <i>not</i> be changed.</p>
QSTN	MALMQSTNCODE	Mother is Alumni Request Code	Y	<p>The Mother is Alumni Request Code rule specifies the EDI question code which reports whether the applicant's mother</p>

Group	Label	Description	EDI	Instructions
				<p>is an alumnus of the applied-to institution.</p> <p>It is an EDI standard value which should <i>not</i> be changed.</p>
QSTN	MDCSDQSTNCODE	Mother Deceased Request Code	Y	<p>The Mother is Deceased Request Code rule specifies the EDI question code which reports whether the applicant's mother is deceased.</p> <p>It is an EDI standard value which should <i>not</i> be changed.</p>
QSTN	RESQSTNCODE	Resident of State/Prov Request	Y	<p>The Resident of State/Province Request rule specifies the EDI question code which reports whether the applicant claims to be a resident of the applied-to institution's state or province.</p> <p>It is an EDI standard value which should <i>not</i> be changed.</p>
RESQ	DFLTRESQCODE	Default Residency Code	N	<p>Update the Default Residency Code rule to the code from the Residence Code Validation Form (STVRESQ) which should be assigned to</p>

Group	Label	Description	EDI	Instructions
				an applicant if a specific residence status cannot be determined based upon other information.
RESID	HEMOCOUNTY	Institution's Home County	N	<p>Update the Institution's Home County rule to the code from the County Code Validation Form (STVCNTY) which represents the institution's home county.</p> <p>This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.</p>
RESID	HOMENATION	Institution's Home Country	N	<p>Update the Institution's Home Nation rule to the code from the Nation Code Validation Form (STVNATN) which represents the institution's home nation.</p> <p>This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.</p>

Group	Label	Description	EDI	Instructions
RES	HOMESTATPROV	Institution's Home State/Prov	N	<p>Update the Institution's Home State/Province rule to the code from the State/Province Code Validation Form (STVSTAT) which represents the institution's home state.</p> <p>This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.</p>
RFQL	SSNRFQLCODE	SSN Qualifier	Y	<p>The SSN Qualifier rule reports the EDI Reference Qualifier Code used to describe Social Security/ Social Insurance number.</p> <p>It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.</p>
RFQL	VISARFQLCODE	VISA Reference Qualifier	Y	<p>The Visa Reference Qualifier rule reports the EDI Reference Qualifier Code used to describe visa type.</p> <p>It is an EDI standard value which should <i>not</i></p>

Group	Label	Description	EDI	Instructions
				be changed or unpredictable results will occur.
RFQL	VNUMRFQLCODE	VISA Number Reference Qlfr	Y	<p>The Visa Number Reference Qualifier rule reports the EDI Reference Qualifier Code used to describe visa number.</p> <p>It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.</p>
RLTN	FATHERRLTNCODE	Relationship Qualifier; Father	Y	<p>The Father Relationship Qualifier rule specifies the EDI qualifier code which represents the father of the applicant.</p> <p>It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.</p>
RLTN	MOTHERRLTNCODE	Relationship Qualifier; Mother	Y	<p>The Mother Relationship Qualifier rule specifies the EDI qualifier code which represents the mother of the applicant.</p> <p>It is an EDI standard value which should <i>not</i> be changed or</p>

Group	Label	Description	EDI	Instructions
				unpredictable results will occur.
TELE	AREALENGTH	Area Code Length	Y	<p>The Area Code Length rule is used to specify the expected standard length of area codes reported as part of telephone information.</p> <p>It should be set to the standard length for area codes normally reported to your institution.</p>
TELE	PHONELENGTH	Phone Number Length	Y	<p>The Phone Number Length rule is used to specify the expected standard length of phone numbers reported as part of telephone information.</p> <p>It should be set to the standard length for telephone numbers normally reported to your institution.</p>
VCRL	AUTOOVERRIDE	Automatic Override Indicator	N	<p>The Automatic Override Indicator rule is used to specify whether verification procedures and routines which allow overrides (as defined on the Electronic Admissions</p>

Group	Label	Description	EDI	Instructions
				<p>Procedure/ Routine Control Form (SAAECRL) will be automatically overridden.</p> <p>Update this rule to selected (set to Y) or cleared (set to N) depending upon your choice.</p> <p>Overriding a procedure or routine will not cause data that is not valid to be loaded; it merely reduces the number of manual overrides you may need to perform during electronic application verification.</p>

## Cross-Reference Labels Used in EDI Processing

EDI cross-reference rules are identified by a label. The label describes the purpose of the cross-reference rule. The following is a list of all the labels on SOAXREF that are used in EDI processing.

Label	Description	Processing Notes
AGEVERFY	Age Verification Codes	Age Verification Codes are used to report the source of age verification data. They are used only in TS 189 processing.
CRDBASIS	Credit Basis Codes	Credit Basis Codes are used only to process TS 189 data.
DEGRLEVL	Degree Level Codes	Degree Level Codes are used to describe the generic level of a degree, and the EDI values delivered roughly correspond to the values in the Degree Award Category Code Validation Form (STVACAT). These



Label	Description	Processing Notes
		values are used only when defining the EDI Curriculum Cross-Reference Rules. Update the Banner value to the corresponding value from STVACAT. (The Banner value will normally be the EDI value <i>without</i> the period.) Do not check (set to <input type="checkbox"/> ) the <b>Web (Indicator)</b> on SOAXREF, as these values are not used to control Web pulldown lists, but only to define valid cross-reference values for building curriculum cross-reference rules.
DFMTCODE	Date Format Codes	Date Format Codes are used only to process TS 189 data.
EIDNCODE	Entity Identifier Codes	Entity Identifier Codes are used only to process TS 189 data.
FSTYIDQL	Field of Stdy Qualifier Codes	Field of Study Qualifier Codes are used only to specify the code set which is used to describe field of study choices.
FSTYLEVL	Field of Study Level Codes	Field of Study Level Codes are used only to process TS 189 data.
GENDER	Gender Codes	Gender Codes are used to define the Banner equivalent for EDI gender values. Three values are delivered.
GRCRLEVL	Grade or Course Level Codes	Grade or Course Level Codes are used only to process TS 189 data.
HONRLEVL	Honor Level Codes	Honor Level Codes are used only to process TS 189 data.
HSCHRSN	High School Graduation Codes	High School Graduation Codes are used only to process TS 189 data.
IMMZRTYP	Immunization Report Type Codes	Immunization Report Type Codes are used only to process TS 189 data.

<b>Label</b>	<b>Description</b>	<b>Processing Notes</b>
IMMZSTAT	Immunization Status Codes	Immunization Status Codes are used only to process TS 189 data.
IMMZTYPE	Immunization Type Codes	Immunization Type Codes are used only to process TS 189 data.
ITCCLEVL	Individual Level Codes	Individual Level Codes are used only to process TS 189 data.
LANGPROF	Language Proficiency Codes	Language Proficiency Codes are used only to process TS 189 data.
LANGUSE	Language Use Codes	Language Use Codes are used only to process TS 189 data.
NTYPECODE	Name Type Codes	Name Type Codes are used only to process TS 189 data.
QSTNCODE	EDI Question Codes	EDI Question Codes are used to process TS 189 data. The question code used corresponds to the answer being provided on the TS 189 RSQ segment.
RESDCRIT	Residency Criteria Codes	Residency Criteria Codes are used only to process TS 189 data.
RFNOQLFR	Reference Qualifier Code	Reference Qualifier Codes identify a variety of reference number qualifiers used in the TS 189 transaction set. Delivered values are valid and should not be changed unless additional reference number qualifiers are added for use with the TS 189 code set. Several reference number qualifiers are used in the Electronic Admissions Application Rules Form (SAAERUL).
SBGIQLFR	Educational Inst Qualifier	Values in the Educational Institution Qualifier label are used as the qualifier in cross-reference rules for the labels STVSBGIH and STVSBGIC

Label	Description	Processing Notes
		(high schools and colleges) to identify the code set for the values placed in the <b>EDI Value</b> field. These values are used to translate school code types and school codes into appropriate Banner values.
STVATYP	Address Type Codes	Values in the Address Type Codes label are used to translate address data received in TS 189 code sets into valid Banner address types from STVATYP.
STVCITZ	Citizenship Type Codes	Values in the Citizenship Type Code label are used to translate EDI citizenship types into appropriate Banner values.
STVDEGC	Degree Level-Degree Code	Values in the Degree Level-Degree Codes label are used to translate EDI degree level codes into valid Banner degree codes found in the Degree Code Validation Form (STVDEGC). These values are used only in translating prior college degrees to Banner degrees. In TS 189 processing, only EDI Degree Level Codes will be transmitted. EDI Degree Level codes represent generic degree levels, (for example, Baccalaureate Degree instead of Bachelor of Arts and Bachelor of Science). To translate EDI values to Banner values, you will need generic degree codes in STVDEGC.
STVETHN	EDI Ethnic Codes	Values in the EDI Ethnic Code label are used to translate EDI ethnic codes into appropriate Banner values. (See Notes below.)
You may translate a number of valid Banner codes to a single EDI code (for example; “Hopi”, “Navaho”, and “Cherokee” are all valid ethnic codes for your institution, and you map them all to the single EDI value <i>American Indian or Alaskan Native</i> ).		

Label	Description	Processing Notes
The script <code>xrefethn.sql</code> is used to populate the STVETHN label rows with values from the Ethnic Code Validation Form.		
STVINTS	Award and Activity Codes	Values in the Award and Activity Codes label are used to translate EDI award and activity codes into appropriate Banner interest codes. (See Note below.)
For rules which represent student awards, set the EDI Qualifier to <code>SB</code> . Awards can also be reported through the Web, but whether reported through a Web application or a TS 189 transaction set, these values will not be loaded into the permanent Banner application tables.		
STVLANGN	Language Name Codes	Values in the Language Name Codes label are used to translate EDI language codes into appropriate Banner language codes.
STVLANGW	Written Language Codes	Values in the Written Language Codes label are used to translate EDI written language codes into appropriate Banner language codes.
STVMAJR	Major Codes	Values in the Major Codes label are used to translate EDI field of study data into Banner major codes. Field of Study data reported in TS 189 transaction sets includes a qualifier code and value. Qualifier codes represent different standard code sets, like Classification of Instructional Program (CIP) codes or Stats Canada codes. You use a combination of a Degree Level code (label <code>DEGRLEVL</code> ), Code Set Qualifier, and Banner code to define the cross-reference from EDI values to Banner values on the Curriculum Rules Form (SOACURR). To create rules for the STVMAJR label, enter the Qualifier which represents a valid EDI field of study code set, a value from the indicated set, and the Banner equivalent

Label	Description	Processing Notes
		for the EDI value. (See Note below.)
The script <code>xrefmajr.sql</code> is used to populate the <code>STVMAJR</code> label rows with values from the Major, Minor, Concentration Code Validation Form (STVMAJR).		
STVMEDI	Medical Condition Codes	Values in the Medical Conditions Codes label are used to translate EDI medical condition codes into appropriate Banner medical codes.
STVMRTL	Marital Status Codes	Values in the Marital Status Codes label are used to translate EDI marital status codes into appropriate Banner codes.
STVNATN	EDI Nation Codes	Values in the Nation Codes label are used to translate EDI nation codes into appropriate Banner codes. (See Note below.)
The script <code>xrefnatn.sql</code> is used to populate the <code>STVNATN</code> label rows with values from the Nation Code Validation Form.		
STVRELG	Religion Codes	Values in the Religion Codes label are used to translate EDI religion codes into appropriate Banner codes. (See Note below.)
There may be a number of EDI religion codes which map to the same Banner value. (For example, you may have different religion codes for each of the Lutheran Synods for which there are EDI religion codes.)		
STVRELT	Relationship Codes	Values in the Relationship Codes label are used to translate EDI relationship codes into appropriate Banner codes. (See Note below.)
There may be a number of EDI relationship codes which map to the same Banner value. (For example, you may have different relationship codes for son, daughter, adopted child, foster child, etc., for which there are EDI relationship codes.)		
STVSBGIC	EDI College Codes	Values in the EDI College Codes label are used to translate EDI college codes into appropriate Banner codes. (See Note below.)

Label	Description	Processing Notes
The scripts <code>xrefcoll.sql</code> and <code>xrefcol2.sql</code> are used to populate the STVSBGIC label rows with values from the Source/Background Institution Code Validation Form.		
STVSBGIH	EDI High School Codes	Values in the EDI High School Codes label are used to translate EDI high school codes into appropriate Banner codes. (See Note below.)
The scripts <code>xrefhsch.sql</code> and <code>xrefhsc2.sql</code> are used to populate the STVSBGIC label rows with values from the Source/Background Institution Code Validation Form.		
STVSTAT	EDI State Codes	Values in the State Codes label are used to translate EDI state/province codes into appropriate Banner codes. (See Note below.)
The script <code>xrefstat.sql</code> is used to populate the STVSTAT label rows with values from the State/Province Code Validation Form.		
STVTELE	Telephone Qualifier Codes	Values in the Telephone Qualifier Codes label are used to specify the EDI telephone code which corresponds to each Banner telephone type code.
STVTESC	Sub-Test Codes	Values in the Sub-Test Codes label are used to translate EDI sub-test codes into appropriate Banner codes.
STVVTYP	VISA Type Codes	Values in the Visa Type Codes label are used to translate EDI visa type codes into appropriate Banner codes.
TESTCODE	EDI Test Qualifier Codes	Values in the EDI Test Qualifier Codes label are used to define valid EDI Test Qualifier Codes. Only codes defined as valid in this label should be used as EDI qualifiers in the STVTESC label.

## Receiving EDI Applications (to Temporary Tables)

The EDI.Smart PC application has received an admissions application and is ready for upload to the host.

The process on EDI.Smart that accomplishes this upload is called FLATUPLD. It produces a file known as `MAP_UPLD.TXT` which can be found in the INTFCE subdirectory below the EDI.Smart root directory (usually WEDISMT). This file must be moved (copied) to a destination on the host where Banner resides which the user specifies. It may be necessary to consult with the technical staff at your institution to specify the location and name of the data file with the syntax that is appropriate for your operating system.

The file is then parsed by the PRO\*C program SAR189U (TS 189 Upload to Banner). The SAR189U process can be run from job submission.

The parameters are as follows:

- Input File (Required) - Enter the directory path where `MAP_UPLD.TXT` file is located.
- Test Flag (Optional) - Enter `Y` to produce more extensive messages in the log file. Enter `N` to not print the debug messages.
- Application Type (Optional) - Enter the application type code to be associated with EDI applications. Valid values come from the Application Type Code Validation Form (STVWAPP).
- Term Code (Optional) - Enter the term code to be used as entry term for EDI applications. Valid values come from the Term Code Validation Form (STVTERM).

The SAR189U process scans the flat file (`map_upld.txt`) and puts the data into the same Oracle holding tables that are used for self-service admissions application processing. You can review the TS 189 application from within Banner on the Electronic Application Process Form (SAAEAPS), in addition to on the Electronic Application Submitted Form (SAAETBL).

## Processing EDI Applications

If you have completed all of the steps outlined in the Admissions Application Set-Up Procedures for EDI applications, Banner is now ready to receive admissions applications through EDI.

Before you receive your first EDI application, you need to establish appropriate policies and procedures for processing EDI applications. For example, you need to determine whether to weed out frivolous applications, when and how you will collect application fees (if required), whether you require and how you will collect application certifications and signatures, and what impact EDI applications will have on application and yield statistics.

The Elec. App. Verify/Load Process (SARETMT) is a batch process that is used to match, verify, and load admissions applications received through EDI. This process allows users to match, verify, and load large numbers of EDI applications at one time. The process uses the same matching algorithm as the Electronic Prospect Match Process (SRRSRIN) and the Common Matching Entry Form (GOAMTCH). The Electronic Application Process Form (SAAEAPS) is used to process EDI applications that are placed in suspense or error status by the SARETMT batch load process. In addition, SAAEAPS can be used to review EDI applications and delete those that are most likely frivolous (that is., applications from Mickey Mouse or Claude Monet).

## Overall Process

The overall process for receiving EDI admissions applications is as follows.

### Procedure

1. The application is received and loaded to the temporary tables using EDI.Smart and SAR189U.
2. **Optional:** The institution reviews all EDI applications (through SAAEAPS) added on a specific date that are complete to check for frivolous applications.
3. The institution runs the SARETMT process to match, verify, and load Web applications.
4. The institution reviews EDI applications on SAAEAPS that were put into Suspense or Error status by the SARETMT process.
5. Suspended records are resolved on SAAEAPS using GOAMTCH to determine if the applicant is New or is a Match to an existing Banner record.
6. The institution reruns SARETMT to verify and load those applications whose suspense status has just been resolved. Depending on the number of suspended records, the institution can choose to manually verify and load these EDI applications on SAAEAPS.

## Detailed Steps

The detailed steps for receiving EDI admissions applications are discussed in this section.

### Procedure

1. Use the Electronic Application Process Form (SAAEAPS) to display received EDI applications.  
 To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID. You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** or **Add Date** in the Key Block will be displayed.  
 You can also enter the main block and query on certain fields. Those fields are: **Application Number, Application Type, Completion Indicator, Term, Source (with a value of EDI), Add Date, Accepted Indicator, Process, Process Date, Person Status, and Application Status.**  
 If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. After an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.
2. Use the Elec. Appl. Verify/Load Process (SARETMT) to match, verify, and load the EDI applications that meet your processing guidelines.  
 Parameters for SARETMT allow processing based upon Application Type, Application Source, Application Term, and the Date Range of when applications were added.
  - a) Run SARETMT in audit mode.  
 SARETMT can be run in audit mode providing the user with the opportunity to review the match, verify, and load status of each application before it is actually processed. The



Status field will indicate whether the Web application is New, Matched, Suspended, or in Error based on the matching rules specified by the matching source code assigned to the interface code on STVINFC. The process will indicate if verification errors occurred or if the application was pushed.

b) Run SARETMT in update mode.

The user can run the match, verify, and load process in update mode. All electronic applications matching the input parameters will be processed by SARETMT.

Three possible outcomes can exist for each record processed by SARETMT.

- The record was matched, verified, and pushed successfully resulting in the creation of a SAAADMS application record.
  - The record was placed into suspense or error status during the match process. Suspended records will not be processed further by SARETMT until the match status has been resolved to either New or Matched. The user can resolve the suspended status using the Electronic Application Process Form (SAAEAPS) (See the “Resolve Suspended Electronic Applications” step below for details.)
  - The record failed the verification process. Numerous verification routines exist to ensure the integrity of the data being loaded into Banner. If certain errors occur during the verification process, the record will be marked with a verification error.
3. Resolve suspended electronic applications using the Electronic Application Process Form (SAAEAPS).
    - a) Access the Electronic Application Process Form (SAAEAPS).
    - b) Navigate to the main block and query for the appropriate records (that is., term, source equals EDI etc.) having a Person Status of S. These are the records that will need to be resolved before they can be verified and pushed into Banner.
  4. Select the **Verification Steps** tab or the **Manual Verification Steps** option from the Options Menu to access the Verification Steps window.
  5. Mark any of the person or application steps complete, except for the ID Verification (IDVR) step, and then save the changes.
  6. Select the ID Verification (IDVR) step, and then choose the **Associate Person with ID** item from the Options Menu.
  7. This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record from the **Select an ID** field.
    - **Electronic ID** – This is the ID used to create the electronic application.
    - **Local ID** – This is used for applications filed through EDI where the applicant provided a Local ID.
    - **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
    - **Banner ID** – This is used if you want to enter an explicit ID to be used by Banner.
    - **Generate ID** – This indicates that Banner should generate an ID for this person.
  8. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
  9. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned

to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

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

Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.

10. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
11. After the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
12. The incoming electronic application can be a match, a potential match, or a new record:
  - 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 block.
  - 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.
13. 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.
14. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (**IDVR**) step will be marked as complete. Continue processing the electronic applicant as needed.
15. Resolve verification errors using the Electronic Application Process Form (SAAEAPS).
 

If the **AUTOOVERRIDE** label on the Electronic Admissions Application Rules Form (SAAERUL) for the group **VCRL** is set to **Y**, and the procedures and routines are marked as overrideable on SAAECRL, then SARETMT will not stop the process if verification errors occur (unless they are data errors).

If the **AUTOOVERRIDE** label is set to **N**, then any verification errors found while SARETMT is processing will be identified, and the process will halt. These errors can be viewed on SAAEAPS and must be resolved before the affected applications can be re-processed by SARETMT. Verification errors can only be resolved on SAAEAPS if the routine or procedure causing the error have the **Override (Indicator)** selected on SAAECRL for the appropriate application type.

- a) Access the Electronic Application Process Form (SAAEAPS).
- b) Navigate to the main block and query for the appropriate records (that is., term, source, etc.) having a **Process** field value of **E**. These are the records that will need their verification errors resolved before they can be pushed into Banner.
- c) Select Review Results from the Options Menu or use Next Block to access the Verification/Load Results window.

In the System Verification Procedure block, each procedure is displayed, one procedure at a time. At the same time, each routine associated with a procedure is displayed in the System Verification Routines block.

- d) Scroll through each procedure to find the procedures that have not been verified (that is., the **Completion Indicator** check box is *not* selected). To resolve a procedure or routine, check the appropriate override (**Override Indicator**) box. If you override an individual routine, only the verification associated with that routine will be bypassed. If an entire procedure is overridden, none of the individual routines will have verification performed.
  - e) After all routines or procedures are overridden, return to the main block of SAAEAPS. You can manually re-verify the application here by selecting Verify Application from the Options Menu, or you can re-run SARETMT.
16. Re-run SARETMT in update mode.

SARETMT will try to verify all records that were previously suspended and will attempt to re-verify all applications that originally failed verification. All applications that pass the match and verification processing will be pushed to Banner. After an application has been pushed, the **Process** field will be set to **P**(ushed).

## Manually Matching, Verifying, and Pushing Electronic Applications

The following steps show how to manually match, verify, and push electronic applications into Banner using SAAEAPS.

### About this task

#### Procedure

1. Use the Electronic Application Process Form (SAAEAPS) to display received EDI applications.

To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID.

You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** or **Add Date** in the Key Block will be displayed.

You can also enter the main block and query on certain fields. Those fields are: **Application Number**, **Application Type**, **Completion Indicator**, **Term**, **Source (with a value of EDI)**, **Add Date**, **Accepted Indicator**, **Process**, **Process Date**, **Person Status**, and **Application Status**.

If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. After an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.

2. Flag applications for further processing.

If you will not process an application until a fee or certification is received, you might also want to set the **Accepted Indicator** to *N* until you receive the appropriate additional information required by your policies and procedures.

For those applications which you will further process, set this indicator to *Y*.

3. Perform any required manual verification steps.

Select the Verification Steps tab, use a Duplicate Item function, or select Manual Verification Steps from the Options Menu to transfer to the Verification Steps window. There may be two kinds of manual verification steps, those related to person data and those related to an application. You defined the manual verification steps which would be required on the Application Verification Steps Validation Form (STVASTA). One person-related step - ID Verification (IDVR) - is required by system processing and will be present whether or not you defined additional verification steps.

You must now either match the EDI applicant to an existing Banner person or create the person in Banner. Either of these functions also completes the ID Verification (IDVR) step. Continue with Step 3 through Step 10.

When you are positioned on the ID Verification (IDVR) step record, use a function key to perform special processing. The function can be performed if the ID Verification (IDVR) step has already been completed.

Use a Count Query Hits function or select Associate Person with ID from the Options Menu to transfer to the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record in the **Select an ID** field.

- **Electronic ID** – This is the ID used to create the electronic application.
- **Local ID** – Used for applications filed through EDI where the applicant provided a Local ID.
- **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
- **Banner ID** – Used if you want to enter an explicit ID to be used by Banner.
- **Generate ID** – Indicates that Banner should generate an ID for this person.

4. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.

5. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

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

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Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.

6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
7. After the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
8. The incoming electronic application can be a match, a potential match, or a new record:
  - 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 block.
  - 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.
9. 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.
10. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (IDVR) step will be marked as complete. Continue processing the electronic applicant as needed.
11. Verify the application data.

Select Verify Application from the Options Menu to verify the application data. Verification performs all verification procedures and routines attached to the application which have not been overridden.

After an application has been verified, its **Accepted Indicator** on the main window of SAAEAPS is set either to E, which indicates that errors were found during verification, or V for verification complete.

12. Review error, override verification, or correct data.

If errors are encountered during verification, select Review Results from the Options Menu or use a Next Block function to review the results. The Verification/Load Results window is displayed.

In the System Verification Procedures section of this window, each procedure and its associated routines are displayed, one procedure at a time. You scroll through the procedures using the scroll bar or Next and Previous Record functions, and the associated routines are displayed for each procedure. As you scroll through the procedures, you can ignore any which have already been overridden or which have passed verification. (The **Completion Indicator** check box is selected.)

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Verification errors must be resolved before the data can be loaded into the Banner permanent tables from the holding tables. You resolve verification errors by overriding the routine which failed or by overriding the entire procedure. If you override an individual routine, only the verification associated with the individual routine will be by-passed. If you override the procedure, none of the individual routines will be performed. Only those procedures or routines for which override is allowed (defined on SAAECRL) can be overridden. If you attempt to override a procedure or routine when an override is not allowed, an error message displays, and the override is not processed.

After overriding all routines or procedures that you want to have ignored, use the Return button to return to the main window of SAAEAPS, and select Verify Application from the Options Menu to verify the information again. Only data which had not previously been verified is processed. Procedures in which you overrode routines can now be verified.

You should continue verifying data and overriding routines and procedures until verification is complete (the **Accepted Indicator** displays V for Verified). When you push data into the permanent tables, data for procedures which have been verified is loaded, regardless of the status of other data.

13. Load the verified information into the permanent tables.

Select Load Application from the Options Menu or use an Insert Record function to push the data to the permanent tables. After you have pushed the data, you can view the results by selecting Review Results from the Options Menu or by using a Next Block function to access the System Verification Procedure section of the Verification/Load Results window. Scroll until you reach procedure P900, the PUSH Verification Procedure. The routines associated with this procedure push actual pieces of data. Data has been pushed for routines which are complete, and the message associated with each completed routine will tell you the number of records created or updated.

## Race/Ethnicity Processing

Ethnicity category and race data can be captured in Recruiting and Admissions in Banner Student.

This processing ties into Banner Human Resources and Banner General. Banner Human Resources collects and reports on ethnicity, ethnic category (Hispanic or Latino and Not Hispanic or Latino), and race separately, in addition to on multiple races for an individual. Banner General collects and displays the value of RACE.

### Prerequisites

Do the following setup before installation.

**Warning!** Before release 7.3 is installed, mappings for race, institutional race, and ethnic category *must* be set up in Ethnic Code Validation Form (STVEHTN), and race codes *must* be updated on the Race Rules Form (GORRACE).

In addition, if you load AMCAS files using SRTLOAD and currently have conversion rules for validation table *ETHR*, please be sure that those rules are correct.

The upgrade process will check STVETHN for institutional race values that are associated with ethnic codes on SOTCNVT for ETHR and then build new SOTCNVT rules for RACE using GORRACE. Incoming race values will be converted using RACE (GORRACE) versus using ETHR. The ETHR rules will still be valid and will be used with AMCAS processing but should be reviewed. The use of the conversion rule ETHR is discussed in further detail in the “Race/Ethnicity Functionality for AMCAS” topic.

When release 7.3 is installed, the SRTSUPL temporary table and the SABSUPL permanent table will be modified to accommodate three position race fields that are validated on GORRACE. If the release is installed without having these STVETHN and GORRACE rules set up, you may lose existing SOASUPL race codes in production and SRTSUPL temporary table race codes, if values that existed before the upgrade cannot be converted to the equivalent three digit race codes during the installation. The scripts for the conversions are run during the upgrade process when the tables and fields are changed from two digits to three digits.

**Note:** Please refer to the following checklist for processing and conversion steps.

## Processing Checklist

The following steps should be performed *before* installing this functionality.

### Procedure

1. Run the `srstvethn.sql` script, found in the Plus directory.

This script checks STVETHN to determine which ethnic codes have no equivalent race codes and are not able to be converted.

This script also checks GORRACE to determine which race codes are mapped to more than one ethnic code and are not able to be converted.

2. Update your data in STVETHN or GORRACE based on the results of the script.
3. If you process AMCAS files using SRTLOAD, review the SOTCNVT/ETHR rules to make sure they are correct.

The following steps should be performed *after* installing this functionality:

4. Review any new SOTCNVT/RACE rules for AMCAS processing.
5. Review SOTCNVT/ETHR rules for AMCAS processing.
6. Review all seed data, table changes, and database changes as needed to test the setup at your institution.
7. Run the `supsprac1.sql` and `supsprac2.sql` scripts.

The `supsprac1.sql` script copies race data in the SRTSUPL temporary table to the SRTPRAC temporary table.

The `supsprac2.sql` script copies race data in the SABSUPL permanent table to the GORPRAC permanent table.

**Warning!** These two scripts are optional and are *not* executed during the upgrade process. You *must* run them after the upgrade is performed.



## Processing

Race/ethnicity processing can be tracked and is processed using the following forms and reports.

- SPAPERS
- SPAIDEN
- SRAQUIK
- SAAQUIK
- SRAPREL
- SRIPREL
- SOTCNVT
- SRRPREL
- SRTLOAD
- SRTPURG

SRTLOAD accommodates the incoming race fields and loads the values to the new SRTPRAC temporary repeating table. SRTLOAD still processes race for AMCAS in the current manner with regard to SRTSUPL.

The incoming race data will be converted through SOTCNVT based on `RACE` (`GORRACE`) before being loaded to SRTPRAC/GORPRAC. AMCAS race will also continue to be loaded to the SRTSUPL/SOASUPL/SABSUPL Race1 through Race 10 fields. Values will be loaded to the permanent tables for use with SPAIDEN, SPAPERS, SRAQUIK, and SAAQUIK. SRRPREL will load race and ethnicity (Hispanic or Latino and Not Hispanic or Latino) to the appropriate Banner tables. SRRPREL will also update the `SPBPERS_CONFIRMED_RE_CD` and `SPBPERS_CONFIRMED_RE_DATE` fields, when the `SPBPERS_ETHN_CODE` and `GORPRAC_RACE_CDE` values are inserted.

**Note:** The push process that loads data does not change or overwrite data if that data already exists in Banner. Only a single value can exist for ethnicity. While multiple race values may exist, if new race values are submitted, only those values that are unique are added to GORPRAC.

The Prospects module in Banner Student Self-Service captures the ethnicity /ethnic category (Hispanic or Latino and Not Hispanic or Latino) and race values that are submitted online by prospects. A single ethnic category may be submitted. Multiple race codes can be submitted. After the data is submitted, it is loaded to the same temporary tables/fields (SRTPEERS for ethnicity/ethnic category and SRTPRAC for race) that are updated using SRTLOAD for incoming test score/search data. After ethnic and race values have been loaded to the temporary tables, all the electronic prospect processing that follows mirrors data load processing.

The Admissions module in Banner Student Self-Service captures the ethnicity/ethnic category (Hispanic or Latino and Not Hispanic or Latino) and race values that are submitted online by applicants. A single ethnic category may be submitted. Multiple race codes can be submitted. After the data is submitted, it is loaded to the temporary tables/fields (SARPEERS for ethnicity and SARPRAC for race).

SAAETBL reflects the use of the ethnic category and race data in the temporary tables. The push process will validate the data and allow for overwrite/push of the ethnic and race data from the temporary tables to SPBPERS and GORPRAC, respectively. Also, the push process will update



the `SPBPERS_CONFIRMED_RE_CD` and the `SPBPERS_CONFIRMED_RE_DATE` fields when both the ethnic category and race codes are loaded to Banner, to indicate the data has been reported and confirmed directly from the applicant.

The push process will also allow an overwrite of the ethnic category and race data that exists in Banner when the routine to overwrite existing ethnic category or existing race has been added to SAAECRL by the institution for the chosen application type.

In the case of the overwrite existing ethnic category, the single existing ethnic category in SPBPERS will be overwritten by the SRAPERS ethnic category. If the overwrite is not added by the institution, when the data is loaded, it will be inserted if the value is `Null`. If the overwrite is not added by the institution, when the data is loaded, it will not be inserted if the value is populated.

Two fields on SPAPERS are updated to indicate that the incoming race and ethnic data and the date have been confirmed. When any race or ethnicity data in the temporary table that has been reported by the individual using test scores or self-service is loaded to production through SPBPERS, then the `SPBPERS_CONFIRMED_RE_CD` column is updated to `Y` to indicate that the data has been confirmed, and the `SPBPERS_CONFIRMED_RE_DATE` column is updated to the date the data is pushed to Banner from SPBPERS. These two fields do not have associated temporary table fields, so these fields are updated directly in SPBPERS.

**Note:** Historical ethnicity and race data will not be saved. Existing ethnicity data in SPBPERS will be overwritten by SRKPREL. Existing “new ethnicity” data in SPBPERS will be overwritten unless the value is `NULL/ None`.

In the case of the overwrite existing race, all existing race codes on GORPRAC will be deleted and the SRAPRAC race codes will be inserted into GORPRAC. If the overwrite is not added by the institution, when the data is loaded, it will insert race codes if the value is `Null`. If the overwrite is not added by the institution, when the data is loaded, it will not add or update race codes if race codes exist.

## Race/Ethnicity Functionality for AMCAS

AMCAS processing as of Release 7.2 used `ETHR` on SOTCNVT for the conversion of ethnicity values to race values on SABSUPL.

Incoming AMCAS race values were converted to a race value from STVETHN using the conversion table value `ETHR`, because there was no existing Banner *RACE* code.

AMCAS processing as of Release 7.3 will continue to use `ETHR` on SOTCNVT, but for a different reason. When the AMCAS Hispanic Indicator is set to `N`, the value for AMCAS RACE CODE 1 is loaded to the `SRTBERS_ETHN_CODE` field. In order for RACE CODE 1 to be converted to an appropriate ethnic code, the conversion rule to convert RACE CODE 1 to an ethnicity must be valid. `ETHR` is used on SOTCNVT to change the incoming RACE CODE 1 to the `SPBPERS_ETHN_CODE` value.

AMCAS loads up to ten ethnic codes and ten race codes to SABSUPL/SOASUPL. Incoming ethnic and race codes are now different values. The value from STVETHN is used to convert ethnicity (SOTCNVT rule `ETHN`) and RACE CODE 1, (SOTCNVT rule `ETHR`), when the AMCAS Hispanic Indicator is set to `N` for the validation and conversion on SOTCNVT.

- On SOTCNVT, the incoming ethnic codes are converted and loaded to SRTSUPL and SRTBERS using the `ETHN` value from STVETHN.

- On SOTCNVT (when the AMCAS Hispanic Indicator is set to N), the incoming RACE CODE 1 is converted and loaded to SRTPERS using the ETHR value from STVETHN.

The Hispanic Indicator is loaded to SABSUPL/SOASUPL and also to SRTPERS/SPBPERS.

- The incoming Hispanic Indicator is loaded to temporary tables/fields SRTSUPL\_HISP\_IND and SRTPERS\_ETHN\_CATEGORY.
- The incoming Hispanic Indicator is loaded to permanent tables/fields SABSUPL\_HISP\_IND and SPBPERS\_ETHN\_CDE.

*In summary:*

- On SOTCNVT, the incoming ethnic codes are converted and loaded to SABSUPL/SOASUPL using the ETHN value from STVETHN. These are two character codes.
- On SOTCNVT, incoming race codes are converted and loaded to SRTSUPL/SABSUPL and SRTPRAC/GORPRAC using the RACE value from GORRACE. These are three character codes.
- If the incoming Hispanic Indicator is set to Y, ETHN CODE 1 is loaded to the SRTSUPL\_ETHNIC\_CODE\_SELF field and the SRTPERS\_ETHN\_CODE field.
- If the incoming Hispanic Indicator is set to N, RACE CODE 1 is loaded to the SRTSUPL\_ETHNIC\_CODE\_SELF field and the SRTPERS\_ETHN\_CODE field.

The RACE 1 value is three characters in length and is converted from GORRACE (SOTCNVT/RACE).

- When the Hispanic Indicator is set to N, it will look at the incoming RACE CODE 1 value and convert it to ethnicity for the SRTPERS\_ETHN\_CODE field using the ETHR rule on SOTCNVT. ETHR is used to convert the incoming race values to a valid ethnic code that will be loaded to the SRTPERS\_ETHN\_CODE field.

## Using the Electronic Prospect Load (SRTLOAD)

SRTLOAD validates incoming race values against the conversion process using SOTCNVT/GORRACE. SRTLOAD will continue to convert ethnic codes based on STVETHN.

SRTLOAD also converts AMCAS RACE CODE 1 to the SRTPERS\_ETHN\_CODE value when the incoming AMCAS Hispanic Indicator is set to N and based on the SOTCNVT rule ETHR.

AMCAS race values are loaded to both SRTSUPL and SRTPRAC. The race values for AMCAS will be always be the same in both tables and can be viewed on SRIPREL/SRAPREL. Non-AMCAS race values are only loaded to SRTPRAC.

SRTLOAD updates the following fields on SRTPRAC:

Field	Data
SRTPRAC_RIDM	Temporary recruiting record RIDM
SRTPRAC_RACE_CDE	Converted race code based on SOTCNVT/RACE
SRTPRAC_USER_ID	User ID that ran SRTLOAD when table was loaded
SRTPRAC_ACTIVITY_DATE	Date/timestamp loaded to temporary table

SRTLOAD updates the SRTPERS\_ETHN\_CDE with the AMCAS HISP\_IND value.

- If the AMCAS HISP\_IND value is set to Y, the SRTPERS\_ETHN\_CDE is set to 1.
- If the AMCAS HISP\_IND value is set to N, the SRTPERS\_ETHN\_CDE is set to 2.

The AMCAS\_HISP\_IND value will also continue to be loaded to the SRTSUPL\_HISP\_IND field.

## Purging Data

The Electronic Prospect Purge (SRTPURG) will purge data from the SRTPRAC temporary table and the SRTPERS\_ETHN\_CATEGORY column. The Electronic App Purge Process (SARETPG) will purge data from the SARPRAC table and the SARPERS\_ETHN\_CATEGORY column.

## Self-Service Race and Ethnicity Survey

You can present an optional survey to Banner Student Self-Service users to obtain ethnicity and race information for prospects and applicants.

If the survey parameters have been established in Banner Web General, when a user successfully logs on to Self-Service, the survey will be presented and the user will have the option to complete the survey at that time or to complete it later. After the user has completed the survey, it will no longer be presented to that user.

The prospect push process updates the biographical fields on SPAIDEN. The **New Ethnicity** field is updated with the ethnic category data, and the **Race** field is updated with race information. Historical data for ethnicity and race is not retained when new data is supplied. On SPAPERS, the **Ethnicity and Race Confirmed** check box is selected and the **Confirmed Date** field is populated when either ethnic category or race information is supplied.

Note the following warning when setting up the Web for Prospects Selection Rules Form (SRAWPRO) and determining which Web prospect selection codes are required for use with the race and ethnicity survey. This warning also applies to setting up the Web Application Section Rules Form (SAAWAPP) and determining which Web application section codes are required for use with the race and ethnicity survey.

**Warning!** Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Required** check box on SAAWAPP for the *PERSONAL* (Personal Information) Web application section code or 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 institution, you must also review your existing Web application and prospect selection definitions, and clear these check boxes for any application and prospect codes for which they are currently selected.

## *Survey Questions Presentation*

The presentation of the survey questions “What is your ethnicity?” and “Select one or more races to indicate what you consider yourself to be.” follows specific guidelines from the NCES.

The answer choices are presented as check boxes, instead of pulldown lists. This was done on purpose, as it was decided that these questions and answers should be the same for all users.

The questions and answers should not be stored at the application type level where they could be customized based on the Web application types for graduates, undergraduates, and so on, on SAAWAPP. Storing the questions as information text (instead of as Web section labels from SAAWAPP) provides a unified look across Banner Self-Service between the Main Race Survey in Banner Web for General and the Web Admissions Survey in Banner Student Self-Service.

The focus group for these updates reviewed the form layout and the question storage and agreed to the design. The same layout format was applied in both Banner Web for General and Banner Student Self-Service.

## **AMCAS (American Medical College Application Service) Load Procedures Using SRTLOAD**

This section discusses AMCAS data load processing.

### **Introduction**

The Electronic Prospect Load (SRTLOAD) can be used to load application data provided by the American Medical College Application Service (AMCAS) to the Banner database. This section reviews the set-up steps and procedures for loading AMCAS applications.

AMCAS application data is submitted to institutions using code values determined and published by AMCAS. These values often must be translated to appropriate, valid Banner values. Valid Banner values can be maintained as conversion rules on the Tape Code Conversion Form (SOTCNVT) or on Banner validation tables.

In addition, the AMCAS data load process requires a number of values to construct data in appropriate Banner format. Appropriate processing rules values are maintained on the Electronic Admissions Application Rules Form (SAAERUL) for the group codes `PREL`, `AGPA`, and `ACRH`.

**Note:** It is suggested for AMCAS processing that `PREL` group code rules that are specific to AMCAS be copied to a new group code. For example, all `PREL` rules can be copied to a new group code of `AMCS` (AMCAS Rules). All rules and settings specific to AMCAS can be modified and maintained for this group code so that SAAERUL settings do not have to be changed or monitored closely when processing various data loads.

The same procedure can be followed for other file processing. For example, `SRKPREL` will check SAAERUL to see if the Electronic Prospect Group (`STVEGRP`) rule equals the Electronic Prospect Load Validation (`STVPREL`) rule for `AMCS` for the SAAERUL values, and if there is no `AMCS` value, it will use the `SVTEGRP` rule that is equal to `PREL`.

Both application and conversion rules (SOTCNVT) may require values established in a number of other Banner validation tables, and a number of new validation values may be required by the AMCAS load process. One-to-one matches use the validation tables. Matches that are not one-to-one use the rules on SOTCNVT.

**Note:** AMCAS uses specific sets of nation codes and major codes which may be updated from time to time. AMCAS nation and major codes are listed in a variety of AMCAS publications and are also available on the file from AMCAS.

The following values are converted from the value on the incoming data load to the appropriate Banner value and loaded to the appropriate temporary tables. Not all SOTCNVT values are used by AMCAS.

Value	Description
ADMT	Used to load admissions type on SAAADMS
CAMP	Not used by AMCAS
CITZ	Not used by AMCAS
CNTY	Used to load county code
DEGC	Used for prior college degree (STVDEGC)
DEGA	Converts the value for APPL_TYPE on the incoming AMCAS file to an application degree on SAAADMS and overrides the degree loaded by SRTLOAD for the AMCAS Degree Code parameter (STVDEGC)
DEPT	Not used by AMCAS
EDLV	Not used by AMCAS
EGOL	Used for prior college education goals
ESEL	Used to load special consideration based on the Disadvantaged flag on the incoming AMCAS file
ETHN	Used to load ethnicity (STVETHN) to SPBPERS and SABSUPL
ETHR	Used to convert and load RACE 1 value to SABSUPL based on STVETHN when the AMCAS HISP_IND is set to N.
GNDR	Used to load gender if a conversion is necessary, but not used by AMCAS
HGPA	Not used by AMCAS
INTS	Not used by AMCAS
INTP	Not used by AMCAS
MAJR	Not used by AMCAS

Value	Description
MAJP	Not used by AMCAS
NATN	Used to load nation information
RACE	Used to load race (GORRACE) to GORPRAC
RELG	Not used by AMCAS
SBGI	Used to load college information
SBGH	Not used by AMCAS
STAT	Used by to load state codes
TADM	Not used by AMCAS
TEAC	Used to load setting of MCAT non-standard indicator from AMCAS to the test score accommodation on SOATEST/SORTEST_TEAC_CODE when test scores are loaded
TEFR	Used to load MCAT series code when test scores are loaded to the test form number on SOATEST/SORTEST_TEFR_CODE
TERM	Not used by AMCAS
TESC	Can be used by AMCAS if you do not want to load the hard-coded values
TSPT	Not used by AMCAS (Used to load test percentile for SAT, GRE)
VTYP	Used to load visa type

Two sections follow. The first section, (“AMCAS Application Load Processing Set-up”), deals with set-up steps which are required before processing the first AMCAS application file. The second section, (“AMCAS Application Load Processing and Reporting Procedures”), deals with the actual AMCAS application data load process and related steps.

## AMCAS Application Load Processing Set-up

Scripts have been delivered with the following: codes for baseline data load AMCAS processing, values used for the conversion from SOAXREF to SOTCNVT, and SAAERUL rules for the group code PREL, so that very little preparation/set-up is required.

### About this task

It is recommended that you review the SOTCNVT conversion values and establish the necessary rules on SAAERUL. In addition, it is suggested that you review all data load processing validation and rules forms before processing your first AMCAS file using baseline data load processing procedures.

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## Procedure

1. Review validation forms and build new values if required.

- a) Verify that values exist in the Degree Code Validation Form (STVDEGC) for the necessary degree types, or build new entries as needed.

If values for the degree types do not exist in STVDEGC, you will not be able to convert the AMCAS values to appropriate Banner values on the Tape Code Conversion Form (SOTCNVT).

If the values are not converted to valid Banner degree codes on SOTCNVT or exist as a one-to-one relationship in the STVDEGC validation table, the degree data reported by AMCAS will not be loaded.

- b) Verify that values exist in the Degree Code Validation Form (STVDEGC) for the necessary degree types that will be used to convert the `APPL_TYPE` on the AMCAS file to the appropriate degree code for your applicant.

If values for the application degree types do not exist in STVDEGC, you will not be able to convert the AMCAS values for `APPL_TYPE` to appropriate Banner values on the Tape Code Conversion Form (SOTCNVT).

If the values for `APPL_TYPE` are not converted to valid Banner degree codes on SOTCNVT, the value for `APPL_TYPE` reported by AMCAS will not be converted or loaded as the application degree.

**Note:** On SOTCNVT for the interface tape `AMCS` (AMCAS), you *must* use the validation table name `DEGA` to convert the AMCAS value for `APPL_TYPE` to Banner as the application degree. Both prior college degree codes and application degree codes exist in STVDEGC, but in order for the data load process to know which codes to convert to the prior college degree versus the application degree, it is important to use `DEGA` on SOTCNVT for the application degree.

This conversion of the AMCAS `APPL_TYPE` allows for a different degree code to be loaded for the applicant besides the one from the `SRTLOAD` parameter. If there is a converted value on SOTCNVT for `DEGA` for the AMCAS `APPL_TYPE`, the converted value will load first as the application degree. If there is no converted value on SOTCNVT for `DEGA`, then the required degree code listed as the `SRTLOAD` parameter value will be loaded as the application degree.

- c) Verify that values exist in the Eligibility Factor Validation Form (STVESEL) for the necessary special consideration types, or build new entries as needed.

If values for these consideration types do not exist in STVESEL, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVESEL validation table, the special consideration request data reported by AMCAS will not be loaded.

- d) Verify that values exist in the Educational Goal Validation Form (STVEGOL) for the necessary program types (referred to as educational goals in Banner), or build new entries as needed.

If values for these program types do not exist in STVEGOL, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.



If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVEGOL validation table, the program type data reported by AMCAS will not be loaded.

- e) Verify that values exist in the Ethnic Code Validation Form (STVETHN) for the necessary *ethnic* categories, or build new entries as needed.

If values for these *ethnic* categories do not exist in STVETHN, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVETHN validation table, *ethnicity* data reported by AMCAS will not be loaded.

- f) Verify that *ethnic* values also exist in the Ethnic Code Validation Form (STVETHN) for the appropriate conversion of the incoming AMCAS *race* categories, or build new entries as needed. When the AMCAS Hispanic Indicator is set to N, the AMCAS RACE CODE 1 value is loaded as the `SPBPERS_ETHN_CODE`. Please see the Note below.

If values for these *race* categories do not exist in STVETHN, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVETHN validation table, *race* data reported by AMCAS will not be loaded.

- g) Verify that values exist in the Race Rules Form (GORRACE) and that associated race values have been entered, if necessary, on the Ethnic Code Validation Form (STVETHN) for the race codes, or build new entries as needed.

If values for these race codes do not exist in GORRACE, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVETHN validation table, race data reported by AMCAS will not be loaded.

**Note:** On SOTCNVT, for the interface tape `AMCS` (AMCAS), you must use the validation table name `ETHR` to convert the AMCAS RACE CODE 1 to an ethnic code that will be loaded to `SPBPERS` when the AMCAS Hispanic Indicator is set to N.

When the AMCAS Hispanic Indicator is set to N, the RACE CODE 1 value is loaded to `SPBPERS_ETHN_CODE` and to `SABSUPL`. The race code is a three character value, so a corresponding ethnic code *must* be used to translate the incoming RACE CODE 1 to the appropriate Banner ethnic code.

Because ethnicity codes are converted based on values in STVETHN, in order for the data load process to know when to convert an incoming AMCAS ethnic code to `SPBPERS_ETHN_CODE` versus converting an incoming AMCAS RACE CODE 1 to `SPBPERS_ETHN_CODE`, it is important to use `ETHR` on SOTCNVT for the RACE CODE 1 for AMCAS.

When the AMCAS Hispanic Indicator is set to Y, the ETHNIC CODE 1 will be loaded to `SPBPERS_ETHN_CODE`, based on the appropriate `ETHN` conversion. Values for SOTCNVT/`ETHN` will be loaded to the `SPBPERS_ETHN_CODE` and `SABSUPL_ETHNIC` fields based on incoming AMCAS ethnic codes.



SOTCNVT/ETHR will load the incoming RACE CODE 1 to the SPBPERS\_ETHN\_CODE and SABSUPL\_ETHNIC fields when the AMCAS Hispanic Indicator is set to N.

All validation for ethnicity and incoming race 1 values to ethnicity, exists in the same Banner validation table (STVETHN), but the use of validation of either ETHN or ETHR on SOTCNVT determines how these values are converted.

- h) Verify that values exist in the Visa Type Code Validation Form (STVVTYP) for the necessary visa types, or build new entries as needed.

If values for these visa types do not exist in STVVTYP, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVVTYP validation table, the visa data reported by AMCAS will not be loaded.

- i) Verify that a value exists in the Test Accommodation Validation Form (STVTEAC) for the necessary accommodation type, or build a new entry if needed.

If a value for this test accommodation type does not exist in STVTEAC, you will not be able to convert the AMCAS value to an appropriate Banner value on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVTEAC validation table, test data will be loaded, but no indication of a non-standard test administration will be populated when non-standard administration is reported by AMCAS.

- j) AMCAS reports majors pursued at other institutions using specific AMCAS code values. Some majors pursued at other institutions may already be in your version of the Major, Minor, Concentration Code Validation Form (STVMAJR).

Verify that values exist in the Major, Minor, Concentration Code Validation Form (STVMAJR) for the necessary major types, or build new entries as needed

If values for AMCAS majors do not exist in STVMAJR, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the AMCAS major codes are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVMAJR validation table, the prior college major data reported by AMCAS will not be loaded.

- k) AMCAS reports nations using specific AMCAS codes. Verify that values exist in the Nation Code Validation Form (STVNATN) for the necessary nation codes, or build new entries as needed.

If values for AMCAS nation codes do not exist in STVNATN, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS nation codes are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVNATN validation table, the nation data reported by AMCAS will not be loaded.

- l) AMCAS reports county information using a combination of county and state code. The AMCAS load process will load both legal county and county of birth, if appropriate conversion values are defined. Your institution may chose to load some, all, or no county information.

Verify that values exist in the County Code Validation Form (STVCNTY) for the necessary county codes, or build new entries as needed.

If values for AMCAS counties do not exist in STVCNTY, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS county codes are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVCNTY validation table, the county data reported by AMCAS will not be loaded.

**Note:** You can build values on SOTCNVT for AMCAS state/county codes, if you want to load county of birth and county of residence data. AMCAS reports both county of birth and county of residence. If you choose not to load county data, skip this step.

To report this county data, AMCAS uses a combination of state and county codes. (The same county code may be used with multiple states.) In order to load this AMCAS information, you will need to do the following:

- Determine the counties which you want to load. In most cases, only state-supported schools will need to load county data, and then only for counties in their home state.
- Develop codes on the County Code Validation Form (STVCNTY) for the counties for which data should be loaded. Note that, unlike AMCAS, STVCNTY does not use state to distinguish among counties in different states, and that each county code must be unique.

- m) Verify that values exist in the State/Province Code Validation Form (STVSTAT) for the necessary state/province codes, or build new entries as needed.

If values for AMCAS states/provinces do not exist in STVSTAT, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS state codes and provinces are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVSTAT validation table, the state/province data reported by AMCAS will not be loaded.

- n) Verify that values exist in the Admission Type Code Validation Form (STVADMT) for the necessary early decision or standard application types or build new entries as needed.

If a value for AMCAS early decision does not exist in STVADMT, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS early decision values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVADMT validation table, an early decision value reported by AMCAS will not be loaded.

- o) Verify that values exist in the Source/Background Institution Code Validation Form (STVSBGI) for the necessary prior colleges or build new entries as needed.

If values for prior colleges do not exist on STVSBGI, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS prior college values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVSBGI validation table, college codes reported by AMCAS will not be loaded.

**Note:** You may not want to have all prior college codes set up in STVSBGI. AMCAS files will report up to six different college codes. If you do not want or need all possible six prior college codes to be loaded, you can use the AMCAS SAAERUL rules for UNKNOWNPCOL2, UNKNOWNPCOL3, UNKNOWNPCOL4, UNKNOWNPCOL5, and UNKNOWNPCOL6. You will still need to update the value for each of these rules on SAAERUL to provide a default value that can be used when each prior college does not convert.

- p) Verify that values exist in the Applicant GPA Type Validation Form (STVGPA) for the necessary grade point average types, or build new entries as needed.

If values for these GPA types do not exist in STVGPA, you will not be able to define an appropriate conversion value on the Electronic Admissions Application Rules Form (SAAERUL) for the group code AGPA.

If appropriate values are not defined on SAAERUL for group AGPA, the grade point average data reported by AMCAS will not be loaded.

Here are the values.

Freshman BCPM GPA
Freshman AO GPA
Freshman Total GPA
Sophomore BCPM GPA
Sophomore AO GPA
Sophomore Total GPA
Junior BCPM GPA
Junior AO GPA
Junior Total GPA
Senior BCPM GPA
Senior AO GPA
Senior Total GPA
PBUG BCPM GPA
PBUG AO GPA
PBUG Total GPA
Cumulative UG BCPM GPA
Cumulative UG AO GPA
Cumulative UG Total GPA
Graduate BCPM GPA
Graduate AO GPA

---

Graduate Total GPA

---

**Note:** There are no specific AMCAS values which must be translated for these GPA types. You must define appropriate codes so that you can enter the appropriate rule value on SAAERUL.

- q) Verify that values exist in the Applicant Course Summary Type Validation Form (STVCRSS) for the necessary course summary types, or build new entries as needed.

If values for these course summary types do not exist in STVCRSS, you will not be able to define an appropriate conversion value on SAAERUL.

If appropriate values are not defined on SAAERUL for the group `ACHR`, course summary data reported by AMCAS will not be loaded.

Here are the values.

---

Freshman BCPM Hours

---



---

Freshman AO Hours

---



---

Sophomore BCPM Hours

---



---

Sophomore AO Hours

---



---

Junior BCPM Hours

---



---

Junior AO Hours

---



---

Senior BCPM Hours

---



---

Senior AO Hours

---



---

PBUG BCPM Hours

---



---

PBUG AO Hours

---



---

Cumulative UG BCPM Hours

---



---

Cumulative UG AO Hours

---



---

Graduate BCPM Hours

---



---

Graduate AO Hours

---



---

Pass/Fail Hours Failed Hours

---



---

Pass/Fail Hours Passed Hours

---



---

AP Hours

---



---

CLEP Hours

---



---

High School BCPM GPA

---



---

High School AO GPA

---



---

High School Total GPA

---

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**Note:** There are no specific AMCAS values which must be translated for these course summary types. You must define appropriate codes so that you can enter the appropriate rule values on SAAERUL.

- r) Verify that values exist in the Test Code Validation Form (STVTESC) for the necessary test types, or build new entries as needed.

If values for these test types do not exist in STVTESC, you will not be able to convert the AMCAS values (or in this case the delivered AMCAS test codes) to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVTESC validation table, the test type data reported by AMCAS will not be loaded.

**Note:** All MCAT test score codes have been delivered for STVTESC. These MCAT test scores are hardcoded for use by SRTLOAD. If your institution used different MCAT test scores before using this baseline version of AMCAS processing or does not choose to use the delivered test scores, the test scores can be converted using SOTCNVT. The tape value would equal the delivered test code, and the conversion code would equal the MCAT test score you prefer to use.

- s) Verify that a value exists in the Admission Test Score Source Code Validation Form (STVTSRC) for *Reported by AMCAS*, or build a new entry if needed.

If an appropriate value does not exist in STVTSRC, you will not be able to define a test source value on the Interface Validation Form (STVINFC).

If no appropriate test score source is defined on STVINFC, MCAT test data will still be loaded, but will be missing a test score source.

- t) AMCAS reports an MCAT Series Code which indicates the test series number used by the application when the MCAT tests were taken. This value will be loaded into each MCAT test record inserted by SRTLOAD (stored in the column `SRTTEST_TEFR_CODE`). The MCAT series code is a numeric value between 00 and 99. Load these 100 values into the Test Form Validation Form (STVTEFR) so that the MCAT Series Code can be loaded.

**Note:** If you do not want to load all 100 values during set-up, you can use the results from SRTLOAD to determine those values which are in the current AMCAS file which do not already exist in STVTEFR. After running SRTLOAD in Audit Mode, review the validation errors to determine the TEFR codes that did not convert. Then create any missing values before continuing to process the current AMCAS file. You may set up an SOTCNVT conversion for `TEFR`, but if the valid STVTEFR code matches the tape value, the `TEFR` code will be loaded.

- u) Verify that values exist in the Application Fee Waiver Reason Validation Form (STVWAIV) for AMCAS Fee Waiver and for MCAT Scores.

If appropriate values do not exist in STVWAIV, you will not be able to define conversion values on SAAERUL for the `AMCASFWAV` rule label.

2. Verify that the following values exist in the Electronic Admissions Application Rules Form (SAAERUL) and that the **Value** column has been updated to an appropriate institutional value.

If these values do not exist, enter them manually on SAAERUL. Set the **Value** column to the appropriate institutional value as you enter the appropriate rule.

**Note:** Please be aware that all SAAERUL rules need to be evaluated and updated accordingly, in addition to the rules listed below which are used specifically for AMCAS processing. SAAERUL rules other than those listed below are used for other types of data loads, and those rules could also be applicable to AMCAS.

Group Code	Rule Label	Rule Description	Delivered Value
ACHR	AOCUH	Cumulative UG AO Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Cumulative Undergraduate AO hours.
ACHR	AOFH	Freshman AO Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Freshman AO hours.
ACHR	AOGH	Graduate AO Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Graduate AO hours.
ACHR	AOJH	Junior AO Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Junior AO hours.

Group Code	Rule Label	Rule Description	Delivered Value
ACHR	AOPUH	PBUG AO Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Undergraduate Postbaccalaureate AO hours.
ACHR	AOSHS	High School AO Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for High School AO hours.
ACHR	HSTOT	High School Total Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for High School Total Hours.
ACHR	AOSOH	Sophomore AO Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Sophomore AO hours.
ACHR	AOSRH	Senior AO Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form

Group Code	Rule Label	Rule Description	Delivered Value
			(STVCRSS) which should be used for Senior AO hours.
ACHR	APH	AP Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Advanced Placement hours.
ACHR	BCPMCUH	Cumulative UG BCPM Hour	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Cumulative Undergraduate BCPM hours.
ACHR	BCPMFH	Freshman BCPM Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Freshman BCPM hours.
ACHR	BCPMGH	Graduate BCPM Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Graduate BCPM hours.
ACHR	BCPMHSH	High School BCPM Hours	UPDATE ME - Update the Value column to



Group Code	Rule Label	Rule Description	Delivered Value
			the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for High School BCPM hours.
ACHR	BCPMJH	Junior BCPM Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Junior BCPM hours.
ACHR	BCPMPUH	PBUG BCPM Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Undergraduate Post-baccalaureate BCPM hours.
ACHR	BCPMSOH	Sophomore BCPM Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Sophomore BCPM hours.
ACHR	BCPMSRH	Senior BCPM Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which

Group Code	Rule Label	Rule Description	Delivered Value
			should be used for Senior BCPM hours.
ACHR	CLEPH	CLEP Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for CLEP hours.
ACHR	PFFH	Pass/Fail Hours Failed Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Pass/Fail Failed hours.
ACHR	PFFH	Pass/Fail Hours Passed Hours	UPDATE ME - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Pass/Fail Passed hours.
AGPA	AOCG	Graduate AO GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Graduate AO grade point averages.
AGPA	AOCUG	Cumulative UG AO GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT)

Group Code	Rule Label	Rule Description	Delivered Value
			which should be used for Cumulative Undergraduate AO grade point averages.
AGPA	AOF	Freshman AO GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for Freshman AO grade point averages.
AGPA	AOHS	High School AO GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for High School AO grade point averages.
AGPA	AOJ	Junior AO GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for Junior AO grade point averages.
AGPA	AOPBUG	PBUG AO GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for Undergraduate Postbaccalaureate AO averages.
AGPA	AOS	Sophomore AO GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form

Group Code	Rule Label	Rule Description	Delivered Value
			(STVGPAT) which should be used for Sophomore AO grade point averages.
AGPA	AOSR	Senior AO GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Senior AO grade point averages.
AGPA	BCPMCUG	Cumulative UG BCPM GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Cumulative Undergraduate BCPM grade point averages.
AGPA	BCPMF	Freshman BCPM GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Freshman BCPM grade point averages.
AGPA	BCPMG	Graduate BCPM GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Graduate BCPM grade point averages.
AGPA	BCPMHS	High School BCPM GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form

Group Code	Rule Label	Rule Description	Delivered Value
			(STVGPAT) which should be used for High School BCPM grade point averages.
AGPA	BCPMJ	Junior BPCM GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Junior BCPM grade point averages.
AGPA	BCPMPBUG	PBUG BCPM GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Undergraduate Postbaccalaureate BCPM grade point averages.
AGPA	BCPMS	Sophomore BCPM GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Sophomore BCPM grade point averages.
AGPA	BCPMSR	Senior BPCM GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Senior BCPM grade point averages.
AGPA	TOTCG	Graduate Total GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA

Group Code	Rule Label	Rule Description	Delivered Value
			Type Validation Form (STVGPA) which should be used for Total Graduate grade point averages.
AGPA	TOTCUG	Cumulative UG Total GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for Total Cumulative Undergraduate grade point averages.
AGPA	TOTF	Freshman Total GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for Total Freshman grade point averages.
AGPA	TOTHS	High School Total GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for Total High School grade point averages.
AGPA	TOTJ	Junior Total GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for Total Junior grade point averages.
AGPA	TOTPBUG	PBUG Total GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA

Group Code	Rule Label	Rule Description	Delivered Value
			Type Validation Form (STVGPA) which should be used for Total Undergraduate Postbaccalaureate grade point averages.
AGPA	TOTS	Sophomore Total GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for Total Sophomore grade point averages.
AGPA	TOTSR	Senior Total GPA	UPDATE ME - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPA) which should be used for Total Senior grade point averages.
PREL	AMCASCHKLSTONLY	Load items only on SAACHKB	<p>UPDATE ME - Update the Value column to Y or N to indicate if all checklist items should be created (N) or only those specific to AMCAS (Y).</p> <p>If no designation is made, schools where the person was also an undergraduate (with test score records, prior college records, and high school records, each with an ADMR code) would have checklist items created for those records, because they are generated automatically.</p>

Group Code	Rule Label	Rule Description	Delivered Value
			Medical schools generally will only want to consider those checklist items that pertain specifically to their requirements.
PREL	AMCASCREATALTID	Load Alternate ID to SPRIDEN	<p>UPDATE ME - Update the Value column to Y or N to indicate if the AMCAS ID should be created as an alternate ID on SPRIDEN.</p> <p>This rule determines whether the AMCAS ID should be loaded to SRTIDEN/SPRIDEN as an alternate ID. The SRTIDEN_NTYP_CODE is set to the AMCASNTYP rule for the group ADMS. This allows the AMCAS ID to be used as part of search on the "IDEN" forms. If the rule is N, then the AMCAS ID will only be stored on SABSUPL.</p>
PREL	AMCASFWAV	AMCAS Fee Waiver	UPDATE ME - Update the Value column to the value from the Application Fee Waiver Reason Validation Form (STVWAIV) which will update the application fee waiver when the AMCAS FEE_WAIVER column is Y.
PREL	AMCASHSGPACRSS	Load High School GPA Crse Hrs	UPDATE ME - Update the Value column to Y or N to load high school GPA and course hour data to



Group Code	Rule Label	Rule Description	Delivered Value
			<p>SOAGPAT/SOACRSS for application number and term.</p> <p>If the CREATEAPPL rule is N, the term will be set to 999999 and the application number to 0.</p>
PREL	AMCASNTYP	AMCAS ID Type Code	<p>UPDATE ME - Update the Value column to the value from the Name Type Validation Form (GTVNTYP) which will be used as the name type when an alternate ID is loaded based on the AMCASCREATALTID rule being set to Y.</p> <p>When the AMCASCREATALTID rule is set to Y and an AMCAS ID is loaded to SPRIDEN, the AMCASNTYP will be loaded with the ID.</p>
PREL	CHKINACTIVEADDR	Check Inactive Address	<p>UPDATE ME - Update the Value column to Y or N to check inactive addresses for matched records. When left as UPDATE ME, the value of Y is used.</p> <p>Used when incoming street address fields are too long for SPRADDR and when an address has been inactivated (not end dated), and re-entered (Create Record/ Duplicate Record) with appropriate abbreviations.</p>

Group Code	Rule Label	Rule Description	Delivered Value
			<p>If the <code>CHKINACTIVEADDR</code> rule is Y, when the address is loaded the same way as original, it is compared to the inactive address, so a new address is not created.</p>
		<p>For example: On an incoming file, street lines 1 and 2 or both are 40 characters long. The <code>SPRADDR</code> street lines 1, 2, and 3 are 75 characters long. The 40 character lines are not truncated when loaded to <code>SPRADDR</code>.</p> <p>Access the Address window on <code>SPAIDEN (SPRADDR)</code>, and view the address. Use a Duplicate Record and create a new sequence number of the address for street line 1 and/ or 2 with appropriate abbreviations. Return to the address that was loaded from the incoming file. Do not modify that address, but set it as inactive. Save the changes.</p> <p>When the <code>CHKINACTIVEADDR</code> rule is Y, if the exact 40 character street lines come in again on the data load, the process will look at the inactive address for comparison and not insert the address a second time.</p> <p>This functionality works in conjunction with the <code>NEWADDRESS</code>, <code>ADDSAMETYPE</code>, and <code>ADDDIFFTYPE</code> rules.</p>	
PREL	DFLTRESDCODE	Default Residency Code	<p><code>UPDATE ME</code> - Update the Value column to the value from the Residence Code Validation Form (<code>STVRES</code>) which should be used as the default residence code for the applicant.</p> <p>When the residence code is unclear on the incoming file, this value will be used for the applicant residency.</p>
PREL	FORRESIDCODE	Out of Country Residence Code	<p><code>UPDATE ME</code> - Update the Value column to the value from the Residence Code</p>

Group Code	Rule Label	Rule Description	Delivered Value
			<p>Validation Form (STVRES D) which should be assigned to applications determined to be foreign residents. Residency will be derived from the value supplied by the applicant for state of legal residency.</p> <p>When the AMCAS LEGAL STATE CODE on the data load is Null, then this value is loaded for the applicant.</p>
<p>If you do not want the AMCAS load process to attempt to derive an applicant's residency, you may set this value to a valid value from STVRES D which indicates "residency needs to be determined". If residency is not an issue for your institution, the three residency rules may all be set to use the same value.</p>			
PREL	HOMESTATPROV	Institution's Home State/Prov	<p>UPDATE ME - Update the Value column to the value from the State/Province Code Validation Form (STVSTAT) which represents the Institution's Home State or Province to determine the state of residency for the applicant.</p>
PREL	INRES DICODE	In State/Prov Residency Code	<p>UPDATE ME - Update the Value column to the value from the Residence Code Validation Form (STVRES D) which should be assigned to applicants determined to be in-state residents.</p> <p>When the AMCAS LEGAL STATE CODE is populated, and the</p>

Group Code	Rule Label	Rule Description	Delivered Value
			<p>STAT_CODE matches the HOMESTATPROV value, then this value is loaded for the applicant.</p>
<p>If you do not want the AMCAS load process to attempt to derive an applicant's residency, you may set this value to a valid value from STVRESID which indicates "residency needs to be determined". If residency is not an issue for your institution, the three residency rules may all be set to use the same value.</p>			
PREL	LOADPERCENTILES	Load Percentiles on Test Score	<p>UPDATE ME - Update the Value column to Y or N to load SAT or GRE test score percentiles to the SORTSPC table and view them on the SOATEST form.</p>
PREL	MCATPREVAPPYR	Update AMCAS App Yr Fields	<p>UPDATE ME - Update the Value column to Y or N to update previous AMCAS application year fields on SOASUPL for the term and application.</p>
PREL	MCATUPDMATCHES	Update Matched AMCAS Records	<p>UPDATE ME - Update the Value column to Y or N to update/insert data on matched AMCAS records. The tables that can be updated/inserted by this rule include SABSUPL, SORCRSS, and SORGPAT.</p> <p>When MCATUPDMATCHES is Y, an incoming AMCAS record matches the Banner record, and a matched application also exists for term, level, degree, college, major, and department, missing data on SABSUPL,</p>

Group Code	Rule Label	Rule Description	Delivered Value
			SORCRSS, and SORGPAT will be updated. Also, previously existing Banner data on SABSUPL that is different than incoming data (AMCAS ID, City of Birth, Race, Admit Nation, etc.) will be overwritten to retain the latest supplemental information for that applicant/matched application.
PREL	OUTRESIDCODE	Out of State/Prov Resid Code	<p>UPDATE ME - Update the Value column to the value from the Residence Code Validation Form (STVRESID) which should be assigned to applications determined to be from out-of-state residents.</p> <p>When the AMCAS LEGAL STATE CODE is populated, and the STAT_CODE does <i>not</i> match the HOMESTATPROV value, then this value is loaded for the applicant.</p>
<p>If you do not want the AMCAS load process to attempt to derive an applicant's residency, you may set this value to a valid value from STVRESID which indicates "residency needs to be determined". If residency is not an issue for your institution, the three residency rules may all be set to use the same value.</p>			
PREL	UNKNOWNPCOL2, UNKNOWNPCOL3, UNKNOWNPCOL4, UNKNOWNPCOL5,	Default Prior College SBGI Code	UPDATE ME - Update the Value column to the value from the Source/Background Institution Code Validation Form

Group Code	Rule Label	Rule Description	Delivered Value
	UNKNOWNPCOL6		<p>(STVSBGI) to load unknown colleges.</p> <p>AMCAS files may report up to six different prior colleges per applicant. When the prior college value on the AMCAS file has an SBGI code that does not convert on SOTCNVT or validate directly from STVSBGI, and the description does not translate, then the colleges are "unknown", and the codes assigned to these UNKNOWNCOL2 – 6 rules will be loaded.</p> <p>(The UNKNOWNPCOL rule will apply to AMCAS Prior College #1. UNKNOWNPCOL % rules 2 through 6 are used when the remainder of the SBGI codes do not translate.)</p>
PREL	UNKNOWNPCOL7	Default Prior College SBGI Code	<p>UPDATE ME - This rule is currently not used in Banner. Values must exist on Source/Background Institution Code Validation Form (STVSBGI).</p>
PREL	UPDATESSN	Replace Banner SSN with incoming	<p>UPDATE ME - Update the Value column to Y or N to replace a populated Banner SSN.</p> <p>When set to Y, if the incoming SSN does not match the existing</p>

Group Code	Rule Label	Rule Description	Delivered Value
			Banner SSN, and the record has been matched, upon being loaded to Banner, the incoming SSN will overwrite the existing SPBPERS_SSN.
			When set to N, the SSN is not updated if it has changed.

3. Five values reported by AMCAS will be loaded into user-defined flags displayed on the Application Supplemental Information Form (SOASUPL). In order to reflect the information which will be reported by AMCAS, update the descriptions for the five flags on the Application User Defined Flags/Fields Form (SAAAUDF).
  - a) Disadvantaged data will be loaded to **Flag 1**, if supplied by AMCAS.
  - b) Military Service data will be loaded to **Flag 2**, if supplied by AMCAS.
  - c) Previous Matriculation in another medical school will be loaded to **Flag 3**, if supplied by AMCAS.
  - d) Institutional action (dismissal, suspension, etc.) by another institution will be loaded to **Flag 4**, if supplied by AMCAS.
  - e) Felony data supplied will be loaded to **Flag 5**, if reported by AMCAS.

**Note:** For institutions using the AMCAS load process, these five flags must be set to reflect the AMCAS values, and are in effect reserved for these values. Institutions can make whatever use is appropriate of the other five user-defined flags. Institutions that do not use the AMCAS load process can use all ten user-defined flags as desired.

## Results

You have now completed all required set-up procedures and are ready to process your first AMCAS application file.

## AMCAS Application Load Processing and Reporting Procedures

After completing your set-up procedures, you are ready to begin processing AMCAS admissions application files.

### About this task

AMCAS application processing uses the Banner baseline data load processing to:

### Procedure

1. load application data to a set of temporary tables through SRTLOAD, and then view the data using SRIPREL/SRAPREL,

2. match the data through SRRSRIN batch processing or manually on GOAMTCH,
3. load the data to the Banner permanent tables through SRRPREL batch processing or manually on SRIPREL, and
4. allow the deletion of the temporary data using SRTPURG.

### *Banner Programs*

The following is the list of programs used for the AMCAS application load process.

<b>Program</b>	<b>Description</b>
srtload.pc	PRO*C program that loads data from a search file (PSAT or PCU) or a test score report file (SAT, AMCAS) to temporary tables.
srrsrin.pc	PRO*C program that determines a record's match status and will potentially loads records to Banner when comparing temporary data in the Search Tape View (SRVPREL) to Banner production data.
srrprel.pc	PRO*C program that creates or updates Banner data including recruiting and admissions records based on information in the temporary tables and rule settings on SOTCNVT and SAAERUL.
srtpurg.pc	PRO*C program that delete records from the temporary tables.

### *Banner Forms and Tables*

The following temporary tables store data that can be viewed on SRIPREL/SRAPREL: SRTIDEN, SRTPEERS, SRTTELE, SRTADDR, SRTTEST, SRTPREL, SRTHSCH (not applicable to AMCAS), SRTPCOL, SRTEMAL, SRTGPAT, SRTCRESS, SRTSUPL, SRTPRAC, SRTDEGR, SRTMAJR, SRTTSPC (percentiles - not applicable to AMCAS).

The following is a list of the Banner tables that will be updated by the Electronic Load Process (SRTLOAD) and the Banner forms on which the data can be viewed:

<b>Table</b>	<b>Description</b>	<b>Processing Notes</b>
SPRIDEN	Identification Table	Names and IDs will be loaded into SPRIDEN. SPRIDEN records will be inserted whenever new or changed names or IDs are reported.  In the case of name or ID changes, the current SPRIDEN



Table	Description	Processing Notes
		<p>record will be made inactive and a new, current one inserted.</p> <p>SPRIDEN records are viewed on the General Person Identification Form (SPAIDEN).</p>
SPRADDR	Address Repeating Table	<p>Address information will be loaded into SPRADDR, based upon an address type supplied in the parameter for the SRTLOAD process and rule values on SAAERUL.</p> <p>As new addresses are received on subsequent data loads, the current address of the same address type will be end-dated, and the new address will be inserted. This will allow schools to keep a record of addresses.</p> <p>It is still recommended that an "AMCAS Address Type" be used for all AMCAS processing. Addresses are viewed on the General Person Identification Form (SPAIDEN).</p>
SPRTELE	Telephone Table	<p>Telephone numbers will be loaded into SPRADDR, based upon a telephone type supplied in the parameter for the SRTLOAD process and rule values on SAAERUL. Telephone numbers will be loaded into SPRTELE.</p> <p><b>Tip:</b> It is recommended that an "AMCAS Telephone Type" be used for all AMCAS processing.</p> <p>The telephone associated with an address can be viewed on the General Person Identification Form (SPAIDEN), and all telephone numbers can be viewed on the General Person Telephone Form (SPATELE).</p>

Table	Description	Processing Notes
SPBPERS	Basic Person Base Table	<p>Person biographic and demographic data will be loaded into SPBPERS.</p> <p>Biographic/demographic data includes gender, ethnicity, ethnic category, date of birth, and SSN. SPBPERS records will be inserted when one does not already exist for a person being processed.</p> <p>Where a record already exists, data will be updated when the Banner value is currently Null, but existing values will not be changed.</p> <p>Person data is viewed on the General Person Form (SPAPERS).</p>
GORPRAC	Race Table	<p>Race will be loaded to GORPRAC. Only unique race values for a PIDM will be loaded.</p> <p>GORRACE records will be inserted when one does not already exist for a person being processed. When a record already exists, only unique incoming race codes will be inserted, and existing values will not be changed.</p> <p>Race data is viewed on the General Person Identification Form (SPAIDEN).</p>
GOBINTL	Person International Information Table	<p>Visa information will be loaded into GOBINTL.</p> <p>When a visa type is present in the information, the nation of birth, nation of citizenship, and number of dependents (if present in the AMCAS data) will also be loaded to GOBINTL.</p> <p>GOBINTL records will be inserted when one does not already exist for a person being</p>

Table	Description	Processing Notes
		<p>processed. When a record does already exist, data will be updated when the Banner value is currently Null, but existing values will not be changed.</p> <p>International student data is viewed on the International Information Form (GOAINTL).</p>
GOREMAL	E-mail Address Table	<p>Email addresses will be loaded into GOREMAL, based upon an email type code specified in the parameter for the SRTLOAD process.</p> <p>Email addresses will always be completely overwritten by the AMCAS load process. Therefore, it is recommended that an "AMCAS E-mail Address Type" be used for all AMCAS processing.</p> <p>Email addresses are viewed on the E-mail Address Form (GOAEMAL).</p>
SORCRSS	Applicant Course Summary Table	<p>Course summary data will be loaded into SORCRSS, based upon course summary types specified in the Electronic Admissions Application Rules Form (SAAERUL) in the group code ACHR.</p> <p>Course summary records may be completely overwritten by the AMCAS load process.</p> <p>Course summary data are viewed on the Applicant Course Summaries Form (SOACRSS).</p>
SORGPAT	Applicant GPA Types Table	<p>Grade point average data will be loaded into SORGPAT, based upon grade point average types specified in the Electronic Admissions Application Rules Form (SAAERUL) in the group code AGPA.</p>

Table	Description	Processing Notes
		<p>Grade Point Average Type records may be completely overwritten by the AMCAS load process.</p> <p>Grade Point Average types are viewed on the Applicant GPA Types Form (SOAGPAT).</p>
SORTEST	Student Test Score Repeating Table	<p>MCAT test data will be loaded into SORTEST, based upon the hardcoded values MBS, MPS, MVR, and MWS. If these hardcoded test scores need to be changed to different codes for any reason, they can be converted on SOTCNVT. Test records will never be overwritten or updated. Test data is viewed on the Test Score Information Form (SOATEST).</p>
SORPCOL	Prior College Table	<p>Prior college data will be loaded into SORPCOL, based upon school code conversions on SOTCNVT and rules on SAAERUL. A prior college record will be inserted for a school if one does not already exist, but prior college records will never be updated. Prior college data is viewed on the Prior College Form (SOAPCOL).</p>
SORDEGR	Prior College Degree Table	<p>Prior college attendance and degree data reported by AMCAS will be loaded into SORDEGR, based upon degree code conversion rules specified on SOTCNVT. Prior college attendance and degree data may include degree pursued, dates of attendance, date of degree, and prior college program type. SORDEGR records will be inserted when one does not already exist for a prior college and degree being processed.</p>

Table	Description	Processing Notes
		Where a record does already exist, data will be updated when the Banner value is currently Null, but existing values will not be changed. Prior college data is viewed on the Prior College Form (SOAPCOL).
SORMAJR	Prior College Major Repeating Table	Prior college majors will be loaded into SORMAJR, based upon major code conversion rules specified on SOTCNVT. A prior college major record will be inserted for a school/degree combination if one does not already exist, but prior college major records will never be updated. Prior college data is viewed on the Prior College Form (SOAPCOL).
SARADAP	Admissions Application Repeating Table	<p>Admissions applications will be loaded into SARADAP using a variety of rules (SRTLOAD parameters, SOTCNVT rules, SAAAERUL rules or SRAPRED defaults) for the values to be inserted.</p> <ul style="list-style-type: none"> <li>Term code, level code, campus code, AMCAS degree code, AMCAS major code, and department code are handled by parameters for the SRTLOAD process.</li> <li>Residency will be derived from the AMCAS-reported state of legal residence and rules in the labels DFLTRESDCODE, FORRESIDCODE, INRESIDCODE, and OUTRESIDCODE for the group code PREL and the value for home state/province in the label HOMESTATPROV for the group code PREL in the Electronic Admissions</li> </ul>

Table	Description	Processing Notes
		<p>Application Rules Form (SAAERUL).</p> <ul style="list-style-type: none"> <li>Admission type will be derived from the AMCAS-reported early decision consideration field and values for admission type on SOTCNVT for a conversion value of ADMT.</li> <li>The AMCAS admission degree may also be converted on SOTCNVT using the validation table name DEGA for the AMCAS value APPL_TYPE. This conversion will override the SRTLOAD value for AMCAS Degree Code parameter.</li> <li>Student type, which is a required field for all applications, will need to be established on SRAPRED for the level code for which you are running SRTLOAD. This will be the only option for inserting the student type for AMCAS applications.</li> </ul> <p>Other optional fields on SRAPRED may also be established, but please note that these values are loaded last when no other value has been established during processing.</p> <p>Admissions applications will be inserted by SRTLOAD for new records. Admissions applications will never be updated by subsequent change processing. Admissions Applications are viewed on the Admissions Application Form (SAAADMS).</p>
SARCHKL	Admissions Checklist Repeating Table	Admissions checklist items will be loaded into SARCHKL,

Table	Description	Processing Notes
		<p>using a variety of rules for the values to be inserted:</p> <ul style="list-style-type: none"> <li>An MCAT checklist item will be inserted based upon the value on STVTEC. If scores are received, the "Received Date" will be set to the date when the AMCAS data is loaded into Banner, and the date the test was taken will be populated in the Comment field. If a "Next MCAT Test Date" is supplied, the next test date will be populated in the Comment field.</li> <li>Checklist items can be viewed for the applicant on SAAADMS.</li> </ul>
SABSUPL	Application Supplemental Information Base Table	<p>A number of data elements will be inserted into SABSUPL based upon a variety of translation and rules values, including cross-reference values for nation codes, county codes, ethnic codes, race codes, special consideration codes, and college codes. In addition, five AMCAS values will be used for user-defined flags 1 - 5:</p> <ul style="list-style-type: none"> <li>Disadvantaged data will be loaded to <b>Flag 1</b>, if supplied by AMCAS.</li> <li>Military Service data will be loaded to <b>Flag 2</b>, if supplied by AMCAS.</li> <li>Previous Matriculation in another medical school will be loaded to <b>Flag 3</b>, if supplied by AMCAS.</li> <li>Institutional action (dismissal, suspension, etc.) by another institution will be</li> </ul>

Table	Description	Processing Notes
		<p>loaded to <b>Flag 4</b>, if supplied by AMCAS.</p> <ul style="list-style-type: none"> <li>Felony data supplied will be loaded to <b>Flag 5</b>, if reported by AMCAS.</li> </ul> <p>SABSUPL data can be viewed on SOASUPL.</p>
SORCCOL	Communication Plan Collector Table	<p>Two communication plan collector records will be inserted into SORCCOL when a new application is inserted.</p> <p>SORCCOL records allow an institution to assign a communication plan and generate materials for applications created by the load process. Communication plan collector records are viewed and processed on the Communication Plan Collector Form (SOACCOL).</p> <p>In order to process the records in SORCCOL, you will need to run the Communication Plan Processing Report (SORCPLN).</p>

## Steps to be Followed in AMCAS Load Processing

Refer to the [Data Load and Match Processing](#) on page 392 and [Search and Test Score Data Load](#) on page 403 procedure sections in the "Recruiting" and "Admissions" chapters for more information on data load processing using SRTLOAD and matching.

### Procedure

1. Retrieve the AMCAS application data file to be processed and place it in the appropriate working directory using any name, but remembering the maximum length of the path/filename is 30 characters.
2. Run the Electronic Prospect Load (SRTLOAD), which loads data from the AMCAS file to the temporary tables.

SRTLOAD produces the report file `srtload.lis` which indicates how many records were loaded or potentially loaded if run in Audit Mode. After SRTLOAD has been run, carefully review the results for validation errors, conversion errors, etc., and make necessary corrections in validation tables, on SOTCNVT, etc.



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**Note:** Always run SRTLOAD in Audit Mode first to determine the values that are missing in Banner. These values will need to be created in Banner or converted on SOTCNVT (where appropriate) before running SRTLOAD in update mode.

3. Run the Electronic Prospect Match (SRRSRIN) to match the incoming data and update each record's match status with a value of **M** (matched), **N** (new), **D** (duplicate), **S** (suspense), or **E** (error). This process uses the matching rules on GORCMRL for the matching source code identified with the prospect code on STVPREL.

**Note:** You may also choose to run SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to **Y**. In this mode, as records are flagged as matched (**M**) or new (**N**), they will also immediately be loaded to the Banner production tables. Suspended (**S**) records will still need to be reviewed and resolved manually using SRIPREL/GOAMTCH.

Setting this parameter to **Y** will prevent the flagging of duplicates (**D**) (which means that there are multiple/duplicate records for the same person on the incoming file). A SRRSRIN status of **D** (duplicate) does not indicate that the record is a duplicate in Banner. When the Auto Load (Skip Dup Chk) parameter is set to **Y**, the SRRPREL process does not have to be run for the same electronic prospect code/tape ID.

4. Run the Migrate Electronic Prospects Process (SRRPREL). Based on rule settings, this report will:
  - automatically load new and matched records to Banner,
  - create new search or test score records or update existing search or test score records,
  - create new recruiting records,
  - create new application records,
  - insert new source data into existing recruiting and admissions data,
  - insert college, degree, and major data,
  - insert various supplemental data,
  - insert international data where applicable,
  - insert email addresses, and
  - insert GPA and course hour data.
5. Run the Electronic Prospect Purge (SRTPURG) to remove records from the temporary tables based on the report parameter values, after you are finished with the temporary data records.
6. Run the Communication Plan Process (SORCPLN) to assign communication plans and generate materials for persons processed by the AMCAS load.

This step is optional but highly recommended.

If you do not run SORCPLN, communication plan assignment and material generation will not take place, and the records inserted in the Communication Plan Collector Table (SORCCOL) will not be processed. Note that SORCPLN processes all records in the Communication Plan Collector Table, regardless of source, so existing records other than those inserted by SRRPREL will also be processed.

## Common Matching for AMCAS Processing

SRRSRIN uses common matching for AMCAS processing, including matching on variables for SSN, last name, AMCAS ID, and old last name. Matching will occur against `SRTSUPL_AMCAS_ID` (if it is part of the GORCMRL rule) and `SRTIDEN_LAST_NAME_OLD` (if it exists on the data load).

### About this task

The insert to GOTCMME includes the ID. ID will be populated with the AMCAS ID and will be used in the secondary match against the Banner ID, if it is part of the GORCMRL rule. If SRRSRIN is not processing an AMCAS data load, the ID will be Null.

The insert to SOTCMME includes the `AMCAS_ID`. The `AMCAS_ID` will be populated with the AMCAS ID and will be used in secondary match if the `sakmtch.p_match_amcas_id` procedure is called to match against the `SABSUPL_AMCAS_ID` column for the matching rule. If SRRSRIN is not processing an AMCAS data load, the ID will be Null.

When using the matching procedure for the AMCAS ID, SRRSRIN will most likely put a record into suspense if an incoming AMCAS ID is different from the current Banner AMCAS ID. This seldom happens but can occur.

It is highly recommended that all suspended records be reviewed very carefully, and especially when matching manually, to resolve the suspension on GOAMTCH. You may consider matching records manually on GOAMTCH with a matching rule that does not consist of the AMCAS ID but has an SSN (or not because AMCAS does not require the AMCAS ID), the City/ZIP, Date of Birth, etc., to prevent creating new records that are not truly new.

SRRSRIN will most likely put a record into suspense when an old last name exists that is different from the current name. It is highly recommended that suspended records with an old last name be viewed carefully on SRIPREL, and especially when matching, to resolve the suspension on GOAMTCH. Records with an old last name will also appear on the SRRSRIN report as "Former Last Name". It is recommended that the SSN be used as part of the matching rule on GOAMTCH to prevent the possible creation of duplicate IDs.

All data from the incoming file may be matched *and* loaded in a single step by SRRSRIN when the Auto Load (Skip Dup Chk) parameter is set to `Y`. Rules on SAAERUL are selected, and rules on SRAPRED are applied appropriately. Running SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to `Y` allows you to omit using SRRPREL in the processing. This cuts down on the flagging of duplicate records on the incoming file.

As records are assigned a match status (`N`, `M`), they are immediately loaded to Banner so that if another record is found on the incoming data load that is a duplicate, it will be found to be a match and will be loaded immediately. Otherwise, duplicate records on the incoming file are marked `D` and will need to be resolved manually on SRIPREL or GOAMTCH.

When the Auto Load (Skip Dup Chk) parameter is set to `N`, SRRSRIN will simply assign the match status, the output file and records can be reviewed if necessary before being loaded to Banner, and then SRRPREL can be run to move the records to Banner.

When data is loaded to Banner, the load hierarchy is as follows:

### Procedure

1. Values from SOTCNVT will be loaded first, if they exist.

2. Values from the SRTLOAD parameters will be loaded second, if they have been entered.
3. Values from STVINFC (contact type or source code) will be loaded third, if they exist, and if valid parameter values do not exist on SRTLOAD.
4. Values from SRAPRED will be loaded fourth, if they exist.

**Note:** For AMCAS, the student type will always need to be updated on SRAPRED for the level for which you are running SRTLOAD, in order for the required student type value to be loaded for the applicant. If you load AMCAS files without having a default student type on SRAPRED and then access an application that was created without the required student type, you may experience errors on the form and will need to insert the student type at that time.

## Results

When records are matched through batch processing, SRTLOAD loads the address source from the temporary tables to the SPRADDR table. SRRSRIN then calls SRKPREL to push the address data, and therefore loads the SRTADDR\_ASRC\_CODE value to the SPRADDR\_ASRC\_CODE field.

When matching is performed manually using SRIPREL and GOAMTCH, SRIPREL saves the prospect's address to the GOTCMME table. GOAMTCH then creates the address for the new person record from the GOTCMME table, including the ASRC\_CODE data.

## AMCAS Report Detail

SRRSRIN provides matching data in its output, and a report of name changes.

When matches are found, columns are printed providing the current last name on the incoming file, in addition to the former last name that may be a match to the Banner last name. This name information is helpful when resolving possible suspended records where an old last name from a file matches the existing/current Banner last name.

For example, if you had an AMCAS applicant that was previously been loaded to Banner with the name "Smith", and the applicant exists on a new incoming file with a married name of "Jordan". "Smith" would be the old last name that may be matched to the SPRIDEN\_LAST\_NAME, but "Jordan" is the current last name. Depending on how your matching rules are set up, you may receive suspended records in this situation. It will be important to review the SRRSRIN report output for records with former last names and carefully match them on GOAMTCH.

Information for "bad" address data, such as foreign addresses, that does not meet Banner requirements, can be identified on SRRPREL and SRIPREL using API processing. After records are matched and receive a status of M or N, if address data that is to be loaded is found to be incomplete, the API errors will be trapped and presented to the user either directly on SRIPREL (if they are performing a manual load), on SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to Y (if they are bypassing SRRPREL), and finally on SRRPREL. These records will *not* be loaded, and the match status will revert to S. Messages will be supplied to indicate the data issue that must be resolved, and then the temporary data issues can be resolved, and records can be re-matched and re-loaded.

Information for applications added is produced by SRRSRIN. The report information is provided when the Auto Load (Skip Dup Chk) parameter is set to Y, (since the SRRPREL process will be omitted when running SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to Y). There is no option to not print this information on the reports. When the Auto Load (Skip Dup Chk) parameter

is set to Y, if an application has been created for the ID, then the ID, term, and application number will be printed on the report. In the Record Count section at the bottom of the report, summary information is also printed for all records that are loaded to Banner. This includes number of persons loaded, number of prospects, loaded, and number of applicants loaded. This is helpful information for all data load types.

Information for applications added is produced by SRRPREL. There is no option to not print this information on the reports. If an application has been created for the ID, then the ID, term, and application number will be printed on the report. The application number data will indicate that an application has been created. In the Summary Section of the report, summary information is also printed for all records that are loaded to Banner. This includes number of persons loaded, number of prospects loaded, and number of applicants loaded. This is helpful information for all data load types.

Data records on the report show that multiple types of records can be loaded from:

- SPAPERS - if no recruiting or applicant data is loaded,
- SPAPERS and SRBRECR - if person and recruiting data are loaded,
- SPAPERS and SARADAP - if no recruiting records are loaded,
- SPAPERS, SRBRECR, and SARADAP - if both recruiting and application records are loaded.

When data has not changed in SPBPERS, GOBINTL, SORDEGR, etc., and data exists in Banner, and the incoming AMCAS values are different, those differences are not reported. All incoming data to Banner in these tables and all other production tables is not updated when data in the file is different. However, the data is available for institutions to report against as they choose. The incoming data remains stored in the temporary tables until it is deleted by running SRTPURG. After the matching process (SRRSRIN) has been run against the incoming data and has been updated with a match status, and a Banner PIDM assigned in the temporary table, any reporting requirements can be run against the temporary tables and associated production data for processing assistance before data loading.

## AMCAS File Format

A different file format is used for the 2007-2008 application year. As it may be necessary to process 2007 application files well into the 2008 application year, Banner provides the capability to process both 2007 and 2008 file formats.

The 2007 AMCAS file has 322 positions, and the 2008 AMCAS file has 328 positions. The AMCS08 (AMCAS 2008 Test Score File) tape type is used on STVTAPE to handle the number of fields in the 2008 AMCAS file. SRTLOAD will not run to completion when the number of positions on SRATPFD does not match the incoming AMCAS file. An error is displayed in the .log file.

Here is a sample of the error received in the .log file when SRTLOAD is run with the 2006-2007 AMCAS file (AMCS tape type) versus the 2007-2008 AMCAS file (AMCS08 tape type).

```
*ERROR* Check number of delimiters in file (row 1) or delimiter type
        against SORDLIM.
srtload terminated with error
5 lines written to /export/home/lparrish/jobsub/srtload_181942.lis
Connected.
Connected.
```

## Using the 2008 Tape Code

The **AMCS08** tape code on STVTAPE is used for 2008 AMCAS reporting. Do the following to use this code.

- Change the **Tape Code** value on STVPREL depending on which year is being processed.
  - Use the existing **AMCS** code to process files from 2007 and earlier.
  - Use the **AMCS08** code to process files from 2008.
- Verify that the interface code on STVPREL is appropriate for both the **AMCS** and **AMCS08** data load types.

The interface code on STVINFC incorporates the rules, test source, contact code, source, and matching rules from SOTCNVT. If different rules are needed for the **AMCS08** code, the STVINFC rules can be changed accordingly at your institution for the **AMCS** prospect code.

When the correct value is entered in the Electronic Prospect Code parameter when SRTLOAD is run, and the correct value is entered in the **Tape Code** field on STVPREL, the incoming AMCAS file (whether for 2007 and prior years or for 2008) should be processed appropriately.

## Additional Field Name Values, Flag Descriptions, and Fields

System-required **Field Name** values on STVTPFD for **ADDL\_MCAT\_INTENT\_IND**, **MCAT\_INTENT\_DATE**, **MILITARY\_DISCHARGE\_IND**, **MILITARY\_HON\_DISCHARGE\_IND**, and **MISDEMEANOR\_IND** are used with 2008 reporting. These values are also used on SRATPFD.

Description values for **Flag 6** (Misdemeanor), **Flag 7** (Military Discharge), and **Flag 8** (Military Honorable Discharge) are used on SAAAUDF. These descriptions can be added manually and should be reviewed, as the form is term driven. SRTLOAD uses these flags to load the AMCAS 2007-2008 flags to the temporary tables in Banner.

The system-required **AMCS08 Tape Code** value on SORDLIM, with a delimiter ( | ), is also used with this processing.

**Note:** No conversion changes are needed for 2008 for SOTCNVT. Users should confirm that their STVINFC rules (that include SOTCNVT) will function as needed when application year files for 2007 are processed versus files for 2008.

SRAPREL displays fields for **Misdemeanor**, **Military Discharge**, and **Military Honorable Discharge** in the Supplemental Data window. These indicators are Y/N fields which are populated from the SRTSUPL temporary table.

## AMCAS Field Notes

Here is additional information on specific fields.

- **ADDL\_MCAT\_INTENT\_IND**  
This field is a placeholder only and does not have any functionality associated with it.
- **ADDL\_MCAT\_INTENT\_DATE**

AMCAS processing will read the date, load the value to the `SRTSUPL_NEXT_MCAT_DATE` field, and push the data to SOASUPL.

For 2008, the `NEXT_MCAT_DATE` will be Null. However, if there is no intent date value, and there is a date, the process will attempt to load the next MCAT date.

- `CBC_FELONY_IND`

AMCAS processing will read this indicator, load the value to the `SRTSUPL_FLAG_5` field, and push the data to SOASUPL.

- `CBC_MISDEMEANOR_IND`

SRTLOAD will read this indicator, load the value to the `SRTSUPL_FLAG_6` field, and push the data to SOASUPL.

- `CBC_MILITARY_DISCHARGE_IND`

SRTLOAD will read this indicator, load the value to the `SRTSUPL_FLAG_7` field, and push the data to SOASUPL.

- `CBC_MILITARY_HON_DISCHARGE_IND`

SRTLOAD will read this indicator, load the value to the `SRTSUPL_FLAG_8` field, and push the data to SOASUPL.

### *Setup Checklist*

When the 2007-2008 regulatory changes are installed you should do the following.

#### **Procedure**

1. Review all object changes.
2. Test the new processing in your environment.
3. Change the **Tape Code** value on STVPREL to either `AMCS` or `AMCS08`, depending on which application year is being processed.
4. Verify that the interface code on STVPREL is appropriate for both the `AMCS` and `AMCS08` data load types.
5. Verify that the rules on SAAAUDF are appropriate for your institution's environment, as these values are term driven.
6. Review SAAAUDF to be sure the three new flag descriptions for `Misdemeanor`, `Military Discharge`, and `Military Honorable Discharge` have been updated appropriately for your institution, as the form is term driven.

These flags will not be migrated to SOASUPL/SABSUPL if not they have not been updated in SAAAUDF.

7. Confirm that STVINFC rules that include SOTCNVT will function as needed for 2007 application year files and 2008 application year files.

## AMCAS File Format

The FEE\_WAIVER item uses valid values of NULL, 0, 1, or 2, instead of Y or N.

Value	Description
NULL	No FAP application has been submitted.
0	An FAP application was submitted but was not approved.
1	An FAP application was submitted, was approved, and the approval was applied to the submission of the AMCAS application.
2	An FAP application was submitted, was approved, but was not applied to the submission of the AMCAS application.

SRTLLOAD processes a value of Y or 1 in the same manner, so that FEE\_WAIVER is set to Y/ON. Any other FEE\_WAIVER value is processed as N/OFF.

## AMCAS File Format

AMCAS uses alpha scores, for test type codes MBS, MPS, MVR, and MWS. These scores are delivered as alphanumeric and are reported against the same test codes as numeric scores, in addition to the same test date.

The alpha score test date corresponds to the numeric score that has been placed on hold, canceled, or deleted. These alphanumeric scores can be reported in advance of valid AMCAS numeric scores or following the valid AMCAS numeric scores. Data is displayed on the report for incoming test scores that are out of range or may have changed for the same test code taken on the same test date. This data is informational only. You can decide how to use AMCAS alpha test scores at your institution.

Please refer to the following:

- The test score range for numeric test scores for MBS, MPS, and MVR is 00 - 99.
- When an AMCAS alpha score of CD, DD, or HD is reported against MBS, MPS, or MVR, the scores are considered to be not valid or out of range and are not loaded into the Banner database.
- The test score range for alpha numeric test scores for MWS is J-T, which describes the valid range of scores.
- When an AMCAS alpha score of C, D, or H is reported against MWS, it is considered out of range and is not loaded into the Banner database.
- SRRPREL does not load AMCAS test scores that are out of range. SRRPREL provides summary information at the end of the file to include test scores reported by AMCAS that are not valid or out of range. This allows institutions to review any incoming alpha scores or other inconsistencies that have been reported, and they can be handled on a case-by-case basis.



- SRRPREL also provides summary information at the end of the file regarding incoming test scores reported for the *same* test code on the *same* date as scores that exist in Banner, if the incoming test scores are different than the existing scores. These scores are potentially loaded in to Banner based on the SAAERUL rule for LOADOLDTESTS. The incoming test score dates have date loaded into Banner that is one date later than that of the existing test score, and the original test score and date remain unchanged. You can use this information to review potentially changed scores.

The following situations can occur with regards to the new AMCAS alpha scores.

Scenario 1: The alpha scores may precede numeric scores of the same test code and test type.

In this case, the alpha scores are considered to be out of range and are reported by SRRPREL. Out of range scores are not loaded to Banner.

- You can review the output from SRRPREL and choose how to manage this information on an individual basis.
- You could create new, corresponding (different) test codes for these new alpha scores on STVTESE and enter the alpha scores for reference.
- You could update admissions comments or indicate in some other manner on the student's application that the scores have been revoked by AMCAS.
- You can also reference the AMCAS Change Report for test score changes.

This scenario should be referenced on the report.

Scenario 2: The alpha scores may follow numeric scores of the same test code and test type.

The alpha scores are not loaded into Banner, because they are considered to be out of range and are reported by SRRPREL. Existing numeric test scores may have been rendered as not valid as of the reporting of the alpha scores for the same test code and test date.

- You can refer to SRRPREL and can choose how to manage this information on an individual basis.
- You could remove the numeric test scores that are not valid on SOATEST (for the same test type and date as incoming alpha score), create new corresponding test codes for the alpha scores on STVTESE, and enter the alpha scores on SOATEST for reference.
- You could also update admissions comments or indicate in some other manner on the student's application that the scores have been revoked.
- You can reference the AMCAS Change Report for test score changes.

This scenario should be referenced on the report.

Scenario 3: Valid, in-range, numeric scores may follow alpha scores of the same test code and test type.

In this case and under the above circumstances, numeric scores are probably loaded into Banner with no errors, because there is no prior existing score for the incoming test code and test date (depending on how or if institutions have chosen to update the new alpha scores on SOATEST). If the numeric scores follow the alpha scores and your data loads are kept up sequentially by date, these scores take precedence over the alpha scores previously reported that rendered the numeric test scores are not valid.

If you had entered an alpha score on SOATEST with a different test code and the same test date, when you look at the test scores remember that the numeric scores now override the alpha scores.



Upon review of SRRPREL, you may decide to remove the alpha scores for the same test date. You can reference the AMCAS Change Report for test score changes. This scenario should be referenced on the report.

SRRPREL does not overwrite existing scores on SOATEST. SRRPREL also does not load scores that are out of range. AMCAS is reporting alpha scores for tests that may have been previously received as valid numeric scores. Because Banner does not overwrite existing scores, these incoming out of range scores should be reviewed and handled on an individual basis. You can also refer to the AMCAS Change Report for additional assistance.

**Note:** Alpha scores are rarely reported. Also, when records are matched or manually loaded on SRIPREL, this score information will be bypassed. Test information needs to be manually reviewed on SRAPREL for a visual confirmation of out of range scores or scores that are not valid. Scores that are not valid or are out of range are loaded to the temporary tables but are not loaded or pushed into Banner. You should consult the AMCAS Change Report for additional information.

## AMCAS File Format

This section discusses updates to AMCAS MCAT test score regulatory reporting for September 2015 - August 2016. Contact your AMCAS representative for detailed information on reporting requirements.

Updates include:

- Test scores
- Tape load code
- Electronic prospect code
- Tape field names
- Test score percentile codes
- Test score controls
- File layout
- SAAERUL rule

### *Use of Layout Code versus Prospect Code*

When the Electronic Prospect Load (SRTLOAD) is run for the current AMCAS layout, set the Electronic Prospect Code parameter to `AMCS08`. The value of `AMCS08` is inserted into the **Prospect Code** field on the Electronic Prospect Inquiry Form (SRIPREL).

To run SRTLOAD for the updated AMCAS layout, set the Electronic Prospect Code parameter to `AMCS15`. The value of `AMCS` is inserted into the **Prospect Code** field on the Electronic Prospect Inquiry Form (SRIPREL).

When running the Electronic Prospect Match (SRRSRIN), the Migrate Electronic Prospects Process (SRRPREL), or the Electronic Prospect Purge (SRTPURG), set the Electronic Prospect Code parameter to `AMCS`.

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## *Use of prospect codes on SRAPRED*

### *AMCS15*

If default values have been set up on SRAPRED for the `AMCS` electronic prospect code, you need to define values for the `AMCS15` electronic prospect code.

When SRTLOAD is run for the AMCAS 2015-2016 test score cycle and `AMCS15` is entered in the Electronic Prospect Code parameter, only default values defined on SRAPRED for the `AMCS15` electronic prospect code will be used by the process.

Any existing default values for the `AMCS` electronic prospect code will not be used, and the process may load other default values from validation tables that you are not expecting to be used.

### *AMCS*

If default values have been set up on SRAPRED for the `AMCS` electronic prospect code, and SRTLOAD is run for the AMCAS 2015-2016 test score cycle with `AMCS` entered in the Electronic Prospect Code parameter, the existing default values on SRAPRED will be used by the process.

## *Use of 100th Percentile*

The Test Score Information Form (SOATEST) allows the entry of values from 0 to 100 in the **Percentile** field.

## *Test Scores*

MCAT test scores and their corresponding high and low confidence bands have been added to the AMCAS file layout and are delivered as seed data on the Test Code Validation Form (STVTESC).

The codes include the following values:

- Chemical and Physical Foundations of Biological Systems
- Critical Analysis and Reasoning Skills
- Biological and Biochemical Foundations of Living Systems
- Psychological, Social, and Biological Foundations of Behavior
- Total Score

**Note:** In the table below, the Data Type of `Y` indicates the check box is selected, and a numeric value is used.

<b>Test Code</b>	<b>Description</b>	<b>Number of Positions</b>	<b>Data Type</b>	<b>Minimum Score</b>	<b>Maximum Score</b>
MCPB	MCAT Chem Phys Found Biol Sys	3	N	118	132
MCAR	MCAT Crit Analys Reas Skills	3	N	118	132
MBBF	MCAT Biol Biochem Foundations	3	N	118	132
MPSB	MCAT Psych Soc Bio Foundations	3	N	118	132
MTOT	MCAT Total	3	N	472	528
MCPL	MCAT CPFB Conf Band Low	3	N	118	132
MCPH	MCAT CPFB Conf Band High	3	N	118	132
MCAH	MCAT CARS Conf Band High	3	N	118	132
MCAL	MCAT CARS Conf Band Low	3	N	118	132
MBBH	MCAT BBFL Conf Band High	3	N	118	132
MBBL	MCAT BBFL Conf Band Low	3	N	118	132
MPBL	MCAT PSBB Conf Band High	3	N	118	132
MPBH	MCAT PSBB Conf Band Low	3	N	118	132

Test Code	Description	Number of Positions	Data Type	Minimum Score	Maximum Score
MTOL	MCAT Total Conf Band Low	3	N	472	528
MTOH	MCAT Total Conf Band High	3	N	472	528
MPSH	MCAT Phys Sci Conf Band High	2	N	00	99
MPSL	MCAT Phys Sci Conf Band Low	2	N	00	99
MVRH	MCAT Verbal Conf Band High	2	N	00	99
MVRL	MCAT Verbal Conf Band Low	2	N	00	99
MBSH	MCAT Biol Sci Conf Band High	2	N	00	99
MBSL	MCAT Biol Sci Conf Band Low	2	N	00	99
M91H	MCAT Tot Pre-Jan2015 CB High	2	N	00	45
M91L	MCAT Tot Pre-Jan2015 CB Low	2	N	00	45

### *Tape Load Code*

A tape load code for AMCAS 2015 reporting is delivered for use on the Electronic Data File and Tape Validation Form (STVTAPE).

Tape Code	Description
AMCS15	AMCAS 2015 Test Score File

### Electronic Prospect Code

An electronic prospect code for AMCAS 2015 reporting is delivered for use on the Electronic Prospect Validation Form (STVPREL).

The **Interface Code** value for the `AMCS15` prospect code is delivered as `Null`. Make sure to create an interface code for `AMCS` on the Interface Validation Form (STVINFC) that can be selected on STVPREL.

Prospect Code	Description	Interface Code	Tape Code	Enter on WEB	WEB Page ID
AMCS15	AMCAS15 Code = No SUPL Data	Null	AMCS15	No	Null

### Data File Code

A data file/tape code for AMCAS 2015 reporting is delivered for use on the Tape File Delimiter Type Rules Form (SORDLIM).

Tape Code	Description	Delimiter	Marker	System Required
AMCS15	AMCAS 2015 Test   Score File		N/A	Yes

### Test Score Percentile Codes

Test score percentile codes are delivered for use with AMCAS MCAT reporting on the Test Score Percentile Validation Form (STVTSPT).

Percentiles are reported in the AMCAS data file. SRTLOAD checks for percentile fields containing the suffix `_TPST` for processing. For example, the test score code for the MCAT test Biological and Biochemical Foundations of Living Systems is `MBBF`. The corresponding test score field is `MBBF_TEST_SCORE`. The corresponding percentile field is `MBBF_TSPT`. You can convert the test score codes and percentile codes to values of your choice by mapping them on the Tape Code Conversion Form (SOTCNVT).

Code	Description	System Required
MBBF	MCAT Per Rank BBFL	Y
MBS	MCAT Per Rank BS	Y
MCAR	MCAT Per Rank CARS	Y
MCPB	MCAT Per Rank CPBS	Y

Code	Description	System Required
M91	MCAT Per Rank M91 Pre-Jan2015	Y
M91L	MCAT Per Rank Pre-Jan2015	Y
MPS	MCAT Per Rank PS	Y
MPSB	MCAT Per Rank PSBB	Y
MTOT	MCAT Per Rank TS	Y
MVR	MCAT Per Rank MVR	Y
MWS	MCAT Per Rank MWS	Y

In addition, the high and low scores should be mapped to the corresponding test percentile code. For example, on SOTCNVT the setup for high and low scores and percentile values would be as follows for the **Interface Type** of **AMCAS** and the **Validation Table Name** of **TPST**.

Table Name	Tape Value	Conversion Code	Description
TSPT	MBBH	MBBF	MCAT Per Rank BBFL
TSPT	MBBL	MBBF	MCAT Per Rank BBFL

### *Tape Field Names*

Tape field names have been added to the Tape Field Names Validation Form (STVTPFD) for the updated test score codes and percentiles. They are delivered as seed data.

Field Name	Description	System Required
NUM_MCATS_2015	Num MCAT Placehld	Y
MVRH_TEST_SCORE	MCAT1 Lo Conf Band VR	Y
MVRL_TEST_SCORE	MCAT1 Hi Conf Band VR	Y
MVR_TSPT	MCAT1 Percent Rank VR	Y
MPSL_TEST_SCORE	MCAT1 Lo Conf Band PS	Y
MPSH_TEST_SCORE	MCAT1 Hi Conf Band PS	Y
MPS_TSPT	MCAT1 Percent Rank PS	Y
MBSL_TEST_SCORE	MCAT1 Lo Conf Band BS	Y
MBSH_TEST_SCORE	MCAT1 Hi Conf Band BS	Y
MBS_TSPT	MCAT1 Percent Rank BS	Y
MWS_TSPT	MCAT1 Percent Rank W	Y

Field Name	Description	System Required
MCPB_TEST_SCORE	MCAT1 Chem Phy Bio Sys Score	Y
MCPL_TEST_SCORE	MCAT1 Lo Conf Band CPBS	Y
MCPH_TEST_SCORE	MCAT1 Hi Conf Band CPBS	Y
MCPB_TSPT	MCAT1 Per Rank CPBS	Y
MCAR_TEST_SCORE	MCAT1 Crit Analy Reason Skills	Y
MCAL_TEST_SCORE	MCAT1 Lo Conf Band CARS	Y
MCAH_TEST_SCORE	MCAT1 Hi Conf Band CARS	Y
MCAR_TSPT	MCAT1 Per Rank CARS	Y
MBBF_TEST_SCORE	MCAT1 Bio Biochem Found Score	Y
MBBL_TEST_SCORE	MCAT1 Lo Conf Band BBFL	Y
MBBH_TEST_SCORE	MCAT1 Hi Conf Band BBFL	Y
MBBF_TSPT	MCAT1 Per Rank BBFL	Y
MPSB_TEST_SCORE	MCAT1 Psy Soc Bio Found Score	Y
MPBL_TEST_SCORE	MCAT1 Lo Conf Band PSBB	Y
MPBLH_TEST_SCORE	MCAT1 Hi Conf Band PSBB	Y
MPSR_TSPT	MCAT1 Per Rank PSBB	Y
MTOT_TEST_SCORE	MCAT1 Total Score	Y
MTOL_TEST_SCORE	MCAT1 Lo Conf Band Total	Y
MTOH_TEST_SCORE	MCAT1 Hi Conf Band Total	Y
MTOT_TSPT	MCAT1 Per Rank TS	Y
M91L_TEST_SCORE	MCAT Tot Pre-Jan2015 CB Low	Y
M91H_TEST_SCORE	MCAT Tot Pre-Jan2015 CB High	Y
M91_TSPT	MCAT Per Rank Pre-Jan2015	Y
MCPB_TEST_DATE	MCAT2 Test Date	Y
MCAT1_MCAT_SCORE_2015_ID	MCAT1 Score ID Placehld	Y
MCAT2_MCAT_SCORE_2015_ID	MCAT2 Score ID Placehld	Y

### *Tape File Test Score Controls*

Tape file test codes have been added to the Tape File Test Score Controls Form (SRATPTS) for use with AMCAS MCAT reporting. They are delivered as seed data.

<b>Test Code</b>	<b>Description</b>	<b>Test Code Date Origin</b>	<b>System Required</b>
MCPB	MCAT Chem Phys Found Biol Sys	MCPB	Y
MCAR	MCAT Crit Analys Reas Skills	MCPB	Y
MBBF	MCAT Biol Biochem Foundations	MCPB	Y
MPSB	MCAT Psych Soc Bio Foundations	MCPB	Y
MTOT	MCAT Total	MCPB	Y
M91H	MCAT Tot Pre-Jan2015 CB High	MBS	Y
M91L	MCAT Tot Pre-Jan2015 CB Low	MBS	Y
MCPL	MCAT CPFB Conf Band Low	MCPB	Y
MCPH	MCAT CPFB Conf Band High	MCPB	Y
MBBL	MCAT BBFL Conf Band Low	MCPB	Y
MBBH	MCAT BBFL Conf Band High	MCPB	Y
MPSH	MCAT Phys Sci Conf Band High	MBS	Y
MPSL	MCAT Phys Sci Conf Band Low	MBS	Y

### *AMCAS File Layout*

Fields have been added to the file for use with AMCAS and MCAT in positions 329 to 399.

Not all the fields will be loaded for reporting, but they are accounted for in the seed data delivered for the Tape Field Position Rule Form (SRATPFD). The majority of the fields in the AMCAS file layout have changed position.



Field Name	Sequence Number	Occurrence
SSN	1	1
SSN_OLD	2	1
AMCAS_ID	3	1
CYCLE_ADD	4	1
CHANGE_FLAG	5	1
CHANGE_NBR	6	1
APP_YEAR	7	1
CYCLE_CHANGE	8	1
EVALUATION	9	1
EARLY_DECISION	10	1
FEE_WAIVER	11	1
NAME_LAST	12	1
NAME_FIRST	13	1
NAME_MI	14	1
SUFFIX	15	1
NAME_LAST_OLD	16	1
PREF_ADDRESS	17	1
PREF_CITY	18	1
STAT_CODE	19	1
ZIP	20	1
PHONE_PREF	21	1
LEGAL_STATE	22	1
LEGAL_COUNTY_CODE	23	1
LEGAL_COUNTY_NAME	24	1
LEGAL_COUNTY_RURAL_IND	25	1
CITIZEN_NATN_CODE	26	1
CITIZEN_NATN_NAME	27	1
VISA	28	1
GENDER	29	1
BIRTH_DATE	30	1
BIRTH_STATE	31	1

Field Name	Sequence Number	Occurrence
BIRTH_CITY	32	1
BIRTH_COUNTY_COUNTRY_CODE	33	1
BIRTH_COUNTY_COUNTRY_NAME	34	1
BIRTH_COUNTY_RURAL_IND	35	1
AGE	36	1
NUMBER_OF_DEPENDENTS	37	1
RACE1	38	1
DISADVANTAGED_IND	39	1
MILITARY_SERVICE_IND	40	1
PREV_MATRIC	41	1
INSTITUTIONAL_ACTION	42	1
FELONY_PLACE HOLDER	43	1
PCOL_SBG_CODE	44	1
PCOL_NAME	45	1
PCOL_STAT_CODE	46	1
PCOL_PROGRAM	47	1
PCOL_YEARS_ATTEND	48	1
<i>Note that the PCOL_YEARS_ATTEND field name is delivered in the seed data script as PCOL_YEARS_ATTENDED. This can be manually corrected at your institution.</i>		
PCOL_MAJR_CODE	49	1
PCOL_MAJR_NAME	50	1
PCOL_DEGR_CODE	51	1
PCOL_GRAD_DATE	52	1
PCOL_SBG_CODE	53	2
PCOL_NAME	54	2
PCOL_STAT_CODE	55	2
PCOL_PROGRAM	56	2
PCOL_YEARS_ATTENDED	57	2
PCOL_MAJR_CODE	58	2
PCOL_MAJR_NAME	59	2
PCOL_DEGR_CODE	60	2

Field Name	Sequence Number	Occurrence
PCOL_GRAD_DATE	61	2
PCOL_SBGI_CODE	62	3
PCOL_NAME	63	3
PCOL_STAT_CODE	64	3
PCOL_PROGRAM	65	3
PCOL_YEARS_ATTENDED	66	3
PCOL_MAJR_CODE	67	3
PCOL_MAJR_NAME	68	3
PCOL_DEGR_CODE	69	3
PCOL_GRAD_DATE	70	3
PCOL_SBGI_CODE	71	4
PCOL_NAME	72	4
PCOL_STAT_CODE	73	4
PCOL_PROGRAM	74	4
PCOL_YEARS_ATTENDED	75	4
PCOL_MAJR_CODE	76	4
PCOL_MAJR_NAME	77	4
PCOL_DEGR_CODE	78	4
PCOL_GRAD_DATE	79	4
PCOL_SBGI_CODE	80	5
PCOL_NAME	81	5
PCOL_STAT_CODE	82	5
PCOL_PROGRAM	83	5
PCOL_YEARS_ATTENDED	84	5
PCOL_MAJR_CODE	85	5
PCOL_MAJR_NAME	86	5
PCOL_DEGR_CODE	87	5
PCOL_GRAD_DATE	88	5
PCOL_SBGI_CODE	89	6
PCOL_NAME	90	6
PCOL_STAT_CODE	91	6

Field Name	Sequence Number	Occurrence
PCOL_PROGRAM	92	6
PCOL_YEARS_ATTENDED	93	6
PCOL_MAJR_CODE	94	6
PCOL_MAJR_NAME	95	6
PCOL_DEGR_CODE	96	6
PCOL_GRAD_DATE	97	6
FR_BPCM_GPA	98	1
FR_AO_GPA	99	1
FR_TOTAL_GPA	100	1
SO_BCPM_GPA	101	1
SO_AO_GPA	102	1
SO_TOTAL_GPA	103	1
JR_BPCM_GPA	104	1
JR_AO_GPA	105	1
JR_TOTAL_GPA	106	1
SR_BPCM_GPA	107	1
SR_AO_GPA	108	1
SR_TOTAL_GPA	109	1
PBUG_BPCM_GPA	110	1
PBUG_AO_GPA	111	1
PBUG_TOTAL_GPA	112	1
CUM_BPCM_GPA	113	1
CUM_AO_GPA	114	1
CUM_TOTAL_GPA	115	1
GRAD_BPCM_GPA	116	1
GRAD_AO_GPA	117	1
GRAD_TOTAL_GPA	118	1
FR_BCPM_HOURS	119	1
FR_AO_HOURS	120	1
SO_BCPM_HOURS	121	1
SO_AO_HOURS	122	1

Field Name	Sequence Number	Occurrence
JR_BCPM_HOURS	123	1
JR_AO_HOURS	124	1
SR_BCPM_HOURS	125	1
SR_AO_HOURS	126	1
PBUG_BCPM_HOURS	127	1
PBUG_AO_HOURS	128	1
CUM_BCPM_HOURS	129	1
CUM_AO_HOURS	130	1
GRAD_BCPM_HOURS	131	1
GRAD_AO_HOURS	132	1
PF_FAIL_HOURS	133	1
PF_PASS_HOURS	134	1
AP_HOURS	135	1
CLEP_HOURS	136	1
PLUS_MINUS_GRADES	137	1
NUM_MCATS	138	1
NEXT_MCAT_DATE	139	1
MBS_TEST_DATE	140	1
MBS_TEFR_CODE	141	1
MVR_TEST_SCORE	142	1
MPS_TEST_SCORE	143	1
MWS_TEST_SCORE	144	1
MBS_UNUSED1	145	1
MBS_TEST_SCORE	146	1
MBS_WS_FORM_NUM	147	1
MBS_UNUSED2	148	1
MBS_MED_MAR_IND	149	1
MBS_TEAC_CODE	150	1
MBS_LITHOCODE	151	1
MBS_UNUSED3	152	1
MBS_TEST_DATE	153	2

Field Name	Sequence Number	Occurrence
MBS_TEFR_CODE	154	2
MVR_TEST_SCORE	155	2
MPS_TEST_SCORE	156	2
MWS_TEST_SCORE	157	2
MBS_UNUSED1	158	2
MBS_TEST_SCORE	159	2
MBS_WS_FORM_NUM	160	2
MBS_UNUSED2	161	2
MBS_MED_MAR_IND	162	2
MBS_TEAC_CODE	163	2
MBS_LITHOCODE	164	2
MBS_UNUSED3	165	2
ADVISOR_INFO_RELEASE	166	1
SCHOOL_STATE	167	1
SCHOOL_NUM	168	1
DATE_APPLIED	169	1
PREV_APP1	170	1
PREV_APP2	171	1
PREV_APP3	172	1
PREV_APP4	173	1
ADM_ACTION_CODE	174	1
ADM_ACTION_DATE	175	1
MATRIC_DATE	176	1
EXP_GRAD_DATE	177	1
RACE2	178	1
RACE3	179	1
RACE4	180	1
RACE5	181	1
RACE6	182	1
RACE7	183	1
RACE8	184	1

Field Name	Sequence Number	Occurrence
RACE9	185	1
EMAIL_ADDR	186	1
SCHOOL_UNUSED	187	1
RACE10	188	1
ETHN_CODE	189	1
ETHN_CODE2	190	1
ETHN_CODE3	191	1
ETHN_CODE4	192	1
ETHN_CODE5	193	1
ETHN_CODE6	194	1
ETHN_CODE7	195	1
ETHN_CODE8	196	1
ETHN_CODE9	197	1
ETHN_CODE10	198	1
PCOL_MAJR_CODE2	199	1
PCOL_MAJR_NAME2	200	1
PCOL_DEGR_CODE2	201	1
PCOL_GRAD_DATE2	202	1
PCOL_MAJR_CODE3	203	1
PCOL_MAJR_NAME3	204	1
PCOL_DEGR_CODE3	205	1
PCOL_GRAD_DATE3	206	1
PCOL_MAJR_CODE4	207	1
PCOL_MAJR_NAME4	208	1
PCOL_DEGR_CODE4	209	1
PCOL_GRAD_DATE4	210	1
PCOL_MAJR_CODE5	211	1
PCOL_MAJR_NAME5	212	1
PCOL_DEGR_CODE5	213	1
PCOL_GRAD_DATE5	214	1
PCOL_MAJR_CODE2	215	2

Field Name	Sequence Number	Occurrence
PCOL_MAJR_NAME2	216	2
PCOL_DEGR_CODE2	217	2
PCOL_GRAD_DATE2	218	2
PCOL_MAJR_CODE3	219	2
PCOL_MAJR_NAME3	220	2
PCOL_DEGR_CODE3	221	2
PCOL_GRAD_DATE3	222	2
PCOL_MAJR_CODE4	223	2
PCOL_MAJR_NAME4	224	2
PCOL_DEGR_CODE4	225	2
PCOL_GRAD_DATE4	226	2
PCOL_MAJR_CODE5	227	2
PCOL_MAJR_NAME5	228	2
PCOL_DEGR_CODE5	229	2
PCOL_GRAD_DATE5	230	2
PCOL_MAJR_CODE2	231	3
PCOL_MAJR_NAME2	232	3
PCOL_DEGR_CODE2	233	3
PCOL_GRAD_DATE2	234	3
PCOL_MAJR_CODE3	235	3
PCOL_MAJR_NAME3	236	3
PCOL_DEGR_CODE3	237	3
PCOL_GRAD_DATE3	238	3
PCOL_MAJR_CODE4	239	3
PCOL_MAJR_NAME4	240	3
PCOL_DEGR_CODE4	241	3
PCOL_GRAD_DATE4	242	3
PCOL_MAJR_CODE5	243	3
PCOL_MAJR_NAME5	244	3
PCOL_DEGR_CODE5	245	3
PCOL_GRAD_DATE5	246	3



Field Name	Sequence Number	Occurrence
PCOL_MAJR_CODE2	247	4
PCOL_MAJR_NAME2	248	4
PCOL_DEGR_CODE2	249	4
PCOL_GRAD_DATE2	250	4
PCOL_MAJR_CODE3	251	4
PCOL_MAJR_NAME3	252	4
PCOL_DEGR_CODE3	253	4
PCOL_GRAD_DATE3	254	4
PCOL_MAJR_CODE4	255	4
PCOL_MAJR_NAME4	256	4
PCOL_DEGR_CODE4	257	4
PCOL_GRAD_DATE4	258	4
PCOL_MAJR_CODE5	259	4
PCOL_MAJR_NAME5	260	4
PCOL_DEGR_CODE5	261	4
PCOL_GRAD_DATE5	262	4
PCOL_MAJR_CODE2	263	5
PCOL_MAJR_NAME2	264	5
PCOL_DEGR_CODE2	265	5
PCOL_GRAD_DATE2	266	5
PCOL_MAJR_CODE3	267	5
PCOL_MAJR_NAME3	268	5
PCOL_DEGR_CODE3	269	5
PCOL_GRAD_DATE3	270	5
PCOL_MAJR_CODE4	271	5
PCOL_MAJR_NAME4	272	5
PCOL_DEGR_CODE4	273	5
PCOL_GRAD_DATE4	274	5
PCOL_MAJR_CODE5	275	5
PCOL_MAJR_NAME5	276	5
PCOL_DEGR_CODE5	277	5

Field Name	Sequence Number	Occurrence
PCOL_GRAD_DATE5	278	5
PCOL_MAJR_CODE2	279	6
PCOL_MAJR_NAME2	280	6
PCOL_DEGR_CODE2	281	6
PCOL_GRAD_DATE2	282	6
PCOL_MAJR_CODE3	283	6
PCOL_MAJR_NAME3	284	6
PCOL_DEGR_CODE3	285	6
PCOL_GRAD_DATE3	286	6
PCOL_MAJR_CODE4	287	6
PCOL_MAJR_NAME4	288	6
PCOL_DEGR_CODE4	289	6
PCOL_GRAD_DATE4	290	6
PCOL_MAJR_CODE5	291	6
PCOL_MAJR_NAME5	292	6
PCOL_DEGR_CODE5	293	6
PCOL_GRAD_DATE5	294	6
VERIFY_IND	295	1
EFFECTIVE_DATE	296	1
APPL_TYPE	297	1
BIO_NUMBER	298	1
HISP_IND	299	1
PCOL_SHORT_DESC	300	1
PCOL_SHORT_DESC	301	2
PCOL_SHORT_DESC	302	3
PCOL_SHORT_DESC	303	4
PCOL_SHORT_DESC	304	5
PCOL_SHORT_DESC	305	6
NATION_CODE	306	1
URM_IND	307	1
HSCH_BCMP_GPA	308	1

Field Name	Sequence Number	Occurrence
HSCH_AO_GPA	309	1
HSCH_GPA	310	1
HSCH_BCPM_HOURS	311	1
HSCH_AO_HOURS	312	1
HSCH_TOTAL_HOURS	313	1
STREET_LINE1	314	1
STREET_LINE2	315	1
CITY	316	1
PCOL_LONG_DESC	317	1
PCOL_LONG_DESC	318	2
PCOL_LONG_DESC	319	3
PCOL_LONG_DESC	320	4
PCOL_LONG_DESC	321	5
PCOL_LONG_DESC	322	6
ADDL_MCAT_INTENT_IND	323	1
MCAT_INTENT_DATE	324	1
FELONY	325	1
MISDEMEANOR_IND	326	1
MILITARY_DISCHARGE_IND	327	1
MILITARY_HON_DISCHARGE_IND	328	1
NUM_MCATS_2015	329	1
MVRH_TEST_SCORE	330	1
MVRL_TEST_SCORE	331	1
MVR_TSPT	332	1
MPSL_TEST_SCORE	333	1
MPSH_TEST_SCORE	334	1
MPS_TSPT	335	1
MBSL_TEST_SCORE	336	1
MBSH_TEST_SCORE	337	1
MBS_TSPT	338	1
MWS_TSPT	339	1

---

Field Name	Sequence Number	Occurrence
M91L_TEST_SCORE	340	1
M91H_TEST_SCORE	341	1
M91L_TSPT	342	1
MCPB_TEST_SCORE	343	1
MCPL_TEST_SCORE	344	1
MCPH_TEST_SCORE	345	1
MCPB_TSPT	346	1
MCAR_TEST_SCORE	347	1
MCAL_TEST_SCORE	348	1
MCAH_TEST_SCORE	349	1
MCAR_TSPT	350	1
MBBF_TEST_SCORE	351	1
MBBL_TEST_SCORE	352	1
MBBH_TEST_SCORE	353	1
MBBF_TSPT	354	1
MPSB_TEST_SCORE	355	1
MPBL_TEST_SCORE	356	1
MPBLH_TEST_SCORE	357	1
MPSB_TSPT	358	1
MTOT_TEST_SCORE	359	1
MTOL_TEST_SCORE	360	1
MTOH_TEST_SCORE	361	1
MTOT_TSPT	362	1
MVRH_TEST_SCORE	363	2
MVRL_TEST_SCORE	364	2
MVR_TSPT	365	2
MPSL_TEST_SCORE	366	2
MPSH_TEST_SCORE	367	2
MPS_TSPT	368	2
MBSL_TEST_SCORE	369	2
MBSH_TEST_SCORE	370	2

---

Field Name	Sequence Number	Occurrence
MBS_TSPT	371	2
MWS_TSPT	372	2
M91L_TEST_SCORE	373	2
M91H_TEST_SCORE	374	2
M91L_TSPT	375	2
MCPB_TEST_SCORE	376	2
MCPL_TEST_SCORE	377	2
MCPH_TEST_SCORE	378	2
MCPB_TSPT	379	2
MCAR_TEST_SCORE	380	2
MCAL_TEST_SCORE	381	2
MCAH_TEST_SCORE	382	2
MCAR_TSPT	383	2
MBBF_TEST_SCORE	384	2
MBBL_TEST_SCORE	385	2
MBBH_TEST_SCORE	386	2
MBBF_TSPT	387	2
MPSB_TEST_SCORE	388	2
MPBL_TEST_SCORE	389	2
MPBLH_TEST_SCORE	390	2
MPSR_TSPT	391	2
MTOT_TEST_SCORE	392	2
MTOL_TEST_SCORE	393	2
MTOH_TEST_SCORE	394	2
MTOT_TSPT	395	2
MCPB_TEST_DATE	396	1
MCPB_TEST_DATE	397	2
MCAT1_MCAT_SCORE_2015_ID398		1
MCAT2_MCAT_SCORE_2015_ID399		1

## AMCAS Admissions Action File Creation

This section discusses AMCAS file creation.

### Overview

The AMCAS Extract File (SARAMXF) process allows medical schools to create a flat file containing the data required by AMCAS as part of the AMCAS Admissions Action File. This file can then be submitted electronically (through FTP) to AMCAS. The SAVAMC2 view is used to create this flat file.

Three Banner Student Object:Access views (SAVAMCD, SAVAMCT, and SAVAMC2) are used in AMCAS processing to allow medical schools access to the data they need to meet their reporting requirements.

### Flat File Process

The flat file is created in the required AMCAS format that contains the AMCAS admissions actions for applicants. Additional information on the file format and guidelines appears below in the section "Submitting Actions through FTP".

Two parameters must be included as entries on the Electronic Admissions Application Rules Form (SAAERUL), where the group code is `ADMS` for the rule label of `AMCASSCHCODE` (your school's AAMC school code) and the rule label of `AMCASSCHSTAT` (your school's state code).

**Note:** When processing an ID, the extract first checks the `SPRIDEN_ID` field for the AMCAS ID, to ensure that the name type matches the `AMCASNTYP` rule label on `SAAERUL` for group code of `ADMS`. If no value is found, it then pulls the AMCAS ID from the `SABSUPL_AMCAS_ID` field on `SABSUPL` and stores it in the appropriate place in the outgoing flat file.

In order for each medical school's unique decision codes to be translated into acceptable AMCAS codes, the EDI Cross-Reference Rules Form (SOAXREF) uses the Admission Application Decision Code Validation Form (STVAPDC) codes as `XLBL_code`.

The process reads all application records having the same level and term entered as input parameters (that is, *not* just the most recent application for that level/term). In addition, you must indicate if you want to run the process in Audit or Update mode. If you choose Audit, the process will create an extract report which details what records would be included in the extract file if the process were run in Update mode. If the parameter is set to Update, the extract report will be created and the extract file to be sent to AMCAS. In addition, the `SABSUPL_AGENCY_REPORT_DATE` field on the Application Supplemental Information Form (SOASUPL) is updated with the system date to indicate that the record has been processed. A separate purge process deletes the date entered into the `SABSUPL_AGENCY_REPORT_DATE` field if the flat file needs to be recreated.

SARAMXF retrieves the most recent decision row for an applicant using the SAVAMC2 view. The date of this decision code record is verified as greater than or equal to the value in the `SABSUPL_AGENCY_REPORT_DATE` field on the Application Supplemental Information Form (SOASUPL). If this is the case, the process continues. Otherwise, the process goes to the next applicant/application. If the decision code (`SAVAMC2_ADMIT_ACTION_CODE`) equals the decision code on SOAXREF which has a corresponding EDI value that matches the value in

the `AMCASDELCODE` rule on `SAAERUL` (that is, `D`), then the process finds the next most recent decision row for the applicant where the decision code equals a decision code cross-referenced on `SOAXREF`, where the value in the **EDI Label** field is `STVAPDC`, and the value in the **EDI Qualifier** field is `AN%`.

This decision code is used to create the record to be sent in the AMCAS flat file. A value of `D` is inserted into the `DELROW` field on the flat file to indicate that a prior row (which is identical) should be removed. (The `DELROW` field is used to indicate that the prior action sent for an applicant needs to either be corrected or deleted.) The value of the `SABSUPL_AGENCY_REPORT_DATE` field is updated with the system date. Additional pipe delimiters are used as needed to handle the final four fields, which are `Null`.

Be certain that a value exists on the EDI Verification Label Validation Form (`STVXLBL`) for `STVAPDC` with a description of Application Decision Codes. If an institution has more than one decision code that maps to one AMCAS code, the codes must be entered on `SOAXREF` with an EDI qualifier code of `AN`, `AN1`, `AN2`, etc., because `SOAXREF` will not allow more than one mapping between EDI Value and Banner Value.

The process then creates a record in the flat file for each applicant that passes the above tests. The guidelines for creating the flat file and the layout of each record are described below.

## Submitting Actions through FTP

**Note:** The following text and bullet points come from the AMCAS Admissions Action File documentation.

Schools may submit admission actions through a text file posted to the school folder on the AAMC FTP site. To ensure timely information on reports and adherence to traffic rules, AMCAS recommends this be done daily; however, this may represent a hardship for some schools, so weekly is acceptable. There will be a three to five business day turnaround for actions submitted in this manner to be validated, loaded to the AMCAS database, and available for reports.

Please e-mail Client Services at <mailto:schoolrel@aamc.org> when a new file is available on the FTP site, as you do now. Client Services staff will contact medical schools to resolve issues with format or data that are not valid for a submitted file.

The guidelines listed below should be followed:

- Submit new admission actions only. Files should include only those actions which have occurred after the last reporting date.
- The file should be labeled with the code `AA` for admission action, the State Code, Medical School Code, and date (YYYYMMDD) Example: `AA-AK850-20020131`.
- No blank lines should be included.
- Actions for only one entering class year should be included in a file.
- Files should be broken into three segments:
  - One header segment (HDR) designating the number of admission action records that are enclosed in the file.
  - One or more admission action segments (ADM) designating the admission action.
  - One trailer segment (END) verifying the number of action records enclosed in the file.

- Each field within a segment must be separated by a pipe ( | ) delimiter, regardless of whether the field is populated.

### *HDR Segment*

This table lists the layout of the HDR segment.

Field Name	Datatype	Definition
HDR	CHAR (3)	REQUIRED
Record Count	NUMERIC (7,0)	REQUIRED; count of all ADM segments in the file

### *ADM Segment*

This table lists the layout of the HDR segment.

Field Name	Datatype	Definition
ADM	CHAR (3)	REQUIRED
AAMD ID Number	NUMERIC (10)	REQUIRED; AAMC Identification Number of the applicant; no leading zeros
Application Year	DATE	REQUIRED; YYYY; entering class year
School Code	CHAR (3)	REQUIRED; three digit medical school code
Social Security Number	CHAR (9)	OPTIONAL; used for matching/quality control purposes; no hyphens or spaces
Last Name	VARCHAR (55)	REQUIRED; legal last name
First Name	VARCHAR (55)	REQUIRED; legal first name
Middle Name	VARCHAR (55)	OPTIONAL; legal middle name
Action Code	CHAR (2)	REQUIRED; valid admission action code
Action Application Type Code	CHAR (1)	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), not expected for all other actions; program code to which applicant has been accepted or will matriculate provided by the medical school,



Field Name	Datatype	Definition
		based on REF_APPL_TYPE and REF_MED_APPL_TYPE
Campus Code	CHAR (2)	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), not expected for all other actions; campus to which applicant has been accepted or will matriculate provided by the medical school, based on REF_MED_CAMPUS
Matriculation Date	DATE	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), not expected for all other actions; MM/YYYY; matriculation date provided by the medical school
Projected Graduation Date	DATE	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), not expected for all other actions; MM/YYYY; projected or expected graduation date provided by the medical school, default in AWS client is MATRICULATION_DATE plus 4 years; must be greater than the current calendar year
Timestamp	DATE	REQUIRED; MMDDYYYY HHMMSS; 24 hour clock (no AM/PM); the action effective date
User ID	VARCHAR (14)	REQUIRED; the user name/ID associated with the action; can be a default value established by the medical school

### END Segment

This table lists the layout of the END segment.

Field Name	Datatype	Definition
END	CHAR (3)	REQUIRED

Field Name	Datatype	Definition
Record Count	NUMERIC (7,0)	REQUIRED; count of all ADM segments in the file

### *Log File*

A log file (extract report) is created when the electronic submission process is run (in either Audit or Update mode). One record will exist for each record that is written to the flat file.

The data to be displayed in the log file for each record is as follows:

ID	Name	Application #	School's Decision Code	Decision Description	Decision Date
----	------	---------------	---------------------------	-------------------------	---------------

In addition, a Report Control section exists at the end of the log file. The report control section contains the following information:

- Process name
- Process release number
- Date of log file
- Term parameter
- Level parameter
- Audit/Update parameter
- Matriculation Date parameter
- Expected Graduation Date parameter
- Number of records matching the term and level
- Number of records created on the AAMCTAN file

### **AMCAS Extract File Process (SARAMXF)**

Use this process to create a flat file of data to be electronically submitted to AMCAS. The AMCAS ID is placed in the flat file when the extract is run.

When processing an ID, the extract first checks the `SPRIDEN_ID` field for the AMCAS ID, to ensure that the name type matches the `AMCASNTYP` rule label on `SAAERUL` for group code of `ADMS`. If no value is found, it then pulls the AMCAS ID from the `SABSUPL_AMCAS_ID` field on `SABSUPL` for the most recent application and stores it in the appropriate place in the outgoing flat file.

The AMCAS ID is placed in the flat file when the extract is run. The process will first look at the `SPRIDEN_ID` field for the AMCAS ID, ensuring that the name type code matches the `AMCASNTYP` value on `SAAERUL`. If no value is found in `SPRIDEN`, the process will then select the AMCAS ID from the `SABSUPL_AMCAS_ID` field on `SABSUPL` for the most recent application and store it in the appropriate place in the outgoing flat file.

The School Code that has been assigned to your institution by AMCAS needs be entered on the Electronic Admissions Application Rules Form (SAAERUL), with a group code of ADMS and a rule label of AMCASSCHCODE, before you run this process.

The State Code that has been assigned to your institution by AMCAS needs be entered on the Electronic Admissions Application Rules Form (SAAERUL), with a group code of ADMS and a rule label of AMCASSCHSTAT, before you run this process.

When processing an ID, the extract first checks the SPRIDEN\_ID field for the AMCAS ID, to ensure that the name type matches the AMCASNTYP rule label on SAAERUL for group code of ADMS. If no value is found, it then pulls the AMCAS ID from the SABSUPL\_AMCAS\_ID field on SABSUPL and stores it in the appropriate place in the outgoing flat file.

## AMCAS Date Purge (SARAMDP)

This process is used if the institution has run the electronic submission process for a group of applicants (and created the flat file) but then realizes that one or more of the decision codes must be changed.

In order to recreate the flat file with all the same applicants as for the previous run, you must run the purge process to delete the SABSUPL\_AGENCY\_REPORT\_DATE from all SABSUPL records (date in the **Last Agency Report Date** field on the Application Supplemental Information Form (SOASUPL)) matching the IDs entered on the first run. This process may be run from either job submission or the host.

This process deletes the SABSUPL\_AGENCY\_REPORT\_DATE from all records having a term and level equal to the input parameter and an existing SABSUPL\_AGENCY\_REPORT\_DATE equal to the Last Electronic Submission Date parameter.

The audit report itemizes the following fields for all applications that have had their SABSUPL\_AGENCY\_REPORT\_DATE deleted:

- ID
- Name
- Term
- Level
- Application #
- The date that was deleted (that is, the value in SABSUPL\_AGENCY\_REPORT\_DATE)

## AMCAS Views

Three Banner views are used in this process: SAVAMCD, SAVAMCT, and SAVAMC2.

They require that a value exist on the Crosswalk Validation Form (GTVSDAX) for the internal code of AMCASADDR. This value is used to determine the priority of address type and phone type. File safamcs.sql contains some of the functions used to create the AMCAS views.

**Note:** There are also some additional data elements (next MCAT test date and waiver information, which are also captured on SABSUPL) that are sent by AMCAS and stored in SARCHKL that are not part of the following views.

---

## *SAVAMCD View*

This view represents all of the demographic and prior college data submitted in an AMCAS file to an institution and loaded into Banner.

The following tables and individual data elements are accessed by this view:

### *SPRIDEN Identification Table*

```
SPRIDEN_ID
Previous ID - uses function f_get_spriden_prev
SPRIDEN_LAST_NAME
SPRIDEN_FIRST_NAME
SPRIDEN_MI
Previous Last Name - uses function f_get_spriden_prev
```

### *SPRADDR Address Repeating Table*

```
Uses function f_get_address_rowid
Must have GTVSDAX set up with code 'AMCASADDR'
SPRADDR_STREET_LINE_1
SPRADDR_CITY
SPRADDR_STAT_CODE
SPRADDR_ZIP
```

### *SPRTELE Telephone Repeating Table*

```
Use f_get_address_telephone_rowid (uses GTVSDAX)
Uses function f_get_address_telephone_rowid
Must have GTVSDAX set up with code 'AMCASADDR'
SPRTELE_PHONE_AREA
SPRTELE_PHONE_NUMBER
```

### *SPBPERS Basic Person Base Table*

```
SPBPERS_SSN
SPBPERS_NAME_SUFFIX
SPBPERS_SEX
SPBPERS_BIRTH_DATE
Age - uses function f_calculate_age
```

---

***GORVISA Visa Information Table***

GORVISA\_VTYP\_CODE  
Description of Visa Type

***GOREMAL E-mail Address Table***

Checks GOREMAL\_STATUS\_IND = 'A' and GOREMAL\_PREFERRED\_IND = 'Y'  
GOREMAL\_EMAIL\_ADDRESS  
GOREMAL\_DISP\_WEB\_IND

***SORDEGR Prior College Degree Table***

AMCAS provides data for 6 prior colleges (PRIM, OTH1, OTH2, OTH3, OTH4, OTH5)  
Uses function f\_get\_sordegr\_rowid  
SORDEGR\_SBGI\_CODE  
Prior college state code - uses function f\_get\_sobsbgi\_stat  
SORDEGR\_EGOL\_CODE  
SORDEGR\_ATTEND\_FROM  
SORDEGR\_ATTEND\_TO  
SORDEGR\_DEGC\_CODE  
SORDEGR\_DEGC\_DATE  
SORDEGR\_PRIMARY\_IND

***SORMAJR Prior College Major Repeating Table***

Uses function f\_get\_sormajr\_majr  
SORMAJR\_MAJR\_CODE\_MAJOR  
Major Description

***SARADAP Admissions Application Repeating Table***

SARADAP\_PIDM  
SARADAP\_TERM\_CODE\_ENTRY  
SARADAP\_STYP\_CODE  
SARADAP\_CAMP\_CODE  
SARADAP\_PROGRAM\_1  
SARADAP\_COLL\_CODE\_1  
SARADAP\_LEVL\_CODE

---

---

```

SARADAP_DEGC_CODE_1
SARADAP_MAJR_CODE_1
SARADAP_ADMT_CODE (for Early Decision)
SARADAP_APPL_DATE

```

### ***SABSUPL Application Supplemental Information Base Table***

```

SABSUPL_AGENCY_FILE_NO
SABSUPL_CYCLE_ADDED
SABSUPL_APP_YEAR_AGENCY
SABSUPL_CYCLE_CHANGED
SABSUPL_FLAG5 (Eval)
SABSUPL_AGENCY_FEE_WAIVED
SABSUPL_STAT_CODE_ADMIT
SABSUPL_CNTY_CODE_ADMIT
County description - uses function f_get_desc_fnc
SABSUPL_CNTY_ADMIT_RURAL
SABSUPL_NATN_CODE_ADMIT
Nation description - uses function f_get_desc_fnc
SABSUPL_STAT_CODE_BIRTH
SABSUPL_CITY_BIRTH
SABSUPL_CNTY_CODE_BIRTH
County description - uses function f_get_desc_fnc
SABSUPL_CNTY_BIRTH_RURAL
SABSUPL_NATN_CODE_BIRTH
Nation description - uses function f_get_desc_fnc
SABSUPL_NUMBER_DEPS
SABSUPL_ETHN_CODE_SELF
Ethnic code description - uses f_get_desc_fnc
SABSUPL_ESEL_CODE (minority app)
SABSUPL_FLAG1 (military service)
SABSUPL_FLAG2 (prev med student)
SABSUPL_FLAG3 (disciplinary action)
SABSUPL_FLAG4 (adv_info_release)
SABSUPL_PREV_APP_1
SABSUPL_PREV_APP_2
SABSUPL_PREV_APP_3
SABSUPL_PREV_APP_4

```

### ***SAVAMCT View***

This view represents all of the MCAT test score, course hours, and GPA data submitted in an AMCAS file to an institution and loaded into Banner. There are multiple rows for each person for each application - one row for each test score, course hour, or GPA.

The following tables and data elements are accessed by this view.

---

***SPRIDEN Identification Table***

SPRIDEN\_ID  
 Previous ID - uses function f\_get\_spriden\_prev  
 SPRIDEN\_LAST\_NAME  
 SPRIDEN\_FIRST\_NAME  
 SPRIDEN\_MI  
 Previous Last Name - uses function f\_get\_spriden\_prev

***SARADAP Admissions Application Table***

SARADAP\_PIDM  
 SARADAP\_TERM\_CODE\_ENTRY  
 SARADAP\_STYP\_CODE  
 SARADAP\_CAMP\_CODE  
 SARADAP\_PROGRAM\_1  
 SARADAP\_COLL\_CODE\_1  
 SARADAP\_LEVL\_CODE  
 SARADAP\_DEGC\_CODE\_1  
 SARADAP\_MAJR\_CODE\_1  
 SARADAP\_ADMT\_CODE (for Early Decision)  
 SARADAP\_APPL\_DATE

***SARERUL Electronic Admissions Application Rules Table***

SARERUL\_EGRP\_CODE  
 SARERUL\_DESC  
 SARERUL\_VALUE

***STVEGRP EDI Rule Group Validation Table***

STVEGRP\_CODE  
 STVEGRP\_DESC

***SORTEST Test Score Table***

Uses SARERUL\_EGRP\_CODE = 'ATST'  
 Group code and description  
 SORTEST\_TESC\_CODE  
 Test code description

---

```

SORTEST_TEST_SCORE
SORTEST_TEST_DATE
SORTEST_TEFR_CODE
SORTEST_TEIN_CODE
SORTEST_RELEASE_IND
SORTEST_TEAC_CODE
SORTEST_INSTR_ID

```

### ***SORCRSS Person Course Summary Types Table***

```

Uses SARERUL_EGRP_CODE = 'ACHR'
Group code and description
SORCRSS_CRSS_CODE
Course code description
SORCRSS_HOURS
SORCRSS_SBG_CODE = '999999'

```

### ***SORGPAT Person GPA Types Table***

```

Uses SARERUL_EGRP_CODE = 'AGPA'
Group code and description
SORGPAT_GPAT_CODE
GPA code description
SORGPAT_GPA
SORGPAT_PLUS_MINUS_IND
SORGPAT_SBG_CODE = '999999'

```

### ***SAVAMC2 View***

This view contains all the data that must be returned to AMCAS as part of the Admissions Action File and is used by the AMCAS Extract File Process (SARAMXF).

The following tables and fields are accessed by this view.

### ***SPRIDEN Identification Table***

```

SPRIDEN_PIDM
SPRIDEN_ID
SPRIDEN_LAST_NAME
SPRIDEN_FIRST_NAME
SPRIDEN_MI
Name code for AMCAS file - uses function f_get_name_code

```



---

### *SARADAP Admissions Application Table*

```

SARADAP_TERM_CODE_ENTRY
SARADAP_LEVL_CODE
SARADAP_APPL_NO

```

### *SARAPPD Application Decision Table*

```

SARAPPD_APDC_DATE
SARAPPD_APDC_CODE - translated through SORXREF
SARAPPD_SEQ_NO

```

### *SABSUPL Admissions Supplemental Data Table*

```

SABSUPL_AGENCY_REPORT_DATE
SABSUPL_AMCAS_ID

```

### *SORXREF Cross-reference Rules Table*

```

SORXREF EDI_VALUE
SORXREF EDI_QLFR (like 'AMCAS%')
SORXREF_XLBL_XODE (= 'STVAPDC')

```

## **Selective Admissions - Communication Load and Removal**

This section discusses selective admissions and communication load.

### **Overview**

The Communication Load Process (SURLOAD) is used to insert records into GURMAIL using a flat file of PIDMS as input. The process inserts a record with a minimum of PIDM, System Indicator, and Activity Date.

The process also provides you with the option of inserting additional data elements into the GURMAIL record through the input parameters (that is, Letter Code, Material Code, Initials, etc.). In addition, the Communication Removal Process (SURDELT) is used to purge records from GURMAIL based on certain input parameters.

SURLOAD allows schools to track any mailings to students that take place outside the realm of communication plan processing and letter generation, using the Student Mail Form (SUAMAIL).

## Communication Load Process (SURLOAD)

This process takes a flat file of PIDMS as input, from which it inserts new records into the GURMAIL table. This process can be run from either job submission (GJAPCTL) or the host.

The process first determines whether any of the PIDMS in the input file are Banner PIDMS that are not valid (that is, they don't exist in SPRIDEN). If a PIDM does not currently exist in Banner, that record is bypassed and noted in the audit log file. The PIDM, System Indicator (that is, S = Banner Student, H = Banner Human Resources, R = Banner Financial Aid, etc.), and Activity Date (the date the file of PIDMs is loaded into GURMAIL) are all required. In addition, the process sets the User field on GURMAIL to SURLOAD for all records loaded through this process.

The GURMAIL\_DATE\_INIT is automatically set to the GURMAIL\_ACTIVITY\_DATE, indicating the day the record is inserted into GURMAIL. The GURMAIL\_INIT\_DATE will *not* change from this point forward, while the GURMAIL\_ACTIVITY\_DATE may change if the record is updated.

Use Parameter Definition Form (GJAPDEF) to change any of the optional SURLOAD parameters to required parameters at your institution. The SURLOAD process also checks to ensure that duplicate rule processing is followed if a record with the same material or letter code is already found in GURMAIL for the same PIDM.

### *Log File*

A log file is created that identifies each record loaded into GURMAIL, in addition to indicating those records which were not loaded and why (no PIDM exists in Banner, duplicate letter, etc.).

The log file also includes a count of how many records were actually loaded into GURMAIL. In addition, the log file displays all of the input parameters to the SURLOAD process in addition to the system date.

The following fields will be displayed for each record in the log file:

- ID
- Name
- System Indicator
- Comment (indicating why a record hasn't been loaded into GURMAIL)

## Communication Removal Process (SURDELT)

This process allows for the mass delete of SUAMAIL records. This process may be run from either job submission (GJAPCTL) or from the host.

The input parameters for the delete process are similar to those used by the SURLOAD process, except that the purge process also allows for the deletion of SUAMAIL records that were not created by the SURLOAD process (that is., user is not equal to SURLOAD).

### *Log File*

A log file is created which identifies all records deleted by the purge process.

The log file contains the following fields:

- ID
- Name
- System Indicator
- Value of all parameters entered

## Selective Admissions - Secondary School Tracking

This section discusses selective admissions and secondary schools.

### Overview

Secondary school tracking allows institutions to summarize data by high school or prior college for the following groups of people.

- Prospect – must have an SRBRECR record.
- Applicant – must have a SARADAP record.
- Accepted Applicant – must have a SARAPPD record with a decision code having the **Significant Decision** and **Institution Acceptance** flags selected.
- Confirmed – must have a SARAPPD record with a decision code having the **Significant Decision** and **Applicant Acceptance** flags selected.

Secondary school tracking allows institutions to quickly assess their success rate over time at various high schools and colleges from which they receive prospects and applicants. They can then use this information for a variety of purposes, including setting travel schedules for the following years, planning special visits to certain high schools or colleges to increase yield, etc.

- The Source/Background Institution Summary View (SOVSBGI) is used to calculate the summary data for each high school as a person moves from prospect, applicant, and accepted applicant to confirmed applicant. This process includes any person loaded through any data load or Web load process.
- The Prior College Summary View (SOVPSCM) is used to calculate the summary data for each college as a person moves from prospect, applicant, and accepted applicant to confirmed applicant. This process includes any person loaded through any data load or Web load process.
- The Source/Background Institution Summary Form (SOASBSM) is used to display the high school summary information calculated by the view for a specific source/background institution (STVSBGI) code, term, level, campus, college, program, major, and student type for as many years of data as exist in Banner.
- The Prior College Enrollment Summary Form (SOAPCSM) is used to display the prior college summary information calculated by the view for a specific source/background institution

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(STVSBGI) code, term, level, campus, college, program, major, and student type for as many years of data as exist in Banner.

- The Source/Background Summary Report (SORSBSM) is used to collect high school summary information like what is displayed on SOASBSM.
- The Prior College Summary Report (SORPCSM) is used to collect prior college summary information like what is displayed on SOAPCSM.

## **Source/Background Institution Summary Form (SOASBSM)**

This form is used to call a view that generates the high school data to be displayed. The view calculates the percentages for the appropriate fields. The form is entered in query mode.

The Key Block contains a source/background institution code, which is required.

The Source/Background Institution Summary Block contains the summary information for the institution in the key, such as a term code, a level code, a campus code, a college code, a program code, a major code, and a student type code, which are optional. The fields in this block are queryable.

If the term code is left blank, then the form displays all pertinent data for the source/background institution code in the key for all available terms beginning with the most current term. If the term code is entered, the form displays all pertinent information for that term only.

At the bottom of the window, the totals for the query are listed by number of prospects, number of applicants, number of applicants accepted, and number of student confirmations.

## **Prior College Enrollment Summary Form (SOAPCSM)**

This form calls a view that generates the prior college data to be displayed. The view calculates the percentages for the appropriate fields. The form is entered in query mode.

The Key Block contains a source/background institution code, which is required.

The Source/Background Institution Summary Block contains the summary information for the institution in the key, such as a term code, a level code, a campus code, a college code, a program code, a major code, and a student type code, which are optional. The fields in this block are queryable.

If the term code is left blank, then the form displays all pertinent data for the source/background institution code in the key for all available terms beginning with the most current term. If the term code is entered, the form displays all pertinent information for that term only.

At the bottom of the window, the totals for the query are listed by number of prospects, number of applicants, number of applicants accepted, and number of student confirmations.

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## Source/Background Summary Report (SORSBSM)

Use this report to collect high school information similar to what is found on the Source/Background Institution Summary Form (SOASBSM).

## Prior College Summary Report (SORPCSM)

Use this report to collect prior college summary information similar to what is found on the Prior College Enrollment Summary Form (SOAPCSM).

## Source/Background Institution Summary View (SOVSBGI)

This view is run every time the Source/Background Institution Summary Form (SOASBSM) is accessed. The view uses the source/background institution code value in the Key Block of SOASBSM to select its high school records. The **Source or Background Institution** field is required.

The view collects the following values for either all terms (if the **Term** field is blank) or for the term indicated and all prior terms:

- Class Size

The number of seniors, obtained from `SORBDMO_NO_OF_SENIORS` on SOABGIY if available for the correct year.

**Note:** If no value exists in this field for the correct year, the program will try to use the **Class Size** field (`SORHSCH_CLASS_SIZE`) on SOAHSCH for any ID selected in the query. Regardless of which class size field is used, the **Graduation Date** field (`SORHSCH_GRADUATION_DATE`) must be filled in.

- Number of Prospects

The number of SRBRECR records that have an associated SOAHSCH record whose source/background institution code matches the one in the key or match the entered criteria.

- Number of Applications

The number of SARADAP records that have an associated SOAHSCH record whose source/background institution code matches the one in the key or match the entered criteria.

- Application Rate (Number of Applications/Class Size)

Take the number of applications and divide by the class size.

- Number Accepted

The number of SARAPPD records that have the significant decision code and the institutional accept code selected and that have an associated SOAHSCH record whose source/background institution code matches the one in the key or match the entered criteria.

- Acceptance Rate (Number Accepted/Number of Applications)

Take the number of accepted applicants and divide by the number of applications.

- Number Confirmed

The number of SARAPPD records that have the significant decision code and the applicant accept code selected and that have an associated SOAHSCH record whose source/background institution code matches the one in the key or match the entered criteria.

- Confirmation rate (Number confirmed/Number Accepted)

Take the number of confirmed applicants and divide by the number of accepted applicants.

## Prior College Summary View (SOVPSCM)

This view is run every time the Prior College Enrollment Summary Form (SOAPCSM) is accessed. The view uses the source/background institution code value in the Key Block of SOASBSM to select its prior college records. The **Source or Background Institution** field is required.

The view collects the following values for either all terms (if the **Term** field is blank) or for the term indicated and all prior terms:

- Number of Prospects

The number of SRBRECR records that have an associated SOAPCOL record whose source/background institution code matches the one in the key or match the entered criteria.

- Number of Applications

The number of SARADAP records that have an associated SOAPCOL record whose source/background institution code matches the one in the key or match the entered criteria.

- Application Rate (Number of Applications/Class Size)

Take the number of applications and divide by the class size.

- Number Accepted

The number of SARAPPD records that have the significant decision code and the institutional accept code selected and that have an associated SOAPCOL record whose source/background institution code matches the one in the key or match the entered criteria.

- Acceptance Rate (Number Accepted/Number of Applications)

Take the number of accepted applicants and divide by the number of applications.

- Number Confirmed

The number of SARAPPD records that have the significant decision code and the applicant accept code selected and that have an associated SOAPCOL record whose source/background institution code matches the one in the key or match the entered criteria.

Students are added to this counter if they have the decision code that is entered in the **External Code** field of the GTVSDAX record with an **Internal Code** of DEPOPAID and a **Group (Code)** of DEPOSIT.

- Confirmation Rate (Number Confirmed/Number Accepted)

Take the number of confirmed applicants and divide by the number of accepted applicants.

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## Selective Admissions - Admissions Rating/Batch Entry

This section discusses selective admissions and admissions rating processing.

### Overview

The Admissions Rating Form (SAARRAT) allows for the input of multiple ratings (of multiple types), in addition to producing total and average ratings by ID. The form also displays basic application information for the applicant being rated.

The Admissions Rating Type Rules Form (SAARRCT) allows each institution to define minimum and maximum values for each rating type. The rules form also allows institutions to "assign" rating types to administrators. This can reduce batch entry in addition to data entry on the SAARRAT, as the assigned rating types will default in, if that administrative ID and role are entered in the key.

The Admissions Decision and Rating Batch Entry Form (SAADCBT) allows you to enter an admission decision code for multiple students at one time. In addition, the form allows for the input of multiple ratings for multiple students at one time.

Use the Admission Purge Process (SAPADMS) to purge the new applicant admissions rating data in the SARRRAT table as part of the application record purge.

### Admissions Rating Type Validation Form (STVRATP)

Use this form to define codes that identify all the types of ratings an institution might use. Possible examples include ratings for different application forms, personal ratings, academic ratings, athletic ratings, art or music ratings, etc. The rating type "0000 - Admissions Rating" is system-required.

### Admissions Rating Type Rules Form (SAARRCT)

Institutions should use this form to define and tailor each type of rating to meet their individual needs.

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

## Admissions Rating Form (SAARRAT)

Use the Admissions Rating Form (SAARRAT) to enter multiple rating types and associated ratings per individual ID.

## Admissions Decision and Rating Batch Entry Form (SAADCBT)

Institutions should use this form to group their applications in multiple ways and then enter decisions for those groups all at once.

In addition, the form allows institutions to enter ratings for the applications receiving a decision code or to enter only ratings for multiple IDs. All fields in the Key Block are optional.

**Note:** For more information on SAARRCT, SAARAT, and SAADCBT, please see the online help for these forms.

## Admissions Decision Form (SAADCRV)

Use the Rating Review window on this form to review rating types and ratings for the ID and admissions application in the main window. This window is accessed from the Decision Calculator window, using the Rating Review item in the Options Menu.

## Admissions Decision Rules Form (SAADCSN)

Use the Ratings window on this form to track and consider the new ratings entered on either SAARRAT or SAADCBT as additional criteria in the automated decision process. Use the Admission Rating Type Rules item in the Options Menu in the main window to access the Ratings window.

## Rating Audit Report (SARDCBT)

Use this report to view all applications updated by the Admissions Decision and Rating Batch Entry Form (SAADCBT) for a specific date.

The report displays the following fields for each ID that matches the input parameters:

- ID/SSN
- Name
- High School
- Term Code
- Application number
- Application Type
- Level
- Campus
- Degree



- 
- Major
  - Program
  - Subtotal of # of decisions for that particular decision code.

In addition, the control section at the end of the report details the parameters that were entered. The control section also indicates the total number of decisions (matching the input parameters) entered on that date.

## **Admission Decision Criteria Report (SARDCSN)**

This report details the various decision rules entered on SAADCSN for various terms depending on the parameters entered. Use this report to consider rating data entered on SAADCSN in the Ratings window.

## **Admit Decision Calculation Report (SARBDSN)**

Use this report to consider the data entered in the Ratings window on SAADCSN when calculating an automatic decision.

## **Admissions Purge Process (SAPADMS)**

Use the Admission Purge Process (SAPADMS) to purge the new applicant admissions rating data in the SARRRAT table as part of the application record purge.

## **Data Load and Match Processing**

Please see the “Data Load and Match Processing” section in the “Recruiting” chapter procedures for this information.

## **Selective Admissions - Search and Test Score Data Load**

Please see the “Search and Test Score Data Load” section in the “Recruiting” chapter procedures for this information.

## **Selective Admissions - Regionalization**

This section discusses selective admissions and regionalization.

### **Overview**

Regionalization processing allows you to do the following.

- Assign a district/region/EPS market code to a person, based on rules using the person's address, high school address, or high school source/background institution code (STVSBGI), even if the person is created through the data load process.
- Assign a district/region/EPS market code to a high school based on the high school's address, even if the person is created through the data load process.
- Store and override the system-assigned geographic region/division codes.
- Build rules on the Material Form (SOAMATL) to use the district/region/EPS market code in the determination of communication plan materials.

- Assign a specific administrator by term to a person or institution, based on the district/region/EPS market code.

## Overall Process Flow

This processing is used to assign people and institutions to various geographic regions.

### About this task

Multiple geographic regions can be assigned to an individual or to an institution. Multiple administrative roles such as recruiter, reader, etc. can be assigned to the same person or to an institution. Geographic region codes assigned to people and institutions can be manually updated or overridden. The geographic regions of individuals and institutions and institutional EPS Market Codes can be used when creating the rules for material creation. Historical data on which region(s) a person or institution has belonged to is maintained.

### Procedure

1. Use the Geographic Region Rule Form (SOAGEOR) to define all region and division combinations and rules.
2. If you have purchased Enrollment Planning Service (EPS) codes, load them into the Enrollment Planning Service Code Validation Form (STVEPSC) for use on the Enrollment Planning Service Rules Form (SOAEPSC).
3. Determine what your administrative roles are (recruiter, reader, traveler, alumni rep, etc.) on the Administrative Role Code Validation Form (STVRADM).
4. Set up the rules you want to use to assign your administrators on the Administrator Role Rules Form (SOAADAS).

As addresses for recruits and applicants are entered on the General Person Identification Form (SPAIDEN), a database trigger creates a record for that address in the GORCGEO collector table. A record is only created in the collector table if a record exists on the Crosswalk Validation Form (GTVSDAX) having an Internal Code of "Region" with the same address type. The collector table record is used by the Person Geo Region/Divisions Report (GORPGEO) to create region records for that address in the GORPGEO table.

These records can be viewed on the Geographic Regions/Divisions by ID Form (GOAPGEO). In addition, as high school addresses are entered in Banner, the SBGI Geo Region/Divisions Report (GORSSEO) is used to create region records for high schools on the new Source/Background Institution Geographic Form (GOASGEO).

5. Use the Assigned Administrators window in the Recruit Prospect Information Form (SRARECR), the Quick Recruit Form (SRAQUIK), and the Admissions Application Form (SAAADMS) to view and update the administrator assignments using the region data in GORPGEO and GORSSEO and the rules on the Administrative Roles Rules Form (SOAADAS). This window is accessed through the Options Menu.

Or, you can run the SORAINF process to assign administrators using the region data in the GORPGEO and GORSSEO tables and the rules on the Administrator Role Rules Form (SOAADAS).

6. Use the SAVSGEO and SAVADAS1 views to see which institutions are assigned to administrators. These views use the data in the GORPGEO, GORSSEO, and SORAROL tables

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and allow you to run various queries to determine which administrators have been assigned to individual institutions, in addition to all institutions within a region.

### Administrative Role Code Validation Form (STVRADM)

This validation form allows institutions to define various types of administrator roles to be used with regionalization processing. Examples of such roles are: Recruiter, Reader, Alumni Recruiter, etc. These codes are used by the Administrator Role Rules Form (SOAADAS) and the Administrator's Assignments Form (SOAAINF).

The **Rater Indicator** check box is used to designate that a role can assign ratings on the Admissions Rating Form (SAARRAT) and the Admissions Decision and Rating Batch Entry Form (SAADCBT) when selected.

### Enrollment Planning Service Code Validation Form (STVEPSC)

This validation form can contain all 304 EPS Market codes created by the College Board along with their corresponding market names. This validation form must be populated by the institution with all the EPS codes and descriptions available from the College Board.

### Administrator Assignment Data Element Validation Form (STVADDA)

This validation form is used to define the various data elements that may be used to assign administrators on the Administrator Role Rules Form (SOAADAS). The data for this table is provided. Programming logic is built into each of the delivered data elements.

**Note:** If new data elements are needed, they will be inserted into this table, and the stored procedure to calculate the assignments will be modified to include the new data elements.

The **Sys(tem) Req(uired)** check box is used to determine which values are required by the system. If the **Sys(tem) Req(uired)** check box is selected, the validation table record cannot be deleted.

### Administrator Role Rules Form (SOAADAS)

This form allows you to define a combination of rules to be used in assigning different administrators (recruiter, reader, alumni recruiter, etc.) to high school and person records.

The form also allows institutions to use many fields available within Banner to determine how a specific administrative role should be assigned. Examples of fields which are included are: college code, campus, level, home address state, EPS market code, geographic region code, high school code, degree, program, ethnicity, gender, etc.

The form can be entered in query mode, allowing you to see which rules have been defined for the administrator ID in the key. If the **Role** is entered in the key, only rules matching this field are displayed. If an **Effective Term** is entered in the key, all rules for that effective term and earlier are displayed. If the **Active Only** check box is selected, only active rules for this administrator ID are displayed.

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To create a new rule for the administrator ID in the key, enter the appropriate effective term and role for the new rule in the Rule Definitions block. The system automatically creates the rule number when the new rule assignments have been saved.

Access the Assignment Rules block, and define the specific elements that govern the new rule. The fields that are available have been predefined in the Administrator Assignment Data Element Validation Form (STVADDA). The logic is an OR condition within like data elements and an AND condition between different data elements. If more than one rule ID exists for an administrator/role combination, OR logic is used between the rules.

Rules can be inactivated by clearing the **Active** check box in the Rule Definitions block. Only rules that are active can be modified in the Assignment Rules block.

Use List from the **Data Element** field to see the Administrator Assignment Data Element Codes List of Values.

The **Operator** field can be set to either "=" equal or "<>" not equal.

Use List from the **From Value** field to assign the appropriate value for the corresponding data element. You may designate a range of values for a data element using List from the **To Value** field, for example a ZIP Code range of 06000 to 06599.

## Enrollment Planning Service Rules Form (SOAEPSC)

This form allows you to set up rules for each EPS code by state, ZIP/Postal Code, county, or city. Only the **State/Province** field is required. These rules are for specific region criteria and apply only to high school addresses.

## Administrator Assignment Search Form (SOIAROL)

Use this form to query on roles and IDs from the Administrator Role Rules Form (SOAADAS).

This form is accessed by using Count Query Hits from the **ID** or **Role** fields in the Key Information of SOAADAS or SOAAINF, or you may display the Option List from the **ID** or **Role** fields and then select Admin Assign Search Form (SOIAROL).

## Administrator's Assignments Form (SOAAINF)

This form displays the IDs and names of everyone assigned to the administrator/role combination identified in the Key Information.

For example, if Russell Jones is a recruiter for Banner University, and using the Administrator Role Rules Form (SOAADAS), Russell was assigned as the recruiter for all high schools in Michigan, then SOAAINF would display all IDs having recruiting records which had been entered into Banner for a specific term, that had associated high schools with an address in Michigan. The form obtains this information by querying the SORAROL table for the administrator ID, role, and term in the key.

Use the Remember ID item in the Options Menu to carry one of the IDs to another form.

### *Assign Administrator Window*

Use the Assign Student item in the Options Menu to access the Assign Administrator window. This window is used to view and assign an administrator to the person in this window's **ID** field. The administrator who is assigned is the ID in the key of the main window.

### **Administrator Role Form (SOAAROL)**

This form is used to display all the administrative roles assigned to the ID in the Key Information.

As individuals can hold more than one type of administrative role, this form allows you to see all the roles that have been assigned to different individuals. This form is populated with data from the SORAROL table.

### **Source/Background Institution Geographic Form (GOASGEO)**

This form is used to display the geographic regions assigned to a source/background institution based on its address.

You can also access this form from the Source or Background Institution Base Form (SOASBGI), the High School Information Form (SOAHSCH), and the Prior College Form (SOAPCOL). This form is populated with data from the GORSGEO table.

A record with the **System Indicator** check box selected can be made inactive, but no other fields can be altered. If a record is entered by the user, the **System Indicator** check box remains cleared.

### **Geographic Regions/Divisions by ID Form (GOAPGEO)**

This form is used to display the geographic regions assigned to an ID based on its addresses. Regions can be active or inactive. GOAPGEO is populated with data from the GORPGEO table.

A record with the **System (Indicator)** check box selected can be made inactive, but no other fields can be altered. If a record is entered by the user, the **System (Indicator)** check box remains cleared.

### **Administrator Assignments Process (SORAINF)**

This process allows institutions to use the rules defined on the Administrator Role Rules Form (SOAADAS) to assign administrators to recruit and applicant records.

The process populates the SORAINF table. This process also runs when the Assign Administrators item in the Options Menu is selected on the Assigned Administrators window on the Recruit Prospect Information Form (SRARECR), the Quick Recruit Form (SRAQUIK), the Admissions Application Form (SAAADMS), and the Administrator's Assignments Form (SOAAINF).

## Person Geo Region/Divisions Report (GORPGEO)

This process is used to assign regions to individuals using the data in the GORCGEO collector table in combination with the rules defined on the Geographic Region Rules Form (SOAGEOR). These regions are then stored in the GORPGEO table.

## SBGI Geo Region/Divisions Report (GORSSEO)

This process is used to assign regions to high schools or colleges using the institution addresses in combination with the region rules set up on SOAGEOR. The high school and college regions are then stored in the GORSSEO table.

## High School/College Administrator Assignments View (SAVADAS1)

This view is used to show the source/background institutions assigned to administrators.

# Selective Admissions - Process Geographic Regions, Administrators, and Ratings

This section discusses selective admissions processing for geographic regions, administrators, and ratings.

## Setup steps

The following steps are used to set up geographic regions, assign administrators, and define ratings calculations.

## About this task

### Procedure

1. Create geographical region definitions.

Create geographic regions on the Geographic Region Rules Form (SOAGEOR). Regions are defined using a combination of division and region.

For example, to create a region associated with the recruits Donna Harrison will be working with, create a region called `DHARRISSON` and a division called Recruits. Or, if a school defines their regions geographically, create a region for `NEWENGLAND` and a division of Recruiting.

The use of the **Region** and **Division** fields is arbitrary. The fields can be defined for whatever you need to use them for.

2. Set up GTVSDAX address type records.

Use the entries on the Crosswalk Validation Form (GTVSDAX) to determine which address types will cause the trigger on SPRADDR to create entries in the Geo-Region Collector Table

(GORCGEO). The records in this collector table will also be used in a later step to assign geographic regions to persons, based on the regions set up previously on SOAGEOR.

Create entries on GTVSDAX for the **Internal Code** of REGION. When the **Internal Code** field has a value of REGION, the **Group Code** field must use a value of REGION ADDRESS in order for region processing to work. Use the **External Code** field for those entries to define which address types should cause the trigger to run. This allows institutions to only have the trigger run when certain address types are entered on SPAIDEN, thus allowing other offices (that is., Alumni) that enter addresses to use a different address type without having the trigger run. The trigger causes a record to be created in the Geo-Region Collector Table (GORCGEO) for each address entered on SPAIDEN with an address type matching one set up on GTVSDAX.

### 3. Define administrator roles.

Create role codes on the Administrative Role Code Validation Form (STVRADM) that define the different roles your administrators might play (that is., reader, Alumni interviewer, rater, etc.). If a role is allowed to assign ratings, check the **Rater Indicator** check box for that role.

Consider creating a **GENERIC** role code for use in conjunction with the Admissions Rating Calculation Process (SARRATE). This process assigns ratings in batch to records meeting the specified criteria. This role must have the **Rater Indicator** box selected if it is to be used to automatically assign ratings.

### 4. Create administrator(s).

Create Banner records on the Identification Form (SPAIDEN) for each person who will be functioning as an administrator. Consider creating a **GENERIC** administrator ID to use in conjunction with the Admissions Rating Calculation Process (SARRATE).

### 5. Assign roles to administrators.

Assign all appropriate role(s) to each administrator on the Administrator Role Form (SOAAROL). If you are using a generic administrator and role with the Admissions Rating Calculation Process (SARRATE), the role must be assigned to the administrator ID on this form.

### 6. Set up rules to assign administrators.

Set up rules to assign an administrator to a group of recruits or applicants using the Administrator Role Rules Form (SOAADAS). Multiple rules can be set up for each administrator, thereby increasing the complexity of the assignment. If the same data element is listed multiple times for a rule, then an *OR* condition exists between each record. An *AND* condition exists between non-like data element rows.

For example:

```
SARADAP_TERM_CODE_ENTRY = 200310
```

```
SARADAP_MAJR_CODE_1 = ART
```

```
SARADAP_MAJR_CODE_1 = MATH
```

This indicates you want to assign this administrator to all applicants who have an entry term code of 200310 *AND* who have applied to be an Art major *OR* a Math major.

If you are planning to use the Admissions Rating Calculation Process (SARRATE) in conjunction with a **GENERIC** administrator ID, ensure that one of the rules set up on SOAADAS assigns that administrator/role combination to all persons who might be affected by the SARRATE process.



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7. Create rating types.

Create rating type codes on the Admissions Rating Type Validation Form (STVRATP). Examples of rating types could be: Academic 1, Personal Interview, Art Portfolio, etc.

8. Define ratings types, and optionally assign them to administrators.

Define rating types for given effective terms using the Admissions Rating Type Rules Form (SAARRCT). In addition, define the minimum and maximum values allowed for each rating type.

Optionally, you can also assign rating types to administrators using SAARRCT. This reduces the amount of data entry for the administrator when they enter ratings on SAARRAT, but it does not restrict administrators to only entering ratings for these rating types.

9. Define test score equivalencies.

Define any test score equivalencies that may be used in the rating process on the Test Score Equivalency Form (SOATEQU). In order to use test score equivalencies, a test source must be identified on SOATEQU and must accompany the incoming test score. This allows institutions to limit the creation of equivalencies to official test scores versus self-reported test scores.

10. Define factor codes.

Define factor codes (to be used in setting up rating formulas) on the Admissions Factor Code Validation Form (STVAFCT). Each factor code acts as a variable in the user-defined rating formula. Factor codes are only needed if you are planning to calculate ratings with a user-defined formula.

11. Define selection criteria for factor codes.

Associate factor codes with selection criteria, and assign them to Banner fields using the Admissions Rating Factor Rules Form (SAARRFT). The selection criteria define the characteristics the applicant must have in order for the rating formula to use this factor code. For example, a factor code could be defined as valid for all applicants with a major code equal to Math who are in-state residents.

The factor codes are then assigned either a static value such as 10, or they are assigned to a Banner column. For example, if the rating formula requires the SAT Verbal score, then a factor code could be associated with a **Table Name** value of `SORTEST`, a **Select Column** value of `SORTEST_TEST_SCORE`, and a **Where Column** value of `SORTEST_TESC_CODE = S01` (the test code for the SAT Verbal score).

Selection criteria for factor codes are only needed if you are planning to calculate ratings with a user-defined formula.

12. Define the rating calculation formula.

Define the rating calculation formula on the Admissions Rating Formula Definition Form (SAARRDF). This form uses the factor codes created on SAARRFT in conjunction with parentheses and numeric operators to create a user-defined formula. Each user-defined formula is defined for a rating type and effective term. The rating calculation formula is only needed if you want to create and assign ratings based on a user-defined formula.

The set up for using geographic regions, administrators, and ratings is complete. You can now create your recruit or applicant records in Banner, including their address records, which will cause the Geo-Region Collector Table (GORCGEO) to be populated. Additional information required by the user-defined formula (such as test scores, etc.) should be entered where appropriate in your process.

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13. Assign regions to records.

Run the Person Geo Regions/Divisions Process (GORPGEO) to assign regions to all records in the Geo-Region Collector Table (GORCGEO). This process can also be run for a single ID within the Geo-Region Collector Table (GORCGEO).

14. View assigned region(s)/division(s).

Use the Geographic Regions/Divisions by ID Form (GOAPGEO) to view the geographic regions assigned to each person. Each record also includes information about the address that caused the creation of the geographic region.

15. Assign administrators.

Run the Administrator Assignments Process (SORAINF) to assign administrators to recruits and applicants based on the rules set up on SOAADAS. Use the Administrator's Assignments Form (SOAAINF) to view all recruits or applicants assigned to an administrator manually or through the SORAINF process.

Use the Administrator Assignments item in the Options Menu from SAAADMS or SRARECR for a specific recruit or applicant to view the administrator(s) assigned to the specific recruit or applicant.

16. Assign ratings.

Now that administrators have been assigned to recruits and applicants, they can assign rating(s) to your applicants on the Admissions Rating Form (SAARRAT). Rating types that were pre-defined for each administrator will default into SAARRAT as long as the administrator/role information is entered in the Key Block. The administrator then needs to only enter the rating itself.

17. Run batch rating process.

If your institution has created a user-defined formula on the Admissions Rating Formula Definition Form (SAARRDF) to assign ratings, run the Admissions Rating Calculation Process (SARRATE) to calculate the ratings based on the formula and to insert the rating into SARRRAT for each applicant that met the criteria.

Other options:

18. Enter ratings on the Admissions Decision and Rating Batch Entry Form (SAADCBT). This form allows you to enter decisions or ratings in batch. As on SAARRAT, rating types defined for an administrator on SAARRCT will default into the form if the administrator and role information is entered in the Key Block.

19. Ratings can also be used with the auto-decision process. Enter rating minimum and maximum values on the Admissions Decision Rules Form (SAADCSN) as part of auto-decision processing.

## Selective Admissions Purge Process

The following purge is part of the Admissions module.

### Admissions Purge (SAPADMS)

This process will purge all admissions information for a student based on the user specified parameter of term.

The term entered represents the terms up to and including the term for which you would like to purge admissions data.

The user may optionally choose to delete High School, Prior College, and Test Score information by parameter selection. The Transfer Articulation information for the applicant will also be deleted if no General Student information exists, or it may *bypass* those students with registration or academic history. The process will only delete the mail records which are tied to the Admissions module. This process will also delete person-related information such as interests and contacts, if no recruiting or student record exists for the applicant.

## Admissions Reports

The following reports are run through the Admissions module.

Admissions Count by College/Major Report	(SARACTM)
Admissions Application Report	(SARADMS)
Admit Decision Calculation Report	(SARBDSN)
Admission Decision Criteria Report	(SARDCSN)
Admissions High School Report	(SORHSRP)
Admission Purge	(SAPADMS)
Appointment Purge Process	(SOPAPPT)
SAT Recentering Process	(SOPSATS)
AMCAS Extract File Process	(SARAMXF)
AMCAS Date Purge	(SARAMDP)
Communication Load Process	(SURLOAD)
Communication Removal Process	(SURDELT)
Source/Background Summary Report	(SORSBSM)
Rating Audit Report	(SARDCBT)
Administrator Assignments Process	(SORAINF)

Electronic App Purge Process	(SARETPG)
Elec App Verify/Load Process	(SARETMT)
TS 189 Upload to Banner	(SAR189U)
Student Email Process	(SOREMAL)
Batch Email for Elec. Apps. Process	(SAREMAL)
Admissions Rating Calculation Report	(SARRATE)
Electronic Application Report	(SARETBL)
Learner Curriculum Conversion Process	(SOPLCCV)
Learner Curriculum Purge Process	(SOPLCPG)
Non-Destructive Curric Update Report	(SOPLCHG)
Process Mass Entry Report	(SORMEBP)
Purge Mass Entry Audit Process	(SOPMAUD)

*Please refer to the Banner Student Reports and Processes Handbook for report descriptions, instructions, parameter definitions, and output samples.*

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

### Example:

Select:	SARADAP_PIDM
From:	SARADAP

Next, enter the Selection Rules for the population of records you would like to see.

### Example:

SARADAP_TERM_CODE_ENTRY	'200010'	AND
SARADAP_LEVL_CODE =	'UG'	

---

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view or modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.

# General Student

This chapter discusses processing and procedure information for General Student.

## General Student Procedures

Here are tasks you can perform in this module.

### Review/Change Current Student Information

The General Student Form (SGASTDN) is used to modify a student's current academic information, such as changes to major, residency, student type, etc. It is also used to enter information about a student's career, activities, comments, and veteran information.

The information on the General Student Form (SGASTDN) is initially created when an applicant accepts the institution's offer of admission on the Admissions Decision Form (SAADCRV), in the batch Admissions Decision Calculation Report (SARBDSN), or when an applicant is processed on the Quick Entry Form (SAAQUIK). Information may be maintained on this form to provide a historical record of all changes.

The Miscellaneous Student Information window of SGASTDN contains optional fields which include: **Apprenticeship Code**, **Transfer Center**, **Employment and Training Code**, **Employment Expectation**, **Vocational Education Status**, **Education Level** and **Educational Goal**. The values for the **Education Level** and **Educational Goal** fields default from the Admissions Module if the information is entered there. The values for the other fields need to be entered in this window.

The **Citizenship**, which defaults from the Person Form (SPAPERS), displays in the main window. There is a **Block Code** field in the main window which supports the Block Scheduling processing. There are **Graduation Term** and **Year** fields in the main window which support the Graduation Group processing.

When attempting to delete a general student record, the system will check academic history for the effective term and will search for data greater than or equal to the Start Term and less than the End Term.

The General Student Summary Form (SGASTDQ) may be used to give a historical picture of the changes to the student's academic information over time. Information includes: student status and type, residency code, level, academic standing information, and curriculum data. The **ID** field is required, and the **Term Code** field is optional. If no term code is entered, all existing general student records will be queried for the student. If a term is entered, only those student records with a from term that is earlier than or equal to the Key Information term will be queried.

The Additional Student Information Form (SGASADD) maintains information about student cohort codes, in addition to student attributes. The cohort codes will default from admissions when the general student record is created. These codes may be used for grouping and tracking specific categories of students. The student attributes are also effective term oriented, but are maintained only in the General Student module. These attributes may be used in the student classification rules

to further define the class calculation. These codes may also be used to store any additional student data.

## Athletic Compliance Processing

Athletic compliance processing allows institutions to track athletic status and academic eligibility in support of the National Collegiate Athletic Association (NCAA) Athletic Compliance (ATHL) requirements.

### Processing Overview

Athletes who satisfy initial academic eligibility requirements become qualified to compete in NCAA sanctioned competition.

Eligibility is based on years of eligibility, seasons of competition available, and seasons of competition used as defined by NCAA requirements. Time lapses are allowed for time periods when an athlete is not enrolled. Eligibility can be adjusted for time lapses. Transfer eligibility, academic residency, residency exceptions, and transfer status can also be considered for eligibility requirements.

Additionally, institutions can effectively track changes in athlete eligibility over time. Compliance (sport) records for an athlete can be copied to future terms along with associated current competition information and, optionally, attribute information. This aids institutions in reviewing changes in eligibility. The Athletic Compliance Form (SGASPT) is used to enter and update athletic compliance information.

Institutions also have the ability to copy compliance and current athletic competition to a future term for a group of athletes using mass entry processing. This provides consistent information to the athletic certification staff as an athlete's progress is followed from term to term. The Mass Entry Athletic Compliance Form (SGAMSPT) is used to search for compliance records and then copy, insert, or update athletic information for specific athletes based on the search criteria results or a population selection. Results can be reviewed, audited, and submitted for batch update.

Institutions can track the academic progress of an athlete using the Athletic Academic Progress Form (SGAAPRG). Progress is determined by credit hours per term and academic year, to see if the athlete is in compliance and is allowed to compete in a sport. This form provides curriculum and field of study summary information, in addition to degree completion information.

Institutions can query athletic compliance and competition information on the Athletic Compliance Inquiry Form (SGISPT). Athletic compliance records can be displayed in different views based on the ID, the sport, or both.

### Set Up Values Used with Athletic Compliance Processing

To use athletic compliance, set up your values on the following validation forms.

- Student Activity Code Validation Form (STVACTC)  
Make sure the activity codes have the **Type** field set to `SPRTS`.
- Comment Type Code Validation Form (STVCMTT)

- Degree Completion Change Reason Validation Form (STVDCPR)
- Eligibility Code Validation Form (STVELIG)
- Originator Validation Form (STVORIG)
- Athletic Attribute Validation Form (STVSAAT)
- Athletic Academic Eligibility Validation Form (STVSAEL)
- Athletic Qualifier Status Validation Form (STVSAQS)
- Athletic Competition Reason Validation Form (STVSARE)
- Athletic Residency Exception Validation Form (STVSARX)
- Athlete Transfer Status Validation Form (STVSATR)
- Sport Status Code Validation Form (STVSPST)
- Term Code Validation Form (STVTERM)

## Enter and Update Compliance (Sport) Records

Use the Athletic Compliance Form (SGASPT) to assign sport codes, status, athletic eligibility, academic eligibility, and athletic aid information by term to an athlete.

An athlete needs at least a general person record (SPRIDEN) to be processed on this form. If your institution requires that an athlete with a compliance (sport) record must have an associated general student record (SGBSTDN), you can do so. A student status is displayed for the record for the term, for an ID with a general student record.

**Note:** You can use the Options Menu to access SGISPT for athletic summary queries, SGASPT for mass update processing, and SGAAPRG for academic progress review.

Compliance records can be created and modified for any term and are not required to have associated competition data. Compliance records can be modified in any term, regardless of the existence of competition data. They can also be modified if the athlete is deceased. Compliance records without competition data can be copied to a future term.

Compliance records with a history of competition can be copied to a future term using the copy functionality, but only the compliance information will be copied. Compliance records with current competition data can be copied to a future term, and the associated current competition data is also copied. If you try to copy the current competition record to a future term and the compliance record already exists, the current competition record will be copied. The compliance record will not be modified in the future term.

At a term and sport level, the associated competition data (including total number of seasons of competition available and number of seasons of competition used), athletic attributes, and athletic comment information can be entered. Sport records, the current competition for the sport, and optionally, athletic attributes for the sport, can be copied to a future term.

At the athletic level, athletic eligibility, general comments, athletic compliance admissions information, and compliance agency transfer information can be maintained, after an athlete has been assigned to a sport/compliance record. While multiple sport records can exist for the athlete per term or terms, only a single eligibility, admission, or transfer record can exist for an athlete.



Multiple general comments can be recorded for an athlete. The use of athletic eligibility, general comments, admissions, and transfer information is optional and can be deleted at any time.

In addition to the manually entered athletic compliance admissions data, admissions summary information is presented that includes any applications the athlete has submitted, curriculum and field of study information, high school attendance information, and test score data. Admissions summary information is display only. In addition to the manually entered compliance agency transfer data, transfer summary information is presented that includes transfer institutions, transfer courses, and transfer attendance period GPA data. Transfer summary information is display only.

Compliance records in a term can be deleted as long as no associated competition data (history or current), athletic attributes, or athletic comments exist for the sport. If athletic eligibility, general comments, admissions, or transfer data exists, the last (most recent) compliance record cannot be deleted. To delete the last compliance record, the athletic eligibility, general comments, admissions, and transfer data must be deleted, in addition to any attributes and comments associated with the sport. *A compliance record can never be deleted if any associated competition data (history or current) exists.*

### *Steps to Enter Compliance Records Without Competition Data*

You can enter compliance (sport) records without athletic competition data, athletic attributes, or athletic comments.

#### **About this task**

#### **Procedure**

1. Access the Athletic Compliance Form (SGASPR).
2. Enter the ID for the athlete in the **ID** field in the Key Block.
3. Perform a Next Block to the Athletic Compliance Term block.
4. Enter the term for the athletic compliance record in the **Term** field.
5. Review if the person has a prospect, applicant, or general student record for the term.  
If a general student record exists, review the student status.
6. Perform a Next block to the Athletic Compliance Sport block.
7. Enter the sport code in the **Sport** field for the sport in which the athlete is participating.
8. Enter the status code for the athlete in the **Status** field.
9. Enter the eligibility code for the athlete in the **Eligible** field.
10. Set the **Athletic Aid** check box to selected or  $\forall$  if the athlete is receiving athletic aid.
11. Enter the academic eligibility code for the athlete in the **Academic Eligibility** field.
12. Save the record.

You can stop here. If you want to add additional information for the athlete, then continue with the following steps.

13. Use the Eligibility and General Comments tab to access the Eligibility and General Comments window.

14. Enter athletic eligibility term and attendance information if you choose.

15. Save your changes.

16. Use Next Block to access the General Comments block.

17. Enter general comments that are associated with the athlete.

18. Save your changes.

You can stop here. If you want to view additional admissions information for the sport record, then continue with the following steps.

19. Use the Admissions tab to access the Admissions window.

20. Review summary data for admissions applications, curriculum and field of study records, and high school and test score information, if it is displayed.

21. Enter athletic compliance admissions information for the athlete if you choose.

22. Save your changes.

You can stop here. If you want to view additional transfer information for the sport record, then continue with the following steps.

23. Use the Transfer tab to access the Transfer window.

24. Review summary data for transfer institutions, transfer courses, and transfer attendance period GPAs, if it is displayed.

25. Enter compliance agency transfer information for the athlete, if you choose.

26. Save your changes.

## **Enter and Update Competition Records**

Use the Athletic Competition block on SGASPRT to enter and maintain information related to athletic eligibility in the sport, such as the number of seasons of competition available, and to indicate if the athlete has used a season of competition for the sport in the term.

A reason code for a time lapse in the athlete's availability can also be entered at any time and is required whenever the number of seasons of competition available is changed. The number of seasons of competition used and the number of seasons of competition remaining are calculated and are display only. Competition records can never be deleted. They are retained for historic reference following an athlete's participation in a sport throughout that athlete's career at the institution.

When a competition record has been saved for a sport in a term, it becomes the current competition record for the sport. Only the current competition record for a sport can be modified, regardless of the term. When a current competition record exists for a sport, it must be copied to a future term to carry that information forward. When the current competition data has been copied, the prior term competition record becomes history and can no longer be modified. The future term current competition record can then be modified.

Competition records for a sport in a term are displayed from most recent to least recent. When a new competition record is saved, it becomes the current competition record, and it is given a one-up sequence number. Only a single current competition record can exist, and it cannot be deleted. Previous competition records are noted as having a status of history and can be reviewed but

cannot be updated or deleted. An asterisk (\*) is displayed next to the sport record in the Athletic Compliance Sport block which references the data displayed in the Athletic Competition block.

An athlete can have multiple competition records for a sport within a term but can only have one competition record that is current for the sport, regardless of the term. The sport's current competition record is designated as the most recent competition record entered for the sport in the greatest term. Only the current competition record can be updated or copied to a future term.

The only way to carry competition data forward to a future term is to use the **Copy** button. When a current competition record is updated, a new current competition record is created, and the original competition record is preserved as history. The **Record Status** field displays the status of the competition record as `Current` or `History` (`Display Only`).

When a competition record has been assigned to a sport, that competition record is associated with the sport throughout the athlete's career. 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. After competition data has been entered for a sport, a current competition record will always exist. Institutions can establish procedures to update a sport record with associated status, attribute, or reason code information to indicate the sport is no longer active or current.

The number of seasons of competition available and the setting of the **Season of Competition Used (Indicator)** are considered for a sport across all terms when the number of seasons of competition used and the number of seasons of competition remaining are calculated. While the default number of seasons of competition available is 4, it can be changed to any value from 0–99, but a reason code is required to explain the change. No reason is required if the default of 4 is accepted. Each time the current competition record is saved, the number of seasons of competition used and the number of seasons of competition remaining will be recalculated. History competition records cannot be updated. Only current competition records can be updated.

### *Steps to Enter Compliance Records With Competition Data*

You can enter compliance (sport) records with associated athletic competition data, athletic attributes, and athletic comments. When athletic competition data exists for a sport in a term, the compliance and competition records in that term cannot be deleted.

#### **Procedure**

1. Access the Athletic Compliance Form (SGASPR).
2. Enter the ID for the athlete in the **ID** field in the Key Block.
3. Perform a Next Block to the Athletic Compliance Term block.
4. Enter the term for the athletic compliance record in the **Term** field.
5. Review if the person has a prospect, applicant, or general student record for the term.  
If a general student record exists, review the student status.
6. Perform a Next block to the Athletic Compliance Sport block.

7. Enter the sport code in the **Sport** field for the sport in which the athlete is participating.
8. Enter the status code for the athlete in the **Status** field.
9. Enter the eligibility code for the athlete in the **Eligible** field.
10. Set the **Athletic Aid** check box to selected or  $\gamma$  if the athlete is receiving athletic aid.
11. Enter the academic eligibility code for the athlete in the **Academic Eligibility** field.
12. Save the record.
13. Use Next Block to access the Athletic Competition block.
14. **Optional:** Enter the beginning term of eligibility in the **Begin Term of Eligibility** field.
15. **Optional:** Enter the ending term of eligibility in the **End Term of Eligibility** field.
16. Review the default number of seasons of competition available in the **Seasons of Competition Available** field and change it if desired.
17. If you changed the number of seasons of competition available, you *must* enter a reason code in the **Reason** field.
18. **Optional:** Check the **Season of Competition Used** check box to indicate that the athlete has used a season of competition in the sport.
19. Save the changes.
20. Review the calculated values in the **Seasons of Competition Used** and **Seasons of Competition Remaining** fields.
21. Review the status of the competition record in the **Record Status** field to see if it is current or in history.
22. Use the Attributes tab to access the Attributes block.
23. **Optional:** Enter attribute codes for athletic attributes for the sport record.
24. Save the changes.
25. Use the Comments tab to access the Athletic Comments block.
26. **Optional:** Enter athletic comments for the sport record.
27. Save the changes.

You can stop here. If you want to add additional information to the sport record, then continue with the steps listed under “Entering Sport Records Without Competition Data” for entering or reviewing eligibility, general comments, admissions, and transfer information.

## Enter and Update Athletic Attributes

Use the Athletic Attributes block on SGASPRT to enter and maintain attributes for the athletic compliance sport record.

An athlete can have multiple attributes for a sport within a term. Attributes are associated with the athletic compliance sport record. They are not associated with the general student record. Attributes are unique to the sport, are associated with the term for the sport, and can be copied to a future term.

An asterisk (\*) is displayed next to the sport record in the Athletic Compliance Sport block which references the data displayed in the Athletic Attributes block.

## **Enter and Update Athletic Comments**

Use the Athletic Comments block on SGASPRT to enter comments for the athletic compliance sport record.

An athlete can have multiple comments for a sport within a term. These comments are associated with the athletic compliance sport record. If you want to enter comments associated with the athlete, regardless of the term or sport, use the General Comments block. Athletic comments are free form, are associated with the ID, sport, and term, and are not copied to a future term.

An asterisk (\*) is displayed next to the sport record in the Athletic Compliance Sport block which references the data displayed in the Athletic Comments block.

## **Enter and Update Athletic Eligibility Information**

Use the Athletic Eligibility block on SGASPRT to enter and maintain eligibility data for an athlete, such as attendance dates, enrollment dates, and number of attended terms. An athlete can have one athletic eligibility record regardless of sport and term.

## **Enter and Update General Comments**

Use the General Comments block on SGASPRT to enter and maintain general comments for an athlete. An athlete can have multiple general comments records. These records are created independently from the sport and term. The comment text is free form.

## **Enter and Update Admissions Information**

Use the Admissions window on SGASPRT to enter admissions compliance information and review admissions summary data for an athlete.

You can view admission applications, curricula and field of study information, and high school and test score information. You can enter admissions compliance information for the athlete including qualification, SAT scores, high school core coursework, and high school GPA. An athlete can have one athletic admissions record, regardless of sport and term.

## **Enter and Update Transfer Information**

Use the Agency Transfer window on SGASPRT to enter compliance agency transfer information and review transfer data for an summary data athlete.

You can view transfer institution, transfer course summary, and transfer attendance period GPA information. You can enter compliance agency transfer information for the athlete including quality points, transfer GPA, terms attended, hours and attempted hours, and residency information. An athlete can have one compliance agency transfer record, regardless of sport and term.

## Perform Mass Entry for Compliance (Sport) Records

Use the Mass Entry Athletic Compliance Form (SGAMSPT) to perform mass entry athletic compliance processing for athletes with compliance (sport) records.

Compliance records must exist on SGASPT to be updated on this form. Updates can be made even when holds exist. You can search on specific criteria, perform copy, insert, or update processing, and then view the results. When the copy functionality is used, existing sport values will be copied by default, or you can overwrite existing values, insert a new attribute, and optionally copy the attributes from the current term to a future term. Current competition data can be copied to the future term.

If no search criteria is entered, the Results window will not display any records. If search criteria is entered that does not include the athletic compliance term, results will only be displayed for queries. A search criteria athletic compliance term code is always required to perform the copy, insert, or update process. When copy, insert, or update criteria is entered, you can manually enter IDs for students with athletic compliance records and then perform updates and process those records from the Results window.

Population selection can be also used to search for athletic compliance records and PIDMs that meet the search criteria of the form. 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.

## Copy Compliance (Sport) Records to Future Terms

Compliance records can be copied individually on SGASPT or copied in mass on SGAMSPT. A record is always copied to a future term. Compliance data can also be inserted or updated in mass on SGAMSPT. You cannot perform the copy, insert, or updates processes at the same time.

**Note:** Messages that are displayed on SGASPT and SGAMSPT during insert, update, and copy processing are not exactly the same, but they are similar. Messages in the Results window on SGAMSPT may provide more information than the autohint text or pop-ups that are displayed on SGASPT.

### *Search on SGAMSPT*

Before you can copy, insert, or update compliance data on SGAMSPT using mass entry processing, you need to enter the search criteria or provide a population selection.

You must enter an athletic compliance term in the search criteria to use the copy, insert, or update processes. You can leave the athletic compliance term in the search criteria null when SGAMSPT is used in query mode. The search criteria sport is not required.

- When the copy process is used and the search criteria sport is null, *all* sports in the search criteria with the athletic compliance term are copied to the future term.
- When the insert process is used and the search criteria sport is null, the sport will only be inserted one time, but it will be inserted for any athlete with any sport in that term.

- When the update process is used and the search criteria sport is null, *all* sports will be updated in that term.

It is suggested that a search sport be used for the copy, insert, or update processes. Only the current competition record is considered, regardless of the setting of the **Season of Competition Used in this Term** option group (Yes or No) in the search criteria.

### *Copy on SGAMSPT*

The Copy window on SGAMSPT is used to copy athletic compliance and current competition information (if it exists) from the current term to a future term. The copy, insert, or update processes cannot be performed at the same time.

Compliance data is copied as follows:

- Existing compliance values are copied by default, but those values can be modified before the copy process is performed.
- The sport code, sport status, athletic eligibility, and academic eligibility values are copied to the future term.
- When status, athletic eligibility, or academic eligibility values are not entered for the copy process, existing data is used and is copied to the future term.
- When status, athletic eligibility, or academic eligibility values are entered for the copy process, those values will supersede the existing values when the copy is performed.
- Attributes are copied to the future term when requested during the copy process.
- Beginning and ending terms of eligibility and the number seasons of competition available are copied to the future term if current competition data exists for the sport.
- The reason code for the current competition record is *not* copied to the future term.
- Athletic comments are *not* copied to the future term.
- The setting of the **Athletic Aid (Indicator)** is copied to the future term as cleared 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 cleared or N, regardless of the setting on the current competition record in the current term. This setting can be changed to selected or Yes in the Insert or Update window for *update* processing using the **Season of Competition Used in this Term** radio group.

### *Insert or Update on SGAMSPT*

The Insert or Update window on SGAMSPT is used to insert or update athletic compliance data. The copy, insert, or update processes cannot be performed at the same time.

Use the Athletic Compliance Insert or Update Values section of the window to insert a new compliance record or update existing compliance values for athletic compliance records based on the search criteria entered in the Search window. You must enter an athletic compliance term in the search criteria 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, after 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** option 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** option 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** option group is set to **No** in the search criteria, the **Season of Competition Used in this Term** option 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** option group must set to **No** for the update process.

### *Copy on SGASPRT*

Compliance records displayed for the term in the Athletic Compliance Sport block on SGASPRT can be copied to a future term to create new compliance records in that future term.

- The **Copy** button is used to access the Copy Sport to Future Term window where you can specify the term to copy the compliance record to and then perform the copy.
- The **Process Copy** button is used to perform the copy.



- The **Return** button is used to return to the main window and not perform the copy.

A compliance record can only be copied to a future term (the to term). The from term data is automatically populated with the current term and cannot be changed. The sport code cannot be changed. If the compliance record already exists in the specified future term, the compliance data will not be overwritten. If the compliance record does not exist in the future term, the record will be copied.

Compliance records can exist in any term, with or without competition data. When a compliance record has associated current competition data, the current competition data is copied. When competition data is copied, the from term competition record becomes the history record and cannot be modified. The to term competition record becomes the current competition record and can be modified. If current competition data exists in a future term, the copy process will not copy that competition data. Copying attributes is optional. Attributes can be copied regardless of the existence of competition data.

**Note:** You can use Count Query Hits from the **Sport** field on SGAPSRT to see the current competition term for the sport when you are on a record in a prior term, or see a message that no current competition term exists for the sport.

Compliance data is copied as follows:

- The setting of the **Athletic Aid (Indicator)** is copied to the future term as cleared or N. This setting can be changed to selected 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 cleared or N. This setting can be changed to selected 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 selected in the Copy Sport to Future Term window.

Compliance records with competition history can be copied a future term, but only the compliance data is copied. Competition data is not copied, as it is not current. Attributes are copied if selected. Current competition data can be copied to any future term. For example:

- The compliance record for golf exists in term 200111 with competition history.
- The compliance record for golf exists in term 200122 without competition data.
- The compliance record for golf exists in term 200133 with current competition data.
- The compliance record for golf exists in term 200144 without competition data.

- The compliance record for golf exists in term 200155 without competition data.

You choose to copy the compliance record for golf in term 200133 with current competition data to term 200166. The compliance and competition records are copied successfully. The results are:

- The compliance record for golf exists in term 200133 with competition history.
- The compliance record for golf exists in term 200166 with current competition data.

You can view the new compliance record in the Athletic Compliance Term and Athletic Compliance Sport blocks to see the data that was copied forward. The detail for the new record is displayed in the Athletic Compliance Sport block, and any competition information that was copied is displayed in the Athletic Competition block. When attributes are copied, that data is displayed in the Athletic Attributes block.

### *Sample Rules for Insert, Update, and Copy*

Here are some example rules for how the insert, update, and copy functionality works on SGASPRT and SGAMSPT. Compliance records can be created in any term. Remember that current competition records must be copied to future terms.

The example rules that follow use these three terms:

- Term 200111 = current or prior term
- Term 200222 = future term 1
- Term 200333 = future term 2

### *Insert and Update Compliance (Sport) Records*

These rules refer to creating and inserting compliance records for an athlete.

- Compliance records can be created for Term 200111 when the sport does not already exist in Term 200111.
- Compliance records can be created for Term 200111 if the sport record exists in Term 200222.
- Competition records cannot be created for Term 200111 if competition data exists in Term 200222. An error is displayed that competition data cannot be created in the term.
- Competition records can be created in Term 200111 when no competition records exist for the sport in Term 200222.
- Compliance records can be created for Term 200222 when compliance records exist in Term 200111, even when competition data exists in Term 200111.

When current competition data exists in Term 200111 and compliance data (only) exists in Term 200222, competition data cannot be manually entered in Term 200222. You will need to copy the current competition data in Term 200111 to Term 200222. If you attempt to manually enter competition data in Term 200222, an error is displayed that competition data exists for this sport in a prior term, and the current competition data needs to be copied to a future term.

### *Copy Records Individually*

These rules refer to copying compliance records on SGASPR.

- Compliance records with no competition data in Term 200111 can be copied to any future term.
- Compliance records with current competition data in Term 200111 can be copied to Term 200222. When compliance data only exists in Term 200222, the current competition data will be copied to Term 200222.
- Compliance records cannot be copied from a future term to a previous term, such as copying from Term 200222 to Term 200111.
- Compliance records can be copied from Term 200111 to Term 200222 when no competition data exists in Term 200111, and when no compliance record exists in Term 200222.
- Compliance records with current competition data can be copied from Term 200111 to Term 200333 when current competition data exists in Term 200111 and compliance data exists in Term 200222.

### *Insert and Update Records Through Mass Entry Processing*

These rules refer to inserting sport records using mass entry processing on SGAMSPT.

For inserts and updates, the athletic compliance term for the search criteria is required. When the athletic compliance term and sport are entered in the search criteria, they will be displayed in the Insert or Update Window and cannot be changed. To make a change, you need to return to the Search window and re-enter a different sport or athletic compliance term.

- Compliance records can be updated for Term 200111 or Term 200222 at any time.
- Current competition data can be updated in Term 200111.
- Current competition data can be updated in Term 200222 when competition history exists or when no competition data exists in Term 200111.
- Current competition data can be updated in Term 200111 when compliance data exists in Term 200222.
- Only current competition data can be updated, regardless of term.

You must complete all updates to current competition data for Term 200111 before the competition record is copied to Term 200222. For example, you cannot go back to the competition history record and change the setting of the **Season of Competition Used** indicator.

### **Delete Compliance (Sport) Records**

These rules refer to deleting compliance (sport) records from SGASPR.

- Compliance records can *only* be deleted from SGASPR. They are *not* associated with general student records and are *not* deleted when the General Student Purge Process (SGPSTDN) is run.
- Compliance records *cannot* be deleted when athletic competition data (history or current) exists.

- Compliance records *can* be deleted when no competition data (history or current) exists for the sport, and no related data (such as athletic comments or athletic attributes) exists.
- Non-term data (such as athletic eligibility, general comments, transfer information, or admissions information) needs to be removed and the changes saved before the deletion of the last (most recent) sport record.
- Each compliance record *must* be deleted separately. A prompt is displayed to ensure that you want to delete the record and save the changes.
- You *cannot* delete all sport records by deleting the term.

## Query on Athletic Competition Information

The Athletic Compliance Inquiry Form (SGISPRT) is used to query on and view athletic compliance record and athletic competition record summary information for an athlete. You can access SGISPRT using the Options Menu from SGASPT and SGAMSPT.

You have the ability to select how the data is displayed and organized on the form. In the Key Block, you can enter either the ID for the athlete and view the associated sport records by term, *or* you can enter a sport and view the associated IDs by term for the sport. You can only enter the ID or the sport, not both.

After you have entered the ID or the sport and used Next Block to access the Athletic Compliance Inquiry block, you can change the summary data display by selecting a different view from the **Choose View** field. The list of available views is specific to the Key Block selection of ID or sport. You can also perform subqueries on the summary data in the Athletic Compliance Inquiry block.

**Note:** The current record is always the most recent sport record with competition data.

You can view the following types of records using the **Choose View** field.

View	Description	ID, Sport, Both
All Records	Displays all records for a sport or ID (depending on the value entered in the Key Block), with or without associated competition records.	Both
All Competition Records	Displays all competition records for a sport or ID (depending on the value entered in the Key Block), those current and those in history.	Both
Most Recent Competition Records per Term	Displays most recent history record for each term when multiple competition history records exist.	Both
Current Competition Records	Displays current competition records only:	Both

View	Description	ID, Sport, Both
	<ul style="list-style-type: none"> <li>for each sport when an ID is entered in the Key Block, and</li> <li>for each ID when a sport is entered in the Key Block.</li> </ul>	
Sports without Competition Records	Displays sport records that do not have associated competition data.	ID
Current and Most Recent Records (default for ID inquiry)	<p>Displays current sport record with competition, in addition to the sport record with the highest term that does not have an associated competition record, if one exists.</p> <p>If a sport record has a competition record, and another sport record exists that has a higher term but does not have a competition record, both records will be displayed.</p> <p>If a sport record exists for a term that is less than the highest term for the competition record, it will not be displayed.</p>	ID
Athletes without Competition Records	Displays sport records for athletes, where those records do not have associated competition data.	Sport
Current and Most Recent Records per Athlete per Sport (default for sport inquiry)	<p>Displays current sport record with competition, in addition to the sport record with the highest term that does not have an associated competition record, if one exists.</p> <p>If a sport record has a competition record, and another sport record exists that has a higher term but does not have a competition record, both records will be displayed.</p> <p>If a sport record exists for a term that is less than the</p>	Sport

---

View	Description	ID, Sport, Both
	highest term for the competition record, it will not be displayed.	

---

## Track Athletic Academic Progress

The Athletic Academic Progress Form (SGAAPRG) is used to track the academic progress of an athlete for a degree.

Progress is determined by credit hours per term and academic year, to see if the athlete is in compliance and has met the academic requirements to compete in a sport. This form provides curriculum and field of study summary information. Degree completion information can be entered as well.

Records in the Academic Requirements block cannot be modified or deleted. Only the setting of the **Active (Indicator)** can be changed. If you want change a record, create a new record for the term, enter the hours, make it the active record (select the **Active** check box or set it to Y), and deactivate the existing record (clear the **Active** check box or set it to N). This creates an audit history for the athlete.

## Banner Views Used with Athletic Compliance Processing

Two Banner views are used with athletic compliance processing.

### *Athletic Compliance Sport Records by Term and ID View (SGVATPT)*

This view is used to collect data for PIDMS for unique terms for which athletic compliance records (SGRSPRT) exist.

The following rows are in this view:

```
SGVATPT_PIDM
SGVATPT_TERM_CODE
```

### *Athletic Compliance Sport Records View (SGVISPT)*

This view is used to collect all sports data for PIDMS for which athletic compliance records (SGRSPRT) and athletic competition records (SGRATHC) exist. For example, you could perform a select of ID and full name, by term and sport code, and create a roster for that sport.

The following rows are in this view:

```
SGVISPT_PIDM
SGVISPT_ID
SGVISPT_FULL_NAME
SGVISPT_TERM_CODE
```

---

```
SGVISPT_ACTC_CODE  
SGVISPT_SAEI_CODE  
SGVISPT_ELIG_CODE  
SGVISPT_SPST_CODE  
SGVISPT_ATHL_AID_IND  
SGVISPT_STST_CODE  
SGVISPT_ASTD_CODE  
SGVISPT_SEASON_USED_IND  
SGVISPT_CURRENT_IND  
SGVISPT_COMP_SEQ_NO  
SGVISPT_COMP_USER_ID  
SGVISPT_COMP_ACTIVITY_DATE  
SGVISPT_SARE_CODE  
SGVISPT_SEASONS_AVAILABLE  
SGVISPT_ELIG_BEGIN_TERM_CODE  
SGVISPT_ELIG_END_TERM_CODE
```

## Student Right to Know Reporting

The Student Right to Know act proposes regulations that require an institution of higher education to disclose information about its student body's completion or graduation rates.

### About this task

This act expands the types of "consumer" information that institutions are required to disclose to both current and prospective students through appropriate publications and mailings.

Institutions are required to report a completion or graduation rate for full-time certificate-seeking or degree-seeking undergraduate students. Also, institutions that award athletically related student aid are required to report completion or graduation rates of various student populations at the institution, including student athletes. If an institution cannot calculate the graduation rate of the most recent cohort of students that has had an opportunity to graduate, the institution would report a persistence rate until it can disclose an actual graduation rate of an entering cohort of students. This statute requires an institution to make these disclosures to current and prospective students by July 1, 1993, and annually thereafter.

**Note:** References to the "Legislation" in this procedure, refer to the Notice of Proposed Rule Making which was published in the July 10, 1992 Federal Register. It is recommended that you read either this information, or the Dear Colleague Letter from the US Department of Education dated August 21, 1991 before this processing is implemented.

The following are the procedural steps which may be followed to implement the Student Right to Know reporting:

### Procedure

1. Update the following validation forms with your institution's defined codes:

#### *Degree Level Code Validation Form (STVDLEV)*

This form needs to be updated with numeric values, indicating a hierarchy of your institution's degree levels.

For example, an associates level degree may be assigned a numeric value of 5, a baccalaureate level degree may be assigned a numeric value of 10, and a masters level degree may be assigned a numeric value of 15. This will indicate that a baccalaureate level degree is higher than an associates level degree, and that a masters level degree is a higher degree level than a baccalaureate level degree.

#### *Cohort Code Validation Form (STVCHRT)*

An institution will define their Student Right to Know Cohort Codes on this form.

For Student Right to Know cohorts, a **Cohort Code**, **Description**, **Start Term**, **End Term**, **Degree Level**, and a selected **Print Indicator** must be designated for each code.

**Note:** You must check the **Print Indicator** for those cohort codes which are to be included in the Student Right to Know Report (SGRKNOW). Cohort codes may be used for both Student Right to Know reporting or for tracking of other types of populations or groups.

When defining your institution's Student Right to Know cohorts, it is very important that the start term reflects the fall term in which the cohort of students entered the institution, and that the end term reflects the very last term in which the students could have completed or graduated from their respective programs to meet the regulatory requirements.

According to the legislation, a student is considered to have completed or graduated from their respective programs if they completed or graduated from the programs they entered within 150 percent of the normal time to completion or graduation.

#### *Example:*

If your institution offers an associates level degree, whose normal time to completion is 2 years, students enrolled in this program will be given 3 years to graduate or complete from this program to be considered a graduate under the Student Right to Know reporting.

If your institution offers a baccalaureate level degree, whose normal time to completion is 4 years, students enrolled in this program will be given 6 years to graduate or complete from this program to be considered a graduate under the Student Right to Know reporting.

According to the legislation, if an institution offers programs of different length, the institution must disclose its completion or graduation rate when 150 percent of the normal time for completion or graduation for its longest program has elapsed. If your institution offers both associate and baccalaureate level degrees, each must be defined as separate cohort codes for Student Right to Know reporting in the Banner Student System. Please note that according to the legislation, an institution must disclose an institution-wide rate.

That is, the graduation rate for an entering class of associate level students and the graduation rate for the entering class of baccalaureate level students, whose start terms must match, must be combined and reported after students in both programs have been given the allowed time to graduate or complete their programs under the requirements of the Student Right to Know Act.

#### *Examples:*

The following is a list of the term codes and time frames that will be used in all examples within this document.



<b>Academic</b>	<b>Fall Term Code</b>	<b>Spring Term Code</b>	<b>Summer Term Code</b>
86-87	198601	198602	198603
87-88	198701	198702	198703
88-89	198801	198802	198803
89-90	198901	198902	198903
90-91	199001	199002	199003
91-92	199101	199102	199103
92-93	199201	199202	199203
93-94	199301	199302	199303
94-95	199401	199402	199403
95-96	199501	199502	199503
96-97	199601	199602	199603
97-98	199701	199702	199703

*Example 1:*

For an institution that offers a two-year associate and a four-year baccalaureate program, and does not have historical data to report, the cohort codes for the entering Fall class in 1991 might be defined as follows:

<b>Cohort Code</b>	<b>Description</b>	<b>Start Term</b>	<b>End Term</b>	<b>Degree Level</b>	<b>Prnt Incl</b>
91ASSOCIATE	Fall 1991 Associates Candidates	199101	199303	01	Y
91BACHELOR	Fall 1991 Bachelors Candidates	199101	199603	02	Y

Therefore, students entering the Associate cohort in the Fall of 1991 will be given until the end of the summer for the academic year 1993-1994 to complete their degree level program, and students entering the Bachelor cohort in the Fall of 1991 will be given until the end of the summer of the academic year 1996-1997 to complete their degree level program.

For the July 1, 1993 reporting deadline, this institution will be reporting the persistence rate of the entering class of 1991. The persistence rate is the percentage of students that completed their degree level program, moved to a higher level program, or re-enrolled in the institution in the Fall of 1992.

*Example 2:*

For an institution that offers a two-year associate and a four-year baccalaureate program, and has historical data for the entering class of 1986 to report, their cohort codes might be defined as follows:

Cohort Code	Description	Start Term	End Term	Degree Level	Prnt Incl
86ASSOCIATE	Fall 1986 Associates Candidates	198601	198803	01	Y
86BACHELOR	Fall 1986 Bachelors Candidates	198601	199103	02	Y

Therefore, students that entered the associate cohort in the Fall of 1986 were given until the end of the summer for the academic year 1988-1989 to complete their degree level program, and students entering the bachelor cohort in the Fall of 1986 will be given until the end of the summer of the academic year 1991-1992 to complete their degree level program.

For the July 1, 1993 reporting deadline, this institution will be reporting the completion/graduation rate of the entering class of 1986. That is, they will report the percentage of students that have completed their degree level program or moved to a higher degree level program before the specified end term as defined on the Cohort Code Validation Form (STVCHRT).

#### *Cohort Reason Code Validation Form (STVCREA)*

This validation form allows you to define reasons for inactivating a student's cohort code. For the purpose of calculating Student Right to Know graduation rates, an institution may inactivate a student's cohort code, and therefore remove the student from the cohort, if they leave the institution for one of the four following reasons:

- To serve in the Armed Services,
- To serve on Official church mission assignments,
- To serve with a foreign aid service of the Federal Government, such as the Peace Corps,
- If they have died.

Cohort reason codes should be created for each of these instances to support the Student Right to Know reporting.

#### *Banner Student Activity Code Validation Form (STVACTC)*

If your institution awards athletically related financial aid, your institution is required to report the graduation rates of certain groups of student athletes in addition to the required institution-wide graduation rate.

The sports in which the graduation rates of student athletes must be tracked are:

- Basketball
- Baseball
- Football
- Cross Country/Track

- All other sports combined

Sport codes should be created for each of these instances, and for other sports for which your institution awards athletically related aid, to support the Student Right to Know reporting.

**Note:** Do not use "UNASSIGN" as an activity code. This value has already been defined as a default for use in processing for the Student Right to Know Report (SGRKNOW).

This functionality was not designed to satisfy the NCAA Reporting Requirements; it was designed to comply with the requirements outlined in the Student Right to Know Legislation.

2. After all validation tables have been updated or created, you must associate students with cohort codes for an effective term on the Additional Student Information Form (SGASADD). This task may be accomplished two ways:

The first method of associating students with cohort codes is online association, which is performed on a student-by-student basis in the Additional Student Information Form (SGASADD). The keys to this form are student ID and effective term.

An alternate method of associating students with cohort codes is through the batch Cohort Load Process (SGRCHRT). This load process utilizes population selection, and should be run to update the student's general student cohort codes for the specified effective term. (Cohort codes may be loaded in batch into a person's existing recruiting, admissions, general student, or academic history record.)

A student should be placed in your institution Student Right to Know cohorts if they are full time, undergraduate, certificate-seeking, or degree-seeking students that have entered a program of higher education for the first time at your institution during the fall term. The cohort should also include students who enter an institution for the first time during the summer and then re-enroll at the same institution for the fall enrollment.

However, an institution should exclude from the cohort students who enter the institution during the summer but fail to re-enroll at the same institution for the fall enrollment. For the purpose of establishing a cohort of students, an institution never includes students who transfer into the institution.

3. After you have associated students with their respective Student Right to Know cohort code, if your institution awards athletically based financial aid, student athletes must also be associated with sport codes on the Student Sport Form (SGASPRT).

Students must be associated with a sport for which they have received athletically related financial aid, for the start term of their Student Right to Know cohort. The **Athletic Aid (Indicator)** for each sport code for which the student has received financial aid to participate in must be selected.

*Example:*

John Miller is a member of the entering cohort of baccalaureate candidates at your institution in the fall of 1991 (Term 199101). At this time, John is awarded athletic aid to play baseball. John would be assigned the baseball sport code with a selected **Athletic Aid (Indicator)** in the Student Sport Form (SGASPRT) for 199101. In the Fall of 1993, John decides to no longer play baseball. This information may be updated and tracked for your institution's use; however, John will remain a member of the baseball sport code and baccalaureate level cohort for Student Right to Know reporting.

The keys to the Student Sport Form are ID and Term. Again, it is important that the student's sport code is entered with a selected **Athletic Aid (Indicator)** for the start term of their cohort to be accurately processed in the Student Right to Know Report (SGRKNOW).

4. Run the Student Right to Know Report (SGRKNOW).

**Note:** For institutions outside of the United States, the Student Right to Know Report (SGRKNOW) uses IPEDS Ethnic Codes as defined on the IPEDS Ethnic Code Validation Form (STVETCT). These values must be entered for your institution's Ethnic Code Validation Form (STVETHN).

The parameters used by the report are as follows:

*Report Term* - (single, required) Defines the start term of the cohort codes to be processed and is validated against the Term Code Validation Form (STVTERM).

*Cohort Start Term* - (multiple, required) Limits the code(s) processed to those specified with a matching start term. A wildcard (%) will process all cohort codes with a matching start term and a selected **Print Indicator**. Cohort codes are validated against the Cohort Code Validation Form (STVCHRT).

*Enrollment Term* - (single, optional) Defines the term in which students must have enrollment to be counted as a persister. Term codes are validated against the Term Code Validation Form (STVTERM).

*Cohort Code* - (multiple, required) Defines the cohort codes to be processed and is validated against the Cohort Code Validation Form (STVCHRT). A wildcard (%) will process all cohort codes.

**Note:** Only cohorts with start terms matching the Cohort Start Term parameter selection will be processed. If a wildcard (%) is entered, only those cohorts with start terms matching the Cohort Start Term parameter or having a **Print Indicator** that is selected (set to Y) on the Cohort Code Validation Form (STVCHRT) will be processed.

*Sport Activity Code* - (multiple, optional) Specifies the sport activity code(s) to be processed for each cohort code and is validated against the Banner Student Activity Code Validation Form (STVACTC). Enter a wildcard (%) to process all sport activity codes.

*Degree Level* - (multiple, required) Limits cohort code(s) to be processed to match the degree level as specified on the Cohort Code Validation Form (STVCHRT), or a wildcard (%) may be entered to process all degree levels.

*Athletic Aid Indicator* - (Y/N) Enter Y to select only those students with the sport code(s) to be processed where the **Athletic Aid (Indicator)** for the sport code is selected.

*Print Detail Report Indicator* - (Y/N) Enter Y to print a detailed listing of students in each category.

*Process by Student Period* - (Y/N) Enter Y to process a student centric period in the report.

The following are an examples of how report parameters may be set.

*Example 1:*

For an institution that offers a two-year associate and a four-year baccalaureate program, and does not have historical data to report, the report parameters would be set as follows:

Parameter	Value
Report Term:	199101
Enrollment Term:	199201 (For the July 1, 1993 reporting, a persistence rate of the class of 1991 in the fall term of 1992 must be reported.)
Cohort Code:	% (Process all cohort codes with start term of 199101 and a selected <b>Print Indicator.</b> )
Sport Activity Code:	% (All sport activity codes will be processed.)
Degree Level:	% (Process cohort codes at all degree levels with a start term of 199101.)
Athletic Aid Indicator	Y (Select only those students with athletic aid for the sport code(s).)
Print Detail Report Indicator:	Y (Print a list of students placed into each category.)

*Example 2:*

For an institution that offers a two-year associate and a four-year baccalaureate program and has historical data for the entering class of 1986 to report, the report parameters would be set as follows:

Parameter	Value
Report Term:	198601
Enrollment Term:	Leave Null (For the July 1, 1993 reporting, the actual completion/graduation rate will be determined; therefore, an enrollment term does not need to be entered.)
Cohort Code:	% (Process all cohort codes with a start term of 198601 and a selected <b>Print Indicator.</b> )
Sport Activity Code:	% (All sport activity codes will be processed.)
Degree Level:	% (Process cohort codes all degree levels with a start term of 198601.)
Athletic Aid Indicator	Y (Select only those students with Athletic Aid for the sport code(s).)
Print Detail Report Indicator:	Y (Print a list of students placed into each category.)

If these report parameters are entered, the output would contain:

- a summary sheet for the associates level cohort followed by a detailed listing of students within each Student Right to Know category,

- a summary sheet for each sport code that is related to the students in the associates level cohort followed by a detailed listing of students within each Student Right to Know category,
- a summary sheet for the baccalaureate level cohort followed by a detailed listing of students within each Student Right to Know category,
- a summary sheet for each sport code that is related to the students in the baccalaureate level cohort followed by a detailed listing of students within each Student Right to Know Category.

The categories\* a student may fall into for Student Right to Know reporting are as follows. They appear on the Student Right to Know Report (SGRKNOW) output.

\* These categories match those defined in the US Department of Education's National Center for Educational Statistics.

Please review the process flow after this section which shows the relationship of the categories.

*(01) Initial cohort of students* - This is the number of students with a specified general student cohort, regardless of their active/inactive status. This number represents everyone who was placed in the cohort.

*(02) Adjustment to cohort* - This is the number of students in the initial cohort that have had their general student cohort code inactivated for an effective term that falls within the time period of the start term through the end term or the report parameter enrollment term, whichever is earlier.

*(03) Adjusted cohort* - This is the number of students in the cohort whose general student cohort code is still active. This is calculated by subtracting the adjustment to the cohort from the initial cohort figure.

*(07) Total Graduates* - This is the number of students from the adjusted cohort who have a degree record on the Degrees and Other Formal Awards Form (SHADEGR) with an Awarded Indicator of A (on the Degree Status Code Validation Form (STVDEGS)) at the degree level of the cohort as defined on the Cohort Code Validation Form (STVCHRT). The degree must have been awarded before the ending date of the end term of the cohort as defined on the Cohort Code Validation Form (STVCHRT), or before the ending date of the user-specified enrollment term, whichever is earlier.

**Note:** The **Graduation Date** or the **End Date** of the graduation term associated with the degree will be used in the comparison. One of these fields must be populated in order for a student to be counted as a member of the Total Graduates Category.

*(08) Persisters* - This is the number of students from the adjusted cohort that are not counted in the Total Graduates category but do have registration records for the specified enrollment term.

**Note:** Students will only be placed in this category if the enrollment term is earlier than the end term of the cohort as defined on the Cohort Code Validation Form (STVCHRT).

*(13) Total Transfer Out (Up)* - This is the number of students from the adjusted cohort that are not counted in the total graduates category, do not count in the persisters category, but do have a degree record on the Degrees and Other Formal Awards Form (SHADEGR) for a higher degree level program than the degree level of the cohort as specified on the Cohort

Code Validation Form (STVCHRT). These students must have entered this program before the ending date of the end term of the cohort as defined on the Cohort Code Validation Form (STVCHRT), or before the ending date of the user-specified enrollment term, whichever is earlier.

**Note:** The **Graduation Application Date** for the degree record will be used in this comparison.

(14) *Attrition/Unknown* - This is the number of students from the adjusted cohort that are not counted in the total graduates, total transfer out (up), or persister categories.

## Results

## Assign Cooperative Education Program

Cooperative education data for an admitted student is entered and maintained on the Cooperative Education Form (SGACoop).

## Assign Education Opportunity Programs and Services

The Education Opportunity Programs and Services Form (SGAEOPS) is an optional form allowing an institution to record and maintain information such as EOPS status eligibility factors, acceptance date, and student financial aid eligibility.

Information is maintained on this form by effective term, as on the General Student Form. The person must be a student before EOPS information can be entered.

## Establish Student Classification

The Student Classification Rules Form (SGACLSR) is used to establish the academic classification rules to determine class calculation of freshman, sophomore, etc., based on the range of hours entered and any user-defined student attributes.

A student's classification is determined by comparing the student's hours earned in academic history against the institution established rules. The student's attributes are maintained on the Additional Student Information Form (SGASADD).

The Student Classification Rules Form (SGACLSR) allows for the addition of attributes to be included in the rules processing. You can specify additional requirements along with the credit hour range for determining a student's classification. For example, if a student must complete a sophomore language test before becoming a junior, this requirement can be included in the rules. These attributes are maintained on the Student Attribute Validation Form (STVATTS).

An unlimited number of attributes may be associated with a rule. If multiple attributes are specified on a rule, then these attributes must *all* be satisfied for the student to be given the classification.

Using the above example, a student who has between 60 to 89.99 earned hours, who has the attribute of SOPR - Sophomore Language Test, will be classified as a junior. A student who has 60 to 89.99 hours who does not have the attribute will remain a sophomore.

These attributes are associated with the student on the Additional Student Information Form (SGASADD). These attributes are effective term oriented and are unlimited. By each attribute being effective term oriented, it will allow the user to "time stamp" the information.

## Class Standing

Class standing uses the levels on the Student Classification Rules Form (SGACLSR). A rule must exist for the level of courses in academic history to determine a student's class standing. Only course levels that match the student level are used.

### Example:

UD	0	-	999.99	UD	-	Undeclared
UG	0	-	25.99	01	-	Freshman
UG	26	-	57.99	02	-	Sophomore
UG	8	-	89.99	03	-	Junior
UG	90	-	999.99	04	-	Senior
GR	0	-	99.99	GR	-	Graduate

### *Undeclared Student Level*

1 Undeclared Level Course	3 credits
1 Undergraduate Level Course	3 credits
1 Graduate Level Course	4 credits

### *Class Standing Undeclared*

Class standing is calculated and displayed on the general student record, the Student Course Registration Form (SFAREGS), and the Term Course Maintenance Form (SHAINST). The standing which displays on all Banner Student forms before being rolled to academic history is calculated by using the institution term GPAs which are less than the term in the Key Information, or the transfer term GPAs which are less than or equal to the term in the Key Information.

## Add/Maintain Test Scores

After a prospect has been established on the database, the various types of tests required for recruiting a prospect are entered on the Test Score Information Form (SOATEST).

Test scores for SAT, ACT, GRE, GMAT, and AMCAS tests can also be loaded using test score data loads and are recorded on this form.



## Add/Maintain High School Data

The High School Information Form (SOAHSCH) is used to enter information about a person's high school career. The information includes high school, transcript dates, graduation date, GPA, and subjects taken in high school.

## Add/Maintain Prior College Data

The Prior College Form (SOAPCOL) is used to enter and maintain information about a person's prior college experience including degree information such as majors, minors, and areas of concentration, number of hours, GPA, and transcript date.

A summary of the prior college information may be obtained from the Prior College Summary Form (SOAPCOQ).

## Review Student Data

The Student Report (SGRSTDN) is produced to provide, by term, an informational listing of students. Information displayed includes campus, level, student type, residency, block code, degree, major, and graduation information. It will provide historical information of changes made during a student's career. It also includes veteran information, comments, and activities.

## Review Veterans Data

The Veteran Report (SGRVETN) is used to list students with veteran information by term. It includes not only the student's veteran type and number, but also the certification hours and current schedule of classes. Schedule and veteran number data are required.

In order to produce this report, three components must exist in Banner.

- Information must be entered in the Veteran Information window of SGASTDN for the **Veteran Type**, **Term**, **Certification Credit Hours**, and **Certification Date** fields. Valid values for the veteran type code come from STVVETC. The term code is the term of veteran certification. The veteran certification credit hours for the term are entered in format 99.99. The veteran certification date is entered in format MON-DD-YYYY.
- The veteran file number must exist on the General Person Form (SPAPERS) in the **Veteran File Number** field.
- The student must be registered for courses on the Student Course Registration Form (SFAREGS).

Also, the term code entered in the Veteran Information window of SGASTDN and on SFAREGS must match the term code entered in the Term parameter for the report.

## Cooperative Education (Co-op) Tracking

This section discusses using cooperative education tracking.

### Overview

Co-op tracking allows institutions to track dates, purposes, and sponsorships for activities related to courses or other educational tasks that need to be linked to enrollments or recorded in academic history.

You can create multiple co-op records, attach them to CRNs (sections), and roll them to academic history. When you have attached a co-op to a course section, you can track the activity's sponsor for tasks such as residencies, internships, and clerkships and check potential schedule conflicts and data overlaps.

**Note:** You may have multiple co-ops for a student for a term, but the CRN assigned to each co-op must be unique.

### Tracking Co-ops

Here is information on setup and use of co-op tracking.

#### *Validation Form Set-up*

Use the Cooperative Education Code Validation Form (STVCOPC) to create cooperative education codes.

Check the **Co-op Assignment Allowed** check box on the Schedule Type Code Validation Form (STVSCHD) to indicate that the schedule type for the section is allowed to be assigned to a co-op on SGACOOOP.

#### *Using SGACOOOP for Co-ops*

Use the Cooperative Education Form (SGACOOOP) to enter or validate CRNs that are associated with co-ops.

The **CRN** field on SGACOOOP allows the entry of a CRN associated with a co-op. This field also validates entries so that only sections which exist and that allow co-op attachment (based on the schedule type) can be assigned as a co-op activity. Also, the CRN must exist for the person in registration for the term or in academic history for the term.

You may navigate to three other forms from the **CRN** field. Use function keys or the Option List to access the information. You may query sections, registration, or history.

- Use a List function or select Schedule Section Query from the Option List to access the Schedule Section Query Form (SSASECQ).

The Schedule Section Query Form (SSASEGQ) will display from SGACOOOP if a schedule exists for the effective term in the Key.

If you enter a term in the Key for which no sections exist on SSASECQ, you will see the following error, *\*ERROR\* No Schedule for the selected term.*

- Use a Count Query Hits function or select Registration Query from the Option List to access the Registration Query Form (SFAREGQ).

The Registration Query Form (SFAREGQ) will display from SGACOOOP if a valid CRN exists for the ID number, effective term, and level, so you may query the student's schedule. This allows you to view active registration information for the term so you can select the CRN to be associated with the co-op.

If you enter an ID for a student who has no registration information on SFAREGQ for the term in the Key, you will see the following error, *\*ERROR\* No registration exists for the selected term.*

- Use a Duplicate Item function or select Course Summary from the Option List to access the Course Summary Form (SHACRSE).

The Course Summary Form (SHACRSE) will display from SGACOOOP if a valid CRN exists for the ID number, effective term, and level, so you may query the student's courses for the term. This allows you to view courses in history for the term so you can select the CRN to be associated with the co-op.

If you enter an ID for a student who has no academic history information on SHACRSE for the term in the Key, you will see the following error, *\*ERROR\* No Academic History for selected term.*

The following situations will cause errors to be displayed in the autohelp on SGACOOOP:

- If you enter a CRN that is not valid for the term, you will receive the message *\*ERROR\* CRN does not exist* and will not be able to advance into the form. If you have already removed the information for the student using the Cooperative Education Purge (SGPCOOP), you should delete the co-op record, or you will receive this error.
- If you enter a CRN where the schedule type is not selected as a co-op assignment on STVSCHD (does not allow assignment to a co-op activity), you will receive the message *\*ERROR\* Schedule type does not allow co-op* and will not be able to advance into the form.
- If the co-op record exists, and the student's information has been changed in registration or academic history, (that is., the student is dropped from a course, the CRN is no longer valid as it is counted in enrollment on STVRSTS), you will receive the message *\*WARNING\* CRN is no longer valid for the term and level.* However, you will be able to advance in the form. The CRN must represent a section for which the student has registered or has in history for the term and level of the co-op activity. If you run purges for registration and scheduling, but the student has already been rolled to history, the error will not occur.

The **Course Title** field (untitled) on SGACOOOP displays the title of the course entered in the **CRN** field. This title will come from the schedule, if the CRN is assigned to the co-op and the enrollment is in registration, or it will come from history, if the CRN is assigned to the co-op and the enrollment has already been rolled to history.

The **Begin Date** and **End Date** fields on SGACOOOP are optional fields used to check for overlapping dates on the co-op records for the term, regardless of level or schedule type. When a conflict exists, an alert box will display with the message *\*WARNING\* Activities overlap in term, check to override.* Check the **Override** box and then save the record to continue to add data for the

co-op. This data overlap checking will take place whenever a new activity is added or when the start or end dates are changed.

The **Evaluation Prepared** and **Evaluation Received** date fields on SGACOOOP are optional fields which may be used to track when a student's evaluation was prepared and sent to the co-op provider and then received from and recorded by the co-op provider.

The **Employer Code** field on SGACOOOP is optional, so you are not required to enter employer or provider information for a co-op, if the co-op is being used to designate a vacation or other activity not associated with an employer.

Use the Cooperative Education Activities option in the Navigation Frame on SGACOOOP to access the Cooperative Education Activities for Term window. This window is used to display the co-ops available for the student for the effective term and to see what conflicts exist or have been previously overridden. Use the **Return** button to return to the main window.

### *Using SFAREGQ for Co-ops*

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

The button has three modes:

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

### *Using SHATCKN for Co-ops*

Use the **Co-op Education** button on the Course Maintenance Form (SHATCKN) to access SGACOOOP and view the co-op associated with the CRN in academic history for the student. Button activation is determined by the CRN your cursor is on.

### *Using the Grade Roll Process for Co-ops*

When information is rolled to academic history either online using the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST) or in batch using the Grade Roll to Academic History (SHRROLL), the section start and end dates are rolled.

If the schedule type of the section permits assignment of a CRN to a co-op activity, and the CRN is assigned to a co-op for the term, the start and end dates for the co-op are rolled. If no co-op exists or the section's type does not permit the assignment of a CRN to a co-op activity, then the section dates are rolled.

The shared package `SHKROLS` is used to perform all grade roll functionality. It works in conjunction with the Grade Roll to Academic History (SHRROLL) batch program and the online roll process

performed on the Class Roster Form (SFASLST) and the Class Attendance Roster Form (SFAALST).

## Purge Processes

The following purge processes are part of the General Student module.

### General Student Purge (SGPSTDN)

This process purges the general student information for a student who never registered based on the user-specified effective term and activity date.

You can choose to leave the High School, Prior College, Guardian, Test Score, and Hold information on the database also by parameter selection. General Student information will not be purged if:

1. The student has any active holds.
2. The student has academic history information, that is., a term course maintenance record exists in the SHRTTRM table.

However, if the general student record is purged, the associated communication plan record, along with the person's contacts and outside interests will also be purged.

### Cooperative Education Purge (SGPCOOP)

This process will purge all the cooperative education information based on the user specified parameters of term and activity date.

### Hold Purge (SGPHOLD)

This process purges all expired holds based on the user specified parameters of expiration date, activity date, and hold type.

You can choose one of two options:

- Option 1: Hold expiration date
- Option 2: Hold activity date

## General Student Reports

The following reports are run through the General Student module.

Student Report	(SGRSTDN)
Veteran Report	(SGRVETN)

Hold Purge	(SGPHOLD)
General Student Purge	(SGPSTDN)
Cooperative Education Purge	(SGPCOOP)
Student Block Load Process	(SGPBLCK)
Cohort Load Process	(SGRCHRT)
Student Right to Know Report	(SGRKNOW)

*Please refer to the Banner Student Reports and Processes Handbook for report descriptions, instructions, parameter definitions, and output samples.*

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

### Example:

Select:	SARADAP_PIDM
From:	SARADAP

Next, enter the Selection Rules for the population of records you would like to see.

### Example:

SARADAP_TERM_CODE_ENTRY	'200010'	AND
SARADAP_LEVL_CODE =	'UG'	

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view or modify the people in the population. You can add or delete people from the population

using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.

# Registration

This chapter discusses processing and procedure information for Registration.

## Registration Procedures

Here are tasks you can perform in this module.

### Registration Tables to be Updated Each Semester

The following list is of validation and control forms that need to be updated each semester before registration can occur.

Validation Table/ Control/Rules Form	Information Required for Update
STVTERM	Need start and end dates for the semester. Also helpful to have housing and financial aid dates.
SSAEXCL	Determine holidays and vacation periods.
SOATERM	<ul style="list-style-type: none"> <li>• Determine starting course reference number.</li> <li>• Set the <b>Permit (Registration)</b> flag to selected.</li> <li>• Enter the registration readmit term—the last semester a student must have attended to register.</li> <li>• Need start and end dates, number of weeks, and census dates for each part of term.</li> <li>• Set registration errors.</li> </ul>
SFAMHRS	For each student level, enter the minimum and maximum hours for which a student can register.
SFAESTS	<p>For each enrollment status (as determined on STVESTS), enter the status start and end dates.</p> <p>EL (Eligible to Register) must refer to the start of advance registration, not the first day of classes.</p>
SFARSTS	For each part of term (as determined on SOATERM), enter the course status (as determined on STVRSTS), the effected by



Validation Table/ Control/Rules Form	Information Required for Update
	<p>student enrollment status, and the start and end dates.</p> <p>Any code that can be used during advance registration needs advance registration start dates.</p>
SOACTRM	For each student type (as determined on STVSTYP), enter terms which constitute consecutive enrollment.

## Mainline Edit Registration

This section discusses using mainline edit for registration.

### Overview

The following registration functionality works consistently: processing multiple registration records for a person for the same term, processing enrollment counts, and using common program procedures for registration processing in Banner baseline, Banner self-service, and Banner Voice Response.

When you begin registration processing, you are logged into the Registration Access Control Table (SFRRACL). If another current entry exists in that table for ID and term, you will be denied access.

Registration records are recorded in the Registration Temporary Table (SFTREGS), and when all errors are corrected, the registration is saved to the Student Course Registration Repeating Table (SFRSTCR). Enrollment counts are updated only when the registration is finalized and saved to SFRSTCR. If you shut down registration before the final save process, the registration record will not be recorded, and the enrollment counts will not be updated.

All edits on registration are located in or called from common procedures in SFKEDIT.

**Warning!** It is necessary to truncate and reorganize the SFRRACL and SFTREGS tables as part of regular database maintenance performed when registration is not available.

### Registration Access Control Table (SFRRACL)

This table is used to control simultaneous access to registration records for the same person.

Please see the [Registration Processing](#) on page 906 section for more information.

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## Registration Temporary Table (SFTREGS)

The SFTREGS table is used as a workpad for registration processing.

After all issues/errors have been addressed and the registration record has been finalized, the temporary table entries are moved to SFRSTCR, and all enrollment counts are updated. If the registration record is never finalized, the counts are not updated, and the person is not enrolled in the requested courses.

**Note:** Records are not automatically deleted from SFTREGS. It is expected that they will be deleted during normal database maintenance such as when the table is truncated and reorganized.

Entries are created in SFRSTCA that reflect the changes to the registration record on the workpad.

## Registration Processing

This section discusses using registration.

### *Starting Registration*

When you begin processing a student's registration, a function is called to check registration access activity.

If another active registration session is found for the ID and term, a value of `FALSE` is returned, and you will receive the message `Another registration session is in progress for this ID and TERM. Please try again later.` If an expired access record exists, it is updated by the function with the current user's information, and registration is allowed to continue.

The length of time that a registration session remains active is determined by the number of minutes entered in the **External Code** field in the GTVSDAX rule for **Internal Code** value of `REGACCTIME`.

### *Saving Registration*

When you save the registration record, a function is called to determine whether the current user is still in control of the registration session.

The function checks the access table to determine whether another registration session has been initiated against the same ID and term, which may happen if the first user's registration session remains idle for a period longer than the time out limit.

If the registration access is no longer valid for the first user, you will receive the message `Another registration session intervened for this ID and TERM while your session was idle. Please try again later.` when you try to perform any registration-related activity. The registration session will be rolled back, and any changes not previously saved will be lost.

## Ending Registration

When you are finished with the registration process, a function is executed to inactivate the access record.

## GTVSDAX Rule

The rule for the Internal Code of REGACCTIME and the Group (Code) of REGISTRATION is used to control the length of time left to enter registration data for a student after the last activity has occurred. The rule on GTVSDAX is delivered in a script.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
UPDATEME	REGACCTIME	1	REGISTRATION	Reg Access Time Out	Sysdate

The GTVSDAX entry for Registration Access Time Out must contain a numeric value that represents the number of minutes a session may remain idle before the session is considered to be timed out. The delivered value is `UPDATEME`, which must be modified at your institution. Change this value to a numeric value, for example, 15 for 15 minutes. If no value is entered, the default time of 60 minutes will be used.

When the session times out, it is not terminated. Another user is now permitted to initiate a registration session for the same ID and term. In this instance, the second user is then in control of the student's registration records. The message `Another registration session intervened for this ID and TERM while your session was idle. Please try again later.` will be displayed when the original user resumes work on the student's registration records, and a Rollback will take place.

If a registration session is idle and then is timed out, and no other registration sessions are initiated for the same ID and term, the user's time limit will be reset to the GTVSDAX limit when they next perform a task against the registration records.

It is necessary to use registration access control in this way, due to the use of the workpad and the fact that no changes are saved to SFRSTCR until all errors have been resolved.

An example of how access control works would be:

A student begins telephone registration using Banner Voice Response. An administrator attempts to initiate a separate baseline registration for the same ID and term on SFAREGS. The administrator will be locked out of the student's record until the student has concluded their telephone registration.

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## Common Procedures

Common procedures are used for registration edits for Banner baseline, Banner self-service, and Banner Voice Response telephone processing.

### *sfkedit.sql, Packaged Procedures for Registration Edits and Base-Table Updates/Insert*

All edit processing is performed from the `sfkedit.sql` package and uses the `p_pre_edit` and `p_group_edits` procedures.

The `p_pre_edit` procedure is executed before the registration records are saved. When an error is found, the course is flagged with a fatal error and is not included in the final processing when the record is saved. Edits are performed on a single course, in the order shown below.

The following elements are selected:

- approval code restrictions
- level restrictions
- college restrictions
- degree restrictions
- program restrictions
- major restrictions
- campus restrictions
- class restrictions
- repeat restriction
- capacity

The `p_group_edits` procedure checks all courses in SFTREGS in the order shown below.

- duplicate courses
- time conflicts
- prerequisites
- corequisites
- links
- max hours

**Note:** A duplicate course is one that has the same subject, course number, and schedule type.

All errors are written to the `SFTREGS_MESSAGE` and `SFTREGS_ERROR_FLAG` fields. When all the errors are resolved, registration records are processed by the `p_update_regs` procedure as follows:

1. Capacity is rechecked.
2. Section hours are updated.

3. Changes are transferred from SFTREGS to SFTSTCR, where records are inserted or updated.
4. Time status records are inserted.
5. SFBETRM is updated.

The following procedures are also used with `sfkedit.sql`:

- `sfkfunc.sql`, Registration Functions and Procedures
- `sfkmods.sql`, Registration Insert, Update, and Delete Procedures
- `sskfunc.sql`, Registration Section Functions and Procedures
- `sskmods.sql`, Registration Section Insert, Update, and Delete
- `ssksels.sql`, Registration Section Query Procedures

## Registration Error Messages

Registration error messages reside in a rules table that can be modified at your institution. Messages are identified by type, based on a message codes that correspond to each message text value.

Registration error message processing allows you to:

- Identify the message type code, and therefore determine the kind of processing error.
- Derive the message text from the SFRRMSG table using the `sb_registration_msg` API.
- Insert/update a new message type code and text to the relevant registration table.
- Allow for the extra length of the new message text for any related variables.

The Registration Error Messages Form (SFARMSG) is used to maintain registration error messages by type. Messages can be customized by your institution. Messages that are system required cannot be changed, except to modify the customized (local) message text.

The Student Course Registration Audit Form (SFASTCA) and the Student Course Registration Form (SFAREGS) display the message code and text from SFARMSG. The Registration Admin Messages Report (SFRRGAM) also displays the message code and text from SFARMSG.

The Registration Error Message Rules Table (SFRRMSG) is used to store the message code, sequence number, message text, and locally created message text. It ties the message type to the error message and allows for predefined variables to be moved around within or removed from the message. You can create your own version of the actual message text for an existing message type on a system-required row. The message text will default to the baseline version, but can be changed by creating a corresponding user version. The user version text must contain the associated variables (%X%). System-required rows cannot be deleted.

The delivered seed data for SFRRMSG ties the code and sequence number to the message.

Code	Seq No	Message	Value	Req	Date
CLOS	1	Closed Section %1%	NULL	Y	Banner Sys Date

Code	Seq No	Message	Value	Req	Date
WAIT	1	Closed - %1% Waitlisted %2%	NULL	Y	Banner Sys Date
WAIT	2	Open - %1% Waitlisted	NULL	Y	Banner Sys Date
WAIT	3	Open - %1% Crosslist Waitlisted	NULL	Y	Banner Sys Date
WAIF	1	Closed - Waitlist Full %1%	NULL	Y	Banner Sys Date
WAIF	2	Open - Waitlist Filled	NULL	Y	Banner Sys Date
WLNE	1	Waitlist Notification Expired %1%	NULL	Y	Banner Sys Date
WLRS	1	Open - Reserved for Waitlist	NULL	Y	Banner Sys Date
RESC	1	Reserve Closed %1%	NULL	Y	Banner Sys Date
RESV	1	Reserve Closed - %1% on Waitlist %2%	NULL	Y	Banner Sys Date
RESV	2	Reserve Open - %1% on Waitlist	NULL	Y	Banner Sys Date
RESF	1	Reserve Closed - Waitlist Full %1%	NULL	Y	Banner Sys Date
RESF	2	Reserve Open - Waitlist Filled	NULL	Y	Banner Sys Date
REPT	1	Repeat count exceeds %1%	NULL	Y	Banner Sys Date
REPH	1	Repeat hours exceed %1%	NULL	Y	Banner Sys Date

Code	Seq No	Message	Value	Req	Date
MAXI	1	Maximum hours exceeded	NULL	Y	Banner Sys Date
DUPL	1	Duplicate Course with Section %1%	NULL	Y	Banner Sys Date
DUPL	2	Duplicate Equivalent with Section %1%	NULL	Y	Banner Sys Date
DUPL	3	Duplicate Crosslist with Section %1%	NULL	Y	Banner Sys Date
DUPS	1	Duplicate Section - Press Clear Record	NULL	Y	Banner Sys Date
PREQ	1	Prerequisite and Test Score error	NULL	Y	Banner Sys Date
PREQ	2	Prerequisite In Progress	NULL	Y	Banner Sys Date
PREQ	3	Prerequisite communication error	NULL	Y	Banner Sys Date
CORQ	1	Corequisite %1% %2% %3% required	NULL	Y	Banner Sys Date
LINK	1	Linked course required (%1%)	NULL	Y	Banner Sys Date
CAMP	1	Campus Restriction	NULL	Y	Banner Sys Date
CLAS	1	Class Restriction	NULL	Y	Banner Sys Date
COLL	1	College Restriction	NULL	Y	Banner Sys Date
LEVL	1	Level Restriction	NULL	Y	Banner Sys Date
MAJR	1	Field of Study Restriction - %1%	NULL	Y	Banner Sys Date

Code	Seq No	Message	Value	Req	Date
PROG	1	Program Restriction	NULL	Y	Banner Sys Date
DEGR	1	Degree Restriction	NULL	Y	Banner Sys Date
DEPT	1	Department Restriction	NULL	Y	Banner Sys Date
ATTS	1	Student Attribute Restriction	NULL	Y	Banner Sys Date
CHRT	1	Cohort Restriction	NULL	Y	Banner Sys Date
STAT	1	Section status prohibits registration	NULL	Y	Banner Sys Date
TIME	1	Time conflict with CRN %1%	NULL	Y	Banner Sys Date
SYST	1	BP - System Error	NULL	Y	Banner Sys Date
MIDG	1	Midterm grade updated to %1%	NULL	Y	Banner Sys Date
FING	1	Final grade updated to %1%	NULL	Y	Banner Sys Date
DELT	1	Record deleted on %1%	NULL	Y	Banner Sys Date
SAPR	1	<i>See Note below **</i>	NULL	Y	Banner Sys Date
CAPP	1	CAPP	NULL	Y	Banner Sys Date
PIPE	1	PIPE	NULL	Y	Banner Sys Date
VARH	1	Range - %1% %2% %3%	NULL	Y	Banner Sys Date
MEXC	1	Mutual Exclusion with %1% %2%	NULL	Y	Banner Sys Date



**Note:** \*\* SAPR code errors are handled differently than all other messages on SFARMSG. A special approval error will always result in the display of the special approval description from the STVSAPR\_DESC column. While a custom message can be created on SFARMSG, it will never be used.

The following placeholders have been enabled for the baseline seed data messages.

Code	Seq No	Message	Column
CLOS	1	%1%	SSBXLST_XLST_GROUP
WAIT	1	%1%	SSBSECT_WAIT_COUNT
		%2%	SSBXLST_XLST_GROUP
WAIT	2	%1%	SSBSECT_WAIT_COUNT
WAIT	3	%1%	SSBSECT_WAIT_COUNT (Crosslist total)
WAIF	1	%1%	SSBXLST_XLST_GROUP
RESC	1	%1%	SSBXLST_XLST_GROUP
RESV	1	%1%	SSRRESV_WAIT_COUNT
		%2%	SSBXLST_XLST_GROUP
RESV	2	%1%	SSRRESV_WAIT_COUNT
RESF	1	%1%	SSBXLST_XLST_GROUP
REPT	1	%1%	SCBCRSE_NUMBER_OF_UNITS
REPH	2	%1%	SCBCRSE_MAX_RPT_UNITS
DUPL	1	%1%	SSBSECT_CRN
DUPL	2	%1%	SSBSECT_CRN
DUPL	3	%1%	SSBSECT_CRN
CORQ	1	%1%	SSBSECT_SUBJ_CODE
		%2%	SSBSECT_CRSE_NUMB
		%3%	SSRCORQ_CRN_CORQ
LINK	1	%1%	SSBSECT_SCHD_CODE
TIME	1	%1%	SSBSECT_CRN
MIDG	1	%1%	SFRSTCR_GRDE_CODE_MID
FING	1	%1%	SFRSTCR_GRDE_CODE
DELT	1	%1%	SYSDATE
MEXC	1	%1%	SCRMEXC_SUBJ_CODE

Code	Seq No	Message	Column
			SCRMEXC_SUBJ_CODE_MEXC
		%2%	SCRMEXC_CRSE_NUMB
			SCRMEXC_CRSE_NUMB_MEXC
WLNE	1	%1%	SFRWLNT_END_DATE
VARH	1	%1%	SCBBCRSE_CREDIT_HR_LOW
		%2%	SCBBCRSE_CREDIT_HR_IND
		%3%	SCBBCRSE_CREDIT_HR_HIGH

**Note:** The primary key includes the \_RMSG\_CDE and \_RMSG\_SEQNO columns. A conversion script converts any Not Null SFRSTCR/SFRSTCA/SFTRGAM message rows, populating the corresponding \_RMSG\_CDE columns as appropriate.

The following message records are used with Banner Flexible Registration.

Code	Seq No	Message	Value	Req	Date
HOLD	1	You have Holds which will prevent registration.	NULL	Y	Banner Sys Date
HOLD	2	You have no Holds which will prevent registration.	NULL	Y	Banner Sys Date
TICT	1	You have no Registration Time Ticket. Please contact the registration administrator.	NULL	Y	Banner Sys Date
TICT	2	You may register during the following times.	NULL	Y	Banner Sys Date
TICT	3	You may register at any time.	NULL	Y	Banner Sys Date
TICT	4	You may not register at this time.	NULL	Y	Banner Sys Date

Code	Seq No	Message	Value	Req	Date
SSTS	1	Student Status is Undetermined.	NULL	Y	Banner Sys Date
SSTS	2	Your Student Status permits registration.	NULL	Y	Banner Sys Date
SSTS	3	Your Student Status prevents registration.	NULL	Y	Banner Sys Date
RADM	1	You require re-admission before registration.	NULL	Y	Banner Sys Date
RADM	2	You do not require re-admission before registration.	NULL	Y	Banner Sys Date
ACST	1	Your Academic Standing permits registration.	NULL	Y	Banner Sys Date
ACST	2	Your Academic Standing is %01% which prevents registration.	NULL	Y	Banner Sys Date
ACST	3	Your Academic Standing is %01% which permits registration.	NULL	Y	Banner Sys Date
ACST	4	Your Academic Standing is %01%.	NULL	Y	Banner Sys Date
ACST	5	Your Progress Evaluation Standing is %01%.	NULL	Y	Banner Sys Date
ACST	6	Your Combined Academic	NULL	Y	Banner Sys Date

Code	Seq No	Message	Value	Req	Date
		Standing is %01% which prevents registration.			
ACST	7	Your Combined Academic Standing is %01% which permits registration.	NULL	Y	Banner Sys Date
DROP	1	Class cannot be dropped! Discounts exist.	NULL	Y	Banner Sys Date
FLEX	1	An exception has occurred.	NULL	Y	Banner Sys Date

The following placeholders have been enabled for the Banner Flexible Registration seed data messages.

Code	Seq No	Message	Column
ACST	2	%01%	STVASTD_DESC
ACST	3	%01%	STVASTD_DESC
ACST	4	%01%	STVASTD_DESC
ACST	5	%01%	STVPREV_DESC
ACST	6	%01%	STVCAST_DESC
ACST	7	%01%	STVCAST_DESC

## Enrollment Count Scripts

The following scripts can be used to report and correct enrollment counts that may be out of balance.

**Note:** It is recommended that SFRSTCA records be purged whenever possible, to improve performance of the Census Count scripts. SFRSTCA records may be purged after all processing has been closed out for a term and there is absolutely no chance that registration adjustments will have to be made or that fee assessment will have to be run against that term.

**Warning!** If fee assessment is run after SFRSTCA records have been purged for that term, results are unpredictable.

These scripts are run in the order shown below. Each update script (sup%) can be run as needed, based on the results of the search script (srch%) that identifies the counts. For example, when the `srchkresvcount.sql` script is run, the `supresvcount.sql` script can be run if needed. When the `srchkenrlcount.sql` script is run, the `supenrlcount.sql` script can be run if needed, and so on.

Script	Description
<code>srchkresvcount.sql</code>	Identifies sections with incorrect reserved counts by comparing SSRRESV counts with SFRSTCR counts. It also reports reserved records where the values for seats available or waitlisted seats available are incorrect.
<code>supresvcount.sql</code>	Updates incorrect reserved counts in SSRRESV based on counts from SFRSTCR for the reserved key.
<code>srchkenrlcount.sql</code>	Identifies sections with incorrect enrollment counts. The first query compares SFRSTCR counts to SSBSECT counts. The second query checks SSBSECT for rows where the number of seats available is incorrect.
<code>supenrlcount.sql</code>	Corrects enrollment counts in SSBSECT based on counts from SFRSTCR.
<code>srchkxlstcount.sql</code>	Identifies cross-listed groups with incorrect enrollment counts by comparing SSBXLST counts with SSBSECT counts.
<code>supxlstcount.sql</code>	Corrects cross-listed counts in SSBXLST based on enrollment counts in SSBSECT.
<code>srchkwaitcount.sql</code>	Identifies sections with incorrect waitlist counts by comparing SFRSTCR counts with SSBSECT counts.
<code>supwaitcount.sql</code>	Corrects waitlist counts in SSBSECT based on counts from SFRSTCR.
<code>srchktotalcrhrs.sql</code>	Identifies sections with incorrect total credit hours by comparing the sum of SFRSTCR values with SSBSECT values.
<code>suptotalcrhrs.sql</code>	Corrects total credit hours in SSBSECT based on the sum of the credit hours in SFRSTCR.
<code>srchkcountover.sql</code>	Identifies sections where enrollment counts, waitlist counts, and cross-list counts exceed maximum limits.
<code>srchkcensuscount1.sql</code>	Identifies sections where Report Census One counts are out of balance.

Script	Description
<code>supcensuscount1.sql</code>	Corrects Census One counts in SSBSECT.
<code>srchkcensuscount2.sql</code>	Identifies sections where Report Census Two counts are out of balance.
<code>supcensuscount2.sql</code>	Corrects Census Two counts in SSBSECT.

The census count scripts are not dependent on any other scripts and can be run at any time you want to check the census counts, such as when census dates are realized. For example, as soon as your Census One date has passed, you can run the `srchkcensuscount1.sql` script. As soon as your Census Two date has passed, you can run the `srchkcensuscount2.sql` script.

## Enrollment Count Audit Trail

Audit trail information can be collected for enrollment counts. The information can be used to monitor enrollment count updates for records in the SSBSECT, SFRSTCA, and SFRSTCR tables.

During the registration process, the `sb_section` API inserts a new audit record into the Section Enrollment Count Audit Trail Table (SSRSECA) each time a section is updated in the SSBSECT table for the number of available seats or number of seats enrolled. No audit record is inserted when a new course section is created. Use of the SSRSECA table is optional.

The SSRSECA record contains the CRN, term, Oracle session ID, timestamp, student PIDM, course registration status (STVRSTS), and the old and new values for the available seats and enrollment. The Oracle session ID and timestamp are also captured in the Student Course Registration Archive Table Voice Response (SFRSTCA) and the Student Course Registration Repeating Table (SFRSTCR). This allows the association of a student and Oracle session to determine the exact time an enrollment count discrepancy occurred.

**Note:** The audit record is not inserted into the table when the enrollment counts are updated outside of a normal registration session, such as the using the existing enrollment count scripts to report and correct enrollment counts.

Additional processing occurs as follows:

- The SFKEDIT1 package retrieves the PIDM and course registration status code values from the Oracle context values and inserts them into the SSRSECA table.
- The SFKMOD1 package inserts the timestamp and Oracle session ID values into the SFRSTCR and SFRSTCA tables.
- The Registered, Not Paid Process (SFRRNOP) retrieves the PIDM and course registration status code values from the Oracle context values and inserts them into the SSRSECA table.

---

## Audit Process

The enrollment count audit trail allows users to trace a failure in the enrollment count process to a specific student. The process works as follows.

### Procedure

1. The student selects a class for which the student wants to register.
2. The SFRSTCA record is inserted for the request with the Oracle session ID, time stamp, current enrollment count, and number of available seats.
3. The registration process passes all restriction checks and is accepted for the student.
4. The enrollment counts are updated.
5. **Optional:** A record is inserted into the SSRSECA table with the Oracle session ID, timestamp, and the old and new enrollment counts.
6. The student's PIDM and the course registration status code (STVRSTS) are recorded on the audit record.
7. The registration record is finalized, and the SFRSTCR record is created with the Oracle session ID and timestamp.
8. A new SFRSTCA record with the source of BASE is created with the Oracle session ID, timestamp, enrollment count, and number of seats available.

For example:

```
SFRSTCR_SESSIONID 1521077095
SFRSTCR_CURRENT_TIME 08-SEP-15 06.43.11.104966000 AM
SFRSTCA_SOURCE_CDE BASE
SFRSTCA_ENRL 48
SFRSTCA_SEATS_AVAIL 2
SFRSTCA_SESSIONID 1521077095
SFRSTCA_CURRENT_TIME 08-SEP-15 06.43.11.112690000 AM
SSRSECA_SESSIONID 1521077095
SSRSECA_CURRENT_TIME 08-SEP-15 06.43.11.082453000 AM
SSRSECA_ENRL_NEW 2
SSRSECA_ENRL_OLD 1
SSRSECA_SEATS_AVAIL_NEW 48
SSRSECA_SEATS_AVAIL_OLD 49
```

## GTVSDAX Rule

Use the ENRLAUDIT rule to activate the section enrollment audit process and insert records into the SSRSECA table during registration enrollment count updates.

- Set the rule to **Y** to activate the `sb_section` API to insert a record into the SSRSECT table when the enrollment or seats available counts are updated.
- Set the rule to **N** to not activate the API or insert a record into the table.

External Code	Internal Code	Internal Code Group	Description	Sys Req	Activity Date
Y/N	ENRLAUDIT	REGISTRATION	Enrollment Count Audit	Y	Sysdate

## Implement Optional Section Audit

Use the following steps to activate the section audit process.

### Procedure

1. Run the `sgtvsdaxi_080900.sql` script to create the GTVSDAX entry for the ENRLAUDIT rule.

```
Sqlplus <userid>/<password>
Start sgtvsdaxi_080900.sql
Commit;
```

2. Set the ENRLAUDIT rule to **Y**.

All registration records initiated after the rule is set to **Y** are inserted into the SSRSECA table.

## Find Count Discrepancies

When the enrollment count scripts have been run and enrollment count issues exist, analysis should be performed to determine the student and Oracle session with the discrepancy.

The scripts listed below that are used to find enrollment count issues cannot be run until the issue is resolved.

- `srchkresvcount.sql`
- `srchkenrlcount.sql`
- `srchkxlstcount.sql`
- `srchkwaitcount.sql`
- `srchktotalcrhrs.sql`
- `srchkcountover.sql`



**Note:** These scripts do not consider if a student has an override to be in the class.

The associated `sup%.sql` scripts used to update the enrollment counts do not insert records into the SSRSECA table.

## Enrollment Count Audit Script

Run the `srchkenrlaudit.sql` script to list all the audit records for a term and the classes where the enrollment count discrepancy exists.

For example:

External Code	Internal Code
TERM	333336
CRN	14
SUBJ	CHEM
CRSE	101
MAX	50
AVAIL	47
BANNERID	MAHSSCA1
SEQNO	1
SCA_SESSION	1521077095
SCA_TIMESTAMP	08-SEP-15 06.43.11.082453000 AM
RSTS	RE
STCA	1
STCA_TIMESTAMP	08-SEP-15 09.30.25.843302000 AM
STCA_ERROR	
STCA_USER	MHANLAN

The `srchkenrlaudit.sql` script is used to report SSBSECT enrollment count issues with enrollment audit detail and student detail. The script looks at SSBSECT section records for a term where the `SSBSECT_ENRL` and `SSBSECT_SEATS_AVAIL` values do not match. SFRSTCR counts are compared to SSBSECT counts. Where a difference is found, the sections, enrollment audit records, and registration audit records for the session are listed. Data is inserted into the SSRSECA table and displayed in the order in which the CRN was updated.

---

## Create Term Controls

The first step in the registration process is to create the attributes specific to a registration term.

These attributes include the registration error radio group switches on the Term Control Form (SOATERM) which determine the type of error checking to be done at registration (time conflict, prerequisites, repeat limit, repeat hours, test score, campus, etc.) for student and section options.

This form is also used to control online fee assessment during registration, whether refund by total is to be used in fee assessment, and whether courses are to be tracked by CRN. Grade book controls and Web process controls can be set up as needed.

## Set Up Registration Hours

The Registration Minimum Maximum Hours Form (SFAMHRS) is used to set up the rules for the minimum and maximum hour checking performed for registration.

Minimum and maximum registration hours can be restricted by the following curriculum and student data elements: campus, college, degree, program, field of study type, field of study code, department, curricula, admission type, minimum hours, student type, student attribute, cohort, residence, sport, visa, and class. This allows you to build flexible registration hours rules and track academic requirements for colleges and programs that use different registration hour restrictions.

Maximum hours can be increased on SFAREGS, and minimum hours can be decreased on SFAREGS. The source of the hours rule is also displayed on SFAREGS. The source determines if the minimum or maximum hours value can be updated using the Update 'USER' Source New Value parameter on SHRASTD. This parameter can be set to override minimum and maximum hours or not override minimum and maximum hours, when the existing source for the hours from SFAMHRS is USER.

SOATERM uses minimum and maximum hours error checking in the Student Options items. Minimum and maximum hours can also be added for academic standing codes (STVASTD) and combined academic standing codes (STVCAST). When the **Active Indicator** check box on STVSPST is selected for a sports status code, that code will be considered by the rules for minimum and maximum hours checking.

Minimum hours functionality prevents students from dropping below their institutionally defined minimum number of registration hours, after that minimum limit has been reached. For example, this prevents a student from dropping below full-time status. Students can make changes to their schedules until they reach the minimum hours limit. After that limit has been reached, they can still make changes, as long as they stay within the minimum to maximum hours range.

Minimum and maximum hours rules for students are calculated based on the rules met from SFAMHRS, in addition to rules for academic standing and combined academic standing. If no rule is met, minimum hours will be set to 0.000, and maximum hours will be set to 999999.999. If multiple SFAMHRS rules are met by a student, Banner will compare all rules and select the highest number of minimum hours and the lowest number of maximum hours.

**Example:**

A student meets two rules. Rule one has a minimum of 3 hours and a maximum of 12 hours. Rule two has a minimum of 6 hours and a maximum of 99 hours. The values returned for the student will be a minimum of 6 hours and a maximum of 12 hours, because this will be the most restrictive rule.

Where multiple rules are met and the minimum hours on the most restrictive minimum rule are greater than the maximum hours on the most restrictive maximum rule, the student's minimum and maximum hours will be populated with the same value that is equal to the maximum hours.

**Example:**

Rule one has a minimum of 12 hours and a maximum of 18 hours. Rule two has a minimum of 3 hours and a maximum of 10 hours. The values returned for the student would be a minimum of 12 hours and a maximum of 10 hours. In this case, the student's minimum and maximum hours are set to the same value as the maximum of 10.

Minimum and maximum hours rules from academic standing and progress evaluation take precedence over minimum and maximum hours rules on SFAMHRS.

**Example:**

A student pre-registers and meets a SFAMHRS rule for a minimum of 6 hours and a maximum of 99 hours. Later on, that student is put on academic probation where the minimum hours rule is 9 hours and the maximum hours rule met is 15 hours, due to the probation status. Because changes in academic standing and progress evaluation supersede the rules on SFAMHRS, the minimum and maximum hours will be replaced with a minimum of 9 hours and a maximum of 15 hours, if the user requests this when the Calculate Academic Standing Report (SHRASTD) is run.

The **Source** field on SFAREGS displays the source of the minimum and maximum hours. Sources are: `USER`, `ASTD`, `CAST`, and `MHRS`. The only way a source of `USER` can be overridden is to use the Update 'USER' Source New Value parameter on SHRASTD. This parameter can be set to `Y` to override minimum and maximum hours, or `N` to not override minimum and maximum hours when the existing source for the hours from SFAMHRS is `USER`. During registration, minimum hours checking does not allow any updates to registration, if all updates cannot be performed.

**Example:**

A student has 12.000 minimum hours on SFAREGS and on the Add/Drop page in Banner Student Self-Service. The student pre-registers for 12 hours. The student later elects to drop two, three credit courses and add a new three credit course. This results in the total credit hours dropping to 9, which is below the student's minimum.

Registration will not process any of the add/drop requests and produces a message that the request will result in less than the minimum number of hours. The student can then decide if the student really wants to add one course and drop another, or leave the schedule as it is.

Minimum hours checking will occur only after a student has successfully completed registration for courses that meet the minimum hours restriction. (That is, minimum hours checking will not occur during the student's initial registration session or during any subsequent registration sessions, until the minimum number of hours has been attained and saved to SFRSTCR table.)

**Note:** Registration maximum hours rules and registration processing will continue to work as they did before Release 8.0. After the upgrade to Banner Student 8.0, all the curriculum fields will be set to `Null`, with the exception of the **Curricula** pulldown field. This field will be set to `Primary` on existing rules to accommodate prior registration maximum hours rules that only selected the primary curriculum.

## Define Registration Statuses for Student and Course

The Student Registration Status Form (SFAESTS) provides the rules associated with user defined Student Statuses for the registration term.

This form allows the user to control, by date ranges, the actions that may be taken on a student at registration and the refund percentages associated with the action. For example: student eligible to register, or student withdrawn.

The Course Registration Status Form (SFARSTS) provides the rules associated with the user defined Course Statuses for the registration term. This form allows the user to control, by date ranges, the actions that may be taken on the courses a student is registering for and the refund percentages associated with the actions. For example: an add course, a drop course at 100% refund, a withdraw course at 80% refund with a "W" grade.

## Student Registration Status and Course Registration Status

This section discusses statuses used with student and course registration.

### Define Codes

<b>STVESTS – Enrollment Status Code Validation Form</b>	<b>STVRSTS – Course Registration Status Code Validation Form</b>
<i>Student In A Term May Be:</i>	<i>Student In A Course May Be:</i>
<ul style="list-style-type: none"> <li>• eligible to register</li> <li>• withdrawn</li> <li>• canceled</li> <li>• dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• registered</li> <li>• dropped/added</li> <li>• withdrawn</li> <li>• canceled</li> </ul>
<i>Should This Status:</i>	<i>Should This Status:</i>
<ul style="list-style-type: none"> <li>• affect headcount for term</li> <li>• override (affect) course status *</li> <li>• prevent registration</li> </ul>	<ul style="list-style-type: none"> <li>• be keyed by a user</li> <li>• affect enrollment figures</li> <li>• be assessed charges</li> <li>• be graded in academic history</li> <li>• be assigned as automatic grade</li> </ul>

\* In the case where a student status should affect/override a course status, the following must apply:

- **Affect Course** is selected on STVESTS.
- Same status must appear on STVRSTS.
- **Allowed To Enter** is cleared on STVRSTS.
- **Affected By Student Status** for the system-required value of **RE** is selected on SFARSTS.

## Define Rules

<b>SFAESTS – Student Registration Status Form</b>	<b>SFARSTS – Course Registration Status Form</b>
Define valid student registration statuses which are valid during a term, the dates and refunds associated with each status.	Define valid course registration statuses which are valid during a term (and within parts of a term), the dates and refunds associated with each status.
<b>EL – Eligible to register, Required Value</b>	<b>RE – Registered, Required Value</b>
<ul style="list-style-type: none"> <li>• status start and end dates</li> <li>• status/refunds with start /end dates</li> </ul>	<ul style="list-style-type: none"> <li>• part of term</li> <li>• status/start and end dates</li> <li>• effect by student status</li> <li>• status/refunds with start/end dates</li> </ul>
	<b>DD – Drop/Delete, Required Value</b>

## Flags on STVRSTS

You should not change the settings of the flags on STVRSTS after registration records have been completed.

### About this task

These flags are critical to many Banner Student processes, and they must be set correctly before registration begins. However, if a data entry error occurs, and the flags are discovered to be set incorrectly, the perform the following steps for enrollment counts to remain accurate:

### Procedure

1. When you discover an incorrect setting on STVRSTS, DO NOT change the flags. Leave all the flags set as they were when registration commenced.
2. Run an SQL script to report all students or CRNs that have the "bad" RSTS (registration status) code for the term.
3. Access SFAREGS, and set all those courses that were found to **DD**.  
This MUST be done through SFAREGS, so that enrollment counts are processed correctly. DO NOT use an SQL script to make these changes.

4. After all the affected courses have been changed to DD, reset the flags on STVRSTS.
5. Reapply the changed RSTS code on SFAREGS for all the affected courses.  
This MUST be done through SFAREGS, not using an SQL script.
6. You must access SFAREGS, and change the DD back to the original code that was just fixed on STVRSTS.  
This MUST be done using SFAREGS, not using an SQL script.

## Student Levels Versus Course Levels in Registration

The student level is stored in the general student record on the General Student Form (SGASTDN).

Course levels are stored on the course catalog which is entered on the Basic Course Information Form (SCACRSE). When a student registers for a class, the registration process looks at the course catalog for the class to find all associated levels.

If multiple levels are valid for the course, the student level defaults to the course. If the student level is not included in the list of valid values, the message `ERROR Invalid Code, Press LIST key for valid codes` will be displayed. You should then override the defaulting level with a valid level from the list. If only one level is valid for the course, and it is different from the student level, the valid course level will be defaulted, no error message will display, and no message will indicate that the course level does not match the student level.

## Registration Course Error Flags

The following values may be displayed in the (Course Registration) Error field of the Registration Section Query Form (SFQSECM). These values are automatically generated by the system if the student's course meets the criteria as specified by each value.

**Note:** These values may not be entered in SFQSECM by the user.

Value	Description
L	Course status is designated as a waitlist status.
D	Course has been dropped.
O	Override was used in registration of this course.
W	Warning error. (This value never remains in the database permanently; it is used as a part of temporary processing when warning errors are detected that require online user intervention. After the warning error is fixed, the W goes away.)
F	Fatal error. (This value <i>never</i> remains in the database permanently; it is used as a part of temporary processing when fatal errors are

Value	Description
	detected that require online user intervention. After the fatal error is fixed, the F goes away.)

## Build Tuition and Fees

The institution's tuition and fee policy is built for a registration term using the Registration Fee Assessment Rules Form (SFARGFE). This form allows your institution to define the rules to be used in the registration fee assessment algorithm.

- The rules provide you with the ability to assess fees based on student criteria of campus, residency, level, college, major, class, rate, department, student attribute, student type, degree code, admit term, residency, program, or course criteria of part of term, grade mode, schedule type, and instructional method.
- Rules can be further limited by range of billing hours for the minimum and maximum charges for the rule, original registration dates, and flat hour ranges.
- In addition, the rules or charging can be grouped by course level, course campus, course attribute, study path, or study path with course attribute using all of the above criteria.

## Special Part-of-Term Processing

If part-of-term is entered on the Course Registration Status Form (SFARSTS) for either student, course, or campus processing, special logic is used.

When a student is registered in courses that exist in more than one part-of-term, the registration fee assessment process looks for a registration fee assessment rule on the Registration Fee Assessment Rules Form (SFARGFE) that has a part of term code of C (combined). The registration fee assessment process will combine the billing hours from courses in all parts of term and will use that total with the C part of term rule. If no C rule exists, no part-of-term rules will be assessed, but non-part-of-term rules will still be assessed.

If the student is registered in courses in only one part-of-term, the rule for that part-of-term is used for the registration fee assessment.

### Example:

Detail Code	Per Credit	Part-of-Term	Billing Hours	Rule
SSF-Student Svc. Fee	15.00	1	1—99	Rule #1
SSF-Student Svc. Fee	15.00	2	1—99	Rule #2
SSF-Student Svc. Fee	25.00	C	1—99	Rule #3

If a student is registered for:

3 billing hours in part of term 1

Assessment = 3 hours x \$15 = \$45 (Rule #1 is used)

If a student is registered for:

3 billing hours for part of term 2

Assessment = 3 hours x \$15 = \$45 (Rule #2 is used)

If a student is registered for:

3 billing hours for part of term 1

*and*

3 billing hours for part of term 2

Assessment = 6 hours x \$25 = \$150 (Rule #3 is used)

The Registration Additional Fees Control Form (SFAAFEE) is used to establish the fee codes and amounts for which a student may be assessed, on an individual basis.

The Registration Fees Min/Max Charge Control Form (SFAFMAX) is used to set up minimum and maximum amounts that can be assessed by detail code for the registration fee assessment process.

Please refer to the information on assess by course processing in the [Fee Assessment Using the Assess by Course Indicator](#) on page 949 section of the "Registration Fee Assessment Processing" procedures for an explanation of and examples for additional use of part-of-term.

## Assess Additional Fees

The Registration Additional Fees Form (SFAEFEE) is used to enter additional charges for a student to be calculated in the registration fee assessment process. The only fees that may be assessed here are fees that are set up on the Registration Additional Fees Control Form (SFAAFEE).

Additional fees can be assessed online only by accessing the Registration Additional Fees Form (SFAEFEE) from the Student Course Registration Form (SFAREGS). (Select the **Change Optional Registration Fees** item from the Options Menu on SFAREGS.) The **Registration Fee Assessment On-line** box on the Term Control Form (SOATERM) must be selected. When the user returns to the Student Course Registration Form (SFAREGS) after processing additional fees, processing fees online in SFAREGS will include the assessment of additional fees.

Additional charges entered on the Registration Additional Fees Form (SFAEFEE) are assessed by the fee assessment process, which is launched from Registration or from the batch registration fee assessment process. Additional fees for a student are not assessed from SFAEFEE.

## Assess Tuition and Fees

If your institution chooses not to assess fees online for each individual student, your institution may run the Registration Fee Assessment Process (SFRFASC).

This may be done after pre-registration time when the fee structure for the new term is set. This process has the options of assessing all students for a term or assessing only those who did not have an assessment done online. All charges assessed are immediately posted to the student's account in the Accounts Receivable module.



---

When any change is made to the Student Information window of SFAREGS that affects registration fee assessment, a batch registration fee assessment record is written. This will be used by the Registration Fee Assessment Process (SFRFASC) to correctly assess the student.

## Registration Fee Assessment Processing

This section discusses using fee assessment for registration.

### Overview

The Registration Fee Assessment process is used to assess fees for traditional or open learning registration records. It can also be used for registration records with study paths.

An audit history is available so you can see how charges have been derived. You can copy registration fee assessment rules to new terms, and you can assess fees using per credit hour (using course liable billing hours), flat fee, and flat plus overload rules. When using fee assessment at the section level, you can use per billing hour, per credit hour, flat fee, and per duration unit rules.

**Note:** The registration fee assessment rules currently in use at your institution will continue to work for fee assessment processing. However, your rules can be updated as new terms are opened at your institution.

Fee assessment rules can be used to assess a student based on all curriculum elements and any curriculum type including primary and secondary curriculum, in addition to student information such as residency, student attribute, student rate, student type, cohort, class, and visa type. Fee assessment rules that existed before Banner Student Release 8.0 can still be used and do not need to be re-evaluated. Those rules only consider the primary curriculum in processing assessments. The **Curricula** field will be set to `Primary` to accommodate these rules.

The additional curriculum fields are set to `Null` with the following exception. If the **Major** field (now the **Field of Study Code** field) was populated before the upgrade to Release 8.0, the following will occur with regard to those rules:

- The **Field of Study Type** will be set to `MAJOR`.
- The **Field of Study Code** will be set to the code from STVMAJR that was used for the fee assessment rule.
- The **Curricula** field will be set to `Primary`.

The fee assessment process accommodates section level rules defined for open learning courses. User-defined codes are applied in the Registration Fee Assessment Rules Form (SFARGFE) to assess fees for open learning courses based on the schedule type and instructional method.

The following conditions apply when using fee assessment with open learning registration:

- Open learning sections are identified by the following characteristics: no part-of-term, an instructional method, registration from/to dates, student start from/to dates, duration units, and number of units.

Section level status codes, extension rules (if registration extensions are permitted), and refunding rules must be defined to process the registration of students into open learning

courses. This data defaults from the information established in the Open Learning Rules Form (SOAORUL) when a new section is created.

The registration from and to dates will reflect the most appropriate registration dates as per SOAORUL, based on course or section characteristics. These rules are accessible through the Schedule Processing Rules Form (SSARULE).

- When registration takes place, charges are placed on the student's account based on section fees defined in the Section Detail Information Form (SSADETL) or fee rules established in the Registration Fee Assessment Rules Form (SFARGFE).

The **Track by CRN** indicator on in the Term Control Form (SOATERM) is used to add the CRN number to all fee assessment transactions on the student's accounts receivable records. The **Assess by Course** indicator on SFARGFE does the same in the refunding process (if the **Track by CRN** and **Assess by Course** indicators have been selected at the section level). This capability facilitates the tracking of fees to an individual registration record.

A study path sequence number will only be associated with a section fee charge when the **Section Fees by Study Path** indicator is selected on SOATERM.

- As an alternative to defaulting fees from the course level, registration fees can be defined in the Section Fee Assessment Control Form (SSADFEE) and will populate the section fees (SSRFEEs table) based on course or section characteristics. This is a set-up process only and will not physically write the new records to the table until a new section has been created.

When new sections are created, the fee rules defined here will default automatically. If the updating of existing sections with no existing fee rules is required, a batch process (SSPMFEE) is available to examine the set-up information and apply the fee rules to the appropriate sections.

- If fee assessment rules are required in addition to section level fees, they should be constructed in the Registration Fee Assessment Rules Form (SFARGFE) as in traditional fee assessment.

**Note:** These charges will be assessed using the billing hours from SFAREGS as in the traditional registration fee assessment calculations.

- If your institution does not want to use the section fees method for assessment, rules that incorporate open learning courses must be added to the Registration Fee Assessment Rules Form (SFARGFE). The data elements in the registration fee assessment rules provide the ability to assess by instructional method and schedule type.

## Define Charges Based on Course Registration Records

Charges can be defined in three ways.

- Section Fees

You can establish and apply rules assigned to individual courses using the course fees information (in the Fee Code window of SCADETL) or the sections fees information (in the Section Fees window of SSADETL).

- Registration Fee Assessment Rules

You can establish and apply rules on SFARGFE based on curriculum elements, student characteristics, course campus, course level, course attributes, study path, or study path with course attribute for pre-billing or regular billing rules.

- Registration Additional Fees

You can manually add optional fees using SFAEFEE. This form can be accessed from the \*REGISTRATION menu or from SFAREGS during registration using the Charge Optional Registration Fees item in the Options Menu.

## Assessment Methods

After you have built your rules and students have been enrolled, the charges can be applied immediately to a student's account using online assessment or through job submission.

You can run assessment five ways:

1. Online through SFAREGS Banner Student baseline registration.
2. Online through Banner Student Self-Service registration.
3. Online through Banner Voice Response telephone registration.
4. Online through TSASPAY in the Accounts Receivable module in Banner Student.
5. Online through job submission for a term using SFRFASC:
  - for a single ID
  - for a population selection
  - for batch collector records created in registration
  - for batch enrollment status

## Reporting, Viewing, Auditing, Trouble Shooting, and Purging Fee Assessment

You can review charges that have been placed on a student's account in a variety of ways.

1. Use the Student Course/Fee Assessment Query Form (SFAREGF).  
Review the data that is displayed in the Term Registration Summary block and the Mock Fee Assessment window for the student for the term.
2. View student account detail on the Account Detail Review Form (TSAAREV).  
You can access this form from the \*TSTUDENT menu or using the Review Account Detail item in the Options Menu on SFAREGS or on SFAFAUD.
3. View student account detail on the Student Account Detail Form (TSADETL).  
You can access this form from the \*TSTUDENT menu or using the Student Account Detail item in the Options Menu on SFAFAUD.
4. Use the Registration Fee Assessment Audit History Form (SFAFAUD).  
The main window displays all the items that have been entered into the audit table to calculate the student's charges. Items that have been used to create a TBRACCD record display the associated transaction number from that table. The Audit Detail Information window displays the details for the audit record.
5. Run the Registration Fee Assessment Process (SFRFASC).

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Run this process to: print accounting records, print audit information, print both accounting records and audit information, view audit records before updating student accounts, and sort in name or ID order.

6. Run the Fee Assessment Report (SFRFEES).

Run this report to assist in trouble shooting and debugging fee assessment processing. The report is used by the ActionLine to obtain contact data, (along with additional delivered SQL\*Plus scripts, which are discussed in the “Fee Assessment Script” section).

7. Run the Purge Fee Assessment Audit Process (SFPFAUD).

Run this process to purge audit history records from the database or range of dates for transactions, for a specific term, or for an ID. You can retain only the last assessment records, print summary or detail information, and run the process in audit or update mode.

## Course Catalog

To assure that fee assessment processing will access all the rules and information needed to calculate charges correctly, set-up is required in the Catalog module.

The following information from the Basic Course Information Form (SCACRSE) and the Course Detail Information Form (SCADETL) is pulled into the Schedule module and is used in fee assessment:

- billing hours
- credit hours (for section fees only)
- tuition waiver
- course levels
- grade mode
- schedule type
- instructional method
- course degree attributes
- fee codes
- duration type (for section fees only)
- duration units (for section fees only)

## Class Schedule

To assure that fee assessment processing will access all the rules and information needed to calculate charges correctly, set-up is required in the Class Schedule module.

The following information from the Schedule Form (SSASECT) and the Schedule Detail Form (SSADETL) is pulled into the Registration module and is used in fee assessment:

- course campus
- schedule type

- 
- instructional method
  - part-of-term (These dates default from SOATERM.)
  - tuition/fee waiver
  - billing hours (These default from the course but may be changed as sections are created.)
  - sections fees
  - degree program attributes
  - duration type
  - duration units

## Term Control

To assure that fee assessment processing will access all the rules and information needed to calculate charges correctly, set-up is required in the Registration module.

The following fields in the Registration Fee Assessment section of the Term Control Form (SOATERM) are used in fee assessment:

- **On-line Fee Assessment** – When this box is selected, fee assessment will run in baseline when registration records are saved and in self-service when students use the View Fee Assessment link.
- **Track by CRN** – When this box is selected, courses with assigned section fees and tuition and fee waiver flags set will have the CRN for that section recorded in accounting records when assessment takes place.
- **Refund by Total** – Select this box to use refund calculations that are processed by special refund by total calculations and registration refunding by total rules in SFARFND.
- **Allow Swapping** – Select this box to turn on hours swapping on a term-by-term basis in registration fee assessment.
- **Reverse Non-Tuition/Fee Charges** – Select this box to allow registration fee assessment to reverse non-tuition or non-fee charges for detail codes with a category code other than TUI or FEE.
- **Effective Date** – Enter the date you want charges to become effective in accounts receivable, when using post-dated fees for a future date.
- **Original Charge Cutoff Date** – This is the last date on which charges can be considered as original for purposes of Banner Financial Aid.
- **Section Fees by Study Path** – Select this box to control whether the study path sequence number for the CRN (for the section fees) will be posted to the charge on TBRACCD.

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## Registration and Enrollment Status

This section discusses setting up and using enrollment status information.

### *Course Registration Status Code Validation Form (STVRSTS)*

The **Count in Assessment** and **Withdrawal Indicator** fields on STVRSTS need to be set up for use in fee assessment.

The **Count in Assessment** indicator is used for any course with a registration status which should have an impact on fee assessment.

- When this indicator is selected, the billing hours for the course with this registration status code will be considered in fee assessment.
- Clear this indicator if the billing hours for the course with this registration status code are not to be considered in fee assessment.

The **Withdrawal Indicator** is used for any course with a registration status that should be considered as a dropped course and for which a refund or penalty should be calculated.

- When this indicator is selected, the billing hours for the course with this registration status code will be considered in fee assessment, and the refund rules will be applied that are in effect for the date the code was assigned to the course.

This is the only way a course can be considered as a dropped course and be processed by refund calculations in fee assessment.

The billing hours are adjusted based on the defined refund information (from either SFARSTS or SFARFND), if applicable, to calculate the student's liable hours for the course that has been dropped. If no refund period is defined, and no refund information is found for the dropped course, the student is 100% liable for the course.

- The course is considered an enrolled or registered course when the **Withdrawal Indicator** is cleared. When the **Withdrawal Indicator** is cleared and the **Count in Assessment** check box is selected, the student is automatically considered 100% liable for the charge for the course.

### *Course Registration Status Form (SFARSTS)*

The information in the Course Registration Status Refund Rules block on SFARSTS is considered when the **Refund by Total** check box is cleared on SOATERM.

If the student has dropped a course, fee assessment checks the registration status code, the part-of-term code on the course, and the date it was applied to the student's course on the SFRRFCR record. If that date falls within a range that has a refund period associated with a detail code that has a category of **TUI** or **FEE**, the liability for the student's assessment will be processed according to the refund percentages associated with that code on SFARSTS. The **Count in Assessment** check box must be selected for the registration status code.

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## *Enrollment Status Code Validation Form (STVESTS)*

The **Withdrawal Indicator** on STVESTS needs to be set up for use in fee assessment.

This indicator is used to define an enrollment status code as a drop for refund calculation.

1. Select this indicator so fee assessment will use the enrollment status code as a refund status code. The refund percentages and date ranges in the rules on SFAESTS are used for refunding.
2. Clear this indicator so the student is seen as enrolled for this enrollment status code.

## *Enrollment Status Controls Form (SFAESTS)*

When the **Withdrawal Indicator** is selected for an enrollment status code on STVESTS, fee assessment checks the enrollment status code and the date it was applied to the student's enrollment against the SFBRFST record for refund information.

If the student's enrollment change date falls within a range that has a refund percent associated with a detail code that has a category of **TUI** or **FEE**, assessment will calculate the percentage of the refund according to the refund percentages associated with that code.

If the enrollment code and the course enrollment status code are changed to a withdrawal type, the enrollment refund will always take precedence, and refunding will be based on the enrollment withdrawal rules. If no enrollment withdrawal percentages exist for the enrollment status code or the enrollment date, the course withdrawal refund rules will be used from SFARSTS or SFARFND.

Assessments that occur after the student's enrollment has been changed to a withdrawal type will not reflect any course liability, and tuition will not be assessed. The student's assessment will remain the same as it was for the previous assessment. Any mock assessment that is performed will not include course liability and tuition assessment, because none will be available.

## **Manually Updating Existing Registration Status Codes**

You can overwrite/update an existing registration status code (a non-dropped code) with the same value.

If an existing course has the same registration status code (a non-dropped code) retyped over the existing code, no change in assessment should occur. If a course is changed from a lesser registration status to full registration status, any refund penalties or liability assessed need to be reversed. The `SFRSTCR_ASSESS_ACTIVITY_DATE` column on the SFRSTCR table is used to monitor this.

The SFRSTCR table captures a fee assessment activity date to determine if a course needs to be processed in the next assessment. If flat charge refunding is in effect for the assessment, as it is the only method of refunding that determines and processes registration changes that have occurred after the last assessment, and a user types over an existing code, reassessment should not occur for the section. The date in the `SFRSTCR_ASSESS_ACTIVITY_DATE` column is used to determine which registration records need to be selected for assessment.

As part of the registration processing, if the registration record is newly added or has had a change in its registration status, the `SFRSTCR_ASSESS_ACTIVITY_DATE` field will be updated with the current date and time, so the fee assessment process will know that this record needs to be

processed. The SFRSTCR record only will be selected for flat charge refund processing, if the SFRSTCR\_ASSESS\_ACTIVITY\_DATE is greater than the SFBETRM\_ASSESSMENT\_DATE, which is the date when the student was last assessed. On those records that do not need to be processed, the SFRSTCR\_ASSESS\_ACTIVITY\_DATE field will not be updated.

**Note:** Institutions not using assessment flat charge rule definitions and flat charge refunding will not be impacted by this processing.

- If both the original course registration status code (STVRSTS) and the new course registration status code are for a non-dropped course (that is, the course is being added), and the original add was already assessed, then the SFRSTCR\_ACTIVITY\_DATE field is always updated, but the SFRSTCR\_ASSESS\_ACTIVITY\_DATE field is not updated, as the course is not newly added and does not need to be assessed.
- If either the original course registration status code (STVRSTS) or the new course registration status code are for a dropped course, which is defined as the STVRSTS\_WITHDRAW\_IND is set to Y, then the following criteria checking is performed.
  - If the new course registration status code and the original course registration status code are equal (the SFTREGS\_RSTS\_CODE field value equals the original SFRSTCR\_RSTS\_CODE field value), registration processing checks to see if the date on the new course registration status code (SFTREGS\_RSTS\_DATE) is different from the date on the original record (SFRSTCR\_RSTS\_DATE). If they are different, then the student has made a change and may qualify for a different refund. This record needs to be re-evaluated, and therefore the SFRSTCR\_ACTIVITY\_DATE and the SFRSTCR\_ASSESS\_ACTIVITY\_DATE must be updated, so next assessment picks up the change.
  - If the new course registration status code is for a dropped course and the original course registration status code is for an added course, the SFRSTCR\_ACTIVITY\_DATE and the SFRSTCR\_ASSESS\_ACTIVITY\_DATE must be updated, so that the next assessment processes the drop.

## Storing Related Values and Options

Fee assessment options and controls for a term are stored in the Fee Assessment section of the main window on SOATERM.

- Use the **On-Line Fee Assessment (Indicator)** to turn on online registration fee assessment for the term.
- Use the **Track by CRN (Indicator)** to turn on tracking of charges by CRN for registration fee assessment.
- Use the **Refund by Total (Indicator)** to turn on refund by total processing in registration fee assessment.
- Use the **Allow Swapping (Indicator)** to turn on hours swapping in registration fee assessment.
- Use the **Reverse Non-Tuition/Fee Charges (Indicator)** to allow registration fee assessment to reverse non-tuition or non-fee charges for detail codes with a category code other than TUI or FEE.
- Use the **Effective Date** field to designate the date you want charges to become effective in accounts receivable, when using post-dated fees for a future date.



- Use the **Original Charge Cutoff Date** field to designate the date through which all assessments are considered original charges on all student accounting transactions.
- Use the **Section Fees by Study Path (Indicator)** to control whether study path data is stored with a charge, when the charge is generated from section fees.

## Setting Up Non-Refundable Fees

When a student no longer qualified for a charge to a detail code having a category code other than TUI or FEE, the non-refundable charges were traditionally reversed.

Some institutions prefer that only TUI and FEE charges qualify for the reversal. There is an option to reverse or not reverse charges to detail codes having a category code other than TUI or FEE.

Use the **Reverse Non-Tuition/Fee Charges (Indicator)** on SOATERM to allow registration fee assessment to reverse non-tuition or non-fee charges for detail codes with a category code other than TUI or FEE.

When the indicator is not selected (set to N), charges to detail codes having a category code other than TUI or FEE *will not* be reversed during fee assessment. For institutions that want to use the reversal, the indicator should be selected (set to Y).

**Note:** When the check box is not selected, assessment will default to not reversing charges to detail codes with a category code other than TUI and FEE.

## Maximum Limits

Use the Registration Fees Min/Max Charge Control Form (SFAFMAX) to set upper limits for the amount a student can be charged overall for a specific detail code for a term.

This does not include processing using Track by CRN. A course that has the **Tuition Waiver (Indicator)** set on SCACRSE in a term that is using Track by CRN will not count toward the maximum allowed for a detail code for the term. Please refer to the topic [Definition and Use of Registration in SFAFMAX](#) on page 952 later in this section for more information.

## Registration Fee Assessment Rules

Use the Registration Fee Assessment Rules Form (SFARGFE) to build your rules for fee assessment processing. Please refer to the online help for more information on SFARGFE.

On SFARGFE you can do the following in the Key Block:

- Use the pulldown list in the **Rule Type** field to select valid rule type values such as ATTR, CAMPUS, LEVEL, STUDENT, STUDYPATH, or STUDYPATH\_ATTR.
- Use the **Entry Type** field to build rules for pre-billing and regular billing. Use the pulldown list to select PREBILL or REGULAR as the value.
- Click **Copy Rules to New Term** to copy existing rules to a new term. This button opens a window where you can enter the rule information and then click **Process Rule Copy** to insert the copied rules into a new term and save the changes.

- Use the **Set Copy Indicator** check box to set the **Copy (Indicator)** for each rule on SFARGFE to selected (copy) or cleared (do not copy).
- Click **Process Copy Indicator Setting** to default each **Copy (Indicator)** in the form for that rule type to the setting chosen (selected or cleared) by the **Set Copy Indicator** check box.

On SFARGFE you can do the following in the Registration Charges and Fees block.

- Use the **Sequence Number** field to view the one-up number that is automatically assigned to each rule within the term code and rule type when the rule is created and saved. In the Registration Fee Assessment Audit History Form (SFAFAUD), you can identify exactly which rule was used to process that assessment by referring to the sequence number and then viewing the registration fee assessment rules for that term and rule type.
- Use the **Course Campus**, **Course Level**, and **Course Attribute** fields only when you are working with the applicable rules (CAMPUS, LEVEL, ATTR), as they have associated data entry restrictions. The **Course Attribute** field **MUST** be used with the STUDYPATH\_ATTR rule.
- Use the other fields in the block to build rules to your specifications.

Use the Student Curriculum Rules block, the Registration Criteria block, and the Student/Course Rules block to maintain information used in fee assessment processing. The data displayed in these blocks is dependent on the rule selected in the Registration Charges and Fees block.

Use the **Assess by Course** check box in the Student/Course Rules block to apply charges to a specific CRN when rules exist based upon part-of-term, grade mode, instructional method, and schedule type.

The following occurs in the Student Curriculum block when either the STUDYPATH or STUDYPATH\_ATTR rule type is selected in the Key Block.

- The **Residence** and **Session** fields are displayed.
- The **Curricula** field is hidden. You cannot enter the curriculum priority.
- The Student Curriculum tab label changes to read Study Path.
- The Student Curriculum Rules block label changes to read Study Path Rules.

When the rule types for STUDENT, CAMPUS, ATTR, or LEVEL are selected, the **Curricula** field is displayed, and the **Residence** and **Session** fields are hidden. The tab label reads Student Curriculum, and the block label reads Student Curriculum Rules.

When the STUDYPATH rule type is used, you must enter at least one curriculum value in the Study Path Rules block before a rule can be saved.

When the STUDYPATH\_ATTR rule type is used, you must enter at least one curriculum value in the Study Path Rules block, in addition to a course attribute in the Registration Charges and Fees block before a rule can be saved.

## Copying Rules to New Term

Use the Copy Fee Assessment Rules To A New Term window on SFARGFE to copy rules by term and the associated data to a new term. This window is accessed from the Key Block using the **Copy Rules to New Term** button.

You may also select rules to copy by using the rule data elements. For example, you may copy one department's rules at a time or copy only those rules for non-resident students before copying

rules for resident students. Use the data elements to restrict the rules to be copied. Only rules with the **Set Copy Indicator** selected will be copied to the new term. (When entering data elements to restrict rule copying, the rule uses an AND condition between the data elements you select.) Rules may be copied back to previous terms or forward to future terms. Detail codes that are inactive in TSADETC will not be copied in this process.

## Audit History

Use the Registration Fee Assessment Audit History Form (SFAFAUD) to assist in fee assessment processing and to view the history of assessments by ID and term. Use the data on the form to understand how the charge was calculated by the fee assessment process.

The Detail block displays the term code, activity date, time of the assessment, the SFARGFE rule sequence number, detail code, detail category code, TBRACCD transaction number, and the amount of the charge. You can view expanded detail on the audit record using Next Block or the Options Menu.

The **Detail Audit Information** window displays the pertinent information from SFARGFE and the fee assessment process to explain how the charge was derived. The window separates assessments into per credit, flat, and overload and allows you to see the billing hours used, in addition to the overload starting hours, overload hours, and the per credit charges applied. The audit history also stores the CRN for both Track by CRN processing and for assess by course processing. When you are assessing by course or tracking by CRN, the audit detail record displays the source of the refunding information, in addition to the registration status code or the enrollment status code used to calculate the refund.

Charges applied as a result of assessments from the section fees portion of the Section Detail Form (SSADETL) and from additional fees are displayed in the **Note** field in the window. If minimum or maximum restrictions from the registration fee assessment rules or from SFAFMAX have affected the assessment, this is also displayed as notes information.

## Fee Assessment Audit History Records from Batch

The fee assessment process run from job submission (SFRFASC) provides output options to print either the entries that are made to the audit history table, the student accounting record (TBRACCD) update only, or both audit and student accounting record information.

Output is distinguished between fee assessment audit history records under the subheading of *Audit* and student accounting records (TBRACCD) under the subheading of *Accounting*.

Here is a sample of the output for a student in which charges have been back-dated in the Student Course Registration Form (SFAREGS). The audit information records the actual date of assessment, and the student accounting records display the effective date the charges were posted to TBRACCD. This represents the option to print both audit and student accounting information for the current assessment.

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550000030	Student, Sample
	Audit:

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	3	T101	Tuition Charge
400.00	20-NOV-2002		
	1	TA	Tuition Rules by Level
40.00	20-NOV-2002		
	2	TF	Non-Resident Tuition
240.00	20-NOV-2002		
			Net Assessment:
680.00			
	Accounting:		
	3	T101	Tuition Charge
400.00	20-NOV-2002		
	1	TA	Tuition Rules by Level
40.00	01-OCT-2002		
	2	TF	Non-Resident Tuition
240.00	01-OCT-2002		
			Net Change:
680.00			

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## Per Credit, Flat, and Flat Plus Per Credit (Overload) Processing

Rules for fee assessment processing are defined in one of three ways.

- Per credit charging rules (uses billing hours)
- Flat charging rules
- Overload charging rules

Rules that have already been defined for previous terms will calculate the appropriate fees. When the audit history detail records are created for a previous term, fee assessment will place all charges in the **Per Hour Charge** field, as this was the only method used to create charges in the previous versions of registration fee assessment.

Flat charging rules must be developed for institutions using plateau refunding. The flat and overload charging elements can be used to set up new rules for a term. Understanding this processing allows you to build rules that will provide more useful information from the registration fee assessment audit history records. Users can more readily see how a charge was derived in fee assessment.

The best way to demonstrate the differences in set-up and when it is necessary to update an institution's rules to use these new data elements is to provide several examples.

### *Per Credit*

Per credit processing functions as follows. You enter the per credit amount and use the minimum and maximum ranges to control the limits.

The fee assessment audit history shows the per credit amount for the rule and the billing hours used to calculate the charge. If the minimum or maximum was invoked to limit the charge, that information is displayed in the notes. An example of the use of per credit charges and the results in the audit history is provided in the scenarios that follow.

---

## *Flat and Flat Plus Per Credit (Overload) Processing*

Flat plus per credit charges will be referred to as overload charges from here on.

For overload processing, the **Liable Billing Hours From** and **(Liable Billing Hours) To** fields are used to define how a student qualifies for or *enters* the rule. Other fields are also additionally used to define flat rules and overload rules.

The **Flat Charge Hours Range From** field is used to define the minimum credits for the flat charge. The **(Flat Charge Hours Range) To** field defines the point at which the flat rule charge is no longer in effect, and the **Flat Charge Amount** field defines the actual amount to be applied to the student's assessment.

The **Course Overload Start Hours** field determines the liable billing hours the student must have to begin assessing a per credit calculation over the flat charge. Therefore, a single rule can be used to set up the flat and overload charges. Conversely, single rules for per credit and flat processing can be broken out into two rules to allow for easier identification of how charges were derived using the audit history detail.

**Note:** These fields must be used when plateau refunding is needed at your institution.

Flat fee processing uses a flat hours range and a defined flat fee amount to generate flat fee charges. This works with the assessment process to identify the starting point for the flat rule. The from flat hours is referred to during the plateau refund process.

Expanded decimal places are not required to calculate correct refunds when dropping into and out of flat charge ranges. The course overload start hours is referred to when overload rules are in effect. Any credits over a particular range are charged a per credit rate plus the flat charge. For example, you may have a rule that says: Charge \$1000.00 to any student with 12 or more credits and an additional \$100.00 per credit to students who have more than 15 credits. You do not need to use a negative rule to back out the difference between the flat and per credit over flat amounts. A detailed example is provided in the scenarios that follow.

### *Per Credit Charging*

Previously, per credit charging was the only way fee assessment was able to calculate charges.

Per credit charging was used to create both flat and flat plus per credit charges by manipulating the use of the minimum and maximum charge values in SFARGFE. This method will continue to calculate the correct results. Please review the following example.

### ***Scenario 1: Flat Charges versus Per Credit with a Maximum Charge***

#### *Old Rule Set-Up Charges*

1. Any undergraduate student who is registered in 1-11.99 credits (billing hours) is charged \$80.00 per credit.
2. Any undergraduate student who registers in more than 12 credits is charged a flat fee of \$1000.00.

12 X 80.00 per credit = \$960.00

Therefore, these charging rules mean that full-time students pay a \$40.00 premium for going to full-time status, which allows them a higher range of hours for the same flat charge.

A single rule such as the following can be created:

Seq	Detl	Per Credit	Min	Max	Lvl	From Liable Billing Hrs	To Liable Billing Hrs	From Flat Hrs	To Flat Hrs	Flat Chrg	Course Overload Start Hrs
1	T101	\$80.00	\$80.00	\$1000.00	UG	1.00	99.00	New Data Elements on SFARGFE			

This rule creates the correct charges and refunds for students in fee assessment processing. The results in SFAFAUD will show what fee assessment has done to calculate the charge. All charges are recorded as per credit charges in the audit table.

As a result, the audit history records for every student who is charged using a rule such as the one above will display the per credit calculation in the **Per Hour Charge** field in the Detail Audit Information window of SFAFAUD. The total per credit calculation and the number of liable hours used to derive the charge are displayed in those data fields. If the student exceeds the \$1,000.00 limit, the total calculation is displayed, but the **Note** field explains that the per credit calculation exceeded the rule maximum. Fee Assessment actually calculates the per credit charge and then invokes the maximum charge defined for the rule.

A student who registered for 21 credits in a term in which the above rule is defined, would have the information in the **Note** field in the Detail Audit Information window of SFAFAUD explaining that the per credit calculation of:

21 liable billing hours X 80.00 per hour = \$1680.00, which exceeds the rule maximum of \$1,000.00  
(by displaying in the **Note** field)

*1680 > rule max of 1000, reset to max*

Fee assessment rules and processing allow the user to move the \$1,000.00 flat rate into the **Flat Fee Charge** field, indicating that the charge was not derived just as a maximum that was invoked on a per credit rule, but that it was in fact a flat charge. Please see the next example.

### *Alternative Rule Set-Up for Flat Charging*

Using the same example as above, a new rule can be established.

As an alternative to fee assessment performing the work to calculate per credit charges, when in fact the user really is creating a flat charge, use the set of flat charging elements in SFARGFE. The charge posted to the accounting records in TBRACCD will be the same using this set-up, however what is displayed to the user in the Audit Detail Information window will differ.

To accomplish this you can break the above rule into two separate rules using the fields on SFARGFE for flat and overload charging.

Seq	Detl	Per Credit	Min	Max	Lvl	From Liable Billing Hrs	To Liable Billing Hrs	From Flat Hrs	To Flat Hrs	Flat Chrg	Course Overload Start Hrs
1	T101	80.00	80.00	959.20	UG	1.00	11.99				
2	T101	0.00	0.00	9999.99	UG	12.00	99.00	12.00	99.00	1000.00	

A student who is registered in 21.00 credits receives a \$1,000.00 charge. This time, the flat charge of \$1,000 displays in the **Flat Fee Charge** field in the Audit Detail Information window. The range of credits that apply to the flat rule are also displayed in the **Rule Flat Hour Range** fields as 12.00 - 99.00. Fee assessment does not multiply the student's billing hours by the per credit charge and then invoke the maximum limit. There is no information in the **Note** field in this case.

The new rules on SFARGFE in the Registration Charges and Fees block will be displayed as follows:

- The value for the **Flat Charge Hours Range From** is 12.00.
- The value for the **(Flat Charge Hours Range) To** is 99.00.
- The value for the **Flat Charge Amount** is \$1000.00.

Fee assessment will calculate refunds when a student drops below the from flat hours range. Please refer to the topic "Refunding Using Combined Flat and Overload Rules (Plateau Refunds)" later in this section.

## Scenario 2: Overload Charging

An "overload" situation may exist when the following occur.

- The institution decides that the flat charge applies to a specific range of credits (billing hours), and there is a maximum number of hours allowed for that flat charge.
- If a student exceeds the maximum hours allowed for the flat charge, the institution charges per credit for the difference between the maximum allowed for the flat range and the actual number of credits for which the student is registered.

SFARGFE uses a **Course Overload Start Hours** field to determine when that overload charge should begin. Please review the following example.

Any undergraduate student who is registered in 1-11.99 credits is charged \$100.00 per credit.

When an undergraduate student reaches 12.00 credits, a flat fee of \$1000.00 is applied. (In this case, the institution provides an incentive to register as a full-time student.) The flat fee applies to all students registered in 12 or more credits, but if the student registers in more than 15 credits, the institution begins charging an additional \$100.00 for each credit in excess of that 15 credit maximum.

### *Non-Refund by Total and Multiple Flat Rules*

Fee assessment processing can assess a student for multiple flat rates, in addition to non-flat or per credit type rates concurrently.

#### *Example Rules:*

The student qualifies for the following rules on SFARGFE.

Rule	Detail Code	Rule Type	Flat From	Flat To	Amount
1	T100	STUDENT	12	99	1200 flat
2	T200	STUDENT	7	10	1000 flat
3	C100	STUDENT	0.01 (Credit From)	50 (Credit To)	100 per credit hour

Step 1: The student initially registers for 13 credit hours and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	13	13
C100	1300	13	13

Step 2: The student drops 6 credit hours in a 60% refund period and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	The flat liability is calculated at 9 hours, which is below the flat range.	
T200	1000	9.4	9.4
C100	360	9.4	9.4

The following rules are used for processing multiple flat rules with per credit hours rules.

1. When the student qualifies for multiple rules that exist across multiple rule types (such as **STUDENT** and **ATTR**, or **STUDENT** and **CAMPUS**, or **CAMPUS** and **LEVEL**), the student liable rule hours on all non-student rules will be based on a per-credit and non-flat calculation.
2. The student drops out of a flat rule, and no other rule exists to pick up where the flat rule ends. (The student is assessed a flat fee with a range of 12 - 99 hours, drops hours in a range from 0 - 11.99, and no other rules exist below 12 hours). When the student adds credit hours back into their rule, the previous flat liability will be lost, and the new liability will include only new credit hours.

#### *Example Rule:*

The student qualifies for the following rule on SFARGFE.



Rule	Detail Code	Rule Type	Flat From	Flat To	Amount
1	T100	STUDENT	12	99	1200 flat

Step 1: The student initially registers for 13 credit hours and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	13	13

Step 2: The student drops 3 credit hours in a 60% refund period and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	The flat liability is calculated at 10.8 hours, which is out of the flat range.	

Step 3: The student adds another 6 credit hours and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	16	16

The previous flat liability of 8 hours is lost, and the starting liability for the flat fee will start over.

1. The rules that will reuse the liability hours calculated for a flat fee are flat rules with the same from and to flat hours within the same rule type and value. This is any non-flat rule in which the flat "from hours" minus the non-flat rule credit "to hours" is greater than zero but less than one.

For example, the flat rule has a flat range of 12 - 99. The rule that is not for a flat fee and with a credit hour range of 0 - 11.99, will use the liability hours calculated for the flat fee. If the non-flat rule has a credit hour range of 0 - 10.99, the flat liability will not be used, but the liability calculated as a per credit hour will be used.

*Example Rules:*

The student qualifies for the following rules on SFARGFE.

Rule	Detail Code	Rule Type	Flat From	Flat To	Amount
1	T100	STUDENT	12	99	1200 flat
2	T200	STUDENT	7	10	1000 flat
3	C100	STUDENT	0.01 (Credit From)	11.99 (Credit To)	100 per credit hour

Step 1: The student initially registers for 13 credit hours and is charged.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	13	13

Step 2: The student drops 6 credit hours in a 60% refund period and is charged.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	The flat liability is calculated at 9 hours.	
T200	1000	9.4	9.4
C100	900	9	9

C100 picks up the liability calculated for the T100 flat fee, because it is within one credit hour range.

1. If a non-flat rule falls in the 1 credit hour range for multiple flat rules, it will always be treated as a per credit hour, and none of the flat liabilities will be used for the rule.

*Example Rules:*

The student qualifies for the following rules on SFARGFE.

Rule	Detail Code	Rule Type	Flat From	Flat To	Amount
1	T100	STUDENT	12	99	1200 flat
2	T200	STUDENT	12	15	1000 flat
3	C100	STUDENT	0.01 (Credit From)	11.99 (Credit To)	100 per credit hour

Step 1: The student initially registers for 13 credit hours and is charged.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	13	13
T200	1000	13	13

Step 2: The student drops 6 credit hours in a 60% refund period and is charged.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	The flat liability is calculated at 9 hours.	
T200	1000	The flat liability is calculated at 9 hours.	
C100	940	9.4	9.4

## Multiple Flat Rules GTVSDAX Rule

**Warning!** If you have multiple flat rules with the same from (start) dates but with different to (end) dates, you need to read the following, or your results may be different than expected.

A GTVSDAX rule is used to define the minimum flat to hours for conversion to a value of 9999 for processing consistency. Script `sinsgtvsdax1.sql` is used to insert this record into GTVSDAX.

The GTVSDAX rule for the **(Internal) Code** of FLATTOMAX and the **Group (Code)** of FEERULES is used to define the minimum flat to hours that will be converted to 9999. For example, if your rules are 12-99, 12-99.99, and 12-999, set the **External Code** to 99 so that all rules greater than or equal to 99 will be converted to 9999.

The FLATTOMAX rule is delivered with the **External Code** set to 99. If your institution assesses a greater number of credit hours than 99 for a flat range, you must reset the rule value.

*Example:*

- For a flat hour range of up to 99, leave the rule set at 99.
- For a flat hour range of up to 999, set the rule to 999.
- For a flat hour range of up to 9999, set the rule to 9999.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
99	FLATTOMAX	1	FEERULES	Max RGFE flat to hours	Sysdate

The `supsfrrflat.sql` script is used to correct all flat to hours values for a term in SFRRGFE and SFRFAUD. This script is run from SQL\*Plus. It finds all flat hour ranges for a term, prompts the user for new flat to hour values, and then updates the values. The SFKFEEES and SFKFEE1 packages replace the `SFRRGFE_TO_FLAT_HRS` value and the `SFRFAUD_RGFE_TO_FLAT_HRS` value with 9999 for a term, when that value is greater than or equal to the GTVSDAX value for the FLATTOMAX rule.

## Old Rule Set-Up for Overload Charges

The former rule set-up required four lines of rules. One line of rules was set up using a negative charge to compensate for the per credit limitations of old fee assessment processing. These rules will continue to calculate the correct assessment.

The \* indicates fields that have been added to SFARGFE.

The \*\* indicates fields that have been removed from SFARGFE.

Seq	Detl	Per Credi	Min	Max	Plat	Plat Hrs	Lvl	From Liabl Bill Hrs	To Liabl Bill Hrs	Frm Flat Hrs	To Flat Hrs	Flat Chrg	Crse Ovrld Start Hrs
*					**	**				*	*	*	*
1	T101	100.00	100.00	1199.00		12	UG	1.00	11.99				
2	T101	100.00	1000.00	1000.00		12	UG	12.00	99.00				
3	T101	100.00	0.00	9999.00		12	UG	15.00	99.00				
4	T101	0.00	-	1500.00		12	UG	15.00	99.00				

The work done by fee assessment when a student with 19 credits registers and is assessed for these rules is:

Determine the student's liable hours = 19, and therefore rules 2, 3 and 4 apply.

Rule 2 charge = 19 X 100.00 per credit = \$1900.00, but the maximum allowed for the rule is \$1,000.00; therefore the Rule 2 charge = \$1,000.00.

Rule 3 charge = 19 X 100.00 per credit = \$1900.00.

Rule 4 charge = 19 X 0 per credit = 0, and the minimum charge = - \$1500.00.

The total of Rules 2, 3, and 4 = (\$1,000.00 + \$1900.00) - \$1500.00 = \$1,400.00.

### *Alternative Rule Set-Up for Overload Charges*

Here is an alternative rule example.

Seq	Detl	Per Credit	Min	Max	Lvl	From Liabl Billing Hrs	To Liabl Billing Hrs	From Flat Hrs	To Flat Hrs	Flat Chrg	Crse Ovrld Start Hrs
1	T101	100.00	100.00	1199.00	UG	1.00	11.99				
2	T101	100.00	0.00	9999.99	UG	12.00	99.00	12.00	99.00	1000.00	15.00

The \$100.00 per credit charge will be used when the student reaches the course overload start hours (in this case 15.00 hours).

Only students who are liable for 12.00 or more billing hours use this rule (sequence number 2). When it is determined that the student has more than 12.00 liable billing hours, fee assessment then looks to see if the liable billing hours are also greater than or equal to 15.00, the value of the course overload start hours. If that is the case, as with a student who has 19 credits, fee assessment performs this calculation:

Flat Charge + (Billing Liable hours – Course Overload Start Hours) X Per Credit Charge

A student with 19 credits will be charged:

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$1000.00 + (19 \text{ Liable Billing Hours} - 15 \text{ Course Overload Start Hours for the rule}) \times 100.00 = 1000 + (4 \text{ Overload Hours} \times 100.00) = \$1400.00$

The Detail Audit Information window on SFAFAUD displays the flat charge amount and the overload charge amount based on the rule above for a student who registers in 19.00 hours. Based on the overload start hours of 15.00, the flat fee charge of \$1000.000 is still in effect and is displayed in the **Flat Fee Charge** field. The hours used for the overload calculation (4.00) are displayed in the **Overload Hours** field, and the \$100.00 per credit charge that applies to the overload hours displays in the **At** field with the calculated charge displayed to the right.

## Fee Assessment Using the Assess by Course Indicator

Fee assessment processing can assess a course with certain course-specific data elements.

These data elements that apply to assess by course are part-of-term, grade mode, instructional method, and schedule type. The **Assess by Course (Indicator)** allows fee assessment to return to the grouped courses (whether by student, level, campus, or course attribute) and check for CRNs that satisfy a rule with a specified part-of-term, grade mode, instructional method, and schedule type. Rules can also be assessed using **C** (combined parts-of-term).

### *Using Assess By Course With Part-of-Term Processing*

When a rule is specified as being assessed by course, fee assessment processes the student's registered courses in two steps for the available rule groupings in SFARGFE (student characteristics, course level, course campus, and course attribute).

#### Procedure

1. The order of processing within groups is determined.
  - a) Course hours for that rule grouping are summed.
  - b) While the total hours are being summed, part-of-term is tracked for that group. If more than one part-of-term is found, **C** (combined) becomes the part-of-term for the group. If the part-of-term for the group is not greater than one, the code remains set to that unique part-of-term.
2. The group hours are totaled.
  - a) The rule evaluation is called.
  - b) The part-of-term code determined in step 1 during the totalling process is used. If found to be **C**, fee assessment will use the rule that is specified as **C** for the part-of-term.
  - c) Only rules *not* marked *assess by course* will be considered in this step.
3. Assess by course processing begins.
  - a) Each course is processed within the course grouping.
  - b) The rule evaluation is called for each course within the grouping.
  - c) Only courses marked *assess by course* will be considered.
  - d) The part-of-term code used in the rule will be the part-of-term code (or grade mode) attached to the course being processed.

- e) The hours used for the rule for that specific part-of-term will be the hours for the course.

### *Examples of Part-of-Term Processing*

Here are some examples of part-of-term processing.

#### *Example 1 - Ken Jones*

For this example, assess by course is turned OFF in all rules. The rule type is `Charge By Student Characteristics`.

SFARGFE is set up as follows:

Part-of-Term	C	T102 @ 10.00 pc
Part-of-Term	2	T103 @ 100.00 pc
Part-of-Term	blank	T101 @ 125.00 pc

Ken Jones is registered in two courses:

CRN 1	4 credits defined as Part-of-Term 1
CRN 2	2 credits defined as Part-of-Term 2

The total credits for grouping by student are six (6). The SFARGFE rules for both C and Blank apply to this student's registration.

The calculation would be:

(6 X 10.00) for Part-of-Term C = T102

+ (6 X 125.00) for Part-of-Term = Null

= 810.00

The rule for Part-of-Term 2 does not use T103 for processing, because assess by course is turned off.

The student's accounting entries (TBRACCD) would be:

1	T101	Tuition Charge	750.00
2	T102	Undergraduate Tuition	60.00
		Net Change	810.00

### Example 2 - Ken Samuels

For this example, assess by course is turned ON in one rule. The rule type is Charge By Student Characteristics.

SFARGFE is set up as follows:

Part-of-Term	C	T102 @ 10.00 pc	<b>Assess by Course</b> is N
Part-of-Term	2	T103 @ 100.00 pc	<b>Assess by Course</b> is Y
Part-of-Term	blank	T101 @ 125.00 pc	<b>Assess by Course</b> is N

Ken Samuels is registered in two courses:

CRN 1	4 credits defined as Part-of-Term 1
CRN 2	2 credits defined as Part-of-Term 2

The total credits for the grouping by student are six (6). **Assess by Course** is selected for the rule with the detail code of T103. Therefore the SFARGFE rules for both C and Blank apply, and Part-of-Term 2 will apply to this student for the hours within Part-of-Term 2. The credits to assess by course equal two (2).

The calculation would be:

(6 X 10.00) for Part-of-Term C = T102  
 + (6 X 125.00) for Part-of-Term Blank = T101  
 + (2 X 100.00) for Part-of-Term 2, assess by course = T103  
 = 1010.00

The student's accounting entries (TBRACCD) would be:

1	T101	Tuition Charge	750.00
2	T102	Undergraduate Tuition	60.00
3	T103	Tuition Charge	200.00
Net Change			1010.00

If the above students were to drop courses during a 100% refund period or using a drop code that is not counted in assessment, and the remaining CRN(s) exist in a single part-of-term, fee assessment assesses the student as though they are in a single part-of-term. Fee assessment sees the change from multiple parts-of-term to a single part-of-term and use the correct rules for the student.

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## Track by CRN

Track by CRN processing works as follows.

The CRN is stored in the audit history record (SFAFAUD), and section fee information is retained in the notes of the audit history record. The CRN can be viewed on TSADETL. You can navigate to TSADETL from SFAFAUD to see the CRN in Accounts Receivable. This is enabled in SOATERM using the **Track by CRN** check box. Track by CRN also allows institutions to realize or total the revenue generated from students registering for specific CRNs.

**Note:** The view `SFVTFAN` and the report produced by the script `sfrtfan.sql` are also part of this fee assessment processing.

The Student Course/Fee Assessment Query Form (SFAREGF) provides fee assessment detail in the Mock Fee Assessment window and also displays the CRN for any courses with section fees when the **Track by CRN** check box is selected in SOATERM. The mock assessment takes place for the current saved registration record when you view these charges with the SFAFMAX minimum/maximum applied or without the SFAFMAX minimum/maximum applied using the Options Menu.

## Definition and Use of Registration in SFAFMAX

The Registration Fees Min/Max Charge Control Form (SFAFMAX) allows institutions to define minimum and maximum charges for a given detail code for a given term.

When a minimum/maximum range is established for a detail code for a term, fee assessment refers to the rules built for the term in this form and imposes the minimum or maximum as defined for the grouped detail code charges.

When tracking by CRN is *not* used, and study path charging is *not* used, the assessment charges determined for the student for the term are grouped by detail code. Before the creation of the accounting record, the SFRFMAX table is selected to see if a defined minimum/maximum exists for the detail code and term.

If an SFRFMAX record is defined for the detail code and term being processed, the total generated charge (the aggregate charge) for the detail code is evaluated to see if it falls within the minimum/maximum charge range that is defined for that detail code in SFAFMAX. If the aggregate charge is outside of the minimum/maximum charge range, the aggregate charge is adjusted, and the adjustment amount is recorded in the Registration Fee Assessment Audit History Form (SFAFAUD).

The audit history record that is created brings the determined liability for the student into agreement with the amount the student was charged in accounting. The audit history and the student's account charges will agree. This processing can be seen in the **Note** field in the Detail Audit Information window on SFAFAUD.

In registration fee assessment, the SFRFMAX table is consistently selected before the creation of accounting records in TBRACCD. This is true regardless of whether the **Tracking by CRN** check box is turned on (selected) or off (cleared) in Term Control Form (SOATERM).

When tracking by CRN is used for a term, the scope of the registration minimum/maximum rules changes.

1. Each course-specific charge will be evaluated against the defined minimum/maximum charge range for the term and detail code as defined in SFAFMAX.



2. As part of registration fee assessment processing when using tracking by CRN, the determined charges are grouped by detail code and CRN. The generated charges will include recording the CRN in the student's accounting record if the charge is for a particular course, that is., a section fee or a charge determined by a registration fee assessment rule (from SFARGFE) where the **Assess by Course (Indicator)** is selected (SFRRGFE\_ASSESS\_BY\_COURSE\_IND is Y).
3. Before creating the accounting record in TBRACCD for the course-specific charge, the SFRFMAX table is selected to determine if a defined minimum/maximum charge range exists for the term and detail code. If the generated course-specific charge is outside of the minimum/maximum range as defined in SFRFMAX, the generated charge is adjusted, and the adjustment amount is recorded in registration fee assessment audit history (SFRFAUD).

When study path assessment *is* used for a term, the scope of the registration minimum/maximum rules changes.

1. Each detail code and study path charge will be evaluated against the defined minimum/maximum charge range for the term and detail code as defined in SFAFMAX.
2. As part of registration fee assessment processing when using the STUDYPATH or STUDYPATH\_ATTR rules, the charges are grouped by detail code and study path. The generated charges include recording the study path in the student's accounting record.
3. Before creating the accounting record in TBRACCD for the study path charge, the SFRFMAX table is selected to determine if a defined minimum/maximum charge range exists for the term and detail code. If the generated study path charge is outside of the minimum/maximum range as defined in SFRFMAX, the generated charge is adjusted, and the adjustment amount is recorded in registration fee assessment audit history (SFRFAUD).

Minimum/maximum rules are not used if all courses have been dropped at 100%. In addition, if all the rules (created on SFARGFE or SSADETL) are deleted for a detail code and a corresponding minimum/maximum charge range, the minimum/maximum rules are not used in the reassessment.

## Use of View Students Classes and Charges on SFAREGF

The Student Course/Fee Assessment Query Form (SFAREGF) performs a mock fee assessment when the you select **Fee Assessment Without Min/Max Applied** or **Fee Assessment With Min/Max Applied** from the Options Menu.

Fee assessment detail in the **Mock Fee Assessment** window displays the CRN for any courses with section fees when the **Track by CRN** check box is selected in SOATERM, along with the detail code and charge calculated based on the student's current saved registration record. You may view these charges with the SFAFMAX minimum/maximum applied or without the SFAFMAX minimum/maximum applied.

## Fee Assessment Processing Steps - Refunding by Course

The fee assessment process always works with the student's liability at the specific time that the process is run.

Comparisons to previous assessments for accurate charging, refunding, and reversals are aided in certain processing by the use of the audit history table. It is critical to create the first set of audit history records. Fee assessment does the following during processing:

1. Determines the liable amount by detail code.

Fee assessment looks at registration status information for the course and determines what the student is liable for in terms of billing hours, using the **Liable Billing Hours From** and **To** fields on SFARGFE.

For example, a student is registered in 12 hours.

CRN	Hours	Status
CRN 001	4	RE
CRN 002	2	RE
CRN 003	3	RE
CRN 004	3	RE

The fee assessment rule the student qualifies for is:

Detail Code	Amount	Field	Value
T101	10.00 per credit	Minimum	0.00
		Maximum	1,000.00
		From Liable Hours	1.00
		To Liable Hours	99.00

- The registration status code used is **RE** (Registered).
- On STVRSTS the following settings are used. The **Count in Enrollment (Indicator)** is selected. The **Count in Assessment (Indicator)** is selected. The **Withdrawal Indicator** is *not* selected.
- In SFARSTS, there are no refund periods associated with the **RE** status.
- Fee assessment uses the per credit charge and the **RE** status, because it does not mean a drop (**Withdrawal Indicator** is not selected), and no refund percentages apply. Therefore liability for each CRN is interpreted as 100%. (For the calculation, the liability multiplier is 1.0.)

The calculation used is (liable hours X liability multiplier) X charge per the rule qualification.

CRN	Calculation
CRN 001	(4.00 X 1.0) X 10.00
CRN 002	(2.00 X 1.0) X 10.00
CRN 003	(3.00 X 1.0) X 10.00
CRN 004	(3.00 X 1.0) X 10.00

The total charge will be \$120.00 for the detail code (T101) associated with this rule.

If this scenario is modified by performing a drop of one CRN, there is a different result.

- The registration status code for CRN 001 is changed to **DC** (Drop Course).
- On STVRSTS the following settings are used. The **Count in Assessment (Indicator)** is selected. The **Withdrawal Indicator** is selected.
- When setting up registration status controls on SFARSTS, **DC** is defined with a refund percentage of 90% for category codes of **TUI**.
- A 90% refund means 10% liability to fee assessment, thus the multiplier changes from 1.00 to .10.

This is how fee assessment calculates the new assessment:

CRN	Calculation
CRN 001	$(4.00 \times .10) \times 10.00 = 4.00$
CRN 002	$(2.00 \times 1.0) \times 10.00 = 20.00$
CRN 003	$(3.00 \times 1.0) \times 10.00 = 30.00$
CRN 004	$(3.00 \times 1.0) \times 10.00 = 30.00$

The total new assessment will be \$84.00 for the detail code (**T101**) associated with this rule.

Step 2 explains what is done in the student's accounting record as a result of this registration change from the first assessment.

2. Compares the current assessment to the current student accounting records using currency amounts and the last set of charges for the student.
  - a. Compares the liable amount to what is in the student accounting records for the detail code and term. (In the example above, this is **T101** for \$120.00.)
  - b. Posts the difference (the charge or refund) if the current assessment liable amount is different than what is in the student accounting records (for non-refund by total processing).

In the above instance, \$120.00 (which exists in TBRACCD for detail code **T101** for the term) is compared to \$84.00 for the same detail code for the current assessment. The difference is \$36.00. A charge of - \$36.00 is posted to detail code **T101** for the student for the term in the TBRACCD (student accounting) record.

3. Reverses any detail codes or amounts that are no longer applicable.

Consults the previous student accounting records for detail codes and amounts that are not applicable in the current assessment and reverses these amounts.

If a student no longer qualifies for a rule because of a change either to the student's general student data or to the student's course registration records, fee assessment reverses the amount charged to that detail code. For instance, if a detail code and rule are used to charge a \$75.00 parking fee to a non-resident student, and the student changes from non-resident status to resident status, when fee assessment is run again, the parking fee is reversed.

Refunding by course is used when the **Refund by Total** check box is cleared for the term in the Term Control Form (SOATERM). For refunding by course processing, the above explanation of processing is a basic description of what is done when a per credit rule has been used. As there are

options to process rules in three ways (per credit, flat, and overload), the following steps describe in more detail what occurs:

1. The student's previous accounting record is always consulted.
2. The method used to create the charge is determined. If there was a flat charge or an overload charge, refunding will account for that (without the use of plateau hours and plateau indicators), because flat hours are stored in the audit history record and are itemized there.

The audit trail itemizes the currency amounts for per credit, flat fee, and plus per credit, checking for overload charges.

Please refer to [Refunding Using Combined Flat and Overload Rules](#) on page 965 (Plateau Refunds) later in this section for further information about plateau refunds.

3. Refunding then looks at the charge for that course and processes the refund according to the rules established on SFARSTS or SFAESTS. Refunding using enrollment status is discussed in the [Registration and Enrollment Status](#) on page 934 section.

## Using Optional Swapping Processing with Refunding by Course

Users have the ability to use optional swapping processing with refund by course refund processing. Swapping can be defined as the exchange (dropping and adding) of billing hours within the same day with no additional liability.

Swapping occurs across billing hours and not by the individual course. An institution can choose to invoke this functionally or use the established processing with liability for dropped hours. Use the **Allow Swapping (Indicator)** on the Term Control Form (SOATERM) to turn on swapping on a term-by-term basis if desired.

**Note:** Open learning courses are not considered in the swapping algorithm, as they carry their own refund method.

Section fees are not considered in the swapping algorithm as they are assessed for each course individually and do not consider the total billing hour liability.

### *Refund by Course Processing and Examples*

If a student drops and adds course billing hours on the same day during a refund by course refund period, assessment will only determine liability on the difference of the excess of dropped billing hours.

This will allow an implicit 100% refund on the liable billing hours calculated for the offsetting drop. This may occur with any combination of hours.

For example, the Total Billing Hours Dropped – Total Billing Hours Added = Net Billing Hours Dropped.

If an intermediate assessment has occurred between the drop and add activity, fee assessment will post an adjusting entry for the difference for the appropriate detail codes to the student's account.

Here are eight examples that illustrate this.

**Example 1:**

A student drops a three hour course and adds a three hour course in the same day.

A student drops three hours and adds three hours on the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours.

$$(\text{Drops} - \text{Adds} = \text{Net}) (3-3=0)$$

Considered swapping for three hours. The student has no liability for the dropped billing hours.

**Example 2:**

A student drops a three hour course and adds a two hour course and a one hour course in the same day.

A student drops three hours and adds a two hour course and a one hour course on the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours.

$$(\text{Drops} - \text{Adds} = \text{Net}) (3-(2+1)=0)$$

Considered swapping for three hours. The student has no liability for the dropped billing hours.

**Example 3:**

A student drops two, two hour courses and adds a four hour course on the same day.

A student drops two, two hour courses and adds a four-hour course on the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours.

$$(\text{Drops} - \text{Adds} = \text{Net}) ((2+2)-4=0)$$

Considered swapping for four hours. The student has no liability for the dropped billing hours.

**Example 4:**

A student drops a three hour course and adds a three hour course and a two hour course on the same day.

A student drops a three hour course and adds a three hour course and a two hour course on the same day. The resulting hours for the drop can be offset with a portion of the added hours; therefore, no liability is associated with the dropped hours.

$$(\text{Drops} - \text{Adds} = \text{Net}) (3-(3+2)=-2)$$

Considered swapping for three hours. The student has no liability for the dropped billing hours.

**Example 5:**

A student drops a three hour course and adds two, two hour courses on the same day.

A student drops three hours and adds two, two hour courses on the same day. The resulting hours for the drop can be offset with a portion of the added hours; therefore, no liability is associated with the dropped hours.

$$(\text{Drops} - \text{Adds} = \text{Net}) (3-(2+2)=-1)$$

Considered swapping for three hours. The student has no liability for the dropped billing hours.

**Example 6:**

A student drops a three hour course and adds a four hour course on the same day.

A student drops three hours and adds a four hour course on the same day. The resulting hours for the drop can be offset with a portion of the added hours; therefore, no liability is associated with the dropped hours.

(Drops – Adds = Net) (3-4=-1)

Considered swapping for three hours. The student has no liability for the dropped billing hours.

**Example 7:**

A student drops a four hour course and adds a two hour course in the same day.

A student drops four hours and adds a two hour course on the same day. A portion of the resulting hours for the drop can be offset with the added hours; therefore, a penalty is assessed for only the hour dropped in excess of the added hours for the day.

(Drops – Adds = Net) (4-2=2)

Considered swapping for two hours. The student has liability for two of the four dropped billing hours.

**Example 8:**

A student adds two, three hour courses and later drops one of the courses on the same day.

A student adds two, three hour courses and later drops one of the courses on the same day. The resulting hours for the drop can be offset with a portion of the added hours; therefore, no liability is associated with the dropped hours. A 100% implicit refund exists for three hours. The end result is that the student will be charged for only three of the hours added that day.

(Drops – Adds = Net) (3-6=-3)

Considered swapping for three hours. The student has no liability for the dropped billing hours.

**Swapping and Section Fees Examples**

Section fees are not considered as part of swapping processing. If section fees are attached to a course that later is used for swapping, the section fee liability remains.

**Example 1:**

A student drops a three hour course that has a flat section fee attached during a 60% refund period and adds a three hour course in the same day.

A student drops a three hour course that has a flat section fee attached during a 60% refund period and adds a three hour course in the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours for the fee rules, but the section fee has a 40% liability.

**Example 2:**

A student drops a three hour course that has a per billing hour section fee attached during a 60% refund period and adds a three hour course in the same day.

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A student drops a three hour course that has a per billing hour section fee attached during a 60% refund period and adds a three hour course in the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours for the fee rules, but the section fee has a 40% liability.

## Swapping and Non-Refundable Fees Example

Non-refundable fees are not considered during swapping processing. If non-refundable fees are charged based on a student's liable hours, these fees are not reversed when subsequent swapping occurs.

### Example:

A student registers for a course during a 60% refund period and a non-refundable fee rule is assessed. The student later drops a course on the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours for the fee rules, but the student is still liable for the non-refundable fee.

## Refunding By Registration Enrollment Status

Your institution may use enrollment status codes to determine refunds by establishing the refund periods in the Enrollment Status Control Form (SFAESTS).

To be sure that refunding by enrollment status will calculate a percentage refund when the enrollment status code is used, check the **Withdrawal Indicator** on the Enrollment Status Code Validation Form (STVESTS) to designate that the enrollment status code is to be processed as a drop by fee assessment.

Please be aware that if valid refund periods and percentages exist on both SFAESTS and SFARSTS, and the institution changes the registration status codes to match the enrollment status codes (either manually or using the effect by enrollment status process), the fee assessment process will apply the refunds twice, one time for the enrollment status and then again for the registration status.

The fee assessment code process is consistent with refunding using registration status codes, therefore the **Refundable (Indicator)** on TSADETC is not used when refunding is being processed. (Institutions have used detail codes with detail categories other than **TUI** or **FEF** in SFARGFE rules to prevent refunding of charges.) This functionality is consistent in the two methods of refunding.

**Note:** The **Refundable (Indicator)** is used in the Location Management/Housing fee assessment process, where you cannot add detail codes other than **HOU**, **MEA**, and **PHO**.

The Enrollment Status Control Form (SFAESTS) allows you to determine a refund based upon the total flat charge assessed and with the total current liable hours based on the enrollment status code entered in the student's registration record on SFAREGS for the term.

## Minimum/Maximum Rules

Minimum/maximum rules function consistently with previous releases of fee assessment processing when refunding by enrollment status is used.

1. Minimum and maximum charges defined in the Registration Fees Min/Max Charge Control Form (SFAFMAX) are *not honored* when refunding is processed using refund by enrollment status.
2. Registration fee assessment rules minimum/maximum definitions for a rule are *not honored* when refunding is processed using refund by enrollment status.
3. The minimum/maximum functions control refunding when refunding uses registration status codes.

## How Fee Assessment Processes Refunds by Enrollment Status

Any registration status codes that the institution wishes to be updated by a changed enrollment status code must be set up accordingly using the controls available in the Enrollment Status Code Validation Form (STVESTS) and the Course Registration Status Form (SFARSTS).

Before the registration fee assessment processing of the CRNs, the student's enrollment status will be evaluated to see if the student is withdrawing from enrollment. This is determined by whether the enrollment status code (SFBETRM\_ESTS\_CODE) for the student has the **Withdrawal Indicator** selected (STVESTS\_WD\_IND is Y) on STVESTS.

If the enrollment status code used has the **Withdrawal Indicator** selected, the process will check for a valid date range and refund rule in the Enrollment Status Control Form (SFAESTS). The SFBRSTS table houses the code, date range, and refund percent. The process uses the values in the SFBETRM\_ESTS\_CODE and SFBETRM\_ESTS\_DATE fields for the student.

If no refund rule is found in SFAESTS, assessment will continue by processing the registration records using conventional course refunding based on registration status codes. Refunds are calculated by applying the refund percentage to what is currently owed by the student for detail codes in their account that have a category of either TUI or FEE.

**Note:** As discussed above, you must be careful when establishing the refund date ranges in both SFAESTS and SFARSTS. Any registration record processed in one of these forms has the potential to have a course refund applied, in addition to an enrollment status refund. You must establish your date ranges carefully to be sure that the rules on the two forms do not overlap.

## Refunding by Total

Refunding by total works as follows.

- The **Refund by Total** check box *must* be selected on the Term Control Form (SOATERM).
- The Registration Fee Assessment Refund by Total Rules Form (SFARFND) *must* have rules entered for the term.
- When a detail code is specified in SFARFND, the penalty will always go to that detail code. An institution that wants to define the clearing account to be used for the penalty posting may want



to set up separate detail codes using special general ledger entries for the penalty charges. If a detail code is not specified, the penalty will post to the detail code of the original charge.

- It is strongly recommended that institutions using refunding by total plan to migrate to this fee assessment process at the start of a new term of assessments rather than in the middle of a term. Please see the examples that follow.
- Set-up for registration rules in SFARSTS is not required for refunding by total processing to work properly. Refund by total consults the SFARFND table for refund periods. It is *not* necessary to define a refund status code as being 100% or 0% refundable in SFARSTS to make the refund by total process function correctly.

### *Special Migration Considerations For Institutions Using Refunding By Total*

Institutions using refunding by total must perform the migration processing using SFRFASC after installing the fee assessment code. *All assessments must be current before performing the migration processing.*

When performing the migration processing, your institution must specify the correct refund by total refund date that would apply for the term being processed. This is accomplished using the Refund by Total Refund Date parameter in SFRFASC. Migration to the fee assessment code should occur only after it has been determined that there are no outstanding refunds to be processed.

### *Calculation Differences For Refunding by Total Refunds*

Refunding by total is different from refunding by course in that fee assessment assumes the student is either 100% liable or 0% liable for the hours in the registration record.

This will depend upon whether the registration status code is defined in STVRSTS as able to be used for a course withdrawal or not.

If the registration status code is defined in STVRSTS with the **Count in Assessment (Indicator)** and the **Withdrawal Indicator** selected, the student is not liable for those hours at all when refunding by total is applied. Instead, SFARFND calculates a *penalty charge* based upon the refund status code and date and adds that charge to the student's accounting record.

Fee assessment differences using the example provided above would appear as follows with two prerequisites:

1. The **Refund by Total (Indicator)** must be selected on SOATERM.
2. The Registration Fee Assessment Refund by Total Rules Form (SFARFND) must have refund periods and percentages established.

For this example, the scenario is as follows:

- SFARFND has a 90% refund period established.
- The registration status code of DC (Drop Course) has the **Withdrawal Indicator** and the **Count in Assessment (Indicator)** selected on STVRSTS.

The student is registered in 12 hours.

CRN	Hours	Status
CRN 001	4	RE
CRN 002	2	RE
CRN 003	3	RE
CRN 004	3	RE

The fee assessment rule the student qualifies for is based on a per credit rule:

Detail Code	Amount
T101	10.00 per credit

- The registration status code used is **RE** (Registered).
- On STVRSTS, the following settings are used. The **Count in Enrollment (Indicator)** is selected. The **Count in Assessment (Indicator)** is selected. The **Withdrawal Indicator** is *not* selected.
- Fee assessment uses the per credit charge and the **RE** status, because it does not mean a drop (**Withdrawal Indicator** is not selected), and no refund percentages apply. Therefore, liability for each CRN is interpreted as 100%. (For the calculation, the liability multiplier is 1.0.)

The student's charge equals (liable hours X liability multiplier) X charge per the rule qualification.

CRN	Calculation
CRN 001	$(4.00 \times 1.0) \times 10.00$
CRN 002	$(2.00 \times 1.0) \times 10.00$
CRN 003	$(3.00 \times 1.0) \times 10.00$
CRN 004	$(3.00 \times 1.0) \times 10.00$

The total charge will be \$120.00 for the detail code (T101) associated with this rule.

If this scenario is modified by performing a drop of one CRN, there is a different result.

- The registration status code for CRN 001 is changed to **DC** (Drop Course).
- On STVRSTS, the following settings are used. The **Count in Assessment (Indicator)** is selected. The **Withdrawal Indicator** is selected.
- On SFARFND there is a 90% refund using the detail code **TRFD** for category codes of TUI that are in effect for the date of the drop.

CRN	Calculation
CRN 001	$(4.00 \times 0.0) \times 10.00 = 0.00$
CRN 002	$(2.00 \times 1.0) \times 10.00 = 20.00$
CRN 003	$(3.00 \times 1.0) \times 10.00 = 30.0$

CRN	Calculation
CRN 004	$(3.00 \times 1.0) \times 10.00 = 30.00$

Notice that because refunding by total is being used, the refund multiplier becomes 0 for the dropped course. The total new assessment would be \$80.00 for the detail code (T101) associated with this rule.

Fee assessment then performs the following checks and calculations for refunding by total:

- The previous assessment charge for detail code T101 is \$120.00.
- The new assessment charge for detail code T101 is \$80.00.
- The difference between the two assessments is \$40.00.
- The refund percentage period is 90%.
- This translates to a penalty charge of 10% (or a multiplier of .1) for the penalty calculation.
- The 10% penalty is applied to the difference between the first assessment and the new assessment, which equals  $\$40.00 \times .1 = \$4.00$  penalty.

The accounting transactions in the student's accounting record (TBRACCD) would be as follows:

Detail Code	Amount	Assessment Date
T101	120.00	First assessment date
T101 -	40.00	New assessment date
TRFD (penalty)	4.00	New assessment date

The student's total charges after the drop are \$84.00. If the student had paid in full for the original assessment of \$120.00, they would be eligible for a credit of \$36.00.

The important thing to note in refunding by total processing is that a penalty charge is assessed on the student's account, rather than assessing a new charge based upon liability hours for the registration status codes on the student's record and posting a difference. That penalty is based upon the difference between the currency amount charged to the student in the new assessment and the currency amount in the previous student accounting record for the detail code and term.

In refunding by total, fee assessment interprets all liability on the student's hours as either 100% liable or 0% liable to determine the new assessment. It then calculates the new charges after the dropped courses, finds the difference from the last recorded student accounting for that detail code and term, and assesses the penalty based upon the rules defined in SFARFND.

## Using Optional Swapping Processing with Refund by Total

You can use optional swapping processing with refund by total refund processing. Swapping can be defined as the exchange of billing hours within a defined penalty period with no incurred penalty.

Swapping occurs across billing hours and not by the individual course. The swapped hours liability is stored in SFRFAUD to determine the difference in the refund based on the swapped penalty hours, so as to correctly adjust the penalty. An institution can choose to invoke this functionally or use the established processing with liability for dropped hours. Use the **Allow Swapping**

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**(Indicator)** on the Term Control Form (SOATERM) to turn on swapping on a term-by-term basis if desired.

**Note:** Open learning courses are not considered in the swapping algorithm, as they carry their own refund method.

Section fees are not considered in the swapping algorithm as they are assessed for each course individually and do not consider the total billing hour liability.

### *Refund by Total Processing and Examples*

When entering additional registration records, drops and adds which take place during the same penalty period are considered to offset each other.

The system looks at the assessments from the beginning of the penalty period and compares them to the assessments from the end of the penalty period, to determine the difference to assess the percentage penalty. The student is only assessed a penalty if the hours dropped are greater than the hours added during that period. Otherwise, no penalty is assessed. If any assessment occurs in the interim, and a penalty was assessed, that penalty should be reversed. (Drops less adds is equal to net hours for penalty.)

If an intermediate assessment has occurred between the drop and add activity, fee assessment will post an adjusting entry for the difference for the appropriate detail codes to the students account.

#### **Examples**

Here are four examples that illustrate this.

*Example 1:* A student drops and adds equal hours in the same penalty period.

If a student adds three hours on day two of the penalty period, and three hours are dropped on day six of the penalty period, then the resulting hours are the same as at the beginning of the penalty period. Therefore, no penalty is assessed.

(Drops – Adds = Net) (3-3=0)

*Example 2:* A student drops more hours than are added in the same penalty period.

If a student adds three hours on day two of the penalty period, and four hours are dropped on day six of the penalty period, then the resulting dropped hours are greater than the added hours, and the student will be assessed a penalty on the net greater of one hour.

(Drops – Adds = Net) (4-3=1)

*Example 3:* A student drops less hours than are added in the same penalty period.

If a student adds four hours on day two of the penalty period, and three hours are dropped on day six of the penalty period, then the resulting dropped hours are less than the added hours, and the student will be assessed no penalty, as the net is negative.

(Drops – Adds = Net) (3-4=-1)

*Example 4:* A student drops more hours than are added in the same penalty period with an assessment between drops and adds.

A student drops three hours on day two of the penalty period, assessment occurs, and the student is penalized for the dropped hours. Fee assessment posts a credit and penalty for the drop to the student's account. Then on day six of the same penalty period, the student adds two hours. The resulting dropped hours are greater than the added hours, and the student will be assessed a penalty on the net greater of only one hour.

(Drops – Adds = Net) (3-2=1)

Fee assessment will make the adjustment, reverse the penalty, and post the new penalty for the appropriate detail codes to the student's account.

## Refunding Using Combined Flat and Overload Rules

The process corrects errors in the rules used when students drop registration hours into and out of per credit, flat rate ranges, and overload rules.

Fee assessment determines which rules to use when a student changes their liable hours into or out of a flat range, per credit range, or overload rules by using the **Flat Charge Hours Range From** field and the **Course Overload Start Hours** field. The **Flat Charge Hours Range From** field functions as the starting point to determine the change in liable hours for the student when dropping from a flat range into a per credit range.

**Note:** If you currently use plateau hours to manage your refunds, you must migrate the correct starting point for your flat hours range into the **Flat Charge Hours Range From** field.

A script is provided to determine the “from flat hours” using the rules you have established for plateau charging at your institution. You do not need an extended decimal range to create an accurate refund in these situations, so the use of plateau hours is not required.

A base number of liable hours must be used to use to determine the dropped hours that will then determine the new qualifying rule in SFARGFE, instead of using plateau hours.

When converting to this version of fee assessment, rules for previous terms should be adjusted by moving the plateau hours to the **Flat Charge Hours Range From** field. The extended decimal places that were required in the **Plateau Hours** field are not required in the **Flat Charge Hours Range From** field. If the flat range began with 12.00 hours, then 12.00 hours should be entered into the **Flat Charge Hours Range From** field for the flat rule.

For example, if you adjusted your plateau hours to 12.0574 to correct for calculation errors in the old processing, but your from credit hours for the rule were 12.00, you would enter 12.00 in the **Flat Charge Hours Range From** field.

The hours in the **Flat Charge Hours Range From** field will also be the same as the hours in the **Liable Billing Hours From** field on any rule where a flat charge has been defined. Because the plateau information no longer exists, these rules *must* be identified, and the **Flat Charge Hours Range From** field *must* be populated to be sure refunding will work correctly.

Fee Assessment must subtract the current liable hours from the **Flat Charge Hours Range From** field to yield the resulting dropped hours, then the refund percentage is applied. After the refund percentage is applied to the dropped hours, and the adjusted dropped hours are added to the current hours, fee assessment determines the correct rule to be used to set the student's new financial liability.

When processing the course registration records for a student, fee assessment must determine whether the student has dropped the course and whether the drop occurred during a defined refund period on Registration Status Control Form (SFARSTS). When a drop is processed for a student's registration, the previous assessment is consulted by referring to the registration audit history records to see if rule qualification occurred based on flat hour requirements having been met for that last assessment.

If a flat hour rule was met in the previous assessment, the starting point for the flat hours (or the from flat hours) for the previous qualified rule is stored for use in the current assessment process. These from flat hours become the benchmark hours to be used in determining whether the dropped course causes the student to fall below the flat hour range qualified for in the previous assessment. The checking of the previous assessment for flat hour rule qualification is done for each rule type that is used as part of fee assessment that is., charge by student characteristics, course level, course campus, and course attribute.

If the drop *does not* cause the student to fall below the flat hour range met in the previous assessment, no change in assessment will be realized. The student's liable course hours will still be within the flat hour range, and therefore the student is considered unchanged in terms of their registration fee assessment. If the drop *does* cause the student to fall below the flat hour range met in the previous assessment, fee assessment moves on to the next phase of processing.

The approach for determining the student's liability is slightly different here than in a conventional assessment. Rather than determine the liability by factoring in the percent refund for the registration status code(s) up front, the processing first refers back to the last assessment and determines the total number of non-dropped hours. Because this information is needed for further processing, a record is written to the audit history table that holds this information. That row is displayed with a 0.00 charge in SFAFAUD and is informational only.

For each registration record processed for the student that involves a drop or withdrawal, the number of dropped hours are deducted from the total *non-dropped hours* determined from the last assessment. For this processing, fee assessment refers to the dropped hours, rather than the liable hours used in other fee assessment processes.

The dropped hours are deducted from the total non-dropped hours from the last assessment, because the process needs to identify whether the student has fallen below the starting point for flat hour range from the last assessment. After determining what will now be referred to as the student's *enrollment liable hours*, these hours are compared to the starting point for the flat hour range from the last assessment. If the enrollment liable hours are not less than the starting hours for the flat hour range, there is no change in assessment. If the enrollment liable hours are less, the rule evaluation is called using the enrollment liable hours to determine what rule the student now qualifies for. Please refer to examples of these calculations which follow.

Here is a sample of registration activity for a student who registered for courses and performed a series of drops across multiple refund periods. In this example, assessment was not run until all the dropping activity had been completed for the term.

The student registered in 22 hours of courses on the first day of registration. Based on the rules shown below, the student was assessed the flat charge of \$5,000.00, and this was posted to the student's account records with the detail code of `FLAT`. The from flat hours for the first assessment for this rule is 12.00. This information is stored in the fee assessment audit history record for this student for the term. The student then elected to drop several courses at different points in the registration period on the dates shown below.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/ date	Liability % based on refund rule	Date of activity
1001	RE	4	0	100	15-DEC-02
1002	DC	4	75	25	18-JAN-03
1003	DC	4	75	25	18-JAN-03
1005	DC	3	10	90	23-JAN-03
1006	DC	4	10	90	23-JAN-03
1004	DC	3	0	100	15-FEB-03

The following refund periods and % refunds are in effect for the registration status of DC (Drop Course):

From Date	To Date	Refund %	Liability %	Multiplication Factor
01-JAN-03	15-JAN-03	90	10	.10
16-JAN-03	22-JAN-03	25	75	.25
23-JAN-03	29-JAN-03	10	90	.90

The following registration fee assessment rules are used for this example:

From Liable Hrs	To Liable Hrs	Detail Code	Per Credit Charge	From Flat Hrs	To Flat Hrs	Flat Charge Amount
1.00	6.99	T1	450.00			
7.00	11.99	T2	420.00			
12.00	99.99	FLAT	0.00	12.00	30.00	5,000.00

Fee assessment then processes the student's record to determine the charges.

1. The from flat hours from last assessment are determined to be 12.
2. The total non-dropped hours from previous assessment are determined to be 22. (These total non-dropped hours will be referred to as starting hours as the discussion of processing continues.)
3. Registration records are processed in order of status date.
  - If the **Withdrawal Indicator** for the registration status code in STVRSTS is *not* selected, the student is 100% liable for all the registration hours.
  - If the **Withdrawal Indicator** for the registration status code in STVRSTS *is* selected, the dropped hours are deducted from the starting hours to determine a new total hours. (These total hours will be referred to as enrolled hours for the remainder of the processing.)

This is done to determine when the student's enrolled hours fall below the from flat hours from the previous assessment. When the enrolled hours fall below the from flat hours for the rule, the student no longer qualifies for the flat hour rule.

4. Liability processing takes place. Fee assessment systematically processes the courses and determines the liability % for the hours to be processed.

Each CRN is listed below in the order that fee assessment performs the processing, which is in ascending order by date of the transactions.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/ date	Liability % based on refund rule	Date of activity
1001	RE	4	0	100	15-DEC-02

- a. CRN 1001 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is *not* selected, so all 4 hours have 100% liability.

4 hours \* 1 = 4 liable hours. (Liability is expressed in decimal form, so 1 equals 100%.)

Add 4 to the total liable hours.

The total liable hours equal 4. (This is stored for later use.)

The next registration/refund interim period and corresponding CRNs are processed.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/ date	Liability % based on refund rule	Date of activity
1002	DC	4	75	25	18-JAN-03
1003	DC	4	75	25	18-JAN-03

- b. CRN 1002 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is selected, so *dropped hour processing* is performed.

#### *Dropped Hour Processing*

Starting hours – registration hours for the drop = new starting hours.

22 – 4 hours dropped = new starting hours of 18 (new starting hours are saved for next CRN processing).

#### *Determine Enrolled Hours*

New starting hours – previous from flat hours = enrolled hours.

18 - 12 = enrolled hours of 6.



Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the previous flat hour rule. As 6 hours are greater than zero, there is no change in the flat hour qualification.

- c. CRN 1003 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is selected, so dropped hour processing is performed.

*Dropped Hour Processing*

Starting hours (saved from previous CRN processing) – registration hours for the drop = new starting hours.

18 – 4 hours dropped = new starting hours of 14 (new starting hours are saved for next CRN processing).

*Determine Enrolled Hours*

New starting hours – previous from flat hours = enrolled hours.

14 – 12 = enrolled hours of 2.

Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the previous flat hour rule. As 2 hours are greater than zero, there is no change in the flat hour qualification.

The next registration/refund interim period and corresponding CRNs are processed.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/ date	Liability % based on refund rule	Date of activity
1005	DC	3	10	90	23-JAN-03
1006	DC	4	10	90	23-JAN-03

- d. CRN 1005 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is selected, so dropped hour processing is performed.

*Dropped Hour Processing*

Starting hours – registration hours for the drop = new starting hours.

14 – 3 hours dropped = new starting hours of 11 (new starting hours are saved for next CRN processing).

*Determine Enrolled Hours*

New starting hours – previous from flat hours = enrolled hours.

11 – 12 = enrolled hours of – 1.

Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the

previous flat hour rule. As - 1 hours are not greater than zero, *there is a change in the flat hour qualification.*

#### *New Formula*

Registration hours + enrolled hours = dropped hours.

3 registered hours + -1 enrolled hour = 2 dropped hours. (The student has dropped 3 hours, but only 1 of those hours brings the student below the from flat hours point.)

The dropped hours are not less than 0.

Deduct the dropped hours from the registered hours.

3 registered hours – 2 dropped hours = 1 liable hour.

Multiply the liable hours by the liability percent expressed as a decimal.

1 hour \*.9 = .9 liable hours.

Add .9 to the total liable hours.

The liable hours saved from first CRN processed equal 4.0.

The total liable hours now equal 4.9.

- e. CRN 1006 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is selected, so dropped hour processing is performed.

#### *Dropped Hour Processing*

Starting hours - registration hours for the drop = new starting hours.

11 - 4 hours dropped = new starting hours of 7 (new starting hours are saved for next CRN processing).

#### *Determine Enrolled Hours*

New starting hours - previous from flat hours = enrolled hours.

7 - 12 = enrolled hours of - 5.

Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the previous flat hour rule. As - 5 hours are not greater than zero, there is a change in the flat hour qualification.

#### *New Formula*

Registration hours + enrolled hours = dropped hours.

4 registered hours + - 5 enrolled hour = - 1 dropped hours.

The dropped hours are less than 0. Therefore all 4 registered hours are 90% liable.

Multiply the liable hours by the liability percent expressed as a decimal.

4 hours \* .9 = 3.6 liable hours.

Add 3.6 to the total liable hours.

The liable hours saved from first CRN processed equal 4.9.

The total liable hours now equal 8.5.

The next registration/refund interim period and corresponding CRN are processed.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/ date	Liability % based on refund rule	Date of activity
1004	DC	3	0	100	15-FEB-03

- f. CRN 1004 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is selected, so dropped hour processing is performed.

#### *Dropped Hour Processing*

Starting hours – registration hours for the drop = new starting hours.

7 – 3 hours dropped = new starting hours of 4 (new starting hours are saved for next CRN processing).

#### *Determine Enrolled Hours*

New starting hours – previous from flat hours = enrolled hours.

4 – 12 = enrolled hours of – 8.

Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the previous flat hour rule. As - 8 hours are not greater than zero, there is a change in the flat hour qualification.

#### *New Formula*

Registration hours + enrolled hours = dropped hours.

3 registered hours + – 8 enrolled hour = – 5 dropped hours.

The dropped hours are not greater than 0. Therefore, all 3 registered hours are liable.

Multiply the liable hours by the liability percent expressed as a decimal.

3 hours \* 1.00 = 3 liable hours.

Add 3 to the total liable hours.

The liable hours saved from first CRN processed equal 8.5.

The total liable hours now equal 11.5.

Processing is complete for all courses.

5. Rule evaluation is performed using the determined total new liable hours.
  - New liable hours = 11.5.
  - The rule qualification for 11.5 liable hours is detail code T2.
  - T2 is a per credit charge of \$420.00 per hour.
  - X 11.5 liable hours = \$4830.00.

- The new charge in TBRACCD will be T2 4830.00.
- The charge in TBRACCD for last assessment is FLAT 5000.00.

The student's accounting record will show a reversal of the detail code FLAT for \$5,000.00, because the student no longer qualifies for that rule. A charge will be posted for \$4830.00 with the Detail Code of T2.

If a single detail code of T2 were used for all three rules, there would be a transaction of -170.00 (the difference between \$5,000.00 and \$4,830.00) posted to detail code T2 for the date the fee assessment was run.

### *Refunding When Overload Rules Are Used*

When refunding is performed using overload hour rules, fee assessment will use the straight liability hours processing (for refunding by course) for the hours up to the point when the student's liable hours drop below the start hours for overload charge.

When the student's liable hours drop into the flat charge range based upon the flat hour charge range that is defined for the rule, the refunding process described above for flat hour refunding will be used.

### **Refunding and Variable Credit Hours**

When a variable credit hour course is adjusted and the student had a flat assessment, assessment will always go back and re-evaluate all courses to determine if a penalty should be charged.

The adjusted credit hours are treated in the same way as the original credit hours, and a reassessment occurs. This is essential, as the system has no way to determine if the adjustment is a drop, an add, or a correction to the credit hours.

Here are examples using variable billing hours with the following rules.

*For SFARGFE:*

Detail Code	Per Credit	Liable From and To Hours	Charge Type	Flat Rate	Overload
T101	100.00	0 - 11.99			
T102	125.00	12 - 99.99	FLAT	1200.00	21

*For SOATERM:*

- The **Reverse Non Tuition/Fee** check box is selected (set to Y).
- The **Refund by Total** check box is cleared (set to N).
- The **Allow Swapping** check box is cleared (set to N).

*For SFARSTS: using a 50% refund:*

---

Registration Status Refund Rule	Start Date	End Date	Percentage Fees Refund
DC	01-JAN-2009	31-JAN-2009	100%
DC	01-FEB-2009	31-MAR-2009	50%

---

*Example 1: Variable hours are not changed*

- Student registers for 12.00 hours (01-MAR-09)  
 CRN 90001 – student registers for 3 hours  
 CRN 90002 – student registers for 3 hours  
 CRN 90003 – student registers for 3 hours  
 CRN 90004 – student registers for 3 hours  
 Detail code T102: assessed at \$1200.00
- Student drops 6.00 hours during a 50% refund period on SFARSTS (15-MAR-09)  
 CRN 90001 – student drops class for 3 hours  
 CRN 90002 – student drops class for 3 hours  
 Detail code T101: assessed at \$900.00, 6 non-dropped hours plus 6 dropped hours at .5, (6 ND + (6@.5)=9.0)  
*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00
- Student changes billing hours from 0.00 to 2.00 hours (16-MAR-09)  
 CRN 90005 – student changes registration from 0 to 2 hours  
 Detail code T101: assessed at \$1100.00  
*Calculation:* 6.00 hours dropped x .50 = 3.00 + 8.00, hours registered = 11.00  
*Result:* Credit hours were not adjusted. Therefore, straight assessment occurs.

*Example 2: Variable hours are changed*

Another example for when variable hours are changed.

- Student registers for 12.00 hours (01-MAR-09)  
 CRN 90001 – student registers for 3 hours  
 CRN 90002 – student registers for 3 hours  
 CRN 90003 – student registers for 3 hours  
 CRN 90004 – student registers for 3 hours  
 Detail code T102: assessed at \$1200.00
- Student drops 6.00 hours during 50% refund period on SFARSTS (15-MAR-09)

CRN 90001 – student drops class for 3 hours

CRN 90002 – student drops class for 3 hours

Detail code T101: assessed at \$900.00, (6 ND + (6@.5)=9.0)

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00

3. Student registers for 0.00 hour course (16-MAR-09)

CRN 90005 – student registers for 0 hours

Detail code T101: assessed at \$900.00

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00

4. Student changes billing hours from 0.00 to 2.00 hours (16-MAR-09)

CRN 90005 – student changes registration from 0 to 2 hours

5. Charges are assessed at 10.00 liable hours, which is correct.

*Assessment is doing the following:* Started at 12 hours, then dropped 6 hours and added 2 hours

*Calculation:* 4.00 hours dropped x .50 = 2.00 + 8.00, hours registered = 10.00

*Result:* Dropped class is treated as going from 12.00 to 8.00, 12 hours to 8 hours

Because credit hours on an existing course were changed, assessment is treated as if that is how it started.

### *Example 3: Variable hours are changed within a flat charge period*

1. Student registers for 15.00 hours (01-MAR-09)

CRN 90001 – student registers for 3 hours

CRN 90002 – student registers for 6 hours

CRN 90003 – student registers for 3 hours

CRN 90004 – student registers for 3 hours

Detail code T102: assessed at \$1200.00

2. Student drops 9.00 hours during 50% refund period on SFARSTS (15-MAR-09)

CRN 90001 – student drops class for 6 hours

CRN 90002 – student drops class for 3 hours

Detail code T101: assessed at \$900.00, (6 ND + (6@.5)=9.0)

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00

*Result:* Dropped class is treated as going from 12 hours to 6 hours

3. Student registers for 0.00 hour course (16-MAR-09)

CRN 90005 – student registers for 0 hours

Detail code T101: assessed at \$900.00

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00

4. Student changes billing hours from 0.00 to 2.00 hours (16-MAR-09)

CRN 90005 – student changes registration from 0 to 2 hours

5. Charges are assessed at 10.00 liable hours

*Assessment is doing the following:* Started at 15 hours, then dropped to 6 hours and added 2 hours

*Calculation:* 4.00 hours dropped x .50 = 2.00 + 8.00, hours registered = 10.00

*Result:* Dropped class is treated as 15.00 to 12.00, which is within the flat range and is then liable for the drop from 12 hours to 8 hours.

Because credit hours on an existing course were changed, assessment is treated as if that is how it started.

## Registration Activity Processing Order

Fee Assessment processes registration transactions in sequential order based on the registration status date. Because the processing is performed chronologically, the order in which adds and drops are entered may impact the determined student liable billing hours.

### Examples of Registration Activity Processing Order

This set of examples uses a student rule that is set up for refund by course/flat charge refund processing.

Detail Code	Per Credit	Min	Max	Liable Hrs From	Liable Hrs To	Flat Charge From	Flat Charge To	Flat Charge Amount	Overload
CRED	100.00	0	9999.99	01	11.99				
FLAT	100.00	0	9999.99	12.00	99.99	12.00	99.99	1200	18

#### Example 1:

A student registers for 19 hours and qualifies for flat charging. The student's fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	19.0
Rule Liable Hours	19.0
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	1.0

The student drops two hours during a 90% refund period and adds an additional four hours immediately following the drop. Both registration changes are performed in the same session. Fee assessment is then run.

The student's new fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	21.1
Rule Liable Hours	21.1
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	3.1

**Calculation:**

Current Non-Dropped (ND) Hours	17.0
Drop Two Hours at a 90% Refund	0.1
	Penalty on one overload hour. No penalty on second hour because student remains in the flat charge hour range.
	19 previous liable hours - 18 overload start = 1 liable
	Overload hour: $1 * .1 = .1$
Add Four Hours	4.0
Total Liable Hours	21.1

**Example 2:**

The student registers for 19 hours. The student's fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	19.0
Rule Liable Hours	19.0
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	1.0

The student adds an additional four hours and drops two hours during a 90% refund period immediately following the add. Both registration changes are performed in the same session. Fee assessment is then run.

The student's new fee assessment audit is as follows:



Detail Code FLAT	1200.00
Rule Student Hours	21.2
Rule Liable Hours	21.2
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	3.2

**Calculation:**

Current Non-Dropped (ND) Hours	17.0
Add Four Hours	4.0
	17 ND hours + 4 new hours = 21 ND hours
Drop Two Hours at a 90% Refund	0.2
	Penalty on two overload hours as student is registered in 21 hours.
	21 NDs > overload start 18 hours
	All dropped hours have overload liability.
	2 dropped hours * .1 = .2
Total Liable Hours	21.2

**Example 3:**

The student registers for 14 hours and qualifies for flat charging. The student's fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	14.0
Rule Liable Hours	14.0
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	0.0

The student drops four hours during a 90% refund period and adds an additional two hours immediately following the drop. Both registration changes are performed in the same session. Fee assessment is then run.

The student's new fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	12.2

Rule Liable Hours	12.2
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	0.0

**Calculation:**

Current Non-Dropped (ND) Hours	10.0
Drop Four Hours at a 90% Refund	0.2
	<p>10% penalty on two of the four hours. No penalty on two of the hours, because two of the four hours were in the flat charge range.</p> <p>14 previous liable hours - 4 dropped hours = 10</p> <p>Start for flat is 12 hours.</p> <p>2 of the 4 dropped hours are in the flat range.</p> <p>2 remaining dropped hours have liability.</p> <p><math>2 * .1 = .2</math></p>
Add 2 Hours	2.0
Total Liable Hours	12.2

**Example 4:**

The student registers for 14 hours and qualifies for flat charging. The student's fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	14.0
Rule Liable Hours	14.0
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	0.0

The student adds an additional two hours and drops four hours during a 90% refund period immediately following the add. Both registration changes are performed in the same session. Fee assessment is then run.

The student's new fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	12.0

---

Rule Liable Hours	12.0
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	0.0

---

**Calculation:**

Current Non-Dropped (ND) Hours	4.0
Add 2 Hours	2.0
	$14 + 2 = 16$
Drop Four Hours at a 90% Refund	0.0
	No penalty on any of the dropped hours, as student is back in the flat hour range after the add.
	$16 \text{ ND hours} - 4 \text{ dropped hours} = 12$
Total Liable Hours	12.0

---

**Drop/Delete Processing**

Processing dropped/deleted (DD) courses in fee assessment treats the assessment as if registration for the course that is being dropped/deleted never occurred.

When students have qualified for a flat charge rule in the past and a drop/delete has occurred after the last assessment, the assessment process needs to re-assess the student from the top down, and in essence start over with the assessment. Fee assessment will go back and recalculate the student's assessment and make the appropriate adjustments to fee assessment and the student's account.

This top down assessment methodology is used for flat charge refunding and refund by course processing. Reassessment will need to be re-run for each refund interim to determine the correct assessment. Fee assessment processing on all registration status codes that do not count in assessment will be treated in the same manner as with the drop/delete processing.

Fee assessment will create intermediate assessment audit rows in SFRFAUD without posting any changes to accounting. The following will take place:

1. Assessment processing will check to see if the student has ever met a flat charge rule and has had a drop/delete issued after the last assessment was run.
  2. Assessment processing will then select all registration records with a status code where STVRSTS\_INCL\_ASSESS is set to Y as RE. The liability for each course will be stored in SFTFEES as the full billing hours with 100% liability.
  3. The SFTFEES rows will be processed, and assessment rule evaluation performed.
  4. The assessment liability will be stored in SFRFAUD using a SFRFAUD\_ASSESS\_RFND\_PENLTY\_CDE value of D.
-

5. The SFTFEES rows will be deleted.
6. Assessment will then proceed to perform regular assessment processing.

### *Examples of Drop/Delete Processing*

The following examples illustrate drop/delete processing.

#### **Example 1:**

Drop/delete a course that has a status of RE, and the student remains in the per hour range. The flat hour range is 12 hours with no overload fee.

1. The student's initial registration is for 15 hours and is assessed.  
The student is liable for 15 hours.
2. The student drops 3 hours during a 90% refund interim and is assessed.  
The student remains in the flat hour range and has no change in assessment. The student is currently liable for 12 hours.
3. The student drops an additional 3 hours during a 50% refund interim and is assessed.  
The student drops out of the flat hour range and into the per hour assessment. The flat fee assessed will be reversed, and the per hour fee will be assessed. The student is liable for 10.5 hours (9 non-dropped hours, plus 50% of the 3 dropped hours (1.5)).
4. The student drops/deletes an additional 3 hours and is assessed.  
This is the point where the error occurred. However, the following should now occur at this point in the process.

When the student drops/deletes the course, the assessment will go back and reassess the student as if they were never registered for the last 3 hours that were dropped/deleted. The assessment process will calculate the student's assessment as if the following had occurred:

1. The student's initial registration would be considered for 12 hours.  
The student is in the flat hour range and is liable for 12 hours.
2. The student drops 3 hours during a 90% refund interim.  
The student drops out of the flat hour range and into the per hour range. The flat fee assessed will be reversed, and the per hour fee will be assessed. The student is liable for 9.3 hours (9 non-dropped hours, plus 10% of the 3 dropped hours (.3)).
3. The student drops an additional 3 hours during a 50% refund interim.  
The student stays in the per hour range. A credit will be applied to the student's account for a percentage of the course that was dropped. The student is liable for 7.8 hours (6 non-dropped hours plus .3 liable hours from the previous drop, plus 50% of the current 3 dropped hours (1.5)).
4. The end result is that the student is liable for 7.8 hours and is assessed at a per hour rate.

**Example 2:**

Drop/delete a course that was previously dropped, and student stays in per hour range. The flat hour range is 12 hours.

1. The student's initial registration is for 12 hours and is assessed.  
The student is liable for 12 hours.
2. The student drops 3 hours during a 90% refund interim and is assessed.  
The student drops out of the flat hour range and into the per hour range. The flat fee assessed will be reversed, and the per hour fee will be assessed. The student is liable for 9.3 hours (9 non-dropped hours, plus 10% of the 3 dropped hours (.3)).
3. The student drops/deletes the same 3 hour course they withdrew from at 90% and is assessed.  
This is the point where the error occurred. However, the following should now occur at this point in the process.

When the student drops/deletes the course, the assessment will go back and reassess the student as if they were never registered for the last 3 hours that were dropped/deleted. The assessment process will calculate the student's assessment as if the following had occurred:

1. The student's initial registration would be considered for 9 hours.  
The student is liable for 9 hours, and a per hour charge should occur.
2. The end result is that the student is liable for 9 hours and is assessed at a per hour rate.

**Example 3:**

Drop/delete a course, and add another course at the same time that will cause the student to go back into the flat hour range and out of per hour range. The flat hour range is 12 hours.

1. The student's initial registration is for 15 hours and is assessed.  
The student is liable for 15 hours.
2. The student drops 6 hours during a 90% refund interim and is assessed.  
The student drops out of the flat hour range and into the per hour range. The flat fee assessed will be reversed, and the per hour fee will be assessed. The student is liable for 9.3 hours (9 non-dropped hours, plus 10% for 3 of the dropped hours (.3). (3 have no penalty because of flat rate.)
3. The student drops/deletes another 3 hour course, adds 6 hours at the same time, and is assessed.  
This is the point where the error occurred. However, the following should now occur at this point in the process.

When the student drops/deletes the course, the assessment will go back and reassess the student as if they were never registered for the 3 hours that were dropped/deleted. The assessment process will calculate the student's assessment as if the following had occurred:

1. The student's initial registration would be considered for 12 hours.  
The student is in the flat hour range and is liable for 12 hours.
2. The student drops 6 hours during a 90% refund interim.

The student drops out of the flat hour range and into the per hour range. The student is liable for 6.6 hours (6 non-dropped hours, plus 10% for the 6 of the dropped hours (.6)).

3. The student adds 6 hours, is again in the flat hour range, and is now liable for 12.6 hours (12 non-dropped and .6 (6 \*.10 of liability for dropped course)).
4. The end result is that the student is liable for 12.6 hours and is assessed at a flat rate.

## Batch Fee Assessment – Creating the First Audit History Records

The Registration Fee Assessment Process (SFRFASC) is used to process batch fee assessment.

The processing prevents the printing of IDs if no updates took place, eliminating long output files. SFRFASC allows you to:

- Process assessments using a single ID which is very useful for testing of rules.
- Process assessment in audit mode.
- Process assessments using a population selection.
- Use a separate date parameter for refunding by total processing.
- Choose your output format (audit or accounting records).
- Create the last audit records for migration purposes.
- Process in collector mode and with an enrollment status.
- Create student accounting records in TBRACCD to assist in migration steps.

## Banner Views Used in Fee Assessment

The following views are used with registration fee assessment processing.

### *SFVFAUD View*

This view is used to select the registration fee assessment audit data on SFRFAUD.

The following rows are in this view.

### *SFVREGD View*

This view joins the SFRSTCR and SFRREGD tables to cumulatively list all registration records for a student, including those that have been dropped/deleted and removed.

The view is used in fee assessment processing to determine if courses have been dropped/deleted for a student after their last assessment was produced. It is also used in the SFRFEES report, to cumulatively list all registration records for a student, including those that have been dropped/deleted and removed and not yet assessed.

The following rows are in this view.

---

```
SFVREGD_TERM_CODE
SFVREGD_PIDM
SFVREGD_CRN
SFVREGD_LEVL_CODE
SFVREGD_CAMP_CODE
SFVREGD_PTRM_CODE
SFVREGD_RSTS_CODE
SFVREGD_RSTS_DATE
SFVREGD_CREDIT_HR
SFVREGD_BILL_HR
SFVREGD_WAIV_HR
SFVREGD_GMOD_CODE
SFVREGD_INSM_CODE
SFVREGD_SCHD_CODE
SFVREGD_WITHDRAW_IND
SFVREGD_INCL_ASSESS
SFVREGD_ACTIVITY_DATE
```

## Fee Assessment Report (SFRFEES)

This report is used to assist in trouble shooting and debugging fee assessment processing.

It is intended to be an efficient way to gather needed information when a question on arises on fee assessment. The report will be the primary method for the ActionLine to obtain contact data, (along with additional delivered SQL\*Plus scripts). These scripts are discussed in the next section.

This report lists various data values stored for a student that have the potential to meet registration assessment rule criteria. The values displayed are for enrollment data, student data, curriculum data, course registration data, optional mock fee assessment data, previous and current fee assessment, and accounts receivable records. The report processes a single ID or a population selection for a term. This report may be used for assessment verification and can be helpful when troubleshooting assessment results. The supported parameters will be expanded in later releases to assist with reviewing assessment information.

This report can also be used as a tool for institutions to evaluate their processing rules or check on a specific group of students. For example, an institution may want to update a rule. They could take a sample population selection, and then compare the current assessment with a mock assessment to determine if this change would be appropriate. Another potential use would be if a user wanted to review assessment results for students who have a specific drop registration status (that is, DD). They would create a population selection containing these students, and run the report. This allows them to easily compare the current assessment to the previous one, and determine if the refund was performed correctly.

## Fee Assessment Script Set

A set of SQL reporting scripts is delivered to assist with evaluating and reviewing registration fee assessment data.

### Overview

This fee assessment script set is used to assist with evaluating and reviewing registration fee assessment data.

These scripts provide an institution with the ability to easily gather term-based rule and fee assessment-related data for a term, in addition to registration information for a specific student. The scripts are designed to provide a standardized method for institutions to list and examine rule and assessment data for a specific student ID and term so as to assist them in troubleshooting assessment issues independently.

The generated report files from these scripts can also be used as a standardized method for providing the ActionLine with institution test case data when reporting assessment-related issues and creating assessment-related contacts.

These scripts are delivered as part of the PLUS directory, and they can be run from the SQL\*Plus command prompt. Some script output is in a `.csv` (comma separated value) file format.

A total of 27 scripts are delivered. One of the scripts is a driver script, which calls the remaining 26 scripts. (You must run the `srdriver.sql` script first.) A total of four output files are generated: one `.lis` file and three `.csv` files.

All four files follow a standard naming convention using the specific student ID and term.

- The `.lis` file name follows the naming convention `<term>_<id>.lis`. For example, if the scripts were run for term 200409 and student ID 123456789, the generated file would be named `200409_123456789.lis`.
- The `.csv` files (data from SSBSECT, SFRRGFE, and SFRFAUD) follow the same naming convention. These files would be named: `<term>_<id>_ssbsect.csv`, `<term>_<id>_sfrrgfe.csv`, and `<term>_<id>_sfrfaud.csv`.

### Description of Scripts

The following scripts and the tables they report on are listed below.

Script Name	Table Reported On	Description
<code>srdriver.sql</code>	N/A	Driver script for the series of assessment data reporting scripts used to create fee assessment contacts with ActionLine.  Input Parameters:



Script Name	Table Reported On	Description
		<ul style="list-style-type: none"> <li>Term – Required, no wildcards</li> <li>ID – Required, no wildcards</li> </ul>
srgtvsdax.sql	GTVSDAX	Script used to identify crosswalk/conversion information for the rules with an <b>Internal Group (Code)</b> of FEE ASSESSMENT.
srsfbests.sql	SFBESTS	Script used to identify refund by enrollment status/student registration status information which defines when the enrollment status code can be used during the specified term.
srsfbetrm.sql	SFBETRM	Script used to identify student registration/enrollment information for a specific student ID and term.
srsfbrfst.sql	SFBRFST	Script used to identify refund by enrollment status/student refund percentage information which defines the refund period and percentage for the enrollment status code during the specified term.
srsfrafee.sql	SFRAFEE, SFREFEE	Script used to identify student registration additional fees information for a specific student ID and term.
srsfrareg.sql	SFRAREG	Script used to identify open learning course registration extension information for a specific student ID and term.
srsfrfaud.sql	SFRFAUD	Script used to identify registration fee assessment audit information for a specific student ID and term. Output is a .csv file.
srsfrfmax.sql	SFRFMAX	Script used to identify minimum and maximum registration fee information. Defines minimum and maximum charges needed

Script Name	Table Reported On	Description
		for a detail code for a specific term.
srsfrrfcr.sql	SFRRFCR	Script used to identify course refund percentage information for a specific term.
srsfrrfnd.sql	SFRRFND	Script used to identify refund by total refund/penalty periods for a specific term.
srsfrrgfe.sql	SFRRGFE	Script used to identify registration fee assessment rules information for a specific student ID and term. Output is a .csv file.
srsfrrsts.sql	SFRRSTS	Script used to identify refund by course/registration status by term information. Defines when student course registration codes can be used during the specified term.
srsfrstcr.sql	SFRSTCR	Script used to identify student course registration information for a specific student ID and term.
srsobterm.sql	SOBTERM	Script used to identify base term information for a specified term.
srsbsect.sql	SSBSECT	Script used to identify general base section information for a specified term. Output is a .csv file.
srsrattr.sql	SSRATTR	Script used to identify degree program attribute information for a specified term.
srsrextn.sql	SSREXTN	Script used to identify open learning registration extension rule information for a specified term.
srsrfees.sql	SSRFEES	Script used to identify section fee information for a specified term.
srsrrfnd.sql	SSRRFND	Script used to identify open learning registration/section

Script Name	Table Reported On	Description
		refunding information for a specified term.
srssrrsts.sql	SSRRSTS	Script used to identify open learning registration/section registration status code information for a specified term.
srstvests.sql	STVESTS	Script used to identify student enrollment/registration status information which defines enrollment status codes.
srstvftyp.sql	STVFTYP	Script used to identify fee type validation information.
srstvrvsts.sql	STVRSTS	Script used to identify course registration status validation information.
srtbbctrl.sql	TBBCTRL	Script used to identify accounts receivable billing control information.
srtbbdetc.sql	TBBDETC	Script used to identify detail charge/payment code definition information.
srtbraccd.sql	TBRACCD	Script used to identify account charge/payment detail information for a specific student ID and term.

### *How to Run the Scripts*

Use these steps to run the scripts, generate the data output files, and send the files to the ActionLine.

#### **Procedure**

1. Verify that the above scripts exist under \$BANNER\_HOME/student/plus and \$BANNER\_LINKS.
2. Navigate to the directory to which the output files can be written.
3. Run the script set from the SQL\*Plus prompt by typing the name of the driving script, `srdriver`, preceded by the `@` command or the start command:  

```
SQLPLUS> @$BANNER_LINKS/srdriver
```
4. Enter values for the two input parameters at the prompt:
  - ID – Required, the ID for the student

- Term – Required, the term for the student
5. Review the following files that are created by the series of SQL scripts:
    - `<term>_<id>.lis`
    - `<term>_<id>_ssbsect.csv`
    - `<term>_<id>_sfrrgfe.csv`
    - `<term>_<id>_sfrfaud.csv`
  6. Transfer the output files to your PC in ASCII using File Transfer Protocol (FTP) software.
  7. Submit the script output files when you contact the Customer Support Center. If you are sending output files to the ActionLine as part of creating a contact, attach the four output files to an email message.

### *Files Produced by the Scripts*

Here is a breakdown of what is reported in each of the four files produced by the scripts.

#### **`<term>_<id>.lis` File**

The `<term>_<id>.lis` file is comprised of the following data:

1. Term and Control Data
  - GTVSDAX – crosswalk/conversion information.
  - SOBTERM – term-based information for a specified term.
  - TBBCTRL – accounts receivable billing control information.
  - SFRFMAX – registration fees maximum information that defines minimum and maximum charges needed for a detail code for a specific term.
  - STVRSTS – course registration validation status information.
  - STVESTS – student registration status validation information that defines enrollment status codes.
  - SSRATTR – degree program attribute information for a specified term.
  - STVFTYP – fee type validation information.
2. Refund Data
  - Refund By Course
    - SFRRSTS – refund by course/registration status by term information. defines when a student course registration code can be used during the specified term.
    - SFRRFCR – refund by course refund percentage information for specific term.
  - Refund By Total
    - SFRRFND – refund by total/refund control information which defines penalty periods for refund by total for a specific term.
  - Refund By Enrollment Status

- SFBESTS – refund by enrollment status/student registration status information which defines when enrollment status code can be used during the specified term.
- SFBRFST – refund by enrollment status/student refund percentage information which defines the refund period and percentage for the enrollment code during the specified term.
- Open Learning Registration Refunding
  - SSRRSTS – open learning registration/section open learning registration status code information for a specified term.
  - SSREXTN – open learning registration/section open learning registration extension rules information for a specified term.
  - SSRRFND – open learning registration/section open learning registration refunding information for a specified term.
- 3. Student and Student Registration Data
  - SFBETRM – student registration table information for a specific ID/term.
  - SFRSTCR – student course registration information for specific ID/term.
  - SSRFEES – section fees repeating information for a specified term.
  - SFRAFEE – registration additional fees, student registration additional fees, and detail charge/payment code definition information for a specific student ID and term.
  - SFRAREG – open learning additional and student course registration information for a specific student ID/term.
  - TBRACCD – account charge/payment detail information for specific ID/term.

**Note:** SSBSECT data is spooled to a separate .csv file named `<term>_<id>_ssbsect.csv`.

SFRFAUD data is spooled to a separate .csv file named `<term>_<id>_sfrfaud.csv`.

SFRRGFE data is spooled to a separate .csv file named `<term>_<id>_sfrrgfe.csv`.

#### 4. Detail Code Definitions

TBBDETC – detail charge/payment code definition information.

#### *.csv Files*

The remaining data is written to three comma separated value (.csv) files in delimited format, and the files may be viewed as spreadsheets with Microsoft Excel.

- `<term>_<id>_ssbsect.csv` – section information for a specific term.
- `<term>_<id>_sfrfaud.csv` – registration fee assessment audit information for a specific student ID and term.
- `<term>_<id>_sfrrgfe.csv` – registration fee assessment rules information.

---

## Using the Purge Process

Use the Purge Fee Assessment Audit Process (SFPFAUD) to purge audit history records from the database. You can delete unnecessary records and use a reporting option to review individual accounts when researching possible accounting or assessment errors.

You can run the purge process for range of dates for transactions, for a specific term, or for an ID. You can choose to keep only the last assessment records. The last assessment should be kept when the current term is active and additional assessments are going to occur for that term. If all records are purged for a given term and section fees or other additional fees exist, fee assessment may need to be run twice to ensure accurate assessment. You can print summary or detail information, and you can run the purge in audit or update mode.

This process prevents the intermediate assessment audit that is created to handle records with a status of DD from being purged. These interim records will not be purged until a flat charge rule qualification has re-occurred. This will ensure that future assessments will have accurate previous assessment records available for fee assessment processing.

The process deletes SFRFAUD rows for qualified students by assessment rule type (STUDENT, LEVEL, CAMPUS, ATTR). The process considers if a student has had prior flat rule qualification but has been reassessed due to having a drop/delete issued. Because the student's assessment in essence starts over when the drop/delete is realized by assessment, any prior assessment audit records that record prior flat charge rule qualification can be safely purged.

SFPFAUD first determines if a drop/delete scenario has been handled by assessment. If it has, any assessment audit before the drop/delete being handled can be purged. The process checks to see if a date is found for when a drop/delete was handled, and then goes on to delete all assessment audit before the drop/delete, making sure to retain the last assessment audit.

## Updating Records with Incorrect Assessments

The following steps should be used to update any incorrect assessment records.

### Procedure

1. Identify students with inaccurate assessments due to flat charge refunding issues.
2. Record the course drop history for the students (the CRN, the course registration status code, and the date for each dropped course).
3. Purge the SFRFAUD audit data for the students.
4. Re-register the students, and assess them.
5. Drop the appropriate courses using the course registration status codes and dates noted in Step 2 above.
6. Run SFRFASC in audit mode, if you want to preview the results before posting the assessment.
7. Review and verify the assessment results.
8. Run the assessment in update mode, if the assessment was previewed in audit mode.

---

## Registration Fee Assessment and Open Learning Courses

This section discusses using fee assessment with open learning registration.

### Refunding Rule Setup

Before setting up refunding rules for use with open learning courses and fee assessment, create the term in the Term Control Form (SOATERM), and define the required registration dates, census dates, and status codes on SOAORUL.

Then consider the following recommendations:

- To default the appropriate registration, extension, and refunding rules to the section, the CRNs must be created either through the Term Roll Report (SSRROLL) or directly through the Schedule Form (SSASECT).

All new open learning sections (those sections defined with no part-of-term, with an instructional method, registration from/to dates, student start from/to dates, duration units, and number of units) will be given section level registration dates, registration status codes, and extension rule and refunding rule records, based on the information established in the Open Learning Rules Form (SOAORUL) for the course or section characteristics.

The registration from and to dates will reflect the most appropriate registration dates as per SOAORUL, based on course or section characteristics. These rules are accessible through the Schedule Processing Rules Form (SSARULE).

- Modifications to the registration dates, registration status codes, extension rules, and refunding rules are permitted if the original open learning rule has been denoted as overrideable.
- It is strongly suggested that fee assessment be established in the Schedule Detail Form (SSADETL). After it is established at the section level, the **Track by CRN** indicator on in the Term Control Form (SOATERM) is used to add the CRN number to all fee assessment transactions on the student's accounts receivable records. The **Assess by Course** indicator on SFARGFE does the same in the refunding process. This will facilitate the tracking of fees to an individual registration.
- As an alternative to defaulting fees from the course level, registration fees can be defined in the Section Fee Assessment Control Form (SSADFEE) and will populate the section fees (SSRMEET table) based on course or section characteristics. This is a set-up process only and will not physically write the new records to the table until a new section has been created.

When new sections are created, the fee rules defined here will default automatically. If the updating of existing sections with no existing fee rules is required, use the batch process (SSPMFEE) to examine the set-up information and apply the fee rules to the appropriate sections.

- If fee assessment rules are required in addition to section level fees, they should be constructed in the Registration Fee Assessment Rules Form (SFARGFE).

**Note:** These charges will be assessed per credit hour only, and the section will not be appended to the TBRACCD record.

## Examples of Simple Section Level Fee Assessment

Here are fee assessment examples for simple section processing.

### Section Setup

These are the CRN 10001 characteristics.

- Open Learning Course
- 10 week duration
- 3 billing hours
- 4 credit hours

CRN 10002 characteristics:

- Traditional section defined with part-of-term
- 3 billing hours
- 4 credit hours

	Detail Code	Amount	Fee Type	Duration
1	T100	900.00	FLAT	
2	T100	300.00	CRED	
3	T100	90.00	DURN	Week
4	T200	100.00	DURN	Week
	COMP	25.00	FLAT	
5	T200	100.00	BILL	
	TECH	50.00	FLAT	

The following represents the TBRACCD entries that would be placed on the learner's account:

*CRN 10001:*

<b>Scenario 1</b>	<b>T100</b>	<b>900.00</b>	
<b>Scenario 2</b>	<b>T100</b>	<b>900.00</b>	<b>300.00 X 4</b>
Scenario 3	T100	900.00	90.00 X 10
Scenario 4	T200	1000.00	100.00 X 10
	COMP	25.00	
Scenario 5	T200	300.00	100.00 X 3
	TECH	0.00	



CRN 10002:

<b>Scenario 1</b>	<b>T100</b>	<b>900.00</b>	
<b>Scenario 2</b>	<b>T100</b>	<b>900.00</b>	<b>300.00 X 4</b>
Scenario 3	Fee assessment would not be accomplished on a duration basis (entry of this scenario would be prohibited in SSADETL).		
Scenario 4	Fee assessment would not be accomplished on a duration basis (entry of this scenario would be prohibited in SSADETL).		
Scenario 5	T200	300.00	100.00 X 3
	TECH	50.00	

## Examples of Simple Section Level Refunding

Here are fee assessment examples for simple section refund processing.

### Section Setup

CRN 10001 characteristics:

- Open Learning Course
- 10 week duration

	<b>Reg Code</b>	<b>%Complete</b>	<b>Duration Complete</b>	<b>Duration</b>	<b>Tuition Refund</b>	<b>Fee Refund</b>	<b>Extn Refund</b>
1	DC	10			100%	100%	
	DC	20			90	90	
	DC	30			70	70	
	DC	40			50	0	
2	DC		1	WEEK	100	100	
	DC		3	WEEK	75	75	
	DC		5	WEEK	50	0	

The following represents the TBRACCD entries that would be placed on the learner's account.

### *Refunding by Percent Complete (Rule Set 1)*

#### Scenario 1:

Learner A started course on April 1 paying \$100.00 tuition (no fees) and drops on April 5. The learner was active in the course for 5 days which constitutes 7.1429% complete - between 0 and 10% complete [5 days / (10 weeks \* 7 days) \* 100].

---

T100	- 100.00
------	----------

---

**Scenario 2:**

Learner B started course on April 1 paying \$100.00 tuition (no fees) and drops on April 15. The learner was active in the course for 15 days which constitutes 21% complete – between 20 and 30% [15 days / (10 weeks \* 7 days) \* 100].

---

T100	- 70.00
------	---------

---

**Scenario 3:**

Learner B started course on April 1 paying \$100.00 tuition (no fees) and drops on May 15. The learner was active in the course for 45 days which constitutes 64% complete - more than 50% complete [31 days / (10 weeks \* 7 days) \* 100].

No refund processed.

*Refunding by Duration Complete (Rule Set 2)***Scenario 4:**

Learner A started course on April 1 paying \$100.00 tuition (no fees) and drops on April 5. The learner is in the first week of the course - between 0 and 1 week complete.

---

T100	- 100.00
------	----------

---

**Scenario 5:**

Learner B started course on April 1 paying \$100.00 tuition (no fees) and drops on April 22. The learner is in the fourth week of the course - between 3 and 5 weeks complete.

---

T100	- 50.00
------	---------

---

**Scenario 6:**

Learner B started course on April 1 paying \$100.00 tuition (no fees) and drops on May 6. The learner is in the sixth week of the course – more than 5 weeks complete.

No refund processed.

**Examples of Section Level Refunding for Traditional Type Courses**

The following is an example of how a traditional course, defined as an open learning course, can be structured to use open learning refunding rules.

A continuing education course meets every Tuesday between August 21 and October 16 – 9 classroom meetings.

- The refund deadline date is August 23.
- The withdrawal deadline date is October 2.

The Banner setup would be:

- Registration from and to dates could be structured to allow students to register in any timeframe that is convenient before first classroom meeting date of August 21.
- Start from and to dates could be defined as the same date of August 21, thereby ensuring that all students have the same start date.
- Refunding rules could be established for the section defining a duration complete or percent complete as follows.

Reg Code	% Complete	Duration Complete	Duration	Tuition Refund	Fee Refund	Extn Refund
Refunding Rules by % Complete						
DC	10			100%	100%	
DC	75			50	50	
DC	100			0	0	
Refunding Rules by Duration Complete						
DC		1	WEEK	100	100	
DC		7	WEEK	50	50	
DC		9	WEEK	0	0	

### *Refunding by Percent Complete*

#### **Scenario 1:**

Student drops the class on August 23 after the first class.

If determined by duration, they would receive a full refund as they fall within the range of 0 to 1 week.

By percentage, they would also get a 100% refund ((3 days completed / 56 days in total period) \* 100 = 5.35714 or 5% which is between 0% and 10%).

### *Refunding by Duration Complete*

#### **Scenario 2:**

Student drops the class on September 25.

If determined by duration, they would receive a 50% refund as they fall within the range of 2 to 7 weeks.

By percentage, they would also get a 100% refund ((35 days completed / 56 days in total period) \* 100 = 62.5 or 62% which is between 10% and 75%).

**Scenario 3:**

Student drops the class on October 9.

If determined by duration, they would not receive a refund as they fall within the range of 8 to 9 weeks.

By percentage, they would also get no refund ((49 days completed / 56 days in total period) \* 100 = 87.5 or 87% which is between 75% and 100%).

**Extension Fee Processing**

For open learning courses, you may require the assessment of fees if the student's expected completion has been extended.

In effect, the student will be able to "buy" additional time in the course. Rules are established at the section level (SSARULE) to allow the definition of how those rules should be assessed.

To apply the extension to an individual learner, access SFARHST, where the extension rules established for the section are defaulted and may be altered (based on whether overrides are permitted). Therefore, fees will need to be assessed to the student's account reflecting this transaction.

Extension fees are processed similarly to registration fees:

- Extension fees are processed from common extension fee assessment procedures.
- Extension fees are processed from the form if the **Registration Fee Assessment On-line** check box is selected on SOATERM.
- Extension fees are processed from batch if the **Registration Fee Assessment On-line** check box is *not* selected on SOATERM.
- The CRN should be appended to the TBRACCD record if the **Track by CRN** check box is selected on SOATERM.

The differences from registration fee assessment are as follows:

- Fees are pre-calculated based on the extension rule defined in SSARULE and SFARHST (by duration) and will therefore be treated as flat fees in the fee assessment process.
- The date assessed is captured in the Additional Registration Information Table (SFRAREG) after the student's account record (TBRACCD) has been generated either online or through the batch fee assessment process.

**Note:** It is possible for the extension fees to be waived. In that case, the extension fee amount will be zero. In the case where there are zero fees, no record is inserted in the TBRACCD table.

**Extension Refunding Processing**

The processing for extension refunding is similar to that accomplished for open learning registration. Rules are attached to the status code and subsequently assigned to the extension that has

been deemed as a withdrawal (STVRSTS\_WITHDRAW\_IND) and has been allocated to extension processing (STVRSTS\_EXTENSION\_IND).

The drop or withdrawal of an individual extension is processed through the Registration Extensions block of the Student Registration History and Extension Form (SFARHST). If the course is withdrawn from or dropped through the Student Course Registration Form (SFAREGS), all extensions for that course will also be withdrawn from or dropped. This form permits the user to define the process date in the Key Block, and it should be this date that is used to determine the current date.

If a student drops an open learning course with an extension before the beginning of that extension, the refund given is determined by the registration date that is assigned to the registration status code for the extension. This date is displayed in the Course Status Date field in the Student Registration Extension Information window on SFARHST. It is stored in the SFRAREG table, in the SFRAREG\_RSTS\_DATE field. The field will store the date when a course registration status code (STVRSTS) is created or updated for an extension record. This allows an extension record to have its own registration status date that is separate from the course registration status date.

### *Processing Algorithms*

This is an example.

The student was granted a 5-week extension, and on January 28, 2002, wants to drop the extension. The extension start date is January 15, 2002, with an expected completion date of February 19, 2002. A week is defined as having 7 days.

### *Percent Complete Calculation*

Number of days elapsed in the registration.

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current date (or the process date in the event that the total course is dropped).

*Example:*

Difference between January 15, 2002 and January 28, 2002 = 13 days

Number of days available in the registration:

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current expected completion date (SFRAREG\_END\_DATE).

*Example:*

Difference between January 15, 2002 and February 19, 2002 = 35 days

Calculate the percent complete:

$(\text{Number of days elapsed in registration} / \text{number of days available in the registration}) * 100$

*Example:*

$(13 / 35) * 100 = 37.14285\%$

This percentage would be compared to the percent complete rule defined for the registration code (rules defined in the SSRRFND table) to ascertain the refund percentage to use in the calculation of the refund amount.

### *Duration Complete Calculation*

You can calculate the number of duration units that elapsed in the registration.

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current date (or the process date in the event that the total course is dropped), and divide by the number of days defined for the duration code (SFRAREG\_DUNT\_CODE) assigned to the section (GTVDUNT\_NUMBER\_OF\_DAYS).

*Example:*

Difference between January 15, 2002 and January 28, 2002 = 13 days

Translate to duration unit of week = 13 days / 7 days = 1.8571428 weeks

The elapsed duration units would be compared to the duration complete rule defined for the registration code (rules defined in the SSRRFND table) to ascertain the refund percentage to use in the calculation of the refund amount.

### **Examples of Individual Extension Refunding**

Extensions are granted for an open learning course as follows.

- Original Duration: 10 weeks
- Extension: 5 weeks
- Extension Fee: \$150.00

Reg Code	% Complete	Duration Complete	Duration	Tuition Refund	Fee Refund	Extn Refund
Refunding Rules by % Complete						
WX	50					50%
WX	100					0
Refunding Rules by Duration Complete						
WX		2	WEEK			50%
WX		5	WEEK			0

### *Refunding by Percent Complete*

#### **Scenario 1:**

Student has been granted a 5 week extension, and on January 28, 2002, wants to withdraw from the extension. The extension start date is January 15, 2002, with an expected completion date of February 18, 2002.

They would receive a 50% refund (13 days completed / 35 days in total period) \* 100 = 37.1429 or 37% which is between 0% and 50%).

### *Refunding by Duration Complete*

#### **Scenario 2:**

Student has been granted a 5 week extension, and on February 2, 2002, wants to withdraw. The original extension date is January 15, 2002, and their expected completion date is February 18, 2002.

They would receive no refund, as they fall within the range of 2 to 5 weeks.

### **Examples of Extension Refunding for Dropped/Withdrawn Course**

Here are examples for extension refunding.

#### *Section Setup*

These are the CRN 10001 characteristics.

- Open Learning Course
- 10 week duration

	Reg Code	% Complete	Duration Complete	Duration	Tuition Refund	Fee Refund	Extn Refund
1	DC	10			100%	100%	100%
	DC	20			90	90	50
	DC	30			70	70	0
	DC	40			50	0	0
2	DC		1	WEEK	100	100	0
	DC		3	WEEK	75	75	0
	DC		5	WEEK	50	0	0

### *Refunding by Percent Complete with Extensions (Rule Set 1)*

#### **Scenario 1:**

Learner B started course on April 1 paying \$100.00 tuition (no fees), and drops the course (by default all extensions) on May 15. A registration extension was granted for a 5 week period commencing on June 10 at a cost of \$50.00 (charged to the same detail code as the original registration). The learner was active in the course for 45 days which constitutes 64% complete - more than 50% complete  $[31 \text{ days} / (10 \text{ weeks} * 7 \text{ days}) * 100]$ .

No refund processed.

The extension refund is processed. As the extension was not in effect yet, 0% completed, the learner would receive a full refund of the cost of the extension.

T100	- 50.00
------	---------

### *Refunding by Duration Complete with Extensions (Rule Set 2)*

#### **Scenario 2:**

Learner B started the course on April 1 paying \$100.00 tuition (no fees), and drops the course (by default all extensions) on May 6. A registration extension was granted for a 5 week period commencing on June 10 at a cost of \$50.00 (charged to the same detail code as the original registration). The learner is in the sixth week of the course - more than 5 weeks complete.

No refund processed.

The extension refund is processed. Although the extension was not in effect yet - 0 weeks complete, the learner, based on the rules that were set up, would receive no refund of the cost of the extension.

No refund processed.

## **Registration Fee Assessment and Study Paths**

This section discusses using fee assessment with study paths.

### **Set up Study Paths with Fee Assessment**

Use the following steps to set up study path processing with fee assessment and Banner Accounts Receivable.

1. Set up study paths in Banner Student baseline and Banner Student Self-Service.
2. Create fee assessment rules on SFARGFE by `STUDYPATH` or `STUDYPATH_ATTR` rule type.
3. Use the Student Curriculum Rules block on SFARGFE to set up curriculum rules for registration.
4. Select the **Section Fees by Study Path** check box on SOATERM to control whether study path data is stored with a charge, when the charge is generated from section fees.



- 
5. Select the **Display Study Paths** check box the TSACTRL to display study path information on TSAAREV, TSADETL, and TSIQACT.

## Registration Fee Assessment Combined Fee Assessment Process

This section discusses using the combined fee assessment process.

### Fee Assessment Functionality

Processing supports the use of the section schedule type and section instructional method on SFARGFE. For example, you may have the requirement to assess technology fees to only those sections that have an instructional method of **WEB**. This fee would be inappropriate for students registered in a traditional classroom setting.

- These rules are not considered in the situation where **Tuition and Fee Waiver** flag on SSASECT and **Override (Indicator)** on SFARGFE are selected.
- If rules are defined in SFARGFE with part-of-term information, they will not be applicable to open learning courses, as these sections will not have a part-of-term attributed to them.
- If rules are defined with registration from/to dates, they will not be applicable to open learning courses due to the fact that these dates are static, and potentially, each open learning section may be defined with different registration periods.

For those fees calculated from the section level fee rules defined in SSADETL, the accounting records (TBRACCD) incorporate the CRN if **Track by CRN** is selected on SOATERM.

### Processing Algorithms

The following applies to processing algorithms:

- If SSRFEES\_FEE\_IND = FLAT, calculation is necessary.
- If SSRFEES\_FEE\_IND = CRED,  $\text{SSRFEES\_AMOUNT} * \text{SFRSTCR\_CREDIT\_HR}$ .
- If SSRFEES\_FEE\_IND = BILL,  $\text{SSRFEES\_AMOUNT} * \text{SFRSTCR\_BILL\_HR}$ .
- If SSRFEES\_FEE\_IND = DURN,  $\text{SSRFEES\_AMOUNT} * \text{SFRAREG\_NUMBER\_OF\_UNITS}$ .

Extreme care should be taken when creating section level (SSADETL) and term level (SFARGFE) fee rules, as term level rules will not have the same flexibility of fee type as the section level rules. Also, term level rules can be developed for part-of-term or registration from/to dates which will not be applicable to open learning courses.

### Tuition and Fee Refunding Functionality

This refunding should only be invoked for open learning section registration records (no part-of-term is defined for the section) in the following cases.

- if no extensions have been processed for this registration record  
(SFRAREG\_EXTENSION\_NUMBER = 0 of the most current (maximum) SFRAREG records)

- the **Extension Indicator** (STVRSTS\_EXTENSION\_IND) of the registration status code used for the drop contains a value of N.

Otherwise, the extension refund processing should be invoked.

At the section level, criteria for refunding fees is defined in the section level rule processing. Refunds are based on the elapsed time. Open learning courses can be identified as those courses where no part of term information is contained on the SSBSECT record.

You need to determine how to calculate the amount of time elapsed after the individual student started the course. Students registered in the same section will have individualized start dates. Therefore the traditional means of refunding based on static dates is not possible. The registration start and end dates reside in the SFRAREG table.

This functionality should not be dependent upon how the original fees were assessed. Therefore, if section level fees or fees assessed through SFARGFE were used in the calculation of the original charge, there should be no change in refunding protocol.

**Note:** Refunding rules are tied to a registration status and would be invoked whenever that status was applied to a registration record.

**Note:** SFARFND, SFARSTS, and SFAESTS refund processing is not applicable for open learning courses.

Percent complete is based on the amount of time given to the student to complete the course, and monies would be refunded on the percentage of used or elapsed time. This elapsed time is calculated specifically for the individual student's start date and represents a percentage of the total course duration.

Duration complete is based on the duration units and duration period assigned to the section in SSASECT. Refunding rules can be developed to assess the number of duration periods that have passed with the student's start date and refund monies based on rules established in SSARULE for that section.

## Processing Algorithms

*Example:*

The student started a 15-week course and on April 22, 2002 wants to drop. The registration start date is April 1, 2002 with an expected completion date of July 15, 2002. A week is defined as having 7 days.

## Percent Complete Calculation

Number of days elapsed in the registration:

Calculate the number of days between the registration start date (SFRAREG\_START\_DATE) and the current date.

*Example:*

Difference between April 1, 2002 and April 22, 2002 = 21 days

Number of days available in the registration:

---

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current expected completion date (SFRAREG\_END\_DATE).

*Example:*

Difference between April 1, 2002 and July 15, 2002 = 105 days

Calculate the percent complete:

(Number of days elapsed in registration / number of days available in the registration) \* 100

*Example:*

$(21 / 105) * 100 = 20.00\%$

This percentage would be compared to the percent complete rule defined for the registration code (rules defined in the SSRRFND table) to ascertain the refund percentage to use in the calculation of the refund amount.

### Duration Complete Calculation

Number of duration units elapsed in the registration:

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current date, and divide by the number of days defined for the duration code (SFRAREG\_DUNT\_CODE) assigned to the section (GTVDUNT\_NUMBER\_OF\_DAYS).

*Example:*

Difference between April 1, 2002 and April 22, 2002 = 21 days

Translate to duration unit of week = 21 days / 7 days = 3.00 weeks

The elapsed duration units would be compared to the duration complete rule defined for the registration code (rules defined in the SSRRFND table) to ascertain the refund percentage to use in the calculation of the refund amount. Ensure that the CRN is captured on the student's account record (TBRACCD) when the **Track by CRN** flag is selected on SOATERM.

## Register Students

The Student Course Registration Form (SFAREGS) provides an automated mechanism for registering students into sections created in the Class Schedule module.

This form also assesses the tuition and fee charges related to the registration and passes them to the Accounts Receivable module. This form further allows for student maintenance, performs the functions necessary for add/drop activity, and provides the ability to print a student's schedule and bill.

The form contains the logic to check the repeat limit or repeat maximum hours, which is controlled by the flags set on the Term Control Form (SOATERM). The repeat checking process examines the courses which are in progress and exist in academic history to determine if the repeat rules are violated.

Equivalent courses that are specified at the Catalog module are also examined when determining repeats.

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SFAREGS contains the logic to check the prerequisite and test score restrictions; this logic is controlled by the registration error flag on SOATERM. The form also contains the logic to check the campus restrictions; this logic is also controlled by the registration error flag on SOATERM.

All changes made in the Registration information *must* be saved before the user is permitted to exit the form. Users are not permitted to exit the registration form if fatal errors exist.

This form supports block scheduling through the use the **Delete all CRNS** check box, and **Process Block** check box, and the **Block Schedule** field. Select Update Student's Term Information from the Options Menu to open the Student Term window where the **Block Schedule** field is located.

SFAREGS displays the following messages in the circumstances described below:

1. When the course status is not defined for part of term, the message will display `Course registration status rules not defined for part of term.`
2. When the course status is defined, but is out of the date range, the message will display `Course status dates not within range for part of term.`
3. If enrollment statuses have not been created for the term on the Enrollment Status Control Form (SFAESTS), the message will display `Status undefined or date range invalid; press KEY-CLRBLK OR KEY-CLRFRM to exit.`
4. A warning message is generated if the user attempts to change a student's major or college, if that student's degree record has been updated to pending graduation status.
5. Test score and prerequisite checking are combined, and generate the message `Preq & Test Score - Error.` if the student does not meet the prerequisite requirements for a course. The message `PREQ in progress` will display if the student is currently registered for a prerequisite in a prior term, and it has not been graded, and the **In Progress (Indicator)** for that term has been cleared (set to N) on SOATERM.
6. The Maximum Hours check only updates those records which bring the student over the Maximum Hours Allowed with a `Maximum hours exceeded` message. Maximum Hours errors cannot be overridden, but the Maximum Hours may be increased in the Registration information section of the form.
7. If the user attempts to perform an Exit or Rollback function from the Registration section when changes have been made to this section which may affect registration fee assessment, the message `*ERROR* Invalid Key. Must SAVE registration changes before exiting. will be generated.`
8. If the user attempts to perform an Exit or Rollback function from the Student Information window when changes have been made to this window, the message `*ERROR* Invalid Key. Must SAVE student AND registration changes before exiting. will be generated.`
9. If the user attempts to perform an Exit or Rollback function from the Registration section when changes have been made to this section, the message `*ERROR* Invalid Key. Must SAVE student AND registration changes before exiting. will be generated.`

The Registration Section Query Form (SFQSECM) is used to assist the registration user in resolving registration problems if they occur. The user may request specific queries against the section data and compare the results to the student's current schedule.

Also used in the registration process is the Registration Course Query Form (SFQSECT), which displays information pertaining to the registration of a course, in addition to override fields for repeat checking, campus restrictions, and test score restrictions.

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## Open Learning Registration

Open learning registration provides learners with the ability to register for a class based on start/end dates rather than a term.

This open learning approach is optional and works with Banner Student's registration processing for enrollment and administrative purposes. Please refer to the *Banner Student Open Learning Registration Handbook* for more information on using this processing.

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

- Run reports (such as student schedules, schedule/bills, transcripts, and enrollment verifications) using date ranges in place of term.
- Permit students to select, as part of the registration process, either the date they want to start their course or the date they want to finish the course.
- Calculate either the start or expected completion dates of the class based on the duration of the section in conjunction with the date the student selected at the time of registration.
- Permit the student to buy more time in a class, thereby extending their expected completion date.
- Use the section level rules defined through the section creation process.
- View all registration activity for a student, irrespective of term.
- Process withdrawals or drops based on the individual student's progress in the course versus static date ranges for the term or part-of-term.
- Create rules for registration and fee assessment processing that will provide the appropriate level of flexibility for open learning courses. These rules are defined outside the traditional part-of-term and static date registration processing.
- Specify dates when registration will be accepted (outside of the usual term definitions on SOATERM) to lay the foundation for non-term based registration.

### Set Up Open Learning Rules

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

#### About this task

#### Procedure

1. Access the Open Learning Section Default Rules Form (SOAORUL), and enter the term in the Key Block.
2. Use Next Block to access the Registration Date Defaults block, and enter the course/section criteria for the rule (college, department, campus, schedule type, instructional method).

This criteria will be used to associate the registration default information to the section or group of sections. For example, if all Web-based nursing sections will be available for registration between a particular range of dates, the department should be set to the nursing department

code, and the instructional method should be set to the code that represents Web-based delivery.

3. Enter the registration start and end dates for the period of time that the students are allowed to register for a section.

These dates will default to all new section records created, matching the identifying criteria defined here. These dates will also default to the start from and to dates on the section record. Both of these date ranges are updatable in SSASECT, if the **Override (Indicator)** is selected.

4. Enter the census dates to be defaulted to the corresponding fields in the Enrollment Data block of the Schedule Form (SSASECT).
5. Save the records.
6. Define the registration status codes that will be allowable for the rule.
  - a) To do this, position the cursor on the record with the appropriate criteria, and use the **Detail** button or the Registration Status Codes item in the Options Menu to access the Default Registration Status Code Definitions block.
  - b) Enter all the registration status codes and usage cutoff percentages that apply for this set of course characteristics. The description and indicator settings from STVRSTS are displayed.
7. Save the records.
8. Define extension rules for the term using extension registration status codes with the **Extension Indicator** check box selected on STVRSTS.

- a) To do this, position the cursor on the extension status code, and select the Extension Rules item in the Options Menu. You will see an error message if the code you chose is not defined as an extension code.

This rule defines the default information that will be displayed when granting extensions in SFARHST.

9. Enter the percentage of the original duration period for the various sections that meet the identifying criteria to be used to extend the learner's expected completion date.
10. Define the rate per duration unit.
11. Check the **Override (Indicator)** if the defined values can be overridden after the information has been defaulted to the section (SSARULE).
12. Define refunding rules. Refunding rule definitions are required for each registration code that will be used to drop, withdraw, or cancel a registration record.

Unlike the refunding rules defined for registration codes in SFARSTS, refunding is accomplished based on the elapsed time from the student's individual start date based on the duration of the section. This elapsed time is defined as a completion percentage. At the section level, rules may be defined based on the duration complete. This functionality was not provided here due to the fact that these are general default rules, and the duration is set at the section level.

For example, the original duration of the section is ten weeks, and institutional policy states that a 100% tuition refund will be granted in the first week of the student's registration. A rule should be defined with a completion percentage of 10% and a tuition refund rate of 100%. Multiple refunding rules can be defined for an individual registration status. After all refunding rules have been defined, save the records.

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## Results

The process of defining registration status codes, refunding rules, and extension rules must be completed for all required department, college, campus, schedule type, and instructional method combinations before the creation of section records. If this task has not been completed before CRNs are generated, a batch process (SSPRDEF) may be used to default these rules to all open learning sections (in the term) that do not have processing rules.

## Register for an Open Learning Course

Before processing registration records for an open learning course, make sure all open learning rules and course sections have been defined in Banner.

### About this task

### Procedure

1. Access the Student Course Registration Form (SFAREGS).
2. Enter the ID of the student who is registering for the course.
3. Use Next Block to access the Registration Information block, and enter the CRN number in the **CRN** field, (or search for appropriate sections using the **Search** feature for the **CRN** field). You may also enter the subject, course number, and section directly if the CRN is unknown.
4. Save the record, and fix any errors.
5. The Start/End Date Entry window will be displayed for open learning courses. Enter the start or end date selected by the student in the window.
  - If the start date is entered, the expected completion date of the course will be calculated based on the duration defined for the section.
  - If the student has chosen the date they want to finish the course, the start date will be calculated. The start date, regardless of how derived, will be selected against the start from and to dates on the section record.
6. Save the date information. You will be returned to the Registration Information block where you must save again to trigger the checking for registration restrictions (that is., prerequisites, time conflicts, etc.).
7. Save the record so that fee assessment processing can take place.
8. An entry is created in the Additional Registration Information Table (SFRAREG) for the start and end dates and the information for the instructor or tutor assigned to the student for the section. The number of extensions field will be populated with a zero to signify the original registration record.

**Note:** Entries are created in this table for traditional and open learning course registration records. This information is then available for Financial Aid processing.

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## Create an Extension for an Open Learning Course

Before creating an extension for an open learning course, make sure all open learning rules and course sections have been defined in Banner.

### About this task

#### Procedure

1. Access the Student Registration History and Extension Information Form (SFARHST), and enter the ID of the student for whom you want to process the extension.
2. Use Next Block to access the Registration History block, and select the record for the course to be extended.
3. Position the cursor on the desired course and use Next Block, or select the Course Extension item from the Options Menu to access the Registration Extensions Block.

**Note:** You will not be allowed to proceed if: a final grade has already been processed for the course, the selected course has not been defined as open learning (evidenced by lack of part-of-term and start/end date information), the class has been dropped or withdrawn, or the section has not been set up to allow extensions.

4. Insert a record in the Registration Extension block. The contents of the extension rule defined for the section in SSARULE will be interpreted and used to populate the fields in this record. The transaction amount will be calculated and represents the charge that will be applied to the student's account.

**Note:** Extension processing will not be possible if: the student has passed their expected completion date, the student will exceed the maximum number of extensions allowed for the section, or the student has registration holds.

5. If the section requires pre-approval, use the **Approval Override** check box to signify that special approval requirement has been granted.
6. If, in the case of an administrative extension, the charge amount should be waived, check the **Waived** check box, and the **Amount** field will be set to zero (0).
7. Save the record when you are satisfied that the correct information exists. A new entry will be entered in the Additional Registration Information Table (SFRAREG).
8. If online fee assessment is turned on in SOATERM, the fee assessment processing can take place for the extension fees (evidenced by the assess date). If online fee assessment has not been turned on, you will need to run the Batch Fee Assessment Process (SFRFASC) to update the student's account.



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## Drop or Withdraw from an Open Learning Course

Before dropping out of or withdrawing from an open learning course, make sure all open learning rules and course sections have been defined in Banner.

### About this task

#### Procedure

1. Access the Student Course Registration Form (SFAREGS).
2. Enter the required term and student ID.
3. Use Next Block to access the Registration Information block, and enter the appropriate drop or withdrawal code in the **Status** field. (The status code *must* be defined in STVRSTS with the **Withdrawal Indicator** check box selected and have a **Status Type** of W for withdrawals or D for drops.)

**Note:** If extensions have been processed for the registration, they will also be dropped.

4. Save your changes. This updates the existing registration record and the most current and future records in the Additional Registration Information Table (SFRAREG). The status code of withdrawn extensions will not be affected.
5. Save again. (Your cursor will now be in the **Fees** field.) This generates the appropriate refunds based on the open learning refunding rules, if online fee assessment has been turned on in SOATERM. Otherwise, you will need to run the Batch Fee Assessment Process (SFRFASC) to update the student's account.

## Drop or Withdraw from an Extension

Before dropping out of or withdrawing from an extension, make sure all open learning rules and course sections have been defined in Banner.

### About this task

#### Procedure

1. Access the Student Registration History and Extension Information Form (SFARHST), and enter the ID for the required student.
2. Use Next Block to access the Registration History block, and select the course to be dropped or withdrawn from.
3. Position the cursor on the required course, then use Next Block or select the Course Extension item in the Options Menu.
4. Use Next Record to locate the extension to be dropped or withdrawn from.
5. Enter an appropriate registration status code. (The status code *must* be defined in STVRSTS with both the **Withdrawal Indicator** and **Extension Indicator** checkboxes selected and have a **Status Type** of W for withdrawals or D for drops.)

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**Note:** Only active, future-dated extensions may be dropped or withdrawn from. This process does not drop or withdraw the student entirely from the course. *Extension records may not be removed.*

6. Save your changes. Only the dropped or withdrawn from entry in the Additional Registration Information Table (SFRAREG) will be affected. If online fee assessment is turned on in SOATERM, fee assessment processing will perform the necessary calculations to determine the student's indebtedness to your institution. If online fee assessment has not been turned on, you will need to run the Batch Fee Assessment Process (SFRFASC) to update the student's account.

## Using Usage Cutoffs

Open learning processing in scheduling (SSARULE) and registration (SOAORUL) allows usage cutoffs on the DD course registration status code.

This affords open learning courses the same functionality that exists for traditional courses when usage cutoff rules are used. (In open learning, usage cutoff rules are based on each learner's chosen start date for the course.) Only the RE course registration status code is restricted from usage cutoff. The DD course registration status code is processed like any other STVRSTS code.

Open learning processing in scheduling (SSARULE) and registration (SOAORUL) also allows negative usage cutoffs on course registration status codes, so that registration status codes can be limited to a period of time before the learner has actually started class. Negative numbers can be entered in the various usage cutoff fields. The usage cutoff percentage range is -100 to 100.

The usage cutoff duration range allows positive and negative values for the length of the course. (For example, for a 16-week course, the range will be -16 to 16. For a two-month course, the range will be -2 to 2.) Completion calculations convert all durations to days, as defined on GTVDUNT.

One thing to keep in mind when working with negative percentages or durations, is that a calculated completion rate may be meaningless.

### Example:

A learner registers on January 1 for a one-week course, which the learner elects to start on June 1. On January 5, the learner drops the course. The duration complete is -21 units, and the percentage complete is -2100%. Assume that the same scenario exists with a one-day course. On January 5, the duration complete would be -147 units, and the percentage complete would be -14700%.

These large negative numbers are not useful and can vary greatly from one section to another, based on registration dates and learner start dates. Therefore, if an institution wants a course registration status code to be available "from the day the student registers until...", the "from" part of the usage cutoff range *must* be set to Null. The system will then allow any completion rate to satisfy the "from" part of the range, as long as the completion rate is less than or equal to the specified "to" value.

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## Processing Examples

Here are some examples that show how to set up registration status usage cutoff ranges.

Each code is valid if the learner's completion rate for the course falls within the usage cutoff range specified for the course registration status code. If the usage cutoff "from" and "to" values are both left `Null`, the course registration status code is available for use at any time.

### *Calculating the Learner's Completion Rate*

In order to calculate the learner's completion rate, you need to determine how many days of class have been completed. This is done by subtracting the learner's start date from the registration status date.

- If the learner's start date has not yet been realized, it is not counted in the number of days completed. (See Examples 1 and 2 below.)
- If the learner's start date has been realized, one day is added to the number of days completed, making the completion rate inclusive of both the learner's start date and the registration status date. (See Examples 3 and 4 below.).

#### **Example 1:**

The learner is registered for Course A and has elected to start the course on 15-NOV-2006. On 01-NOV-2006, the learner decides to drop the course.

Number of days complete = (registration status date - learner start date)

Number of days complete = (01-NOV-2006 - 15-NOV-2006)

Number of days complete = -14

#### **Example 2:**

The learner is registered for Course A and has elected to start the course on 15-NOV-2006. The day before the learner's start date, the learner decides to drop the course.

Number of days complete = (registration status date - learner start date)

Number of days complete = (14-NOV-2006 - 15-NOV-2006)

Number of days complete = -1

#### **Example 3:**

The learner is registered for Course A and has elected to start the course on 15-NOV-2006. On 18-NOV-2006, the learner decides to drop the course. (Because the start date has been realized, it is included in the number of days completed.)

Number of days complete = (registration status date - learner start date) + 1

Number of days complete = (18-NOV-2006 - 15-NOV-2006) + 1

Number of days complete = (3) + 1

Number of days complete = 4

**Example 4:**

The learner is registered for Course A and has elected to start the course on 15-NOV-2006. On the first day of class, the learner decides to drop the course. (Because the start date has been realized, it is included in the number of days completed.)

Number of days complete = (registration status date - learner start date) + 1

Number of days complete = (15-NOV-2006 - 15-NOV-2006) + 1

Number of days complete = (0) + 1

Number of days complete = 1

From the above examples, it is clear that number of days completed can never equal zero (0). Therefore, the student's percentage complete or duration complete will never equal zero (0). However, this does not restrict zero (0) from being used on SSARULE or SOAORUL.

- Using zero (0) for the usage cutoff “from” value specifies “from the day the learner starts class until...”, and can only be followed by a positive number for the usage cutoff “to” value.
- Using zero (0) for the usage cutoff “to” value specifies “until the day before the learner starts class” and can only be preceded by a Null value or a negative number for the usage cutoff “from” value.

**Calculating the Usage Cutoff Percentage**

Here are examples of course registration status code usage cutoffs for a 10-week course.

**Example 1:**

Status Code	From	To
DD	Null	0

DD is available from the day the learner registers until the day before the learner starts class.

**Example 2:**

Status Code	From	To
DD	Null	-10
DW	-9	0
DC	0	10

DD is available from the day the learner registers until one week before the learner starts class.

DW is available only for the six days before the learner starting class.

DC is available from the day the learner starts class through the first week of class.

**Example 3:**

Status Code	From	To
DD	Null	-10
DW	-10	0

DD is available from the day the learner registers until one week before the learner starts class.

DW is available for the entire week before the learner starts class.

*Calculating the Usage Cutoff Duration***Example 4:**

Status Code	From	To
DD	Null	0

DD is available from the day the learner registers until the day before the learner starts class.

**Example 5:**

Status Code	From	To
DD	Null	-1
DW	-99	0
DC	0	1

DD is available from the day the learner registers until one week before the learner starts class.

DW is available only for the six days before the learner starting class.

DC is available from the day the learner starts class through the first week of class.

**Example 6:**

Status Code	From	To
DD	Null	-1
DW	-1	0

DD is available from the day the learner registers until one week before the learner starts class.

DW is available for the entire week before the learner starts class.

**Note:** In Examples 3 and 6 above, both registration status codes (DD and DW) are available on the same day, exactly one week before the learner starts class. To avoid having multiple codes available on the same day, usage cutoff values in the “from” and “to” fields cannot overlap. The only exception to this is zero (0), as explained above.

## Report and Update Scripts

Optional scripts are provided to be run by institutions who have used usage cutoff values of zero (0) to indicate that a registration status code was to be available before the learner starting class.

As discussed above, if a status code is to be available “from the day the learner registers until...”, the usage cutoff “from” field must be set to `Null`.

- The report scripts identify records in SSRRSTS and SORRSTS that have zeroes (0) in the usage cutoff “from” fields.
- The update scripts update these zeros (0) to `Null` values.

Table	Script	Result
SSRRSTS	<code>srssrrsts1.sql</code>	Reports all SSRRSTS rows where usage cutoff from is 0 (either percentage or duration)
SORRSTS	<code>srsorrsts.sql</code>	Reports all SORRSTS rows where usage cutoff from is 0
SSRRSTS	<code>supssrrsts.sql</code>	Updates all SSRRSTS rows identified by the report script, changing usage cutoff from values from 0 to <code>Null</code> (either percentage or duration)
SORRSTS	<code>suporrsts.sql</code>	Updates all SORRSTS rows identified by the report script, changing usage cutoff from values from 0 to <code>Null</code>

## Enrollment Verification Processing

The Enrollment Verification Request Form (SFARQST) allows the user to request retrieval of the most commonly requested data such as registration information, academic standing, GPA, etc., for enrolled students.

The student must have at least one general student record created through the Admissions process. Curriculum summary information can also be viewed. This form will not process verifications for students with verification holds on their records unless password-authorized overrides are entered by the requester. Select Term Summary (SHQTERM) from the Option List or perform a Duplicate Record function from the **Term** field in the Key Information to return the Term Summary Form (SHQTERM). This query form displays the valid history terms associated with the student.

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The Enrollment Verification Request Rules Form (SFAEPRT) allows the user to generate the types of information to be printed on the Enrollment Verification Document. Print options include self-service options, service types, and payment options. An unlimited number of enrollment verification document types may be created and maintained by the user. SFAEPRT has a **Messages** check box which controls the printing of messages on enrollment verification documents.

The Enrollment Verification Message Form (SFAMESG) is used to enter specific enrollment verification type codes, term codes, or student identification numbers and the messages related to them.

The Enrollment Verification Report (SFRENRL) produces the enrollment verification reports which were processed using the Enrollment Verification Request Form (SFARQST) or selected using the population selection parameters. You can specify the number of copies of the enrollment verification that are to be printed on SFARQST. Term, registration date, or academic year information from SFARQST is used to determine the term information that is included in the report. The report also processes information based on terms that are part of student centric periods. Enrollment dates, attendance information, enrollment history, and course summary information are printed as student centric period data.

Specify the Enrollment Verification Distribution printer parameter on the Banner Student System Distribution Initialization Form (SOADEST) in the **Enrollments** field when requesting enrollment verification. This same printer parameter should be specified when running the Enrollment Verification Report (SFRENRL), so that the output is routed to the correct printer. The Student Distribution Initialization Form (SOADEST) will be returned before the Enrollment Verification Request Form (SFARQST) being displayed, if it has not been processed before SFARQST being accessed. After SOADEST has been processed by a user during a session, any printer changes or additions will need to be made by accessing the form through a menu **Go To... (Direct Access)** field.

You can perform enrollment verification requests from the baseline or in self-service at any time and for any term. You can also prevent requests from being printed by using a specific cutoff term. If registration drops or adds are still in progress, those enrollment verification requests will not be processed, thereby preventing the printing of verifications for IDs whose statuses may be altered as a result of ongoing registration changes.

## Selection of Concurrent Curricula Enrollment Verification Data

You can select the curriculum data to be printed on the Enrollment Verification Report (SFRENRL) and the Self-Service View Term Data Page (BWSKRSTA.P\_RegsStatusDisp, and BWSKGSTU.P\_StuInfo).

SFRENRL will print all parts of the primary and secondary curriculum, and the self-service pages and the Enrollment Verification Request Form (SFARQST) will display a summary of all current and active curriculum and field of study records.

The maximum number of fields of study that can be printed on the enrollment verification is based on the allowable current maximum established for the module and type. This includes field of study types that are outside of the major, minor, or concentration.

Concentrations for enrollment verification are printed as follows:

- Concentrations attached to the major are printed under the major with a label of "Maj/Concentration".

- Concentrations attached to the base curriculum are printed after the minors and have a label of “Concentration”.

The following items from the base curriculum are included in the enrollment verification output:

- program
- level
- degree
- campus
- college

The fields of study will always print in the priority order within the field of study grouping:

- majors/departments
- concentrations attached to majors will follow the major
- minors
- concentrations attached to the base curriculum
- other field of study types

## Execution of Curriculum Conversions

Curriculum conversions can be executed from enrollment verification requests (SFARQST and SFRENRL) and self-service view pages where curriculum data can be printed before any processing occurs, so that all curriculum data appears on the hardcopy output or online.

All objects in which concurrent curriculum processing is implemented will attempt to convert the learner and outcome curriculum data from the original host tables to the concurrent curricula tables. The concurrent curricula conversion will automatically be executed when SFRENRL begins to process enrollment verification for a student. If the curriculum data has already been converted, the conversion process will end without completing any activity.

## Time Status and Enrollment Verification

Use the Time Status Rules Form (SFATMST) to print the enrollment summary information on the enrollment verification document and list the student's actual time status based on their course work for the term.

This form allows the user to specify the rules associated with the calculation of the time status information. These rules include effective term, student level, campus, college, degree, major, and student type. A course level is also used to determine which courses should be used in calculating the time status.

Using these rules criteria, the user may specify the minimum and maximum credit hours which the student must have for a term to obtain the time code specified in the rule.

*The following are some examples of time status rules:*

For effective term 199301, level 01 students (undergraduates), the minimum credits to be classified as a full time student are 12.00, and the maximum credits are 17.99. (No campus, college, degree, major, or student type are specified in the rule.) Only undergraduate credits are to be included in



the calculation. If an undergraduate student has 9.00 credits of graduate work (level 02) and 6.00 credits of undergraduate work, then they do not meet the rule specified, and another rule must be found. If no rule can be found for the student, then the user-entered time status that exists on the student's record will display on the report, and an asterisk "\*" will display to indicate that the time status does not reflect the student's actual course work.

The Enrollment Verification Report (SFRENRL) uses population selection parameters to produce the enrollment verification requests which were processed on the Enrollment Verification Request Form (SFARQST). Students must have had an enrollment verification request processed on the Enrollment Verification Request Form (SFARQST), or they will not be processed.

There is a message area on the report where messages which are user defined by person, term, or enrollment request type on the Enrollment Verification Message Form (SFAMESG) will appear. The enrollment history portion of the report includes the student's calculated full-time/part-time status information on a term-by-term basis. Graduation term and year are also shown on the report.

The enrollment verification process first checks to determine if a manual override time status history record exists for the appropriate term on SFAREGS. If it does exist, the manual override time status will be reported. If no manual time status exists, then the existing time status calculation within SFRENRL will be used to calculate and report the student's time status, based on the value entered for the Time Status Calc Credit Type parameter (either E for Earned Hours or A for Attempted Hours as recorded in Academic History).

## SSN/SIN/TIN, ID, and Birth Date Format Masks

You have the option to select the birth date, SSN/SIN/TIN, Banner ID, or none of those to be printed on the enrollment verification requests.

Use the check boxes in the Print Options block on SFAEPRT to choose the data you want to include. You can change how the SSN/SIN/TIN or Banner ID appear on the enrollment verification. You can also change the birth date format for the paper or self-service enrollment verification to any valid date format using the pulldown list.

### *SSN/SIN/TIN and ID*

The rules for adding in a character mask to the SSN/ID values are as follows.

- Use the character X to display data and the character \* to conceal data.
- This can be used only for display-only columns.
- This cannot be used when there is data entry involved on the column.

The following describes valid format masks for character strings such as the SSN or ID number:

Element	Example	Description
*	****	Characters are displayed as asterisks.
X	XXXXXX	Characters are displayed as normal value.

Two examples of format masks and the SSN would be:

- Value 123456789 and mask \*\*\*\*\*XXX will print as \*\*\*\*\*789.
- Value 123456789 and mask \*\*\*XXX\*\*\* will print as \*\*\*456\*\*\*.

### *Dates/Birth Dates and Times*

The following describes valid format masks for dates, such as the birth date, and times, and can be used to change how the date appears on the enrollment verification.

Element	Example	Description
YYYY	2003	four-digit year
YYY	003	three-digit year
YY	03	two-digit year
Y	3	one-digit year
SYYYY	-2003	S adds a prefix of a - to a BC date.
Y,YYY	2,003	Year with comma in this position
BC or AD	2003AD	BC/AD indicator
B.C. or A.D.	2003A.D.	BC/AD indicator with periods
RR		Defaults to correct century. Calculates the century from a date entered by comparing the two -digit year entered with the year and century to which the computer's internal clock is set. Years 00 - 49 will be given the 21st century (the year 2000), and years from 50 - 99 will be given the 20th century (the year 1900).
MM	January = 01	two-digit month
MONTH	JANUARY	Name of month, padded with blanks to a length of nine characters
MON	JAN	Name of month, three letter abbreviation
DDD		Day of year (1 - 366)
DD		Day of month (1 - 31)

Element	Example	Description
D		Day of week (1 - 7; Sunday = 1)
DAY	SUNDAY	Name of day, padded with blanks to a length of nine characters
DY	SUN	Name of day, three letter abbreviation
J		Julian day, the number of days from January 1, 4712 BC
AM or PM		Meridian indicator
A.M. or P.M.		Meridian indicator with periods
HH or HH12	1100	Hour of the day (1 - 12)
HH24	2300	Hour of the day (0 - 23)
MI		Minute (0 - 59)
SS		Second (0 - 59)
SSSSS		Seconds past midnight (0 - 86399)
/.		Punctuation is produced in the result.
"..."		Quoted string is produced in the result.
FM		Fill mode: assumes implied characters such as O or space, displays significant characters left justified. Allows end user's input to be shorter than the format mask. (Use in conjunction with FX to require specific delimiters.)
FX		All date literals must match the format mask exactly, including delimiters.

Two examples of format masks and for dates and times would be:

- Birth date value 01-JAN-1980 and mask 'DD-MON' will display as 01-JAN.
- Birth date value 01-JAN-1980 and mask 'Month DD' will display as January 01.

## Self-Service Request and Payment Options

Records are inserted into Accounts Receivable when charge amounts exist that are greater than \$0.00.

When an available payment option has been set up in STVWPYO that requires a self-service credit card charge or payment, both the charge and the credit will be inserted into the appropriate Accounts Receivable table when the self-service request has been completed. That insert can occur whether the charge type is **M** (record is inserted into TBRMISD) or **S** (record is inserted into TBRACCD).

- If the charge type is **M**, then the payment option must be a credit card type, because that is the only way to ensure that payment has been collected. By definition, TBRMISD requires a payment at the same time it posts a charge.
- If the charge type is **S**, and the payment option is not a credit card type, then any charges set up for the services are not inserted into the student's account from self-service. An example of this could be "Bill My Account."
- Charges of type **S** (that are not credit card charges) are inserted into TBRACCD when you run SFRENRL for enrollment verification requests.

The following four conditions affect the information that is displayed on self-service request pages, based on the settings in the Print Options window for SFAEPR.

	Conditions in Self-Service Print Options Window	Data/Message Displayed to the Student in Banner Self-Service Request Pages
1	<ul style="list-style-type: none"> <li>• Service level type is <b>M</b></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist, both credit card and non-credit card types</li> </ul>	Display only those payment options where the <b>Credit Card Indicator</b> is <b>Y</b> in STVWPYO.
2	<ul style="list-style-type: none"> <li>• Service level type is <b>M</b></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist, but none is a credit card type</li> </ul>	Display Info Text error message:  <i>There is no credit card payment option available, so we cannot complete your request. Please contact the Bursar or Registrar for assistance.</i>
3	<ul style="list-style-type: none"> <li>• Service level type is <b>S</b></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist that are credit card or non-credit card types</li> </ul>	Display all payment options.

	Conditions in Self-Service Print Options Window	Data/Message Displayed to the Student in Banner Self-Service Request Pages
4	<ul style="list-style-type: none"> <li>Service level type is S or M</li> <li>Charge is greater than \$0.00</li> <li>No payment options exist</li> </ul>	Display Info Text error message:  <i>There are no payment options available, so we cannot complete your request. Please contact the Bursar or Registrar for assistance.</i>

## Enrollment Verifications Submissions in Banner Self-Service

A self-service Web page is available for enrollment verification submissions processing that allows a student to request a copy of their enrollment verification for a term.

This page resides in the secure login off the Student Record menu so a learner can request an enrollment verification report at any time. The page populates the same table that is behind SFARQST.

The data the learner enters includes:

- term or academic year
- type of request
- number of copies
- issue to name and address or fax number (A pulldown list is used to select the learner's address.)
- confirmation page for student to view their request

Controls in the Self-Service Print Options window on SFAEPRT are used to indicate the types and special handling/payment options that are available for self-service requests.

Use the MAXEVREQNO rule on the Crosswalk Validation Form (GTVSDAX) to limit the number of self-service enrollment verification requests the student is allowed to make per term. The default is 999 (essentially, unlimited). You must change this value if you want to restrict the number of requests allowed per term.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
999	MAXEVREQNO		STUWEB	Max Enrl Ver Requests per Term	Sysdate

Use the WEBCCPEPRTREQ process name on the Process Name Validation Form (GTVPROC) for credit card processing for self-service enrollment verification requests. If your institution charges

for self-service enrollment verification requests and wants to allow students to make credit card payments, you must create a corresponding record in GORMERC (using the GOAMERC form).

Process Name Code	Description	System Required
WEBCCEPRTREQ	Web Credit Card Enrollment Verification Charge Process	Y

## Schedule/Invoice/Statement Options

On the Student Course Registration Form (SFAREGS), there are options to request an individual student's bill or schedule.

The bill refers to the printing of a student bill in "INVOICING" mode through the Student Invoice/Billing Statement (TSRCBIL), and the schedule refers to the printing of a Student Schedule Report (SFRSCHD).

The printing of either or both of these documents can occur in any of the following ways:

- Requested online and printed by the Sleep/Wake process.
- Requested online and printed when the batch process is run.
- Requested when the batch process is run using the parameters which include population selection.

To request either or both documents to print online through TSRCBIL and SFRSCHD, the Sleep/Wake process must have been defined. The request may be entered online and the batch process(es) run without defining the Sleep/Wake process.

The first set of options which follows describes the choices regarding the printing of bills, and the second set describes the choices for the printing of schedules. Any combination may be used to print one or both documents. For example, the Student Schedule Report (SFRSCHD) can be defined to the Sleep/Wake process and requested online and printed, while the Student Invoice/Billing Statement (TSRCBIL) can be requested online without the Sleep/Wake process defined and then be printed later through the batch process.

Reference	Name	Description
Collector Tables Used	SFRCBRQ	Registration Student Schedule Collector Table
	TBRCBRQ	Invoice/Statement Collector Table
Form Used	SFAREGS	Student Course Registration Form
Reports Used	SFRSCHD	Student Schedule Report
	TSRCBIL	Student Invoice/Billing Statement
Process Used	Sleep/Wake	N/A

## Printing of Bills

The **Print Bill** box on the Student Course Registration Form (SFAREGS) automatically defaults to selected when the **Registration Fee Assessment On-line** box is selected on the Term Control Form (SOATERM) and defaults to cleared when the **Registration Fee Assessment On-line** box is cleared on SOATERM.

Whichever value defaults, the opposite value may be entered and saved.

### Option 1:

Form/Process	Field/Parameter	Value
SFAREGS	Print Bill box	Checked
Sleep/Wake	Set up and executed	Yes for TSRCBIL
TSRCBIL	ID	COLLECTOR
	Printer	% or value from SOADEST
	Run Mode	INVOICING

If a Save function is performed when this field is selected, a record is written to the Invoice/Statement Collector Table (TBRCBRQ). If the Sleep/Wake process is set up to process these requests, the student invoice is printed, and the system automatically clears out the Invoice/Statement Collector Table (TBRCBRQ).

The report process that needs to be set up with the Sleep/Wake process is the Student Invoice/Billing Statement (TSRCBIL). This report should have the Run Mode parameter set to `INVOICING`.

### Option 2:

Form/Process	Field/Parameter	Value
SFAREGS	Print Bill box	Checked
Sleep/Wake	Set up and executed	No for TSRCBIL
TSRCBIL	ID	COLLECTOR
	Printer	% or value from SOADEST
	Run Mode	INVOICING

If a Save function is performed when this field is selected, a record is written to the Invoice/Statement Collector Table (TBRCBRQ). If the Sleep/Wake process is not set up to process these requests, the student invoice can be printed when the Student Invoice/Billing Statement (TSRCBIL) is run from the host or through job submission. This report should have the Run Mode parameter set to `INVOICING`. When the process is run, the system automatically clears out the Invoice/Statement Collector Table (TBRCBRQ).

**Option 3:**

Form/Process	Field/Parameter	Value
SFAREGS	Print Bill box	Unchecked
Sleep/Wake	Set up and executed	Yes or No for TSRCBIL
TSRCBIL	ID	N/A*
	Printer	N/A
	Run Mode	INVOICING or STATEMENT * COLLECTOR would not be used for this scenario)

If the operator unchecks this field, or the **Registration Fee Assessment On-line** box is cleared on the Term Control Form (SOATERM), nothing happens when a Save function is performed. No record is written to the Invoice/Statement Collector Table (TBRCBRQ).

The student invoice or bill statement can be printed when the Student Invoice/Billing Statement (TSRCBIL) is run from the host or through job submission.

**Note:** TSRCBIL can also be run in “STATEMENT” mode. When the Run Mode parameter is set to STATEMENT, the TSRCBIL process generates a .lis file of statements for students who owe a balance to the school. Users can parse the output and store the individual statements, or use third-party software to perform the parse, enhance and brand the statement, convert each file into PDF format, and store the PDF file. These files can be displayed in Banner or Self-Service. For more information, please refer to the *Banner Accounts Receivable User Guide*.

**Printing of Student Schedule**

The **Print Schedule** box on the Student Course Registration Form (SFAREGS) automatically defaults to selected. It may be manually cleared.

**Option 1:**

Form/Process	Field/Parameter	Value
SFAREGS	Print Schedule box	Checked (default)
Sleep/Wake	Set up and executed	Yes for SFRSCHD
SFRSCHD	ID	COLLECTOR
	Printer	% or value from SOADEST

If a Save function is performed when this field is selected, a record is written to the Registration Student Schedule Collector Table (SFRCBRQ). If the Sleep/Wake process is set up to process these requests, the student schedule is printed, and the system automatically clears out the Registration Student Schedule Collector Table (SFRCBRQ).



The Student Schedule Report (SFRSCHD) needs to be set up with the Sleep/Wake process.

**Option 2:**

Form/Process	Field/Parameter	Value
SFAREGS	Print Schedule box	Checked (default)
Sleep/Wake	Set up and executed	No for SFRSCHD
SFRSCHD	ID	COLLECTOR
	Printer	% or value from SOADEST

If a Save function is performed when this field is selected, a record is written to the Registration Student Schedule Collector Table (SFRCBRQ). If the Sleep/Wake process is not set up to process these requests, the Student Schedule Report (SFRSCHD) can be run from the host or through job submission. This report can have the Printer parameter designated for the collector printer set in the Sleep/Wake process. When the process is run, the system automatically clears out the Registration Student Schedule Collector Table (SFRCBRQ).

**Option 3:**

Form/Process	Field/Parameter	Value
SFAREGS	Print Bill box	Unchecked
Sleep/Wake	Set up and executed	Yes or No for SFRSCHD
SFRSCHD	ID	N/A *
	Printer	N/A
* COLLECTOR would not be used for this scenario)		

The **Print Schedule** field on the Student Course Registration Form (SFAREGS) is manually cleared. If a Save function is performed when this field is cleared, nothing happens. No record is written to the Registration Student Schedule Collector Table (SFRCBRQ).

The Student Schedule Report (SFRSCHD) can be printed when the Student Schedule Report (SFRSCHD) is run from the host or through job submission.

**Note:** Requests to print bills or schedules always add records to the collector tables. These tables should be monitored, and SQL scripts can be used to delete records that are no longer needed.

## Produce Student's Schedule

A student's schedule of classes listing meeting times, places, instructors, and campuses may be produced immediately from the Student Course Registration Form (SFAREGS). It may also be produced through a batch process, SFRSCHD, for all students.

## Unsatisfied Links

The Unsatisfied Links Report (SFRLINK) lists students and CRNs for which they have registered, which have unsatisfied links for the term.

The only parameter for this report is a single term. The report will produce unsatisfied link results regardless of whether link section security is a fatal registration error on the Term Control Form (SOATERM).

When No Check is selected for the Links radio group in the Registration Error Checking window of the Term Control Form (SOATERM), the Unsatisfied Links Report (SRFLINK) can be run after registration is completed to produce a list of students who have unsatisfied or missing section links for the term. The report is a post-registration batch alternative to an online fatal check for unsatisfied or missing links during registration processing.

## Produce Student's Bill

Student bills listing all their charges for the term, any past due amount, any future charges, and any current payment may be produced immediately from the Student Course Registration Form (SFAREGS) if fees are assessed. It may also be produced for all students through a batch process (TSRCBIL).

## View Student's Registration

The Registration Query Form (SFAREGQ) is used to view a student's registration.

It lists all the classes for which a student is registered, the meeting times, the building and room of each class, and the course campus code. If the student is not registered for the term, the user will not be able to leave the Key Information of SFAREGQ.

## Produce Course Request Edit

The Course Request Edit Report (SFPCREQ) lists all course request transactions that contain an error along with an appropriate error message. This process updates the valid transactions so they

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can be used in course request. Please see the *Course Request and Scheduling Handbook* for more information on using this report.

## Produce Course Request Update

The Course Request Update (SFPFREQ) is used to list all course request transactions that contain errors (that is, ID not on database, CRN that is not valid, etc.) along with an appropriate error message.

This process updates the database to ready the transactions for processing. Time status history records may also be inserted, if requested.

The billing hours associated with a course when Course Request and Scheduling is run will default when the Course Request Update (SFPFREQ) is run. These hours will be defaulted from the section information or from overrides entered on the student's Course Request Form (SFACREQ).

Please see the [Time Status Calculations](#) on page 1082 section of the "National Student Clearinghouse (NSC) Reporting Procedures" later in this chapter for more information on using this report.

## Produce Class Roster

The Class Roster Report (SFRSLST) produces an alphabetical list of all students within a section and may be requested for all sections or one particular section.

## Produce Headcount

The Unduplicated Headcount Report (SFRHCNT) is used to produce an actual headcount for a term.

## View Class Roster/Enter Grades

The Class Roster Form (SFASLST) displays the section information and the students enrolled for a particular section.

It may be used during registration to monitor a section. This form is also used to enter both mid-term and final grades. The section override values, specified on the Schedule Override Form (SSAOVRR), are used when rolling the courses to academic history. The Class Attendance Roster Form (SFAALST), the Class Roster Form (SFASLST), and the Grade Roll to Academic History (SHRROLL) support this functionality.

The SFAALST and SFASLST forms have an optional **Degree Award Status** in their Key Information sections. The system will look at the **Outcome Status** for the student's degree status on the Degrees and Other Formal Awards Form (SHADEGR). The **Awarded Indicator** is validated on the Degree Status Code Validation Form (STVDEGS).

Setting the **Awarded Indicator** to P (Pending) in the Key Information will display only those students in the class with an **Awarded Indicator** of "Pending". Setting the **Awarded Indicator** to

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A (Awarded) in the Key Information will display only those students in the class with an **Awarded Indicator** of "Awarded". If this indicator is `Null`, all students are returned.

By using these fields, the user may query and grade only those students which are selected. This will allow instructors to grade only those students in the class who are eligible to graduate.

## Last Date of Attendance

This section discusses the required entry of the last date of attendance in for specified grade codes.

You can specify which grades and student levels require the entry of the last date of attendance. Users will be prohibited from entering a grade for a student without also entering the student's last date of attendance.

You can set up rules on SHAGRDE for specific grades where the entry of the last date of attendance is required for students who are receiving those grades using the **Last Attendance Date Ind(icator)**. When the specified final grades are entered in the Class Attendance Roster Form (SFAALST), the Class Roster Form (SFASLST), or in Faculty and Advisor Self-Service (Final Grades page), those rules will require instructors to use the appropriate form and enter the last date of attendance for students.

- When an administrator enters a grade in SFASLST that requires a last date of attendance based on the rule on SHAGRDE, an error message is displayed that the student's last date of attendance must be entered for the grade, and that the grade and date must be entered using SFAALST.
- When an administrator enters a grade in SFAALST that requires a last date of attendance based on the rule on SHAGRDE, and does not enter the student's last date of attendance, a message is displayed that a last date of attendance must be entered for the grade.

The last date of attendance can also be viewed or entered for a CRN in the Course Detail window of SFAWDRL for use with the withdrawal information for the student ID in the Key Block.

## Handle Student's Registered, Not Paid

The Registered, Not Paid Process (SFRRNOP) is executed in batch to produce a report of all students who have registered but who have not had their charges accepted in the Accounts Receivable module.

This process also has an option to delete the registration of the students selected. This process also maintains census two enrollment based on the user-supplied parameter date.

The Registered, Not Paid Process (SFRRNOP) supports Third Party Processing. The T/P Exempt Indicator parameter is used to indicate whether or not a student may be exempt from deletion when a potential third party payment exists. If the parameter is set to `Y`, and third party contract memos exist for the student, the student would be bypassed in the registration deletion process.

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## Process Canceled Classes

The Registration Mass Entry Form (SFAMREG) can be used to delete registration records for students registered in a canceled section.

## Faculty Feedback

Faculty feedback processing is used to help faculty members identify and monitor students in their classes who may be at risk academically.

Faculty members can use Web pages to:

- define issues and recommendations
- select issues and make recommendations to address the issues
- enter free form comments regarding the issues
- enter estimated grades

Information is collected during a specific period of time or session. The feedback can then be used to help with problems and initiate proactive action to assist students in academic recovery. First time, full-time freshman who are first generation college students or minority students are examples of students that can be monitored.

Any faculty member who is defined as an instructor can enter feedback in Faculty and Advisor Self-Service. When an instructor is assigned to a course, the instructor can view the information. When multiple instructors are assigned to a course, they can all view the information. Instructors can update and change existing comments entered by other instructors.

**Note:** Estimated grades used for faculty feedback do not relate to actual grades received by the students. Estimated grades are used only for monitoring the progress of the students.

Faculty feedback functionality works with Banner Relationship Management (BRM) early alerts processing. The feedback data is extracted from Self-Service and used as source data in BRM. Then early alerts processing uses defined rules and student events that occur to intervene on behalf of the students. Early alerts can be triggered by a pattern, such as a GPA that falls over multiple semesters, students who miss class repeatedly, or students who do not complete assignments. The students are flagged for an alert based on the pattern and are monitored for intervention. After a student has been selected for monitoring, the faculty member can enter recommendations, such as seeking a tutor, meeting with an advisor, or taking a seminar in an appropriate topic like time management.

Use the following Web pages for faculty feedback processing.

- Faculty Feedback Sessions (bwlkfdbk.P\_FacultyFeedback)

Used to view a list of the faculty members' courses for the term(s) that are available for feedback and the time period in which feedback is to be provided. The page also shows the number of registered students, the number of monitored students, and the number of monitored students that require feedback in a specific period.

- Faculty Feedback Roster (bwlkfdbk.P\_FacultyFeedback)

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Displays data from the Student Course Registration Repeating Table (SFRSTCR) and the Additional Registration Information Table (SFRAREG) for course information and created students. Data is displayed in sets of records by feedback status. The faculty member can select issues that apply, add the estimated grade, provide comments, and offer recommendations.

- Feedback Session Control (bwlkfdad.p\_session\_control)

Used to define and maintain feedback session information, including session start and end dates, for session periods.

- Faculty Feedback - Add Session (bwlkfdad.p\_session\_control\_post)

Used to add feedback session records for use on the Feedback Session Control page.

- Faculty Issues (bwlkfdad.p\_define\_issues)

Used to define and maintain issue codes and descriptions for validation on the Faculty Feedback Roster page.

- Faculty Issues - Add Issue (bwlkfdad.p\_define\_issues)

Used to add a new issue code and description for validation on the Faculty Feedback Roster page.

- Faculty Recommendations (bwlkfdad.p\_define\_recommendations)

Used to define and maintain recommendation codes and descriptions for validation on the Faculty Feedback Roster page.

- Faculty Recommendations - Add Recommendation (bwlkfdad.p\_define\_recommendations)

Used to add a new recommendation code and description for validation on the Faculty Feedback Roster page.

Please see the “Faculty Feedback” chapter in the *Banner Faculty and Advisor Self-Service User Guide* for more information on using these Web pages.

This chapter also includes instructions for how to:

- set up a faculty member
- set up a faculty feedback administrator
- set up faculty feedback control sessions
- set up faculty issues
- set up faculty recommendations
- leave feedback for a student

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## Faculty Feedback Processes

You can monitor students for feedback and purge the records. Use the following processes to do this.

### *Feedback Monitor Students Process (SFRFFMN)*

This process uses a population selection to find students registered for a course in a specific term that are required to be monitored by faculty members.

Students are designated as monitored, and a feedback record for each monitored student is loaded to the Faculty Feedback Student Estimated Grade Table (SFRFFST). Students not designated as monitored are optional and are not considered by the process.

When a faculty member views the Faculty Feedback Roster (`bwlkfdbk.P_FacultyFeedback`) in Banner Faculty and Advisor Self-Service, the students that require feedback are displayed, and the student marked as `Monitored` have the status of `Monitored`. When an issue or recommendation has been entered for a monitored student, the `Monitored` status changes to `Complete`. Students with an *Optional* status remain as optional.

If desired, the process can be executed multiple times for the same session with different populations. Subsequent executions add new students not marked as `Monitored`.

This process calls the `sb_feedback_session` API and the `sb_estimated_grades` API.

### *Faculty Feedback Purge Process (SFRFFPG)*

This process is used to purge records for a term and session description for the start and end dates of the session control record.

The feedback session end date must be in the past. Data purged includes: feedback session definition, estimated grades and comments, and issues and recommendations. The feedback session definition can be deleted from the user interface as long as no feedback exists. When feedback exists, the SFRFFPG process must be used to delete it.

## Faculty Feedback View (SFVFDBK)

This Banner view is used to select faculty feedback information. It joins the faculty feedback tables to simplify reporting on faculty feedback activity.

The following columns are in this view:

```
SFVFDBK_SESSION_TERM  
SFVFDBK_TERM_DESCRIPTION  
SFVFDBK_SESSION_DESC  
SFVFDBK_STUDENT_ID  
SFVFDBK_STUDENT_FIRST_NAME  
SFVFDBK_STUDENT_LAST_NAME  
SFVFDBK_CRN  
SFVFDBK_FACULTY_ID
```

---

```
SFVFDBK_FACULTY_FIRST_NAME  
SFVFDBK_FACULTY_LAST_NAME  
SFVFDBK_STATUS_CDE  
SFVFDBK_COMMENT_DATE  
SFVFDBK_FEEDBACK_DATE  
SFVFDBK_FEEDBACK_CODE  
SFVFDBK_FEEDBACK_DESC  
SFVFDBK_FEEDBACK_TYPE  
SFVFDBK_ESTIMATED_GRADE  
SFVFDBK_FEEDBACK_COMMENTS  
SFVFDBK_STUDENT_PIDM  
SFVFDBK_FACULTY_PIDM  
SFVFDBK_SESSION_ID  
SFVFDBK_GRADE_ID
```

## Faculty Feedback APIs

The following APIs are used with faculty feedback processing. These APIs use the BWLKFDAD and BWLKFDBK Self-Service packages.

- `sb_feedback_codes`
- `sb_feedback_session`
- `sb_faculty_feedback`
- `sb_estimated_grades`

## Faculty Feedback Tables

The following tables are used with faculty feedback processing.

These tables follow a different pattern for Banner tables. Every table, including validation tables, has a `SURROGATE_ID` column, which is a single unique identifier for each record. Other columns in the tables can be comprised of a single or alone unique key, but the `SURROGATE_ID` column is the only column used in referential integrity constraints. The `SURROGATE_ID` column is maintained by the corresponding API and is generated from an Oracle sequence generator.



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### *Faculty Issues and Recommendations Validation Table (STVFFVA)*

This table is used to store and maintain faculty issue and recommendation feedback codes used in Banner Faculty and Advisor Self-Service. There is no corresponding validation form in Banner Student baseline.

### *Faculty Feedback Session Control Table (SRBFFSC)*

This table contains the data that defines faculty feedback sessions and controls various aspects of a session.

### *Faculty Feedback Student Estimated Grade and Comments Table (SFRFFST)*

This table contains a list of students monitored for faculty feedback with the associated estimated grades and comments, in addition to records for students for whom feedback has been manually entered. Students that are not monitored have an optional status (O).

There are two types of records in this table, records for monitored students and optional records that contain information on students that do not require monitoring.

Records for monitored students only exist for students that were targeted by the Feedback Monitor Students Process (SFRFFMN). Students that are to be monitored have a status of `Monitored` displayed on the Faculty Feedback Roster page. The number of monitored students in a class is dependent on how the institution defined the student population and for what courses those students are registered. There is no requirement that monitored students be defined or a limit as to how many students can be monitored. After the monitored students have feedback entered for them, the status is changed to `Complete` or is changed back to `Monitored` if all feedback is deleted.

Optional records contain information about students that are not required to be monitored. These records do not exist at first. The records are created by the faculty member as they enter their data. These students have the status of `Optional` displayed in Faculty Feedback Roster page even if there is no corresponding record in the table. The record is created in the database when a grade, comment, issue, or recommendation is added, and the user saves the information.

The parent of the Faculty Feedback Student Estimated Grade and Comments Table (SFRFFST) is the Session Control Table (SFBFFSC), which is identified by the `SFRFFST_SFBFFSC_ID` column. The Faculty Feedback Table (SFRFFBK) is the child table of the Session Control Table (SFBFFSC).

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### *Faculty Feedback About Students Table (SFRFFBK)*

This table contains issues and recommendations for a student in a course, which are provided by assigned faculty for the course. The records in this table are dependent on the estimated grades record (SFRFFST).

## Waitlisting

Before adding a student to a waitlist, the waitlist seating information must be specified on the Schedule Form (SSASECT). The waitlist maximum number of seats must be entered or a waitlist cannot be created.

A student can be placed on the waitlist by using a waitlist registration status code which is created on the Course Registration Status Code Validation Form (STVRSTS).

**Note:** Caution should be used when setting the **Count in Enrollment** and **Count in Assessment** flags for the Waitlist status. If selected, they will update the section enrollment counts in addition to the waitlist counts and assess the student for any waitlisted sections. It is recommended that these values are set to cleared.

You must specify, on the Course Registration Status Control Form (SFARSTS), the period in which the waitlist status code may be used.

Students are placed on the waitlist through the Student Course Registration Form (SFAREGS) by entering the waitlist course status specified on STVRSTS in the **Status Type** field for the course for which the student is being waitlisted. Students can be placed on the waitlist before or after the section capacity is filled.

However, if a student is to be waitlisted for a course before it being filled, it may be necessary to first register the student (**RE**), and then change the course status to waitlist after saving the changes on the Student Course Registration Form (SFAREGS). After the number of students enrolled plus the number on the waitlist exceeds the capacity, error messages will inform the user that a waitlist exists.

Consider the following waitlisting example steps:

1. Section 10010, Senior Thesis in Economics, has a section maximum of 7 and a waitlist maximum of 3. There are six students registered. John has asked for special permission to take the section. The professor will only let John into the section if no other eligible student wants the seat. So John is placed on the waitlist. The section now shows 6 actually enrolled and 1 on the waitlist.
2. When the next student enrolls for the section, the message `OPEN - n WAITLISTED` (where *n* equals the number of students waitlisted) will be displayed to indicate that a waitlist exists and to show the number of students on the waitlist. The section is now filled, and there are two available seats on the waitlist. An override must be used to place the student into the "closed" section. The section is closed, because the number of students already enrolled plus the number on the waitlist is greater than the capacity.
3. The next student to register for the section will get the message `CLOSED - n WAITLIST` (where *n* equals the number of students waitlisted). This indicates that the number of available seats is zero and that one person already exists on the waitlist. The entry operator can choose

to override the section capacity by entering a **Y** in the **Override** field. Or, the Course Registration Status can be changed to a waitlist status. Using the waitlist status will increase the waitlist enrollment to two.

4. If a student enrolled in the section drops, then the user can go to the Class Roster Form (SFASLST) to see who is on the waitlist and determine which student is to be registered. Then, using the Student Course Registration Form (SFAREGS), the student's course status can be changed from waitlist to registered. However, a new student attempting to register may do so.

**Note:** No automatic movement of students from the waitlist to a registered status occurs in the Student Course Registration Form (SFAREGS) when seats become available.

5. After the maximum number of seats and the waitlist maximum have been reached, any student attempting to register will be prohibited from registering or being placed on the waitlist.

So, using the same course outlined above, if the number of students registered is 7 and the number of students on the waitlist is 3, the next student attempting to register will receive the following message: `Closed-Waitlist Full`.

6. If a seat becomes available in a section which has a waitlist, then the `OPEN - WAITLIST` message will be displayed when a student tries to register for the section. This indicates to the operator that a waitlisted student may be eligible for the seat before the student trying to register.

The waitlist enrollment can also be overridden if the user enters a waitlist status code in the **Status Type** field and a **Y** in the **Override** field.

7. To process a Remove function on a waitlisted course on the Student Course Registration Form (SFAREGS), the system requires that a Drop/Delete (DD) function from the Course Registration Status Code Validation Form (STVRSTS) be performed on a waitlisted course, which will remove the student from the waitlist enrollment count. A Remove function may be performed after the Drop/Delete function.

Waitlisted courses are selected for time conflicts with registered courses using the Include Waitlisted Courses in Student Options Error Checking section on SOAWLTC. When the **Time** option group is set to **No**, you need to specify when a course can be waitlisted if a registered course already exists in that time slot.

- If this option group is set to **No**, a course can be waitlisted, even if a registered class already exists for that time slot.
- If this option group is set to **Yes**, a course may not be waitlisted if a registered class already exists for that time slot.

The Registration Course Query Form (SFQSECT) and the Registration Section Query Form (SFQSECM) allow the user to query all sections which have students on the waitlist where seats are currently available.

- Access SFQSECM from SFAREGS using a List function from the **CRN**, **Subject**, **Course**, or **Section** fields.
- Access SFQSECT from SFAREGS using one of the following methods.
  - Use the **Search** feature and select View Section Information, or use a Help function from the **CRN** field, after a CRN has been entered.
  - Use the **Search** feature, or use a List function from the **Credit Hours** field, after a CRN has been entered.

- Use the **Search** feature, or use a List function from the **Bill Hrs** field, after a CRN has been entered.

The Registered, Not Paid Process (SFRRNOP) removes all students on the waitlist and modifies the waitlist counters.

The Waitlist Enrollment Purge (SFPWAIT) removes all waitlist enrollment information for those students who could not be placed in a specific class section.

## Reserved Seating & Waitlist Processing

Waitlisting can also be used with reserved seating. Waitlist maximums can be established on the Enrollment Data window on SSASECT. If waitlist maximums are established for reserved seats during registration, then the error messages will indicate that reserved seating is being used for the section.

For example, the message *RESERVE CLOSED - WL FILLED* indicates that the reserved seating is filled, and the reserved seating waitlist is filled for the section. An override of the registration status will over-enroll the reserved seating and leave the waitlist alone. Entering a waitlist status and a Y in the **Override** field of SFAREGS will over-enroll the waitlist.

The reserved seating check for a student's major examines only the Major 1 (highest priority major) of the student's primary curriculum (highest priority curriculum). The reserved seating check for a student's level examines only the level of the student's primary curriculum (highest priority curriculum).

## Automated Waitlisting

Waitlisting assists in maximizing enrollment numbers in individual course sections.

It allows institutions to track excess demand for seats in courses where enrollment limits have been met and then create priority queues to assign seats as they become available due to drops and withdrawals. Students use waitlists to get in line for courses they need to fulfill their requirements.

Automated waitlist processing assists in managing the movement of students from waitlists to active registration statuses through rule and control forms and job submission processes. This processing is also used in self-service registration.

## Processing

Waitlist and registration functionality are used to help students move from waitlisted status to registered status, to help institutions configure rules to control waitlist priorities, and to support self-service waitlist functions.

Waitlist notification is term-based and can be turned on and off by term as needed on the Automated Waitlist Term Control Form (SOAWLTC). This form provides verification checking and severity warnings for waitlist processing, similar to the registration error checking on SOATERM. Additionally, SOAWLTC includes rules to prioritize student waitlists beyond the first-come, first-served ordering that is needed for certain situations.

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Waitlist processing can also be controlled for an individual CRN using the Waitlist Automation Section Control Form (SSAWLSC). Additional waitlist review forms and processes allow you to review waitlisted students, manually adjust a student's waitlist priority, and resort the priority order.

**Note:** Automated waitlist processing is not used with open learning courses.

When a seat becomes available for registration, an email notification is sent to designated individuals. These can include the student, primary instructor, primary advisor, and registrar. The notification email content is configured on SOAELTR for the letter code defined on GTVLETR and uses the module code of F (Registration) from STVELMT. Notification emails are sent when available seats exist. The time period in which the student must register before the next student is notified is defined on SOAWLTC. This automatic notification is performed either online as seats become available or through the Batch Waitlist Notification Process (SFRBWLP).

When the time period has expired and the student has not registered for the course, the student is removed from the waitlist. Before the student is removed, the student's registration status is selected to see if it has changed from "waitlisted" to "registered". If it has not, the SFRBWLP batch process will update the student's registration status to DD (dropped/deleted), remove the registration record, and then notify the next student on the waitlist. If no more waitlisted students exist, the notification processing stops. The dropped student is not notified of the status change.

**Note:** The SFRBWLP batch process must be used to update the expired waitlist notices, even if the **On-line Waitlist Notification** check box is selected on SOAWLTC. SFRBWLP should be set up and run in sleep/wake mode.

Seats become available for notification when the following occurs:

- Another registered student is dropped, and the resulting number of remaining available seats recorded on SSASECT minus the number of unexpired notifications is greater than zero.
- The maximum enrollment is increased on SSASECT, and the resulting number of remaining available seats recorded minus the number of unexpired notifications is greater than zero.
- The SFRBWLP process finds a notification that has expired, the entry is removed from the student's list of registered courses, and the resulting number of remaining available seats on SSASECT minus the number of unexpired notifications is greater than zero.

When automated waitlist processing is no longer valid for a term, the Waitlist Enrollment Purge Process (SFPWAIT) is used to clear the waitlists and purge term, CRN, and PIDM information for available seats (SFRCOLW table) and waitlist notification (SFRWLNT table).

The Available Seats to Zero Process (SSRASTZ) can also be used to change the remaining available seats for all CRNs to zero.

## Configure Waitlist Processing

You can define how automated waitlist processing will work at your institution. Use the Automated Waitlist Term Control Form (SOAWLTC) to configure general waitlisting by term for general controls, error checking, course selection, priority reordering rules, and exclusion reordering rules.

SOAWLTC allows you to:

- activate the automatic waitlist notification process as needed
- specify whether waitlist notification is performed online or in batch

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- specify the time period in which students must register before the notification expires
  - specify whether students are allowed to see their positions in the waitlist queue in self-service
  - define who will be notified regarding available seats (student, instructor, advisor, registrar)
  - define the host email address for automatic notification
  - define letter codes for the various recipients of the notification emails
  - define waitlist priority rules and waitlist reordering
  - specify section options error checking levels for waitlisting
  - specify whether waitlisted coursework should be included when performing student options error checking
  - define priority rules which give student populations preferential treatment when waitlisted
  - specify course characteristics (college, subject, course number, CRN, section attributes) which must be met before priority rules are applied
  - specify student populations that are not allowed to use the waitlist function
  - define waitlist priority rules and waitlist reordering
  - copy waitlist configuration controls for an existing term to a new term

Waitlist registration error checking is set up by term for student and section options. Student Options can be set to **Yes** or **No**. Student Options that are set to **Yes** indicate that waitlisted courses should be included in error checking along with enrolled courses. Section Options can be set to **Fatal**, **Warning**, or **No Check**. When a new record is created, the severity settings for the Section Options are determined by the severity settings on SOATERM for the term. The settings for the Student Options are defaulted in. If no waitlist control records have been defined for the term on SOAWLTC, the error checking process will use the settings on SOATERM.

**Note:** Corequisites, prerequisites, and links for waitlisted coursework can be met by enrolled coursework, but waitlisted coursework cannot meet enrolled coursework requirements.

If a CRN has special requirements for automated waitlist processing, the waitlist setup defined at the institutional level can be changed at the CRN level for that course. Use the Waitlist Automation Section Control Form (SSAWLSC) to configure waitlisting by CRN and term.

SSAWLSC allows you to:

- activate registration error checking as defined on SOAWLTC
- activate the automatic student waitlist notification process as needed
- specify whether students are allowed to see their positions in the waitlist queue in self-service
- specify the deadline time period for students to move from waitlisted status to registered status when seats become available
- copy the waitlist control settings to a new term

Records must exist on SOAWLTC in order for section term controls to be defined on SSAWLSC. If no records exist in the SSBWLSC table, values from the SOBWLTC table will be defaulted in.

When the **Automatic Waitlist Notification** 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.

**Note:** CRNs that are defined as open learning courses cannot be used with SSAWLSC.

Letters formats can be configured for specific information types depending on the recipients. You can:

- configure letter codes on GTVLETR
- associate the letter module code of F (Registration) on STVELMT to the letter codes from GTVLETR
- build letters on SOAELTR using the information available from the `AS_STUDENT_REGISTRATION_DETAIL` Object:Access view

**Note:** If automated waitlist processing is not defined for a term, previous waitlist rules will be used, and the system will assume that waitlist notification is turned off (inactivated).

## Processing Order

Banner Student automated waitlisting controls the queue of students (with waitlist registration statuses) that are registered for the CRN and allows a waitlisted student to enroll in the course as soon as a seat becomes available.

When a student attempts to register as waitlisted for a CRN, automated waitlist processing performs as follows:

1. The process considers the setting of the **Automatic Waitlist Notification** check box on SOAWLTC and SSAWLSC to see if automated waitlisting is active. When the **Automatic Waitlist Notification** indicator is selected (set to Y) on SSAWLSC, this takes precedence over the setting of the indicator on SOAWLTC.

When no record exists on SOAWLTC, automatic waitlist processing is not performed. Error checking performed for courses with waitlisted students is controlled by the settings on SOATERM, including time conflict checking.

When a record exists on SSAWLSC or SOAWLTC and the **Automatic Waitlist Notification** check box is cleared (set to N), automatic waitlist processing is not performed. Error checking performed for courses with waitlisted students is controlled by the settings on SOAWLTC.

Assuming that the **Automatic Waitlist Notification** indicator is selected (set to Y), the processing continues as follows.

2. When waitlist exclusion rules have been defined on SOAWLTC, the student's characteristics are compared to the characteristics defined in the rules. If all of the student's characteristics match all the characteristics defined for any of the rules, then the student is not allowed to waitlist the course.
3. The Student Options and Section Options error checking is performed based on the settings defined on the Waitlist Error Checking window of SOAWLTC. If an entry exists on SSAWLSC for the CRN and the **Use Waitlist Registration Error Checking** check box is cleared (set to N), no error checking is performed.
4. When no fatal errors are found, an evaluation is performed to match the characteristics of the waitlisted CRN against the characteristics of the entries in the Waitlist Course Selection window on SOAWLTC.



When a match is found or when no entries exist, the student's characteristics are compared to the characteristics defined in the Waitlist Priority Rules window on SOAWLTC. The student's waitlist priority is assigned based on the results of this evaluation.

When no match is found, the student is assigned a priority on a first-come, first-served basis.

5. When seat becomes available, two options exist for notification:

When the **On-line Waitlist Notification** check box on SOAWLTC is selected, a notification email is sent to the designated individuals.

When the **On-line Waitlist Notification** check box is not selected, the notification is sent the next time the SFRBWLP process is run.

**Note:** At the time the notification is sent, the expiration date and time are calculated based on the value of the **Waitlist Notification Deadline** field.

6. Before the expiration date and time, the student is eligible to enroll in the CRN for which the notification was sent. The Student Options and Section Options registration error checking (as defined on SOAWLTC) are enforced at the time that the student tries to register.

If the student does not use the available seat, and the notification deadline expires, that student is removed from the waitlist queue by the SFRBWLP process, and the next student in the waitlist is notified to use the available seat.

Unless there are more seats available than there are students on the waitlist, no students, other than those who have been notified, are allowed to enroll in the course.

Other students are only allowed to register as waitlisted if remaining waitlist seats exist.

**Note:** When the **Show Waitlist Position on Student Self-Service** indicator is selected on SSAWLSC or SOAWLTC, the **Automatic Waitlist Notification** indicator must also be selected for the waitlist information to be displayed in Self-Service.

When the **Show Waitlist Position on Student Self-Service** indicator is not selected, traditional waitlist processing is used, and the waitlist position is not displayed in Self-Service.

## Waitlist Registration Verification Checking

Normal registration eligibility checking occurs before a student can be added to a waitlist.

When a fatal error is received, the student cannot register as "waitlisted" for the course. If SOAWLTC is not used for a term rule, registration error checking is controlled by the settings on SOATERM. Optional controls can be used as well.

SOAWLTC is used for waitlist registration verification checking and error severity warnings. Section options for severity checking on waitlisted courses include: approvals, capacity, field of study, department, college, level, class, campus, degree, program, student attributes, and cohort.

Student options for verification on waitlisted courses include: time conflicts, prerequisites, corequisites, duplicates, and links. The student options functionality on SOAWLTC differs from that on SOATERM. For the student options, SOATERM controls the severity level of the error, and SOAWLTC controls whether or not to include waitlisted CRNs in error checking.



- When the **Duplicates** radio group is set to **Fatal** on SOATERM, a student can be enrolled in a course and also be waitlisted for a more desirable section of the same course. In addition, a student can be waitlisted for multiple sections of the same course.
- When the **Duplicates** radio group is set to **No Check** on SOATERM, waitlisted courses are not included in the duplicate error checking, and the student can waitlist multiple sections of the same course. In addition, the student can also be enrolled in a section of the same course but cannot be enrolled in two sections of the same course.
- When the **Duplicates** radio group is set to **Yes** (in the Include Waitlisted Courses in Student Options Error Checking section) on SOAWLTC, a student can only be waitlisted for one section of a course.

**Note:** A duplicate course is one that has the same subject, course number, and schedule type.

Here is a summary of the settings used with duplicate registration verification checking.

SOATERM - Duplicates	SOAWLTC - Duplicates	Results
No Check	No	Student is able to register for the course and waitlist the course, with multiples of both.
No Check	Yes	Student is able to register for the course and waitlist the course, with multiples of both.
Fatal	No	Student is allowed one registration record and multiple waitlisted courses.
Fatal	Yes	Student can only register for the course <i>or</i> waitlist the course, but not both.

Waitlisted courses are included with registered courses in time conflict error checking based on the setting of the **Time** radio group (in the Include Waitlisted Courses in Student Options Error Checking section) on SOAWLTC. Assuming that the **Time** radio group on SOATERM is set to **Fatal**, the following occurs.

- If this radio group is set to **No**, a course can be waitlisted, even if a registered class already exists for that time slot.
- If this radio group is set to **Yes**, a course may not be waitlisted if a registered class already exists for that time slot.

**Note:** Time Conflict checking is controlled at the term level. If rules are not set up on SOAWLTC, error checking for time conflicts is based on the setting on SOATERM.

The **Links**, **Corequisites**, and **Prerequisites** radio groups (in the Include Waitlisted Courses in Student Options Error Checking section) on SOAWLTC perform error checking as follows.

- When these options are set to **No**, verification is not performed.
- When these options are set to **Yes**, verification that all related coursework requirements are met is performed according to the setting on SOATERM. Requirements that apply to

waitlisted coursework can be met by either another waitlisted course or a by a registered course. Requirements that apply to registered coursework must be met by other registered coursework.

The **Fatal**, **Warning**, and **No Check** settings for the Section Options radio groups perform independently of the respective settings on SOATERM. Courses will allow waitlisting if it is appropriate, based on the SOAWLTC settings and the relevant data that is validated for the settings.

The **Use Waitlist Registration Error Checking** check box on SSAWLSC is used to turn the Student Options and Section Options error checking criteria on and off for individual CRNs.

- When the field is selected, error checking is performed for the CRN based on the settings on SOAWLTC.
- When the field is cleared, error checking is not performed.

**Note:** For Banner Student Self-Service registration, when the SOATERM setting for an option is **Fatal**, setting the respective section option to a lesser error checking level on SOAWLTC does not apply.

For example, if the **Department** option on SOATERM is **Fatal** and the same option on SOAWLTC is **No Check**, the error checking will only apply to registration records processed on SFAREGS. As the default processing in self-service is to check the registration status before checking the waitlist status, the fatal registration error from SOATERM will be displayed and will prevent waitlisting.

## Registration Verification Checking

When a student is registered as waitlisted, a position on the waitlist is assigned using the waitlist priority rules in first-come, first-served order unless priorities are customized using priority rules or manual adjustments.

If the waitlisted student receives an available seat notification, that student can register for the course until the notification deadline has expired. In order to register for the course, the registration status (STVRSTS) must be changed from “waitlisted” to “registered”. This can be processed on SFAREGS or in Banner Student Self-Service.

If the waitlisted student tries to register for the course during the notification deadline, and a registration error occurs (such as time conflict, prerequisite, corequisite, and so on, as defined on SOATERM), the student's priority on the waitlist is maintained until the defined deadline. This gives students the opportunity to rearrange their schedules or resolve erroneous errors to enroll for the waitlisted course.

**Note:** If a waitlisted student who has not been notified tries to register for the course, an error is displayed, and registration is not allowed. This will also be true for any student who is not yet registered and is not already on the waitlist.

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## Manage Waitlist Priorities

You can configure waitlist priorities and exclusions based on rules by term using SOAWLTC. If no rules have been defined, the default priority for the waitlist queue is first-come, first-served. The timestamp of the registration status code on the SFRSTCR table determines the order of the queue.

Waitlist priority rules apply to all sections that meet the institution section selection criteria. These selection criteria include: college, subject, course number, CRN, and section attributes. If no section selection criteria have been defined in the Waitlist Course Selection window on SOAWLTC, the waitlist priority rules apply to all sections.

You can define waitlist priority rules in the Waitlist Priority Rules window on SOAWLTC to alter how priorities are controlled and define groups of students that comply with selection criteria. Rule priorities control which group of students takes precedence, and students within a group are ordered on a first-come, first-served basis. The selection criteria for waitlist priority rules within groups include: class, campus, level, college, program, field of study, department, primary/secondary curriculum, student attributes, student GPA range (minimum/maximum), academic standing, and cohort.

You can also exclude groups of students from waitlist processing in the Waitlist Exclusion Rules window on SOAWLTC. The selection criteria for waitlist exclusion rules within groups include: class, campus, level, college, program, field of study, department, primary/secondary curriculum, student attributes, student GPA range (minimum/maximum), academic standing, and cohort.

## Reorder Waitlist Priorities

When a student is registered as waitlisted, the registration process assigns a waitlist priority to the student for the CRN.

Waitlists can be reordered based on priority. Processing events can necessitate a change to the order of an existing waitlist, such as the need to reposition an individual on a waitlist, adjust the priority rules as defined on SOAWLTC, or add/remove CRNs from a cross-listed group. Waitlist priority can be recalculated as described below using forms and a batch process.

Three forms allow you to manually manage the waitlist priority of the students for a CRN or apply the waitlist priority rules to automatically reorder the list.

- The Waitlist Priority Management Form (SFAWLPR) is used to view and manage the priorities of waitlisted students by term and CRN who have not yet been notified of available seats in individual courses.
- The Cross List Waitlist Priority Management Form (SFAXWLP) is used to process CRNs that are part of a cross-listed group.
- The Reserved Seats Waitlist Priority Management Form (SFARWLP) is used to process CRNs with reserved seats.

The Waitlist Priority Reorder Process (SFPWLRO) is used to reorder waitlists in batch for all sections that meet institutionally configured selection criteria and specified rules that have been defined on SOAWLTC. You can use the Automatic Reorder item in the Options Menu from SFAWLPR, SFARWLP, and SFAXWLP to launch SFPWLRO for the CRN. Manual changes must be recorded so that SFPWLRO does not reassign a new priority.

The SFPWLRO process applies the priority rules, reorders the waitlist for the term and CRN or for the term and cross-listed group, and assigns a new waitlist priority number to each student registered on the waitlist. Waitlists are sorted by waitlist priority order and the timestamp for the course registration status code (STVRSTS). By default, manually modified waitlist priorities are left unprocessed. But optionally, when run in batch, this process can override the manual assignments.

Reordering is only applied to sections that fit the selection criteria and is done on a first-come, first-served basis within each rule. Waitlists for cross-listed courses are consolidated and reordered as a single waitlist for the group. Waitlists for courses with reserved seats and overflow allowances are consolidated and reordered as a single waitlist. Waitlists for courses with reserved seats but without overflow allowances are treated as a single waitlist.

Banner Student Self-Service and Banner Faculty and Advisor Self-Service display the student's current position on the waitlist for all waitlisted sections. You can choose which waitlists are displayed in self-service.

## Review Student Waitlist Status and Priority

Students can view their current waitlist positions and notification deadlines on the Student Detail Schedule page in self-service when the settings on SOAWLTC or SSAWLCS allow this for specific CRNs.

The waitlist position and notification deadline information is printed on the Class Roster Report (SFRSLST) and is listed for the instructor in self-service. Instructors can also view the student's waitlist position on the Summary Waitlist page and the Detail Waitlist page in self-service. SFAWLPR, SFARWLP and SFAXWLP are used to view student waitlist rosters for those students who have not been notified.

The Class Roster Report (SFRSLST) displays waitlist priority position and expiration date information for students who are waitlisted, based on the course registration status code (STVRSTS). Waitlisted students are displayed separately for each CRN. The expiration date will only be displayed if the student has been notified that a seat is available, and the student has not registered for the course. The printed order of the waitlist is determined by the student's position, which is based on the waitlist priority. A position of zero (0) appears for waitlisted students who have been notified of an available seat.

The Waitlist Notification Query Form (SFIWLNT) is used to query waitlisted students by term and CRN to check on notification of an available seat, assignment of registration deadline, registration date and time, waitlist status, and waitlist priority.

## Reserved Seats Overflow

The **(Reserved Seats) Overflow** check box in the Reserved Seats window on SSASECT is used for each reserved seats rule, to allow a specific rule to overflow reserved seating to unreserved, available seats.

This indicator allows students who meet the reserved rule to successfully register when the reserved rule is full, and available seats exist in the non-reserved rule. The **(Reserved Seats) Overflow** check box is not used to waitlist students in the non-reserved rule. Its sole purpose is to find an available seat for immediate registration.

If the student's reserved rule is full, whether or not it has available seats on the waitlist, if the **(Reserved Seats) Overflow** check box is selected (set to Y), the non-reserved rule will be selected for seat availability. The non-reserved rule will only be used for overflow seating if available seats exist, and there are no students on the non-reserved rule waitlist. Otherwise, registration processing will use the reserved rule and issue capacity messages, as usual.

## Capacity Verification

When the number of available seats does not exceed the number of students on the waitlist for the course, no other students can enroll in the course.

When a seat becomes available and a waitlisted student is notified, this position is reserved for the notified student, and no other students can register for this seat. When a waitlisted student has received notification, the seat remains reserved for the student until the expiration date and time have passed. Before the deadline is reached, the student can change the registration status from "waitlisted" to "enrolled" or from "waitlisted" to "dropped" to "enrolled".

For cross-listed CRNs, capacity verification for enrollment considers the actual enrollment for all the CRNs and the waitlists for the CRNs. The waitlists are consolidated into a single queue. In order for a student to enroll in a cross-listed CRN, there must be at least one available seat for the CRN and the cross-listed group.

- When no available seats exist in the cross-listed group, the student is not allowed to enroll in a cross-listed CRN, even though the CRN may still have available seats. If the CRN allows waitlisting, the student may register for the waitlist.
- When there are available seats in the cross-listed group, but no available seats exist for the cross-listed CRN, the student is not allowed to enroll in the CRN. If the CRN allows waitlisting, the student may register for the waitlist.
- Enrollment in cross-listed CRNs with available seats can take place, even though other CRNs in the cross-listed group are closed and have waitlists.

For reserved seats, capacity verification for enrollment considers the waitlist capacity for each reserved seat rule. If at least one student is registered as waitlisted for the course for a specific reserved seat rule, no other students can enroll in the course using the same rule. The exception to this is where at least one student is registered as waitlisted for an unreserved seats rule or any other rule where the **Overflow (Indicator)** is selected on the SFARWLP form. In this case, no student is allowed to enroll for the course using the unreserved seats rule. Only waitlisted registration is allowed.

A student who is waitlisted and has been notified of an available seat can enroll in the course before the notification deadline expires. This applies to a student with a dropped status or one who has been dropped due to an error such as a time conflict or a prerequisite and who wishes to resolve the situation.

The following error messages are displayed when a student attempts to register for a course that has waitlisted students.

Error	Description	Result
<i>CLOSED - ### WAITLISTED</i>	No regular seats available, ### student waitlisted	Student registers as waitlisted

Error	Description	Result
<i>OPEN - ### WAITLISTED</i>	Regular seats available, but ### students waitlisted	Student registers as waitlisted
<i>CLOSED - WAITLIST FULL</i>	No seats available neither regular nor in waitlist	Not allowed to register
<i>OPEN - WAITLIST FULL</i>	Regular seats available but no seats on waitlist	Not allowed to register
<i>OPEN - RESERVED FOR WAITLIST</i>	Regular seats available but notified students exist	Not allowed to register

## Notify Students of Available Seats

A seat can become available for a waitlisted student when: a student drops the course, the maximum seat capacity for a CRN is modified on SSASECT, or the maximum seat capacity is modified for a cross-listed CRN on SSAXLST.

When any of these events occurs, the automated waitlist process is triggered. The process identifies whether the notification should be performed online or through the batch process. When the batch process is used, a record is inserted into a collector table for later processing. When online notification is used, the waitlist notification process is triggered. This process notifies the next student in the waitlist queue that a seat is available and assigns the student a deadline by which registration must occur. This notification takes place using email. If the student does not enroll in the course by the time the waitlist notification expires, the next student in the queue is notified.

The SFRBWLP batch process is used to notify waitlisted students of new, available seats in CRNs by term. The process also removes students from the waitlist when notifications have expired (SFRWLNT), processes all CRNs in the SFRCOLW collector table with a pending status, and calls the waitlist notification procedure. The waitlist enrollment count will then be updated for the CRN. When SFRBWLP removes registration entries which have expired, no notification email is sent, but a registration audit record is generated with the message *Waitlist Notification Expired On (date)*.

A notification is considered to be expired when a seat becomes available for a CRN, the list of notified students is examined, and any notifications which have reached the deadline are marked as expired. Then the next student notification is sent. SFRBWLP is used to identify notifications which have expired but have not yet been evaluated, because no new seats have become available for that CRN. SFRBWLP can be run in sleep/wake mode or run on a regular basis to assist in promptly identifying expired notifications.

**Note:** Even though some students may remain on the waitlist, a notification does not remain active after it has expired. The student must re-enter the waitlist and receive a new notification.

When the waitlist record is removed by the Waitlist Enrollment Purge Process (SFPWAIT) or using mass drop functionality from the Registration Mass Entry Form (SFAMREG), no automatic notification will be sent to the student regarding the removal from the waitlist.

To use email notification to contact waitlisted students about available seats, the appropriate email letter needs to be defined on SOAELTR. The letter module code of F (Registration) must be defined on STVELMT as a system-required value. This code is associated with the AS\_STUDENT\_REGISTRATION\_DETAIL Object:Access view, which contains the necessary data

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related to waitlist notification. The letter module code can then be associated with the appropriate letter code rules on SOAELTL.

## Modify Available Seats

The Available Seats to Zero Process (SSRASTZ) sets the available seats for a CRN to zero as of a specific date, to force all additional registration records to be processed through the waitlist.

This process can be run in Audit or Update Mode for a term or part-of-term and can specify CRNs by campus, subject, and course number. Audit Mode can be used to check which course would be affected without actually changing the available seat count. When run in Update Mode, the maximum enrollment for a section (SSBSECT) will be changed to the same value as the number of students that are registered in the section. If reserved seats exist (SSRRESV), that capacity is also reduced for each rule.

## Courses with Reserved Seats

Reserved seats waitlists are viewed and managed on the Reserved Seats Waitlist Priority Management Form (SFARWLP) for students that have not yet been notified of available seats for CRNs with reserved seats. Waitlisted students are displayed based on the reserved seats rules.

Waitlists for courses with reserved seats are treated as independent waitlists based on the reserved seat rules that have been set up. If a student drops a course, which creates an available seat for the reserved rule that corresponds to this student, and this rule allows for waitlisting, then the next student is selected from the list of waitlisted students on that specific rule. An exception exists in the case of a Null rule. If a seat becomes available for the Null rule, all waitlisted students with rules where the **Overflow (Indicator)** is selected on SFARWLP are treated as a single waitlist, along with students that are specifically waitlisted for the default rule. This allows all eligible students to be considered, and the student with higher priority is notified of the available seat.

Priorities can be manually changed, or you can use the Automatic Reorder item in the Options Menu to launch the Waitlist Priority Reorder Process (SFPWLRO) for the CRN.

## Cross-listed Courses

The Cross List Waitlist Priority Management Form (SFAXWLP) is used to review and manage priorities of waitlisted students who have not yet been notified of available seats in cross-listed courses.

Waitlists for cross-listed courses are treated as a single waitlist. When a seat becomes available for a cross-listed course, the processing looks for the next waitlisted student, considering all waitlisted students for the cross-listed CRNs. A seat becomes available when a student drops a cross-listed CRN or when the maximum enrollment of the cross-listed courses has been modified using SSAXLST.

To determine which student is next on the waitlist, all waitlists (from all cross-listed CRNs with waitlisted students where remaining seats are greater than zero) must be selected. The student with the highest priority is chosen first. If a waitlist exists for the CRN, but remaining seats are available, it is likely that the maximum enrollment for the cross-listed courses was reached before the maximum enrollment for the CRN was reached. In this case, the next student in the waitlist



might not necessarily be the first in line. A student waitlisted for another CRN in the cross-listed group could have a higher priority.

Use the **Automatic Reorder** item in the Options Menu to launch the Waitlist Priority Reorder Process (SFPWLRO) for the cross-listed group of CRNs.

## Drop Processing

Two GTVSDAX rules are used with automated waitlist processing.

- The `ADMINDROP` rule uses verification checking for connected courses that are waitlisted.
- The `AUTODROP` rule considers a waitlist status to be an active registration status for verification checking.

## Waitlist Students in Self-Service

Waitlist queue positions for students are displayed in Banner Student Self-Service and Banner Faculty and Advisor Self-Service.

Students can check their positions on the waitlist on the Student Detail Schedule page. Faculty can also view see the position of the students on the waitlist. Waitlist notification expiration dates can be viewed in self-service.

The following Web pages in Banner Student Self-Service are used with automated waitlisting:

- Student Detail Schedule page
- Registration History page

The following Web pages in Faculty and Advisor Self-Service are used with automated waitlisting:

- View Student Schedule page
- Detail Wait List page
- Summary Wait List page
- Add or Drop Classes page

## Waitlist Examples

These examples assume that the **Automatic Waitlist Notification** and the **On-line Waitlist Notification** checkboxes are both selected (set to `Y`).

### *Example for Standard Course*

An example for the following course.

CRN	Subject	Course	Sequence	Title
10010	BIO	101	01	Biology I



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Enrollment			Waitlist		
Maximum	Actual	Remaining	Maximum	Actual	Remaining
20	20	0	5	4	1

---

### *Capacity Verification and Waitlist Notification*

When a student tries to enroll for this course, the following message is displayed: *CLOSED - 004 WAITLISTED*.

The student can select a waitlist registration status. If no verification error occurs, the student is waitlisted, the waitlist count is updated to 5, and the number of remaining waitlist positions becomes 0.

Enrollment			Waitlist		
Maximum	Actual	Remaining	Maximum	Actual	Remaining
20	20	0	5	5	0

---

The next student who attempts to enroll in this course receives the following message: *CLOSED - WAITLIST FULL*, and that student is not allowed to register for the course.

If two students drop the course, the enrollment count is updated, showing 2 new available seats and 5 waitlisted students.

Enrollment			Waitlist		
Maximum	Actual	Remaining	Maximum	Actual	Remaining
20	18	2	5	4	0

---

As each of the two students drops the course, the waitlist automation process is triggered. For each student who drops the course, this process identifies that a seat has become available and notifies the next student in the waitlist queue that an available seat exists.

The waitlist queue is ordered by a waitlist priority. This waitlist priority reflects the position of the student in the waitlist. By default, students are ordered in a first-come first-served basis, unless other waitlist priority rules have been defined.

When a new student or a waitlisted student who has not yet been notified attempts to enroll in this course, the following message is displayed, *OPEN - WAITLIST FULL*, and that student is not allowed to enroll because waitlisted students exist.

*Waitlist Queue for CRN 1001, Term 200810*

CRN	ID	Registration Status	Registration Timestamp	Waitlist Priority
10010	210009300	WL	Sept. 30, 2007 09:10	1
10010	210009401	WL	Sept. 30, 2007 09:27	2
10010	210009430	WL	Sept. 30, 2007 11:32	3
10010	210009301	WL	Sept. 30, 2007 11:32	4
10010	210009000	WL	Oct. 2, 2007 20:10	5

In this case, email notifications of available seats are sent out to the first two students in the waitlist queue. This waitlist notification includes a deadline (expiration date and time). The students are allowed to register as enrolled for the course until the notification expires.

*Examples for Cross-Listed Courses*

Examples for the courses in the following cross-list group 01.

CRN	Subject	Course	Sequence	Title
10011	BIO	101	01	Biology I
10012	BIO	001	01	Nature I
10013	SCI	010	01	Intro to Natural Sciences
10014	MED	001	01	Intro to Medicine

*Cross-list Enrollment:*

Maximum		Actual		Remaining		
37		37		0		
	Enrollment			Waitlist		
CRN	Maximum	Actual	Remaining	Maximum	Actual	Remaining
10011	10	10	0	4	4	0
10012	10	10	0	4	2	2

	Enrollment			Waitlist		
CRN	Maximum	Actual	Remaining	Maximum	Actual	Remaining
10013	10	8	2	4	3	1
10014	10	9	1	0	0	0

All of the available seats in the cross-listed group are taken. No seats are available, and students are already waitlisted for the first three CRNs.

### Example 1 - Capacity Verification

When the **Capacity** error checking is set to *Fatal* on SOAWLTC, and a student attempts to enroll in a CRN in the cross-listed group, the following error messages will be displayed, depending on the chosen CRN.

Enrollment			Waitlist			Error Message	
CRN	Max	Actual	Remaining	Max	Actual	Remaining	
10011	10	10	0	4	4	0	CLOSED - WAITLIST FULL
10012	10	10	0	4	2	2	CLOSED - 002 WAITLISTED
10013	10	8	2	4	3	1	CLOSED - 003 WAITLISTED
10014	10	9	1	0	0	0	CLOSED

The student can choose a waitlisted registration status for CRNs 10012 and 10013. The last two CRNs (10013 and 10014) have remaining seats. However, the cross-listed group is full; therefore, no student is allowed to enroll for those courses.

### Example 2 - Capacity Verification and Waitlist Notification

Using the same cross-list group as in Example 1, one student drops CRN 10012, and one student drops CRN 10014.

*Cross-list Enrollment:*

Maximum	Actual	Remaining
37	35	2

	Enrollment			Waitlist		
CRN	Maximum	Actual	Remaining	Maximum	Actual	Remaining
10011	10	10	0	4	4	0
10012	10	9	1	4	2	2
10013	10	8	2	4	3	1
10014	10	8	2	0	0	0

Two seats are now available at the cross-listed level. One seat is available for CRN 10012. Another seat is now available for CRN 10014.

### Capacity Verification

When a student attempts to enroll in a CRN in the cross-listed group, the following error messages will be displayed, depending on the chosen CRN.

Enrollment			Waitlist			Error Message	
CRN	Max	Actual	Remaining	Max	Actual	Remaining	
10011	10	10	0	4	4	0	CLOSED - WAITLIST FULL
10012	10	9	1	4	2	2	OPEN - 002 WAITLISTED
10013	10	8	2	4	3	1	OPEN - 003 WAITLISTED
10014	10	8	2	0	0	0	CLOSED

Even when available seats exist at the cross-listed level, no student is allowed to enroll for any course, because of the cross-listed capacity verification condition. (When one CRN in a cross-listed group has waitlisted students and available seats, no other student may enroll for the course.)

### Waitlist Notification

When the **On-line Waitlist Notification** check box is selected (set to  $\checkmark$ ), as each of the two students drops the course, the waitlist automation process is triggered.

This process identifies that an available seat exists and notifies each of the two students in the waitlist queue. In this case, the waitlist queue includes all waitlisted students for *any* courses in the cross-list group that are eligible for waitlist notification. Available seats must exist for the cross-listed courses, in addition to the CRN, in order for notification to take place.

Using the same scenario, the waitlist notification process identifies CRNs with eligible waitlisted students.

*Cross-list Enrollment:*

Maximum			Actual			Remaining	
37			35			2	

Enrollment				Waitlist			Eligibility
CRN	Max	Actual	Remaining	Max	Actual	Remaining	
10011	10	10	0	4	4	0	Not eligible, no seats available for enrollment
10012	10	9	1	4	2	2	Eligible
10013	10	8	2	4	3	1	Eligible
10014	10	8	2	0	0	0	N/A

Only students waitlisted for CRNs 10012 and 10013 are eligible, because there are waitlisted students and remaining enrollment seats for the CRN. Students waitlisted for CRN 1011 are not eligible, because even if available seats exist at the cross-listed level, no available seats exist at the CRN level.

The waitlist queue includes waitlisted students for these two CRNs and is ordered by waitlist priority rules. (The waitlist priority determines the position of the student in the waitlist.) By default, students are ordered in a first-come, first-served basis, unless other waitlist priority rules have been defined or the priority has been manually adjusted.

*Waitlist Queue for Cross-List Group 01, Term 200810*

CRN	ID	Registration Status	Registration Timestamp	Waitlist Priority	Eligibility
1012	210009300	WL	Sept. 30, 2007 09:10	1	Eligible
1011	210012304	WL	Sept. 30, 2007 09:12	2	Not eligible
1013	210009401	WL	Sept. 30, 2007 09:27	3	Eligible
1011	210010034	WL	Sept. 30, 2007 09:34	4	Not eligible

CRN	ID	Registration Status	Registration Timestamp	Waitlist Priority	Eligibility
1012	210009430	WL	Sept. 30, 2007 11:32	5	Eligible
1011	200000213	WL	Sept. 30, 2007 12:15	6	Not eligible
1011	230459731	WL	Oct. 1, 2007 09:10	7	Not eligible
1013	210009301	WL	Oct. 1, 2007 09:15	8	Eligible
1013	210009000	WL	Oct. 2, 2007 20:10	9	Eligible

In this case, the first two eligible students in the waitlist queue are notified of the available seats. This notification includes a deadline with an expiration date and time. The students can register for the CRN as enrolled in the course until the notification expires.

- The student with ID #210009300 can enroll in CRN 1012.
- The student with ID #210009401 can enroll in CRN 1013
- All other students in the waitlist queue remain waitlisted.
- A new student who attempts to enroll in a course in the cross-listed group is not allowed to do so. However, that student can register as waitlisted if remaining seats exist for the waitlist for that CRN. Similarly, a student on the waitlist who has not been notified will not be allowed to enroll in the course.

### Examples for Reserved Seats

Examples for the following course with reserved seats, CRN 1010.

- Rules have been numbered for this example.
- Rules do not show all possible elements, just level, program, major, and class.
- Rule 0 is the system-generated rule for unreserved seats.
- Rule 0 is used when a student can enroll in a course where remaining unreserved seats exist, if the rule that matches the student is full, but the **Overflow (Indicator)** is selected (set to Y).

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	####	#####	##	7	4	3	5	0	5	
1			BIO		10	10	0	5	4	1	
2				FR	5	5	0	0	0	0	Yes

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
3	UG				5	5	0	5	0	5	Yes
4	GR		ANTH		2	2	0	5	0	5	
5	GR		ARCH	SP	5	5	0	5	0	5	
CRN Total					34	31	3	25	4	21	

Rule 1 has four waitlisted students (A, B, C, and D). Students 1 through 6 are also considered. When three students attempt to enroll in the course, rules 2, 3, and 4 are matches.

*Student 1 matches rule 2.*

Rule 2 is full and has no remaining seats. Because the **Overflow (Indicator)** is selected (set to Y), the student is allowed to enroll using an available seat from the unreserved seats rule (rule 0).

*Student 2 matches rule 3.*

Rule 3 is full and has no remaining seats. Because the **Overflow (Indicator)** is selected (set to Y), the student is allowed to enroll using an available seat from the unreserved seats rule (rule 0).

*Student 3 matches rule 4.*

Rule 4 is full and has no remaining seats. The **Overflow (Indicator)** is cleared (set to N). The student receives the *CLOSED - 000 WAITLISTED* message and is only allowed to register as waitlisted, using reserved seats rule 4.

After these changes have taken place, the reserved seats scenario looks like this:

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	####	#####	##	7	6	1	5	0	5	
1			BIO		10	10	0	5	4	1	
2				FR	5	5	0	0	0	0	Yes
3	UG				5	5	0	5	0	5	Yes
4	GR		ANTH		2	2	0	5	1	4	
5	GR		ARCH	SP	5	5	0	5	0	5	
CRN Total					34	33	1	25	5	20	

Three additional students (4, 5, and 6) that match rule 3 attempt to enroll in the course.

*Student 4 and rule 3.*

Rule 3 is full and has no remaining seats. Because the **Overflow (Indicator)** is selected (set to Y), the student is allowed to enroll using the last available seat from the unreserved seats rule (rule 0).

Students 5 and 6 and rule 3.

Rule 3 is full and has no remaining seats. The **Overflow (Indicator)** is selected (set to Y) for rule 3. This allows the student to enroll using rule 0. However, rule 0 is full, as the last remaining seat was used by student 4, and no more available seats can be used.

Students 5 and 6 receive the *CLOSED - 000 WAITLISTED* message and are allowed to register as waitlisted on rule 3.

After these changes have taken place, the reserved seats scenario looks like this:

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	####	#####	##	7	7	0	5	0	5	
1			BIO		10	10	0	5	4	1	
2				FR	5	5	0	0	0	0	Yes
3	UG				5	5	0	5	2	3	Yes
4	GR		ANTH		2	2	0	5	1	4	
5	GR		ARCH	SP	5	5	0	5	0	5	
CRN Total					34	34	0	25	7	18	

Two additional students (7 and 8), that match the unreserved seats rule (rule 0), attempt to register for the course. The rule is full, so they are registered as waitlisted using rule 0. But this rule is also full, so they are registered as waitlisted on rule 0.

A student who matches rule 2 attempts to enroll and is not allowed because the rule is full. Even though the **Overflow (Indicator)** is selected and waitlist positions are available for rule 0, this student is not allowed to waitlist the CRN. The **Overflow (Indicator)** is strictly for enrollment use and does not apply to students attempting to use a waitlist.

After these changes have taken place, the reserved seats scenario looks like this:

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	####	#####	##	7	7	0	5	2	3	
1			BIO		10	10	0	5	4	1	
2				FR	5	5	0	0	0	0	Yes
3	UG				5	5	0	5	2	3	Yes
4	GR		ANTH		2	2	0	5	1	4	
5	GR		ARCH	SP	5	5	0	5	0	5	



Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
	<i>CRN Total</i>				34	34	0	25	9	16	

### Waitlist Notification

Three students drop the course in the above scenario.

- One student was enrolled using rule 2.
- One student was enrolled using rule 3.
- One student was enrolled using the unreserved seat rule (rule 0).

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	####	#####	##	7	6	1	5	2	3	
1			BIO		10	10	0	5	4	1	
2				FR	5	4	1	0	0	0	Yes
3	UG				5	4	1	5	2	3	Yes
4	GR		ANTH		2	2	0	5	1	4	
5	GR		ARCH	SP	5	5	0	5	0	5	
	<i>CRN Total</i>				34	31	3	25	9	16	

The waitlist notification process works as follows:

- A new seat is available for reserved rule 2. There are no waitlisted students for that rule, and no action is required.
- A new seat is available for reserved rule 3. There are two waitlisted students using this rule.
- The next waitlisted student, who is using rule 3, would be notified that a seat is available.
- Only students waitlisted for rule 3 are eligible.
- The first eligible waitlisted student for rule 3 is student 5.

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*Waitlist Queue for CRN 1010, Term 200810, use reserved seats*

Reserved Seats Rule							Enrolled				
CRN	ID	Rule	Lvl	Prgm	Majr	Cl	Ovr Ind	Reg Stat	Registr Timest	Waitlist Priority	Eligibility
1010	Student 1 A				BIO			WL	Oct. 1, 2007 09:10	1	Not eligible
1010	Student 1 B				BIO			WL	Oct. 1, 2007 09:20	2	Not eligible
1010	Student 1 C				BIO			WL	Oct. 1, 2007 10:30	3	Not eligible
1010	Student 1 D				BIO			WL	Oct. 1, 2007 11:15	4	Not eligible
1010	Student 4 3		GR		ANTH			WL	Oct. 2, 2007 09:00	5	Not eligible
1010	Student 3 5		UG				Yes	WL	Oct. 3, 2007 08:00	6	Eligible
1010	Student 3 6		UG				Yes	WL	Oct. 3, 2007 08:10	7	Eligible
1010	Student 0 7		##	####	#####	##		WL	Oct. 4, 2007 10:00	8	Not eligible
1010	Student 0 8		##	####	#####	##		WL	Oct. 2, 2007 10:01	9	Not eligible

A new seat is available for unreserved rule 0. The unreserved seats rule (rule 0) is treated as an exception. The process will look for the next waitlisted student using rule 0, or any other rule where the **Overflow (Indicator)** is selected (set to Y). The next waitlisted student is notified that a seat is available. Only students waitlisted in rule 0 or in rules where the **Overflow (Indicator)** is selected (set to Y) are eligible.

The first eligible (next available) waitlisted student is number 6. Student 5 has already been notified.

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**Waitlist Queue for CRN 1010, Term 200810, use reserved seats**

Reserved Seats Rule							Enrolled				
CRN	ID	Rule	Lvl	Prgm	Majr	Cl	Ovr Ind	Reg Stat	Registr Timest	Waitlist Priority	Eligibility
1010	Student 1 A				BIO			WL	Oct. 1, 2007 09:10	1	Not eligible
1010	Student 1 B				BIO			WL	Oct. 1, 2007 09:20	2	Not eligible
1010	Student 1 C				BIO			WL	Oct. 1, 2007 10:30	3	Not eligible
1010	Student 1 D				BIO			WL	Oct. 1, 2007 11:15	4	Not eligible
1010	Student 4 3		GR		ANTH			WL	Oct. 2, 2007 09:00	5	Not eligible
1010	Student 3 5		UG				Yes	WL	Oct. 3, 2007 08:00	0	Eligible, but notified
1010	Student 3 6		UG				Yes	WL	Oct. 3, 2007 08:10	7	Eligible
1010	Student 0 7		##	####	#####	##		WL	Oct. 4, 2007 10:00	8	Eligible
1010	Student 0 8		##	####	#####	##		WL	Oct. 2, 2007 10:01	9	Eligible

When seats become available for the course, rule 0 is the last rule that is evaluated by the process.

### *Examples for Connected Courses*

Two types of dependencies exist for connected courses that are waitlisted.

- Course A requires that the student is enrolled in course B.  
Course B does not require that the student is enrolled in course A.
- Course A requires that the student is enrolled in course B.

Course B requires that the student is enrolled in course A.

Linked courses also have the same relationships at CRN level.

Banner Student does not allow a student to be enrolled in a course that does not comply with a dependency restriction for a waitlisted course, because the waitlisted course may eventually be dropped.

When the Student Options for **Links**, **Corequisites**, and **Prerequisites** are set to **Yes** on SOAWLTC, and the same options are set to **Fatal** on SOATERM, the results are shown in the example below with the allowed combinations for each case.

#### Example 1 - Course A requires course B, but course B does not require course A

Course	-----Allowed-----				-----Not Allowed-----			
Course A	Enrolled	Waitlisted	Waitlisted	Dropped	Dropped	Enrolled	Enrolled	Waitlisted
Course B	Enrolled	Waitlisted	Enrolled	Enrolled	Waitlisted	Waitlisted	Dropped	Dropped

#### Example 2 - Course A requires course B, and course B requires course A

Course	-----Allowed-----				-----Not Allowed-----			
Course A	Enrolled	Waitlisted	Waitlisted	Enrolled	Enrolled	Waitlisted	Dropped	Dropped
Course B	Enrolled	Waitlisted	Enrolled	Waitlisted	Dropped	Dropped	Enrolled	Waitlisted

A student wants to register for the lecture course BIO 101, which requires the lab course BIO 102.

- If the lab is full, the student is not allowed to enroll for the lecture course BIO 101, even if the student has already registered as waitlisted for the lab course BIO 102.
- If the lecture is full, the student is allowed to register as waitlisted for the lecture course BIO 101 and as enrolled for the lab course BIO 102.
- If both the lab and lecture are full, the student is allowed to register for both courses as waitlisted.

However, for the last two options, if the student drops the waitlisted lab course (BIO 102), a combination that is not valid is generated, and the autodrop functionality will drop both courses or ask for confirmation based on the `AUTODROP` rule on GTVSDAX.

## Waitlist Notification Errors

The waitlist notification process used with automated waitlisting allows you to view notification errors and establish a time period for resending failed email notifications.

The resend functionality is based on the maximum resend hours deadline as defined on the Waitlist Automation Section Control Form (SSAWLSC) or the Automated Waitlist Term Control Form (SOAWLTC).

The Waitlist Notification Error Query Form (SFIWLNE) is used to review all notification errors by term and date. The notification status can be viewed on the Waitlist Notification Query Form (SFIWLNT). The Batch Waitlist Notification Process (SFRBWLP) selects all records from the SFRWLNT table for re-notification where transient errors exist, and the waitlist status is `Pending`.

Resend hours are used in addition to notification hours. The SFRBWLP process will attempt to resend failed notifications based on the resend hours defined on SOAWLTC or SSAWLSC. When a notification is successful during the resend hours period, the notification hours will begin to count down, and resend hours will no longer be considered. Only notifications with transient errors (**Notification Status** of `T`) will be considered for resending. If the start date of the email is still within the resend period, the notification end date is extended to restart the countdown and attempt to resend the email.

The notification status displayed on SFIWLNT and SFIWLNE is only for the most recent status. If a notification is successfully resent after an error occurred on a previous notification attempt, the **Notification Status** field will be set to `S` (Successful). Notifications that are successful on the first attempt are not logged on SFIWLNE. The notification status for these records will be `Null` on SFIWLNT. The last notification error message will remain on SFIWLNE after a successful resend has occurred, as it may provide useful information about why prior notification attempts were unsuccessful.

Only internal errors that result from a “send” failure are logged. External errors, such as delayed or failed delivery, are not logged. The notification status on SFIWLNT will be `Null` for these records. If the **Registrar** indicator for notification is selected on SOAWLTC, the registrar will receive an email as per existing processing.

## Setup

To use the notification resend processing, enter the hours for the resend deadline on SOAWLTC or SSAWLSC. Using SSAWLSC is optional. Then monitor notification errors on SFIWLNE after the email processes and the waitlist process have been run.

On SOAWLTC, it is recommended that you not set the **Resend Deadline Hours** value to a number that is greater than the **Waitlist Notification Deadline** value. If you do not want to use the resend functionality with automated waitlisting, leave the **Resend Deadline Hours** value as `Null` or 0. You can still query the notification status on SFIWLNT and SFIWLNE, even if the resend functionality is not in use.

## Example

For a **Waitlist Notification Deadline Hours** of 24, and a **Resend Deadline Hours** of 4, where SFRBWLP is run every hour, the following occurs.

- 9:00 AM – Notification sent, notification error (status `T`) received and logged.
- 10:00 AM – Notification resent.  
Notification deadline twenty four hours from this time.
- 11:00 AM – Notification resent.  
Notification deadline twenty four hours from this time.
- 12:00 PM – Notification resent.

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Notification deadline twenty four hours from this time.

- 1:00 PM – Last notification resent.

Notification deadline twenty four hours from this time.

If a successful notification is not achieved before the resend hours have expired, the waitlist notification deadline hours are calculated from the time of the last notification (1:00 PM). The student has until 1:00 PM the following day to register for the course.

If the notification at 10:00 AM is successful, the student has until 10:00 AM the following day to register for the course. The waitlist notification deadline hours period begins with a successful notification, and the resend deadline hours are no longer considered.

If the notification error is a permanent error (status of P or O), the notification will not be resent. The student will have 24 hours from the time the 9:00 AM notification was sent to register for the course.

## *Error Types*

Here are some error types you may encounter.

### *Permanent event*

Permanent events include SMTP status codes in the 500s, such as an email address that is not valid, a bad sequence of commands from the email server, or a rejected recipient address. No attempts are made to resend notifications with permanent errors.

You can search online for additional SMTP server status codes and SMTP error codes. A suggested site for 2012 codes is <http://www.answerthatwork.com>. Go to the Download Area, then ATW Library, then Networking, and see the `Network__3-SMTP_Server_Status_Codes_and_Smtp_Error_Codes.pdf` file.

### *Transient event*

Transient events include SMTP status codes in the 400s, such as a mail server that is not available, a connection that is dropped during transmission, or an outgoing message that has timed out.

These events are considered temporary, and attempts will be made to resend notifications using the resend deadline hours on SOAWLTC or SSAWLSC.

You can search online for additional SMTP server status codes and SMTP error codes. A suggested site for 2012 codes is <http://www.answerthatwork.com>. Go to the Download Area, then ATW Library, then Networking, and see the `Network__3-SMTP_Server_Status_Codes_and_Smtp_Error_Codes.pdf` file.

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## Other errors

Other errors include an email host that is not defined on SOAWLTC, an email address that is not found for the student, an email from address that is not found, or Oracle errors.

## Drop Last Class

Students can be dropped from the last class for which they registered or from all classes.

If a student is registered for a single class, use one of the drop codes defined on the Course Registration Status Code Validation Form (STVRSTS) or on the Course Registration Status Form (SFARSTS) (for traditional courses) or the Schedule Processing Rules Form (SSARULE) (for open learning courses) to drop the last class. If there are no registration errors, the last class should be dropped.

If the student is registered for multiple classes, use one or more of the drop codes defined on STVRSTS or SFARSTS or SSARULE to drop all classes. If there are no registration errors, all classes (which would include the last class) should be dropped.

Please review the information that follows for "Drop/Withdrawal Processing for Connected Courses" for specific details regarding dropping or withdrawing from associated courses.

## Drop/Withdrawal Processing for Connected Courses

When a student is registered in two associated or "connected" courses (corequisites, prerequisites, or linked courses), and you request that one of the courses be dropped, the course is allowed to be dropped under certain conditions.

Courses cannot be dropped and refunded at 100% unless the drop meets criteria specified in two rules on the Crosswalk Validation Form (GTVSDAX) and has been assigned the appropriate setup code (allowing a course to be dropped and refunded at 100%) on the Course Registration Status Form (SFARSTS) (for traditional courses) or the Schedule Processing Rules Form (SSARULE) (for open learning courses). Connected courses are included in this processing.

Errors are tracked as the following:

- *Registration add* (displayed on the Add or Drop Classes page in Self-Service when a class is added), which reports errors that are encountered when a student is trying unsuccessfully to register for a class, for example a time conflict.
- *Registration update* (displayed on the Add or Drop Classes page in Self-Service), which appears when a connected course is dropped or withdrawn from and either has no drop code assigned or has multiple drop codes assigned, and can also appear when a student tries to change the status of a course that has a connection.
- *Administrative* (not displayed to the student), which can be reviewed on the Registration Admin Messages Report (SFRRGAM).

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## Status Types

The **Status Type** field on STVRSTS is used to assign a status type to describe the course registration status code for baseline, self-service, and telephone applications. Valid values are **R** (Registered), **D** (Dropped), **L** (Waitlisted), or **W** (Withdrawn).

Web registration uses the **Status Type** field on the Course Registration Status Code Validation Form (STVRSTS) to determine the type of code that can be placed on the course and the processing that is affected based on this code. This type code determines what is displayed in the **Action** pulldown list on the Add or Drop Classes page.

**Note:** The **Status Type** field *must* be filled in for every status code that is in use. If the **Status Type** field is left blank, unexpected results can occur.

The following conditions apply when using status type codes:

- If the course status is marked as an **R** (Registered) type code, then all other type codes can be displayed (depending on their availability).
- If the course status is marked as a **D** (Drop) or **W** (Withdrawal) type code, then only **R** type actions will be displayed.
- The **RE** (Registered) type code or other **R** type codes (with the exception of the **WEBRSTSREG** code) will be included in the pulldown list if the **Web Indicator** check box is selected on STVRSTS.
- The registration code designated on GTVSDAX for internal code **WEBRSTSREG** is not displayed in the pulldown list, because it is used only for initial registration through the Web.

The system does not allow a student to drop a course that has already been dropped or withdrawn from.

## Automatic Drops

An automatic drop is one that occurs if certain conditions are met when a user attempts to drop a connected course. When a connected course is dropped, the appropriate drop code and refund (if any) are applied to the student.

A single, active drop code must be available for a successful connected or automatic drop to occur.

- If no drop codes exist for any part of a connection, no courses in the connection are allowed to be dropped.
- If multiple drop codes exist for any part of a connection, no courses in the connection are allowed to be dropped automatically. This is because the system does not choose which drop code to use for the automatic drop. In this case, the user can initiate the drop by selecting one of the multiple drop codes where necessary. The drop is processed with the selected drop code, and the refund (if any) associated with the code is applied.

### *Example:*

Let's say a student is registered for History 308, English 310, and Mathematics 125. History 308 and English 310 are corequisites. History 308 has a single drop code of **DC**, but English 310 has two drop codes available: **DC** and **DW**.



Now let's say that the user chooses to drop History 308 with the DC code. The system determines that it is connected to English 310, which has two drop codes. In this case, the drop is rejected because the system does not know which of the two drop codes to assign to English 310.

On the other hand, if the user chooses to drop English 310 with either of the drop codes, the system drops History 308 automatically with the DC drop code, because it is the only one available.

Finally, if the user chooses to drop both courses simultaneously and specifies a drop code for each, the drops are allowed.

When a student is dropped or withdraws from a connected course without dropping the entire connection, the system determines which of the following conditions applies and takes the associated action shown in the table that follows.

Condition	Action Taken	GTVSDAX Setting
Connected drops are processed only with approval of the student.	<p>The Connected Course Drop Confirmation page is displayed asking the user whether all connected courses should be dropped.</p> <ul style="list-style-type: none"> <li>If the user chooses to drop all connected courses, they are all dropped simultaneously.</li> <li>If the user chooses not to drop all connected courses, the initial request is ignored, and the student continues to be registered in all connected courses.</li> </ul> <p>The drops occur only if all courses that are connected have a single, active drop code.</p>	AUTODROP set to C
Connected drops are processed automatically. (All connected courses are dropped when one is.)	<p>The drop is processed, and the student is dropped from all courses with no notification.</p> <p>The drops occur only if all courses that are connected have a single, active drop code.</p>	AUTODROP set to Y
Connected drops are not allowed.	<p>The drop is cancelled, and a message is displayed saying that all connected courses must be dropped simultaneously. The user can initiate the drop for all connected courses at the</p>	AUTODROP set to N

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Condition	Action Taken	GTVSDAX Setting
	same time, and the drop will be successful.	

---

**Note:** In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter **N** for the **AUTODROP** rule, it will not be possible for connected courses to be dropped. Therefore, it is recommended that you use either **C** or **Y** for the **AUTODROP** rule.

The connected course(s) that can be dropped are dropped with the appropriate drop code based on the settings on the following forms:

- Crosswalk Validation Form (GTVSDAX)
- Course Registration Status Form (SFARSTS) (for traditional courses)
- Schedule Processing Rules Form (SSARULE) (for open learning courses)

The code designated in **WEBRSTSDRP** does not work as a “clean up” code for registration errors related to automatic drops and administrative drops. The **WEBRSTSDRP** code works like a regular drop/withdrawal.

For example, if a user tries to register a student for Psychology 200 and the registration results in a **PREQ** or **TEST SCORE** error, the **DW** code is used to remove the course from the schedule and reverse any charges that were associated with it.

If your institution does not allow a student’s last class to be dropped through the Web (that is, the external code for **WEBDROPLST** is **N**), then the system will not drop a connection if the student is not registered in any other classes.

The rest of this section provides a variety of scenarios to help illustrate how the system processes requests based on your system setup. These scenarios are not meant to be all-inclusive but rather to show several examples.

### *Connected Drops Allowed with User Approval*

You want the system to notify the user if one course is dropped, but a course to which it is associated is not, thereby allowing the user to choose to drop both or to drop neither.

To accomplish this, you have set the external code to **C** for the **AUTODROP** rule.

Let’s say a student has registered in the following courses:

- History 320 (corequisite with Sociology 320)
- Sociology 320 (corequisite with History 320)
- Religious Studies 225
- Mathematics 162

If a user attempts to drop the history course but not the sociology one, the system displays the Connected Course Drop Confirmation page letting the user know that the two courses must be dropped simultaneously and asking whether the user wants to drop or not drop the entire connection. If the user chooses to drop, both courses are dropped. If the user chooses not to drop, neither course is dropped.

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If a user attempts to drop the history course and the mathematics class, but not the sociology course, the system displays the Connected Course Drop Confirmation page letting the user know that the history and sociology courses must be dropped simultaneously and asking whether the user wants to drop or not drop them. Regardless of the user's choice regarding dropping the connection, the mathematics course is dropped per the student's original request.

Now let's say a student has registered in the following courses:

- Biology 405 lecture (linked to Biology 405 lab)
- Biology 405 lab (linked to Biology 405 lecture)
- Anthropology 307 (corequisite with Archeology 305)
- Archeology 305 (corequisite with Anthropology 307)
- Latin 150

If a user tries to drop the Biology lecture course and the Anthropology course, the system displays the Connected Course Drop Confirmation page showing both connections and asking whether the user wants to drop or not drop them. The decision the user makes on this page applies to both connections: if the user chooses to drop the courses, all four are dropped; if the user chooses not to drop the courses, none of the four are dropped.

### *Connected Drops Processed Automatically*

You want the system to automatically drop a linked course if the course to which it is linked is dropped. To accomplish this, you have set the external code to **Y** for the **AUTODROP** rule.

Let's say a student has registered in the following courses:

- Zoology 505 lecture (linked to Zoology 505 lab)
- Zoology 505 lab (linked to Zoology 505 lecture)
- Psychology 410
- Mathematics 380
- German 202

If a user attempts to drop the lecture course but not the lab, the system automatically drops both. The system does not notify the user that the lab was also dropped.

**Note:** The system drops both courses in the connection as long as the connected course has a single, active drop code; otherwise both classes are returned to their original registration status.

### *Connected Drops Not Allowed*

You do not want students to be able to drop a connected course unless all the courses in the connection are dropped simultaneously by the user. To accomplish this, you have set the external code to **N** for the **AUTODROP** rule.

Let's say a student has registered in the following courses:

- Biology 101 lecture (linked to Biology 101 lab)

- Biology 101 lab (linked to Biology 101 lecture)
- English 105
- History 102

If a user attempts to drop the lecture course but not the lab, the system displays a message that the course cannot be dropped unless the course to which it is linked (in this case, the lab) is dropped at the same time. The student remains registered in both courses.

To drop both classes, the user must select both in the same transaction.

**Note:** In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter **N** for the **AUTODROP** rule, it will not be possible for connected courses to be dropped. Therefore, it is recommended that you use either **C** or **Y** for the **AUTODROP** rule.

### *Drop Last Class Not Allowed*

You do not want a student to be able to drop the student's last class through the Web.

To accomplish this, you have set the external code to **N** for the **WEBDROPLST** rule.

Let's say a student has registered in the following courses:

- English 260 (corequisite with English 260W)
- English 260W (corequisite with English 260)

If a user attempts to drop one course but not the other (or if the student attempts to drop both simultaneously), the system does not drop either course because of the setting on the **WEBDROPLST** rule, regardless of the setting for the **AUTODROP** rule.

## **Administrative Drops**

An administrative drop is one that occurs automatically when a user accesses a student's registration record after certain changes that affect registration records occur within the system, after registration has opened and enrollment for a course exists.

These changes can include:

- A CRN's prerequisites are changed.
- A CRN's corequisites are changed.
- A CRN is linked to another CRN.
- An approval requirement is added to a CRN.
- The meeting day or time of a CRN is changed (which can cause a time conflict in a student's schedule).
- An equivalent course is added (which can cause a duplicate course error on the student's schedule).

**Note:** A duplicate course is one that has the same subject, course number, and schedule type.

When a student has registered and later their registration record is accessed through Banner self-service or Banner Voice Response, the system determines whether any of the above kinds of changes occurred. If so, the system determines which of the following conditions applies and takes the associated action shown in the table below.

Condition	Action Taken	GTVSDAX Setting
Administrative drops are allowed.	<p>The drop is automatically processed, and a message is written to the SFTRGAM table, but the user is not notified of the action.</p> <p>The drop occurs only if <i>all</i> courses with administrative errors or classes that are connected to them have a single, active drop code.</p>	ADMINDROP set to Y
Administrative drops are not allowed.	A message is written to the Student Course Registration Audit Form (SFASTCA), but the drop is not processed, and the student continues to be registered in the course.	ADMINDROP set to N

**Note:** The system does not perform an administrative drop if a student fails an in-progress prerequisite after registering for a CRN, although the Registration Admin Messages Report (SFRRGAM) captures the error.

Also, if registration is accessed through the Student Course Registration Form (SFAREGS), the ADMINDROP rule is not invoked, because the types of errors that the ADMINDROP rule addresses would be encountered and dealt with by the administrator.

If the student's record is accessed and changed in the Student Course Registration Form (SFAREGS), any administrative errors encountered must be resolved. You can run the Registration Admin Messages Report (SFRRGAM) to review administrative drop errors that need to be resolved.

The rest of this section provides a variety of scenarios to help illustrate how the system processes requests based on your system setup. These scenarios are not meant to be all-inclusive, but rather to show several examples.

### *Administrative Drop if an Approval is Added to a CRN*

You want the system to perform administrative drops.

To accomplish this, you have to set the external code to Y for the ADMINDROP rule.

You have also included a single, active drop code (DC for Drop Course) for Linguistics 318 on these forms:

- Schedule Processing Rules Form (SSARULE) (for open learning courses)

- Course Registration Status Form (SFARSTS) (for traditional courses)

Let's say a student has registered in the following courses:

- Linguistics 318
- English 350
- Comparative Lit 302
- Geology 220

After the student has registered in the course, an instructor approval code is added to Linguistics 318.

If a user accesses the student's registration record through Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student no longer meets the requirements of Linguistics 318. That is, that the student does not have the required instructor approval. The system then checks SSARULE or SFARSTS (as applicable) and finds the DC drop code, so it changes the student's registration status to DC. This occurs before the Add or Drop Classes page is displayed on the Web, and the change is reflected when the page is displayed. No additional information is provided to the student.

Only those students whose records are accessed will have this drop performed. For example, if 30 students were registered in this class and only three of these students' records were accessed, they would be the only ones dropped from the course.

The Registration Admin Messages Report (SFRRGAM) identifies the students who might have had classes dropped after a change has been made. You can use this report to identify and resolve the errors in Banner (for example, enter an override) before the students' records are accessed.

### *Administrative Drop if a Corequisite is Added to a CRN*

You want the system to perform administrative drops. To accomplish this, you have set the external code to Y for the ADMINDROP rule. You have included a single, active drop code (DC for Drop Course) on the Schedule Processing Rules Form (SSARULE) for Astronomy 105 and for Astronomy 106.

Let's say a student has registered in the following courses:

- Astronomy 105 (corequisite with Astronomy 106)
- Astronomy 106 (corequisite with Astronomy 105)
- Mathematics 130
- Physical Education 154
- Computer Science 205

After the student has registered in the course, an Astronomy 107 seminar is added as a corequisite of Astronomy 105.

If a user accesses the student's registration record through Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student has not registered in a corequisite. The system then checks SSARULE and finds the DC drop code for both courses, so it drops the courses and changes the registration status for both courses to DC. This occurs before the Add or Drop Classes page is displayed on the Web, and the change is reflected when the page is displayed.

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### *Administrative Drops if Active Drop Codes are Not Defined*

You want the system to perform administrative drops.

To accomplish this, you have set the external code to Y for the ADMINDROP rule. You have included a single, active drop code (DC for Drop Course) for Anthropology 215 on the Schedule Processing Rules Form (SSARULE), but you have not defined an active drop code for Sociology 215 on SSARULE (for open learning courses) or the Course Registration Status Form (SFARSTS) (for traditional courses).

Let's say a student has registered in the following courses:

- Anthropology 215 (corequisite with Sociology 215)
- Sociology 215 (corequisite with Anthropology 215)
- Economics 105
- French 201

After the student has registered in the course, a seminar is added as a corequisite of Anthropology 215.

If a user accesses the student's registration record through Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student has not registered in a corequisite. Processing continues, and the system finds that Sociology 215 is a corequisite of Anthropology 215, and therefore must also be dropped. There is no active drop code, however, for Sociology 215. Because both courses cannot be dropped appropriately, neither are dropped, and both are returned to their previous registration statuses. This occurs before the Add or Drop Classes page is displayed on the Web.

### *Administrative Drops if Other Errors are Found during Processing*

You want the system to perform administrative drops.

To accomplish this, you have set the external code to Y for the ADMINDROP rule. You have also included a single, active drop code (DC for Drop Course) on the Schedule Processing Rules Form (SSARULE) and the Course Registration Status Form (SFARSTS) for Music 118 and Music 250, but you have not defined an active drop code for Physics 105.

Let's say a student has registered in the following courses:

- Music 118 (corequisite with Music 250)
- Music 250 (corequisite with Music 118)
- Political Science 101
- Physics 105

After the student has registered in the course, a seminar is added as a corequisite of Music 118.

If a user accesses the student's registration record through Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student has not registered in a corequisite. Processing continues, and the system finds that Music 250 is a corequisite of Music 118, and therefore must also be dropped. There is an active drop code for both music courses.

Processing continues further, and the system finds that the meeting day of Physics 105 has been changed and now conflicts with Political Science 101. There is no active drop code, however, for Physics 105. Because Physics 105 cannot be dropped appropriately, *none* of the courses are dropped, and all are returned to their previous registration statuses. This occurs before the Add or Drop Classes page is displayed on the Web.

## Rules on GTVSDAX

Two rules are used on the Crosswalk Validation Form (GTVSDAX) with the improved drop/withdrawal processing. These rules are delivered through scripts.

### *AUTODROP Rule*

The `AUTODROP` rule is used to determine whether connected courses that are in error can be dropped using Banner self-service or Banner Voice Response.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
C	AUTODROP	N/A	REGISTRATION	Drop connected courses	Sysdate

This rule can be set to process the dropping of connected courses in three ways:

- **C (Confirm)** - Automatic drops are allowed for connected courses, *after* input is received from the user. This is the default value.
- **Y (Yes)** - Automatic drops are allowed for connected courses. A single, active drop code must exist for all connected courses that would be dropped. No input is needed from the user.
- **N (No)** - No automatic drops are allowed for connected courses. The user *must* initiate dropping the connected courses. All connected courses *must* be dropped at the same time.

**Note:** In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter **N** for the `AUTODROP` rule, it will not be possible for connected courses to be dropped. Therefore, it is recommended that you use either **C** or **Y** for the `AUTODROP` rule.

If *multiple* drop codes exist or *no* drop codes exist, no connected course drops are allowed to occur.



## ADMINDROP Rule

The `ADMINDROP` rule is used to drop courses where schedule or restriction changes have occurred *after* enrollment exists.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y	ADMINDROP	N/A	REGISTRATION	Drop courses in admin error	Sysdate

This rule can be set to process the dropping of courses in two ways:

- `Y` (Yes) - Courses with administrative errors are allowed to be dropped if a single, active drop code is available for the section or the part-of-term. This is the default value.
- `N` (No) - Courses that have administrative errors are not dropped. Run the Registration Admin Messages Report (SFRRGAM) to see errors in the student's schedule. Registration leaves the courses with administrative errors in their registered status on the schedule.

You can run the Registration Admin Messages Report (SFRRGAM) report to review any errors in the student's schedule regardless of how the `ADMINDROP` rule is set up.

The Registration Administrative Message Temporary Table (SFTRGAM) stores the error messages that result from the use of the `ADMINDROP` rule to drop courses during the registration session.

## Rules and Use of the Term Control Form (SOATERM) in Repeat Processing

Repeat processing in registration uses the schedule type, level, title, and transfer courses when checking for a repeat condition.

Registration repeat checking functions in the same way as academic history repeat checking and considers all academic history (courses graded and rolled to history), in addition to in-progress courses that are either graded or unrolled and ungraded.

Please review the settings of the Key Block fields on SHARPTR in the "Academic History" chapter for more information on how to set up registration repeat checking limits by schedule type, level, title, and transfer courses.

When a student's record is assessed for registration repeat instances, the process will specifically count the following:

- The total number of times the course has been taken (in rolled and unrolled registration records).
- The total credits taken by the student (in rolled and unrolled registration records).
- Both transfer and history records, including the current registration attempt.

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## Repeat Limit

The (Repeat) Limit and (Repeat) Maximum Hours fields referred to in this section are set up on the Basic Course Information Form (SCACRSE) for use on SOATERM in repeat processing.

### *Using Repeat Limit only as a fatal error on SOATERM*

**Note:** Use these rules if your institution checks Repeat Limit but not Repeat Maximum Hours.

When the user designates through the **Repeat Limit** flag on SOATERM that the Repeat Limit is to be selected as a fatal error, the following rules apply:

- If the (Repeat) Limit is `Null` or 0, regardless of the value in the (Repeat) Maximum Hours field, the course may not be repeated.
- If the (Repeat) Limit has a value, regardless of the value in the (Repeat) Maximum Hours field, then the course may be repeated as follows:

Repeat Limit = 2

Repeat Maximum Hours = any value

The course may be taken three times for an unlimited number of credits; that is, after the course has been taken the first time, it may be repeated twice.

### *Using Repeat Maximum Hours only as a fatal error on SOATERM*

**Note:** Use these rules if your institution checks Repeat Maximum Hours but not Repeat Limit.

When the user designates through the Repeat Hours flag on SOATERM that the Repeat Hours are to be selected as a fatal error, the following rules apply:

- Regardless of the value in the (Repeat) Limit, if the (Repeat) Maximum Hours is `Null`, the course can be repeated for an unlimited number of credits.
- Regardless of the value in the (Repeat) Limit, if the (Repeat) Maximum Hours is 0, the course cannot be taken at all.
- Regardless of the value in the (Repeat) Limit, if the (Repeat) Maximum Hours has a value, the course may be taken as many times as desired, as long as the credit hours do not exceed those specified in the (Repeat) Maximum Hours field.

Repeat Limit = any value

Repeat Maximum Hours = 10

If a three credit course is attempted to be taken four times, the fourth will not be allowed, because it exceeds the Repeat Maximum Hours.

---

### *Using both Repeat Limit and Repeat Maximum Hours as fatal errors on SOATERM*

**Note:** Use these rules if your institution checks both Repeat Maximum Hours and Repeat Limit.

- If both the (Repeat) Limit and (Repeat) Maximum Hours are `Null`, the course cannot be repeated.
- If the (Repeat) Limit is `0` and the (Repeat) Maximum Hours is `0`, the course cannot be repeated because of the Repeat Maximum Hours rules.
- If the (Repeat) Limit has a value and (Repeat) Maximum Hours is `0`, the course cannot be repeated because of the Repeat Maximum Hours rules.
- If the (Repeat) Limit is `0` and (Repeat) Maximum Hours has a value, the course cannot be repeated because of the Repeat Limit rules.
- If the (Repeat) Limit is `Null` and (Repeat) Maximum Hours has a value, the rules for Repeat Maximum Hours are used:

Repeat Limit = `Null`

Repeat Maximum Hours = `7`

- If a three credit course is taken more than two times, it will exceed the Repeat Maximum Hours rule and may not be repeated.
- If the (Repeat) Limit has a value and (Repeat) Maximum Hours is null, the Repeat Limit rules are used:

Repeat Limit = `1`

Repeat Maximum Hours = `Null`

- If the (Repeat) Limit and (Repeat) Maximum Hours each have values, and if either rule fails the test, repeat checking will prevent registration.

Repeat Limit = `3`

Repeat Maximum Hours = `10`

- Taking a three credit course for the fourth time, as allowed by the Repeat Limit, would exceed the Repeat Maximum Hours of ten, and therefore this repeat would not be allowed.
- Taking a two credit course for the fifth time, as allowed by the Repeat Maximum Hours, would exceed the Repeat Limit of three, and therefore this repeat would not be allowed.

All errors received in registration because of Repeat Limit or Repeat Maximum Hour constraints can be overridden, and students are then able to register for those courses.

### **Selection Rules**

Repeat/equivalent course processing is controlled by the (Repeat) Limit and the (Repeat Maximum Hours) fields on the Basic Course Information Form (SCACRSE).

These fields are used in the Registration Module according to the status of the registration error flags on SOATERM and are calculated in Academic History according to the rules on the Repeat/Multiple Course Rules Form (SHARPTR).

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**Note:** The Repeat Status (Code) field on SCACRSE is informational only and is not used in Repeat Processing.

## Repeat Policies

The Repeat/Multiple Course Rules Form (SHARPTR) is used to establish the institution's repeat policy.

It allows for repeated courses to be treated in two different ways (repeat limit rule or repeat hours rule) with three different course selections (last, highest, or first passing).

The **Repeat Limit Selection Rule** field is used when the number of times a may student take a course is limited. Repetition of the course will invoke the specified repeat rules. This is defined on the Basic Course Information Form (SCACRSE) in the **(Repeat) Limit** field.

The **Repeat Hours Selection Rule** field is used when there is a maximum number of hours that may be earned before the course is considered to be a repeat.

Each rule has an associated evaluation grade that determines the minimum grade a course must have to be considered for repeat processing evaluation. Registration repeat checking uses the evaluation grade to determine if a course should be considered in repeat checking, based upon whether repeat hours or repeat limit rules are to be used.

The value in the **Repeat Hours Evaluation Grade** field is the minimum grade that will be used for repeat checking, for the term, level, and selection rule. After this grade is set, courses with a numeric value less than the evaluation grade will not be considered in repeat checking.

## National Student Clearinghouse (NSC) Reporting Procedures

This section discusses regulatory reporting to the NSC.

### Overview of Processing for Clearinghouse Reporting

Your institution has the option to report student enrollment information to the National Student Clearinghouse (NSC), which then tracks and reports that information to lenders and guarantors of student loans at no cost to the reporting institution.

The following sections outline the processing requirements and procedures for submitting information extracted from the Banner Student System to the Clearinghouse.

Reporting of student enrollment information is based on calculating and storing a student's time status, where the time status is associated with any online or batch processing, when the processing results in the creation or modification of registration records and the credit hours (non-CEU hours) associated with those records. By design, a student is considered for reporting during a given term only if a registration term header record exists for the student.

The calculation of a student's enrollment time status is based on rules established in the existing Time Status Rules Form (SFATMST). Each time status code defined by an institution in the Time Status Code Validation Form (STVTMST) must include an NSC equivalent for Clearinghouse reporting purposes.

Specific data elements are required in the extract file that is transmitted to the Clearinghouse. To assist end users in identifying any missing data or data that is not valid before processing the file that will be transmitted to the Clearinghouse, an option is provided in the Clearinghouse Extract Report (SFRNSLC) that will produce a listing of missing data or data that's not valid.

In addition, the Time Status Calculation Update Process (SFRTMST) includes comments in the output which will assist in identifying data that is potentially not valid. No missing data, or data that is not valid, should exist before processing and producing the extract output file, or some of the data that is transmitted to the Clearinghouse will be inaccurate or misrepresented.

## Sources of Data for Clearinghouse Reporting

The validity of the data reported by the Clearinghouse Extract Report (SFRNSLC) depends on specific data entry requirements and procedural consistencies. A registration term header record *must* exist for a student to be included in the reporting for a term.

**Note:** The record is represented by the enrollment status data in the Enrollment Information block of the Student Course Registration Form (SFAREGS). This record is created when a Save function is performed for the first time in the form, even if no registration for CRNs exists.

Students who are considered to be “enrolled” by an institution, but who have not been officially registered in courses in the Student Course Registration Form (SFAREGS), are still included in the group of students reported to the Clearinghouse. A student can have an SFBETRM record and an SFRSTCR record and be included in the report, but all that is needed is the SFBETRM record.

Students who are enrolled in courses, but for institutionally specific reasons should not be reported to the Clearinghouse, should be assigned a student attribute which will be input as a value to the Student Attributes to Exclude parameter when processing the report.

For all students enrolled for the term, an enrollment status is determined. For all enrollment statuses, with the exception of a withdrawn student, the **Third Party Withdrawal Indicator** on the Enrollment Status Code Validation Form (STVESTS) must have a value of N or cleared for the enrollment status code that exists in the Enrollment Information block of the Student Course Registration Form (SFAREGS). In some specific cases, start dates for enrollment statuses must be reported. The statuses are selected for in the order listed below, and the data requirements (form field, source of status date, if required) for each status are indicated:

1. D - Deceased (requires status date)

A value of Y or selected must exist in the General Person Form (SPAPERS) **Deceased (Indicator)**. The status date is selected from the **Deceased Date** field on the same form.

2. G - Graduated (requires status date)

A degree with a status code that has an **Awarded Indicator** of A on the Degree Status Code Validation Form (STVDEGS) must exist in the Degrees and Other Formal Awards Form (SHADEGR). In addition, the level of the degree code must match the level of the current general student record (the maximum term that is less than or equal to the reporting term). The level check is included so that a student who is currently enrolled in a graduate program, but previously has been awarded an undergraduate degree from the same institution, will not be erroneously reported as graduated. The status date is selected from the **Graduation Date** field on the same form.

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**Note:** To report a student as graduated or EB4, the student's current learner record needs to match the program/major of the SHRDGMR awarded degree.

3. **A** - Approved Leave of Absence (status date *not* required)

A leave code exists in the General Student Form (SGASTDN) for the current effective term (the maximum term that is less than or equal to the reporting term) which includes the reporting date between the leave from and to dates on the same form. For example, a student is on a medical leave of absence from February 1 through March 15, 1995. The Clearinghouse Extract report date of March 1, 1995 will identify this student as on an approved leave of absence.

4. **W** - Withdrawn (requires status date)

A student enrollment status code exists for the term where the **Third Party Withdrawal Indicator** is **Y** or selected on the Enrollment Status Code Validation Form (STVESTS). The status date is selected from the **(Enrollment) Status Date** on the Student Course Registration Form (SFAREGS).

**Note:** SFRNSLC uses the **Third Party Withdrawal Indicator** on STVESTS to determine whether a student is counted as withdrawn when reporting to the Clearinghouse. When the **Third Party Withdrawal Indicator** is selected for an enrollment status code, and that enrollment status code is assigned to a student on SFAREGS, the student will be reported as withdrawn.

When the Effective Withdrawal Date parameter is set to **Y**, the date used for the effective withdrawal date is selected from the student's withdrawal record (SFRWDRL\_EFF\_WDRL\_DATE). When no SFRWDRL record exists or when the Effective Withdrawal Date parameter is set to **N**, the date used for the effective withdrawal date is selected from the student's enrollment record (SFBETRM\_ESTS\_DATE).

5. **F** - Full-time; **H** - Half-time; or **L** - Less than Half-time (conditionally requires status date)

A student who has a registration term header record, but is not deceased, graduated, on an approved leave of absence, or withdrawn, is considered to be actively enrolled, and their maximum time status history record that is less than or equal to the reporting date will be examined to determine the enrollment status. A status date is reported when a student drops from a "higher" status to a "lower" status in a subsequent report to the Clearinghouse during the same term.

A drop from a higher to a lower status would include: from full-time to half-time; from full-time to less than half-time; and from half-time to less than half-time. When a drop in enrollment is determined, the status date is selected from the **(Time Status) Date** in the Time Status History window in SFAREGS for the maximum time status history record that is less than or equal to the date of the report currently being submitted to the Clearinghouse. A status date is *not* reported if a student increases from a lower status to a higher status in a subsequent report to the Clearinghouse during the same term.

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## Overall Data Requirements

The following are set-up requirements which only need to be completed once.

### *Establish Time Status Codes*

Codes and descriptions for institutionally defined student time statuses should be established on the Time Status Code Validation Form (STVTMST). For each code, a National Student Clearinghouse (NSC) equivalent value must be designated.

**Note:** An exception to this is a code and a rule which must be built for 0.00 minimum and 0.00 maximum credit hours applicable to each student level and a system-required code of 99 - Error Calculating Time Status - refer to the section on establishing Time Status Rules below for more detailed information.

The NSC equivalents are limited to three specific values: **F** for full-time, **H** for half-time, and **L** for less than half-time. It is possible that an institution may have multiple time status codes that would equate to the same NSC equivalent. For example, an institution may want to distinguish between three-quarters and half-time enrollment with separate codes. For purposes of reporting to the Clearinghouse, both of these codes would be equivalent to **H** - half-time.

### *Establish Time Status Rules*

Institutionally specific student enrollment time status rules should be defined on the Time Status Rules Form (SFATMST). When establishing rules, the following guidelines are recommended.

1. Include rules for all valid student levels for time status calculations.

**Note: (Student) Level** is not a required field on the form. If a rule does not include a specific student level, it will apply to all student levels that may exist.

2. For each rule, at least one course level is required in the Time Status Level section. Enter the course level(s) that should be included in calculating time status for each individual rule.
3. Build rules so no gaps exist between hour ranges.

For example, if half-time enrollment is at least 6 but not more than 12 credit hours, and full-time enrollment is 12 credit hours or more, do not specify the half-time rule minimum and maximum credits as 6 and 11, and the full-time rule minimum and maximum credits as 12 and 99. If a student can take a combination of courses that will total to a fractional amount between 11 and 12 (such as 11.5 credits), then the student will not match a rule. To avoid such a problem, designate the half-time rule minimum and maximum credits as 6 and 11.99. Equate each rule to an NSC equivalent of either **F** - full-time, **H** - half-time, or **L** - less than half-time, with the exception noted in item 4) below.

4. Build a rule that designates both the minimum and maximum credits as 0.00 for every student level. *Do not equate the time status code for this rule to an NSC equivalent.*

This rule is needed to accurately reflect a withdrawal from all courses in the Time Status History window in SFAREGS. A system-required value is not dictated so that a meaningful institution specific code and description can be built. If such a rule does not exist, and a student withdraws

from all courses, the first record in the display in the Time Status History window will be the system-required code 99 - Error Calculating Time Status. (Suggestion: Build one rule, and do not specify a student level, so that the rule will be selected for all students, regardless of their level, if credit hours drop to zero (0).)

5. Do *not* build a rule for the system-required 99 (Error Calculating Time Status) time status code.

This code is reserved for the purpose of updating and inserting time status records with the value of 99 when the system is unable to calculate time status. A current time status code of 99 will alert the user that a problem was encountered when the system attempted to calculate time status. Please refer to error messages in the Time Status Calculations section below.

6. If necessary, time status rules may be updated in subsequent terms if student enrollment rules change, by adding rules with a new effective term code.

For example, in term 201910, a student is considered to be half-time if enrolled for at least 6 but less than 9 credits hours. In term 202101, 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 202101, a new rule should be added with an effective term of 202101 with the new minimum and maximum credits.

### *Establish Institution FICE Code for Reporting*

Enter the correct FICE code for your institution in the **Institution FICE Code** field on the Academic History Control Form (SHACTRL).

The FICE code entered is reported in the extract file that is sent to the Clearinghouse. This field is not currently used for any other purpose in the Banner Student System.

### *Establish Term Control for Time Status Calculation*

The following is a set-up requirement which needs to be completed on a term-by-term basis.

For each term that student enrollment information should be reported to the Clearinghouse, set the **Calculate Time Status (Indicator)** on the Term Control Form (SOATERM) to Y or selected if dynamic time status calculations should be performed in online forms that add or update credit hour (non-CEU hour) enrollment. As an alternative to performing time status calculations dynamically, time status records can be created in batch with the Time Status Calculation Update Process (SFRTMST). (See additional information about the SFRTMST process in the "Time Status Calculations" section below.) This indicator defaults to N or cleared when controls are initially created for a new term.

### *Establish Time Status Hours*

You can retain previous hours on a course before a dropped/withdrawn status is recorded for use in the time status calculations as defined in the time status rules.

The **Count in Time Status (Indicator)** on STVRSTS is used to provide control of the hours to be used in time status calculations.

When the **Count in Time Status (Indicator)** is selected, the time status hours are set to the last credit hour value that was counted in enrollment for the course. When the indicator is cleared,



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the time status hours are set to zero for the course. This allows an institution to set the **Count in Enrollment (Indicator)** to cleared for institutional processing without impacting the time status calculation. The time status calculation process will produce a sum of the time status hours values that is displayed on SFAREGS.

### *Establish Attempted Hours*

You can retain hours that existed on a course before a dropped or withdrawn status was recorded so they are counted in the attempted hours for GPA data in academic history.

The **Count in Attempted (Hours Indicator)** on STVRSTS is to control attempted hours that will be rolled to academic history. When the **Count in Attempted (Hours Indicator)** is selected, attempted hours are set to the last credit hour value that was counted in enrollment for the course. When the indicator is cleared, the attempted hours are set to zero for the course.

**Note:** Attempted hours are displayed on SFAREGS and SFASTCA. SHATCKN also displays the institutional course attempted hours that have been rolled after grading.

The **Count in Enrollment (Indicator)** on STVRSTS can be cleared, and credit hours will be 0.000, but the Financial Aid Satisfactory Academic Progress processing will report the hours in academic history that existed before the withdrawal or drop. This allows an institution to set the **Count in Enrollment (Indicator)** to cleared for other institutional processing without impacting the attempted hours that are rolled to history.

### *Establish Withdrawn Enrollment Status*

The **Third Party Withdrawal Indicator** on STVESTS is used to determine the withdrawn status of a student for NSC/NSLDS reporting. It also provides reporting that will not affect the return of financial aid funds, due to a mismatch in reporting based on a student's withdrawal from a course.

If the **Third Party Withdrawal Indicator** is selected for the student's enrollment status code, the student will be reported as withdrawn to the NSLDS or NSC through the Clearinghouse Extract Report (SFRNSLC) and the NSLDS SSCR Process (SFRSSCR). If the **Third Party Withdrawal Indicator** is cleared for an enrollment status code that is assigned to a student on SFAREGS, even if the **Affect Headcount (Indicator)** is also cleared, the report processes will not consider the student as withdrawn and will report the last time status for the student.

The **Third Party Withdrawal Indicator** allows institutions to report a student as withdrawn for NSC/SSCR reporting purposes, even though the student may still be enrolled at the institution. For example, a student may drop all regular credit courses but may still be enrolled in CEU (Continuing Education Unit) courses. This permits the **Affect Headcount (Indicator)** to be set as needed for other processing and reporting, such as unduplicated headcounts.

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### *Establish Leave of Absence for Reporting*

The **Third Party Report Indicator** on STVLEAV indicates whether a leave of absence is to be selected from the general student record and reported as a leave by the Clearinghouse Extract Report (SFRNSLC) and the NSLDS SSCR Process (SFRSSCR).

This allows institutions to define leave of absence codes that should not be reported to the Clearinghouse or NSLDS by setting the **Third Party Report Indicator** to N or cleared.

### *Establish Finals Start and End Dates for Part of Term and CRN Section Records (Optional)*

Institutions have the option to include finals start dates and finals end dates for part of term records and CRN section records on the Final Exam Dates (SOAFNDT) page.

The SOAFNDT page is divided into two sections. The Part of Term Final Exam Dates section allows users to add part of term records that exist on SOATERM and define finals start and end dates for the part of term.

The CRN Final Exam Dates section allows users to add CRN section records that exist for the term in the key block and define section finals start and section finals end dates for each CRN section record.

No parent/child relationship exists between the Part of Term Final Exam Dates section and the CRN Final Exam Dates section.

Refer to the Clearinghouse Extract Report (SFRNSLC) in the Banner Student Reports and Processes Handbook for more information on how finals dates are used in the process.

## **Time Status Calculations**

This section discusses using time status with registration.

### *Update and Insert Time Status Records*

As mentioned above, the value of Y or selected for the **Calculate Time Status (Indicator)** on the Term Control Form (SOATERM) results in dynamic time status calculations and update and insert of time status records on different forms.

These forms include the Student Course Registration Form (SFAREGS), the Registration Mass Entry Form (SFAMREG), and in the Telephone Registration processing.

These time status calculations write a time status history record when a time status is calculated for the first time in the term, and also when a change in time status has been calculated. The history of status changes is stored in the time status history table.

In addition, the most recently calculated time status is updated and stored on the registration term header record. User overrides to calculated time statuses are permitted in the Student Course Registration Form (SFAREGS). Detailed time status processing information on the individual forms is described below.

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## *Dynamic Calculation of Time Status and Update/Insert of Records*

**Note:** Time status calculations occur in SFAREGS, SFAMREG, telephone registration, and Web registration only when the **Calculate Time Status (Indicator)** on SOATERM has been set to Y or selected. No messages are included in those forms to inform the user that the indicator is set either to Y (selected) or N (cleared) on SOATERM.

In SFAREGS, SFAMREG, telephone registration, and Web registration, where processing can affect a student's total credit hours enrollment (*CEU credit hours are not included in Clearinghouse processing and reporting*), the existing time status code is "remembered" in the form before the occurrence of any processing. After processing has been completed in each form and you perform either an Exit or Rollback function, the total credit hours as a result of processing are read from the database, and the current/new time status is retrieved from the database.

Within each form, the previously existing ("remembered") and the current/new time status codes are compared, and if they are different, a time status history record is inserted, and the registration term header record is updated. The calculation uses the time status rules on the Time Status Rules Form (SFATMST) and determines the time status code that matches the qualifying credit hours enrollment.

### *SFAREGS - System Time Status Calculations, Functionality, and Error Messages*

During student course registration processing, a student's enrollment time status is calculated after additions or changes have been completed and saved in the form, and you perform an Exit or Rollback function.

Changes in student information, such as college, campus, degree, major, or student type, may or may not result in a change to a previously calculated time status, depending on whether institution-specific rules exist for differences in any one or more of those characteristics. Changes in course registration or student information may or may not cause a new time status to be calculated, depending on the rules that have been established.

The autohelp message `*WARNING* Unable to calculate time status. Check rules on SFATMST` displays if time status calculations have been enabled on the Term Control Form (SFATMST), but no time status rule can be found which matches the range of hours, student characteristics, and course levels that exist in the student's registration record. When this message displays, the system inserts a time status history record with the system-required code of 99 - Error Calculating Time Status, and also updates the registration term header record with the code of 99. The error should be investigated by examining the rules on SFATMST.

After the problem has been found and corrected, the student registration where the error occurred should be accessed again on SFAREGS. Performing two Next Block functions (cursor will be in the Course Registration section), Save, then a Rollback or Exit function will update the time status calculation, if appropriate. Correcting the problem will not delete the time status history record of 99. That record remains as an historical record, and the new record will be inserted.

**Note:** Refer to the Time Status Calculation Update Process (SFRTMST) in the *Banner Student Reports Handbook* for an alternative to online reprocessing when problems with the time status rules have been found and corrected.

To view the history of student enrollment time statuses that have been calculated, select View Time Status Information from the Options Menu or perform a Duplicate Item function from the **ID** or **Date** fields when you are in the Key Information of the form. This displays the Time Status History window. The time status records are displayed in reverse chronological order (most recent changes first). An Edit function can be performed on the **(Time Status) Date** field in the window to display the full date and time that the time status calculation was performed, in the format DD-MON-YYYY HH24:MI:SS. No fields in the display are updateable, and existing records cannot be deleted.

The Time Status History window cannot be accessed unless registration exists for the term (at minimum a registration term header record). If you attempt to access the Time Status History window when no registration exists, the message *\*ERROR\* Registration MUST exist for term before updating time status history* displays. The source of the calculation, either SYSTEM or USER will display. The Banner user ID (Oracle ID) of the user associated with both SYSTEM and USER calculations is stored in the time status history table, but is not currently displayed online. For auditing purposes, access to that information is available by authorized personnel through SQL\*Plus.

When a time status history record is added, the registration term header record is also updated with the new/current time status code, time status date, time status maintenance indicator (either "S" -SYSTEM or "U" - USER), and the Banner user ID (Oracle ID) responsible for the update to the record. The Banner user ID field from the time status history record, in addition to from the registration term header record, is not displayed from any existing form in the Student System, but for auditing purposes, access to that information is available by authorized personnel through SQL\*Plus. The other fields are displayed in the Time Status History window on SFAREGS. (The values actually displayed are from the time status history table, and not from the registration term header table, but they would be the same.)

### *Overriding System Time Status Calculations*

Time statuses that have been calculated by the SYSTEM can be overridden by the USER.

To override a previously calculated time status, first access the Time Status History window in the Key Information of SFAREGS. Next, perform an Insert Record function, and add the override time status code that is appropriate. If desired, the List function can be performed from the **Time Status (Code)** field to display the valid time status codes from the Time Status Code Validation Form (STVTMST). The time status date on the added record will default to the current date, but may be overridden. The Source will default to USER.

After the USER record has been added and saved, it cannot be modified or deleted. If an incorrect time status was entered, either a new record should immediately be added with the correct time status, or the existing record should be updated in the time status history table by authorized personnel through SQL\*Plus.

**Note:** When a USER override time status history record exists, subsequent SYSTEM time status calculations will not occur for the student for that particular term.

If registration changes after a USER time status history record exists, the message *\*WARNING\* Time status information MUST be updated manually* is displayed on autohelp line of the Student Course Registration Form (SFAREGS).

Users who have access to add or update registration information on SFAREGS also have access to add manual (USER) time status history records in the **Time Status History** window. There is

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no separate form level security access for the window. Users can selectively be prevented from being able to add manual (USER) time status history records by controlling grants to the time status history table.

### *Back Dating Registration*

If you back date the date in the Key Information of SFAREGS, be aware that the time status history record that may be calculated and inserted will be date stamped with the current date (Time Status Date).

If desired, a user-added time status record may be added with the back-date. Also note that if a user time status record is added with a time status date that is chronologically earlier than the system calculated record, no future system calculations will occur, because an indicator has been set on the registration term header record.

### *SFAMREG - System Time Status Calculations, Functionality, and Error Messages*

A time status calculation is performed for each student added or dropped from a section, and a new time status history record is created if appropriate.

If an appropriate rule cannot be found to calculate a new time status for a student the message `*WARNING* Unable to calculate time status for ID <student ID>. Check SFATMST rules` is displayed in the **Message** field in the **Results** window.

When this message displays, the system inserts a time status history record with the system-required code of 99 - Error Calculating Time Status, and also updates the registration term header record with the code of 99. Each problem should be investigated and resolved by examining the rules on the Time Status Rules Form (SFATMST).

After each problem has been corrected, the student(s) with the error(s) should have their time statuses updated properly. Correcting the problem and recalculating time status will not delete the time status history record of 99. The 99 record remains as an historical record, and the new record will be inserted. How this is done depends on whether the course that was dropped was also deleted, and also on the user's preference for updating dynamically online or in batch at a later date. If desired, updates in batch can be performed by the Time Status Calculation Process (SFRTMST) at an appropriate time.

**Note:** Refer to the Time Status Calculation Update Process (SFRTMST) in the *Banner Student Reports Handbook* for detailed information about batch time status processing.

If a manual (USER) time status history record exists for a student being processed on SFAMREG, the message `*WARNING* Time status history for ID <student ID> MUST be updated manually` is displayed in the **Message** field in the Results window. When this warning message displays, institutional policies and procedures will determine if the user should update the time status history manually in the Time Status History window in the Student Course Registration Form (SFAREGS).

**Note:** The warnings that are detected by the Student Course Registration Form (SFAREGS) and the Registration Mass Entry Form (SFAMREG) are not considered to be fatal errors, and do not stop or interfere with processing of course registrations.

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### *Telephone Registration Processing - System Time Status Calculations, Functionality, and Error Messages*

Please refer to the Banner Voice Response user documentation for more information on telephone registration processing.

Because of technical and procedural issues, checks for the warning conditions in SFAREGS and SFAMREG are performed in telephone registration processing for either a rule that cannot be found, or a time status that must be updated manually, but the display of the warning messages has been inactivated. These messages are not displayed in the form processing, because the calculations and error checking cannot be performed until the user either Exits or performs a Rollback after Saving. You may hang up the phone after receiving confirmation of registration and are not technically required to perform an Exit or a Rollback. Therefore, there is no guarantee that a warning message would be consistently conveyed and appropriate follow-up would occur.

As with SFAREGS and SFAMREG, if an error is encountered in attempting to calculate time status, a time status history record with the system-required value of 99 - Error Calculating Time Status is inserted into the time status history table, and the registration term header is updated with the 99 code. These errors will be identified later by either the Time Status Calculation Update Process (SFRTMST) or the Clearinghouse Extract Report (SFRNSLC). As is the same case with SFAREGS and SFAMREG, the warnings are not considered to be fatal errors, and do not stop or interfere with the processing of course registrations.

### *SFPFREQ - System Time Status Calculations, Functionality, and Error Messages*

The Course Request Update Process (SFPFREQ) inserts course registration records through a parameter which optionally calculates and adds a time status history record for the processing term.

If this process was run without calculating and adding time status history records initially, the Time Status Calculation Update Process (SFRTMST) could be run at a later time to create and update the time status records.

### *Batch Calculation and Update/Insert of Time Status Records*

The Time Status Calculation Update Process (SFRTMST) calculates time status and updates/inserts time status records if appropriate in a batch mode.

If dynamic time status calculations have not been enabled for the term by setting the **Calculate Time Status (Indicator)** on SOATERM to Y or selected, or if the indicator has been turned on and off one or more times during the term, this process must be executed to calculate students' time statuses and update/insert time status records that are needed for the Clearinghouse Extract Report (SFRNSLC).

This process uses the **Count in Time Status (Indicator)** on STVRSTS for each course registration status code on each CRN to determine which sections are included in the time status calculation. The time status calculation will use the sum of the credit hour hold values (SFRSTCR\_CREDIT\_HR\_HOLD) where the **Count in Time Status (Indicator)** is set to Y. Therefore, if the **Count in Time Status (Indicator)** is selected for a course registration status code on STVRSTS, the SFRSTCR\_CREDIT\_HR\_HOLD value will be used. Otherwise, time status hours will default to zero for the course. This allows an institution to set the **Count in Enrollment (Indicator)**



to any value needed for institutional processing and without creating any processing issues for the time status calculation.

The SFRTMST process should be run in audit mode first to review any error conditions that may need to be resolved before making permanent changes to the database in update mode. The process can be run in audit mode as many times as desired without any adverse effects on the data. For example, the process can be run multiple times in audit mode for different combinations of campus and level so that individual outputs can be directed to appropriate offices, departments, or individuals for review. After necessary corrections have been made, it is recommended that update mode be processed for all levels and campuses, so that all students are updated simultaneously.

The process selects all students registered for the term, and determines if the existing time status in the database is the same as the time status that is calculated when the process is run. If the calculated time status would be different, the student is selected for printing on the report. For each selected student, the existing time status code (if one exists), the revised time status code (what the current calculated time status would be), and an appropriate comment are printed on the report.

The following is a list of all of the possible comments which could be included in the output, and a description of what each indicates. The comments fall in two groups: 1) comments indicating that the status of a student is different from one of the "enrolled" statuses (either F - full-time, H - half-time, or L - less than half-time) and that they do not have a time status reported; and 2) comments pertinent to enrolled students who require a time status to be reported.

The process also calculates the student centric period time status in addition to the existing term time status when the student has a cycle designator in effect for the registration term and CRNs being processed. A new student centric period time status history record is inserted in SFRSTSH if the time status for the student centric period has changed after the last update. If the time status has not changed, no additional record is created. When a student has a manually inserted time status record, no additional time status record is inserted.

Comments for students with statuses that do not have a time status reported:

1.	Deceased	-	Student is deceased
2.	Withdrawn	-	Student has withdrawn
3.	Graduated	-	Student has graduated
4.	Leave of Absence	-	Student is on a leave of absence

Comments for enrolled students who require a time status to be reported:

1. *MUST be updated manually*

This indicates that the most recent time status history record for the student is a USER-entered override time status. These students should be reviewed to determine if the USER time status code is still appropriate. If any student with a USER time status should be updated, the update could be performed by adding another USER (manual) time status in the Time Status window in SFAREGS, or the existing registration term header record could be updated in SQL\*Plus by authorized personnel. If the registration term header record is updated to allow SYSTEM time status calculations to resume, the existing USER time status history record remains as a historical record, but subsequent changes, if any, to the student's enrollment may result in additional (future) SYSTEM time status records.

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## 2. *ERROR - Must be resolved*

This message appears when an error is encountered when the process attempts to calculate the student's current time status. The system-required 99 (Error Calculating Time Status) displays as the revised code on the printed output. You must diagnose and resolve the problem. It is likely that a problem exists in the Time Status rules. You should investigate the student's current registration, and compare the student's characteristics and levels of the registered courses against the existing Time Status Rules to determine the problem. After correcting any problems with the Time Status Rules, the SFRTMST process can be run again. If the changes have successfully resolved the problems that caused the 99 codes to display on the report, the 99 codes should now be replaced by other "real" calculated time status codes.

## 3. \*\*

A legend centered at the beginning of the report output indicates that the students will have their time status updated if the process is run in update mode. The number of students in this group may be significantly large if dynamic time status calculations have not been enabled for all or part of the term. When the **Calculate Time Status (Indicator)** on SOATERM has been set to N before running this process, there will be no value in the column displaying the existing time status on the report output.

If all enrolled students for the term have time status records that are current, and there are no students who are deceased, graduated, withdrawn, or on leave of absence, and if there are no enrolled students with USER (manual) time status records, the output of SFRTMST will print the statement *No Time Status Records to be Updated*.

The process can be used to serve several purposes. First, it can be used to update/insert time status records after certain errors, such as gaps or other types of errors in Time Status Rules, have been corrected. If the process does update/insert time status records, the value of "SFRTMST" will be inserted in the USER field in both the registration term header record and the time status history record. Second, it can be used to verify that students with USER (manual) time statuses are valid. Third, it can be used to detect procedural inconsistencies. An example of a procedural inconsistency would be when a student has a time status that equates to the institution rule where minimum and maximum credit hours are zero (0), and has actually withdrawn from the institution, but displays on the output. This would be an indication that the student's enrollment status had not been changed to a status (SFAESTS for the registration term) where the **Third Party Withdrawal Indicator** was set to Y or selected (STVESTS).

**Warning!** The timing of the execution of this batch process is critical.

Time statuses are calculated and time status history records updated/inserted with an activity date that is equal to the day the process is executed. If, for example, your institution determines time statuses will always be processed in batch, careful consideration must be given to the dates when the batch process should be executed so that the information that is reported to the Clearinghouse is accurate as of the intended reporting dates. It is not possible to calculate time status and insert time status history records as of a point in time in the past, because a complete historical audit of course registration changes is not available in the database. If a report needs to be submitted to the Clearinghouse on September 10, the batch process would need to be executed before September 10.

The batch process allows you to control the frequency of the calculation of time status and update/insert of time status history records. Depending on the frequency of execution, some historical changes may not be reflected when reviewing a student's time status history online in



SFAREGS. For example, consider the following registration history for a student, and assume that the **Calculate Time Status (Indicator)** on SOATERM has been set to N or cleared:

*Example registration changes:*

September 1	13 credit hours	Full-time status
September 6	8 credit hours	Half-time status
September 15	12 credit hours	Full-time status

*Example batch processing and update of time status history:*

September 2	Full-time status
September 10	Half-time status

If the batch process was run for the first time on September 2nd, this student would have a time status history record indicating full-time status inserted for that date. If the next batch process was run on September 10th, this student would now have a new time status history record inserted, because their current time status is half-time. The batch process provides point-in-time updates to time status history, but would not reflect changes that may have occurred between the distinct points in time of batch updates.

If the date of the first report to the Clearinghouse was September 20, the student would be reported as half-time. This would not be correct, because the student had actually added additional courses on the 15th of September which returned them to full-time status. Because the batch time status update was not run after September 15th, the time status was not updated/inserted properly.

**Warning!** Time status cannot be calculated for a point in time in the past, because a complete history of all registration changes is not available in the database. The Clearinghouse report depends on timely and accurate information in the time status history table. It is critical that batch time status calculations are planned, so that time status history data is current and accurate for Clearinghouse reporting.

## Reporting to the Clearinghouse (SFRNSLC)

Your institution should contact the Clearinghouse directly to arrange for transmission of EDI or EDI.Smart™ extract files. The Clearinghouse can accept files that are sent using FTP, in addition to files sent on diskette.

The Clearinghouse can be contacted at the following address:

National Student Clearinghouse,  
13100 Worldgate Drive, Suite 245,  
Herndon, VA 22070

Phone number: (703) 742-7791  
Fax number: (703) 742-7792

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## Report Processing Overview

The Clearinghouse Extract Report (SFRNSLC) includes three run mode options.

1. report of missing data or data that is not valid,
2. EDI output, and
3. EDI.Smart output.

Before extracting and submitting the extract file to the Clearinghouse, the report should be run in the missing or invalid data mode as many times as needed to detect and then correct certain types of errors, as described in the next section.

In addition, if the **Calculate Time Status (Indicator)** on SOATERM has been set to `Y` or selected, the Time Status Calculation Update Process (SFRTMST) should be run to update/insert time history records before creating the extract file so that students' time statuses are current. Either the EDI or EDI.Smart output run mode options will produce the extract file of student enrollment information which is submitted to the Clearinghouse.

## Identifying and Correcting Missing or Invalid Data

The report of missing data or data that is not valid detects the following problems with data, which must be fixed by users or authorized technical personnel either online or through updating the database through SQL\*Plus, or other programmatic means.

The following are the error messages that may print on the report, the source of the error, and what is required to fix the error:

- `No Institution FICE code on SHACTRL`

This message indicates that the **Institution FICE Code** field on the Academic History Control Form (SHACTRL) is blank. The correct institution FICE code should be entered online in the form.

- `No SSN Number on SPAPERS`

This message indicates that the **SSN/SIN/TIN (Social Security Number, Social Insurance Number, Tax Identification Number)** field on the General Person Form (SPAPERS) is blank. The social security number is required for all students that are reported to the Clearinghouse. A social security number must be entered in this field, even if it is used as the student's ID number.

- `No Date of Birth on SPAPERS`

This message indicates that the **Birth Date** field on the General Person Form (SPAPERS) is blank. The date of birth is *not* required for all students that are reported to the Clearinghouse, but it is recommended. When a record is submitted with a blank birth date, zeroes are inserted in place of the birthdate.

A DMG segment exists in the records after the IN2 segment with 7 segments, where only the second segment needs to be populated with the date of birth from SPAPERS (SPBPERS\_BIRTH\_DATE).

For example, for Daniel Earp ( ID is @00000976), with birthdate of Feb. 27, 1934, with format CCYYMMDD:

---

```
ST|190|000000126
BGN|11|000000126|000228|1350|ES
ENR|EB4|UN|||||||Y|Y|D8|20000228
DTP|382|RD8|19970901-19971215
DTP|007|D8|19981219
ENT|01|S2|34|
IN2|02|Daniel
IN2|05|Earp
DMG||19340227|||||<-----here
N3|123 Easy Street
N4|Malvern||193554209
ENT|02|M8|DS|999900|||U2|Fall 1997
SE|12|000000126
```

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- No Address on SPAIDEN

This message indicates that address information could not be found for the address hierarchy that was entered. For example, if 1MA and 2 PR were the address types selected for the report, this message would indicate that neither an MA or PR address type could be found for the student.

If it appears that the student does have an address that matches the hierarchy that was entered, the error message is probably caused by the effective date of the address not being valid for the report date. (The effective date of the address needs to be before the report date; addresses effective the same date as the report date are not selected.)

Address information is required for all students that are reported to the Clearinghouse. An address with an effective date before the report date must be entered that will match the address hierarchy that is used for the report.

- No Expected Grad Date on SGASTDN

Students who have been identified as full-time, half-time, or on a leave of absence require the expected graduation date to be reported. This message indicates that the **Expected Graduation Date** on the General Student Form (SGASTDN) is blank. An expected graduation date must be entered in this field. This field is located in the Graduation Data window, which is accessed by selecting Graduation Status from the Options Menu.

**Note:** The expected graduation date on the general student record will roll to the **(Anticipated) Graduation Date** on the Degrees and Other Formal Awards Form (SHADEGR) during the first grade roll to academic history, (either performed online with the Class Roster Form (SFASLST) or in batch with the Grade Roll to Academic History (SHRROLL)).

- No Graduation Date on SHADEGR

Students who have been awarded a degree (have a status of graduated) require the (anticipated) graduation date to be reported. This message indicates that the **(Anticipated) Graduation Date** on the Degrees and Other Formal Awards Form (SHADEGR) for a degree with an **Awarded Indicator** of A (from the Degree Status Code Validation Form (STVDEGS)),

where the level of the degree matches the level of the current general student record, is blank. An (anticipated) graduation date must be entered in this form.

- `No Time Status on SFAREGS`

Students who are enrolled for the term must have a time status history record that has been created before the reporting date so the time status can be reported. This message indicates that no time status history record exists for the student, because an error described previously in SFAREGS or SFAMREG processing was not resolved, or because an error prevented time status from being calculated in telephone or Web registration, or because the **Calculate Time Status (Indicator)** was not set to `Y` or selected on SOATERM when registration processing occurred.

The Time Status Calculation Update Process (SFRTMST) should be executed to calculate time status and update/insert time status records that are missing. If any errors prevent the batch calculation of time status or the update/insert of a time status history record, the specific error will be described on the report output of the SFRTMST. Depending on the error, corrections (such as changes to the Time Status Rules) may be required online.

- `No NSC Equiv for <time status code> on STVTMST`

If this message displays with your institution time status code for 0.00 minimum and 0.00 maximum credit hours, it means that the enrollment status for the student's registration record has a **Third Party Withdrawal Indicator** of `N` or cleared on the Student Enrollment Status Validation Code Form (STVESTS). Students who withdraw completely from classes must be updated on SFAREGS with a student status that has the **Third Party Withdrawal Indicator** set to `Y` or selected on STVESTS. If a student drops all courses (credit hour total would be zero (0) for the term), but the student enrollment status does affect the headcount, the Clearinghouse Extract Report will select the student as enrolled for the term.

- `Time Status Calc Error on SFAREGS`

This messages indicates that either an error exists which prevents the student's time status from being calculated successfully, or the student's time status was not recalculated either online or in batch after appropriate corrections were made following a diagnosis of the cause of the problem. Viewing the time status history record on SFAREGS displays the system-required code of 99 (Error Calculating Time Status) as the most recent time status. The error should be diagnosed and the problem corrected. It is likely that there is a problem with the time status rules. After the problem is corrected, the time status can be recalculated online in SFAREGS or in batch with SFRTMST.

The process should be run in the report of missing or invalid data mode as many times as necessary, and all errors resolved until the message `No invalid or missing data for the <term code> term` prints on the output. When that message displays, it indicates that all the preceding error conditions have been resolved.

The process does *not* check for the following types of conditions or errors:

1. Use of fields for purposes other than that designated for baseline processing.

For example, a different type of number other than social security number is stored in the **SSN/ SIN/TIN (Social Security Number, Social Insurance Number, Tax Identification Number)** field on the General Person Form (SPAPERS). Institution-specific use of the leave of absence fields and the student enrollment status fields should be examined for possible problems in reporting to the Clearinghouse (see previous section on Identifying and Correcting Missing Data discussed in the Reporting to the Clearinghouse section).

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2. User updates to time status codes and rules during a term.

Changes made to Time Status codes and rules will *not* cause prior existing time status history records to be recalculated and updated. Rules should be tested thoroughly before implementing in production to avoid changes after time status history records exist for a term. If rules are modified, the Time Status Batch Calculation process (SFRTMST) could be run to update students' time status records, if applicable, based on changes to the Time Status Rules. This situation should be avoided, because time status cannot be recalculated for a point in time in the past.

### *Creating the Extract File for Submitting to the Clearinghouse*

After all errors have been resolved, the Clearinghouse Extract Report (SFRNSLC) can be run in either the EDI or EDI.Smart mode to produce the flat file that can be submitted to the Clearinghouse.

Only institutions that have licensed EDI.Smart and have contacted the Clearinghouse and made appropriate arrangements for the transmission of an EDI.Smart file should select that run mode.

You can use population selection when creating the extract file, to create the population that is reported based in institutionally defined needs. This also allows you to report time status for students each time the process is run, regardless of the amount of credits they are registered for. The SFRNSLC process will select students in the population selection, and any students that do not have an SFBETRM record will be listed on the output, when the Run Mode parameter is set to 1.

SFRNSLC is run by term using the Process Term parameter. When SFRNSLC is run with the Process by Student Period parameter set to Y, the process checks the rules on SOASCPT to determine which student centric period includes the value entered in the Process Term parameter as the last term. The data comes from the SFASTSR and SFASCPR forms. All term codes that are part of the student centric period are considered, as is the order in which the terms fall within the student centric period. When SFRNSLC is run for a single term, the data comes from the SFATMST form.

The possibility exists, when using population selection, that a student may have multiple time status records, and a change in the status record be reported to the NSC even if the student was never previously reported. In this case, if a student is submitted to the NSC with a change of status, and that student was not previously submitted, the NSC will continue their current practice of automatically removing the change of status record from the file and will then submit the students' current status when providing the submission to the lending institutions.

*For example:*

On July 1, Student A and Student B both register as full-time students.

On July 15, the institution runs a population selection report for SFRNSLC that includes only Student A, and the report is submitted to the NSC.

On July 30, Student B drops from full-time to half-time status.

On August 1, the institution runs a population selection report for SFRNSLC that includes Student B, and the report is submitted to the NSC.

Student B is reported as having a "drop in status", because Student B went from full-time to half-time between the dates of the first and second runs of SFRNSLC, even though Student B was not transmitted in the first run. The NSC is receiving a status change record for Student B, even though

they have no prior status for him. The NSC has always, and will continue to, remove the change of status row for a student who was not previously reported, before submitting the data to the lender.

The report uses the **Third Party Withdrawal Indicator** on STVESTS to determine students who have withdrawn. When the **Third Party Withdrawal Indicator** is selected for the student's enrollment status code, the student will be reported as a withdrawn student to the NSLDS or NSC through the SFRNSLC report. When the indicator is cleared, the SFRNSLC report will not consider the student as withdrawn and will report the last time status for the student that was calculated by the time status rules.

The report uses the **Third Party Report Indicator** on STVLEAV to select the leave of absence codes for the student. When the indicator is selected, the report will only select leave of absence codes from the general student record to report the leaves to third parties.

The Create Summary parameter is used to produce a summary report/overview of the data to be transmitted to the NCS. This summary can be used to easily view student information such as: names, Banner IDs, SSNs, dates of birth, enrollment statuses, term start and end dates, and graduation dates. This file is created in addition to the pipe-delimited files and the report with missing data or data that is not valid that are produced by SFRNSLC.

The flat file produced by the SFRNSLC process can be transmitted using an institutionally defined branch code in the Branch Code parameter. Enter the two digit branch number code to be associated with the header record and individual records when transmitted in the file to third party agencies. If left blank, 00 is defaulted in.

- If your institution maintains student records under multiple OE (FICE) numbers or branch codes, you can run a separate report for each OE number or branch code combination. For example, you could run one report for the medical school and one report for all other students.
- If your institution maintains student records under one OE number, but has academic programs with different terms or mandatory attendance periods, you should consult the Clearinghouse as to your reporting expectations. (For example, medical schools often have different attendance periods than undergraduate schools.) You may want to generate separate data for the different academic programs and differentiate between them by using an "alternate" branch code or the official branch code.

The files created by SFRNSLC are handled as follows:

- When SFRNSLC is run through job submission (GJAPCTL), three files are created and stored in the job submission directory:
  - sfrnslc\_oneup#.log
  - sfrnslc\_oneup#.lis
  - sfrnslc\_oneup#.txt
- The sfrnslc\_oneup#.log and sfrnslc\_oneup#.lis files are viewable on the GJIREVO form.
- The sfrnslc\_oneup#.txt file can be found in the job submission directory.

When the Run Mode parameter is set to 1 (Report of Missing/Invalid Data), no output is created for the pipe-delimited data file (.txt). Only the error report (.lis) is created with a control page and a .log file.

When the Run Mode parameter is set to 2 (EDI TS190) or 3 (EDI.Smart TS190), and the Create Summary Report parameter is set to Y, (create a summary report for Run Modes 2 (EDI TS190)

and 3 (EDI.Smart TS190)), the summary report is created (.lis) with a control page. The pipe-delimited file is created (.txt), and a .log file is created.

When the Run Mode parameter is set to 2 (EDI TS190) or 3 (EDI.Smart TS190), and the Create Summary Report parameter is set to N, (do not create a summary report for Run Modes 2 (EDI TS190) and 3 (EDI.Smart TS190)), the summary report is created (.lis) with the message: *Summary Report Not Requested*, and a control page is printed. The pipe-delimited file is created (.txt), and a .log file is created.

### *Initial Reporting Versus Subsequent Reporting for the Same Term*

The Clearinghouse Extract Report inserts a row in the SFRTCTL control table each time run mode 2 (EDI) or run mode 3 (EDI.Smart) is selected.

The first report for the term is identified by the process by determining that the combination of term code and report flag from the process parameters entered does not currently exist in the control table. As part of the processing, the row is inserted with the term code, report date, report flag, and activity date.

A subsequent report for the same term is identified by determining that the combination of term code and report flag from the process parameters entered does exist in the control table. If more than one row exists, the most recent row historically is used in the process to find the report date of the previous run, which is then used to determine if changes have occurred in student enrollment after the previous report.

### *Using Multiple Branch and FICE Codes*

The SFRNSLC report and the SFRTCTL table process Branch and FICE codes. This allows institutions to run SFRNSLC for multiple branch campuses and ensures appropriate time status results.

Four optional scripts are delivered for use by institutions that have already run SFRNSLC for multiple Branch codes. These scripts allow institutions to alter the control file for terms that are still being submitted by creating control records for all Branch and FICE codes that were previously submitted for these terms.

### *National Student Loan Clearinghouse Data Extract Process Control Table (SFRTCTL)*

The SFRTCTL\_BRANCH\_CDE (Branch code) and SFRTCTL\_INST\_FICE (Institution FICE code) columns on SFRTCTL are used with the Term Code and Report Flag parameters in SFRNSLC, when the process searches the control table for the record from the previous submission.

The SFRTCTL\_BRANCH\_CDE column defaults to 00. The SFRTCTL\_INST\_FICE column defaults from the value that exists on SHACTRL. If no **Institutional FICE Code** value exists on SHACTRL, it will default to 000000.



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## *Using the Institution FICE Code On SHACTRL*

It is strongly recommended that the **Institution FICE Code** value be entered on SHACTRL before the Release 8.2 upgrade scripts are run.

For institutions that run SFRNSLC for multiple FICE codes, this would be the FICE code that was last processed for SFRNSLC. If no **Institution FICE Code** value exists on SHACTRL, and the column in the SFRTCTL table is defaulted to 000000, an optional update script (`susfrtctl.sql`, which is described below) can be used to set the column to the appropriate value.

Institutions that do not run SFRNSLC for multiple branches or multiple FICE codes can ignore the optional scripts. The only exception is, if the **Institution FICE Code** field on SHACTRL is `Null` when the upgrade is performed, the optional update script must be run to set the Institutional FICE Code in the SFRTCTL table to the correct value.

## *Using the FICE Code Parameter on SFRNSLC*

The FICE Code parameter on SFRNSLC is optional and supports institutions that use different FICE codes for different branch campuses.

Enter the FICE code to be reported. If no code is entered, the **Institution FICE Code** value from SHACTRL will be used. If no code exists on SHACTRL, 000000 will default.

The FICE code must exist on SHACTRL, or it must be entered in the FICE Code parameter when the Run Mode parameter is set to 2 (EDI TS190 output) or 3 (EDI.Smart TS190 output). Submittal `.txt` files are no longer produced with the FICE code set to 000000. If no FICE code is provided for Run Modes 2 or 3, the value will default to 000000, and the process will terminate with an error.

## *Using the Optional Scripts*

Four optional scripts are delivered that allow users to view, update, insert, and delete records from the SFRTCTL table, after the new columns have been added by the upgrade to Release 8.2.

These scripts only need to be run after the upgrade to Release 8.2. They will not be used on a continuing basis. Those institutions that have already run the SFRNSLC process for multiple Branch or FICE codes in terms that are still active will use these scripts to bring the control table up to date, so that records exist for all the Branch and FICE codes that have already been submitted. After that, SFRNSLC will insert the control records for the correct Branch and FICE codes, whenever the process is run in modes 2 or 3.

Institutions that do not run SFRNSLC for multiple Branch codes or multiple FICE codes do not need to run any of the optional scripts, unless the **Institution FICE Code** value on SHACTRL was `Null` at the time of the upgrade.

No wildcard values (%) may be entered for these scripts. A specific value must be entered for each prompt that is displayed. When a date or time is requested, enter the date and time in the format presented, with a single space separating the date and time components.

No commits are performed by the scripts. After running the update, insert, or delete script, you can review the changes by re-running the report script (`srsfrtctl.sql`), to see the effect of the update, insert, or delete process. At that point, you can decide whether you want to save the changes or roll them back.



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### *Report Script - srsfrtctl.sql*

The `srsfrtctl.sql` script is run for the Term and will display SFRTCTL records that exist for the entered term. The `sfrtctl.lis` file is produced, so you can review the output.

**Note:** If the report script is run multiple times, the output file will be overwritten each time. If you want to preserve any particular output from the report script, rename the existing `sfrtctl.lis` file before re-running the script.

### *Update script - susfrtctl.sql*

The `susfrtctl.sql` script can be run to update the Branch code and FICE code to the appropriate values on existing SFRTCTL records. (For example, if the institution last submitted a report for the Branch code of 03, they can use this script to update the Branch code on the existing record to 03). Prompts are explanatory as the script is executed.

### *Insert script - sisfrtctl.sql*

The `sisfrtctl.sql` script can be run to insert records for other Branch codes and FICE codes that were previously run for the term. If an institution last ran SFRNSLC for the Branch code of 03, they can now insert SFRTCTL records that reflect their previous submissions of Branch codes 01 and 02.

### *Delete script - sdsfrtctl.sql*

The `sdsfrtctl.sql` script can be run to delete records from the SFRTCTL table, should there be a need to do so. It contains prompts for Term, Report Date/Time, Standard Indicator, Branch Code, and FICE Code. Only the records that match all entered values will be deleted.

## *Processing Recommendations for Creating the Extract Files*

Time delays should be avoided between obtaining the message of `No invalid or missing data for the <term code> term` when running the Clearinghouse Extract Report in the report of missing data or invalid data mode and producing the extract file to send to the Clearinghouse.

Data entry changes even in a short period of time could result in errors being introduced before the data is extracted. Optimally, the processing should be run during off hours to minimize possible additions or updates to data which could introduce new errors.

Subsequent reports to the Clearinghouse for the same term rely on comparing the students' statuses from the previous report to determine any changes in enrollment and reporting of status start dates, if required. A control table is used to store the term, report date, report flag, and activity date each time the EDI or EDI.Smart TS190 output is created by the Clearinghouse Extract Report. For consistency, the user responsible for processing the extract file that is submitted to the Clearinghouse must use the same parameter values for each submission during the same term.

It is recommended that the Job Parameter Set Default feature in job submission, which allows a user ID to store more than one set of parameter defaults for the same job, be used to save the parameters that are used each time to process the Clearinghouse Extract file. With this information available online, you can recall the previous set of parameters submitted, update them by changing only the report date, and then save the change to a new job parameter set name.

If an error occurred and was detected in the process of creating the extract file, and the file needed to be created again (either problems with data or incorrect parameters, entered, etc.), it is necessary

for authorized personnel to delete the appropriate row or rows from this table in SQL\*Plus. This *must* be done, because subsequent reports for the same combination of term and report flag compare the control table report date from the previous processing date to the time status history table to determine if changes in student enrollment status have occurred.

## Job Stream Processing Alternatives and Recommendations

There are three basic alternatives to job stream processing for reporting to the Clearinghouse. The processing flow is dictated by when, and if, the **Calculate Time Status (Indicator)** on the Term Control Form (SOATERM) is set to Y.

The options, on a term-by-term basis, for this indicator are:

1. always set to Y or selected,
2. always set to N or cleared, or
3. sometimes set to Y (selected) and sometimes set to N (cleared).

If processing demands are heavy during peak periods of registration activity, it may be advisable to set the **Calculate Time Status (Indicator)** to N or cleared. If the indicator is set to N or cleared, you should determine, in conjunction with technical personnel, when the Time Status Calculation Update Process (SFRTMST) should be executed. It may be desirable to run this process nightly, possibly in conjunction with registration fee assessment. If it is important to your institution to track all enrollment status changes and the precise dates on which they occur for institutional reporting purposes, it is advisable to run this process daily if the SOATERM indicator is set to N or cleared.

If the **Calculate Time Status (Indicator)** on SOATERM is set to N or cleared during any period of activity that affects registration (online in SFAREGS, SFAMREG, telephone registration, and Web registration), it will be critical to run the Time Status Calculation Batch Process (SFRTMST) *at a minimum of the day before* it is necessary to submit an extract file to the Clearinghouse. It would be advisable to run the batch process to double check for errors that may not have been resolved, even if the indicator had been set to Y (selected) and not changed to N (cleared) at any time during processing.

## Additional Information About Clearinghouse Reporting

As the Clearinghouse Extract Report only selects currently registered students, the termination date for previously enrolled students who do not return in a subsequent term reported is handled as follows.

The Clearinghouse maintains the complete history of data that is reported from your institution. Their programs compare current reports with previous reports, and their processing determines that a student has terminated their enrollment if they are not included in the next term reported by your institution. The Clearinghouse will report the termination date as the end date of the previous term. The term start and end dates are data elements that are reported as part of the extract processing.

Students who are enrolled in special programs are considered to be full-time students, and should be reported to the Clearinghouse, but are not registered in any courses, should *not* be enrolled in "dummy" courses for the purpose of reporting to the Clearinghouse. This should be handled as follows:

There are two options, given the current design of Clearinghouse processing.

- First, a registration term header record can be created without actually registering the students in courses (Save in SFAREGS without adding courses). Because this registration term header record exists, a manual (USER) time status record can be entered by accessing the Time Status History window from the Key Information of SFAREGS. Maintaining the information becomes a manual process. Be aware, however, that adding a registration term header record can have many processing consequences in the Banner Student System, including adding to the headcount, causing registration fee assessment to occur if there are “generic” registration fee assessment rules built, affecting IPEDS reporting, etc.
- The second option is to manually edit the extract file.

The process performs an additional check to ensure that the ZIP code length transmitted in the extract file does not exceed the nine positions permitted by the NSC. If a ZIP code longer than nine positions is found, the following message will be printed when the process is run selecting the Report of Missing/Invalid Data run mode option: `Zipcode length exceeds 9 characters`

If this error is found on the report, you should review the ZIP/Postal code for the address record that would have been processed, based on the address hierarchy parameter values. Please note that hyphens (-) are excluded by the process so that a ZIP/Postal code of 12345-1111 will be reported in the extract file correctly as 123451111. Also, any blank spaces that may exist at either the beginning or end of the data are also excluded. Blank spaces contained within the ZIP/Postal code, however, are not automatically removed, because the syntax requirements for the ZIP/Postal code in some cases correctly includes blank spaces (for example, Canada).

### *Foreign Addresses*

In the N4 segment of the Transaction Set 190 for SFRNSLC, the reference designator N402, data element 156, accommodates foreign addresses.

If the student's selected address does not have a state code, the state code in this data element needs to be populated with a value equal to FO. If the value of FO is in the State field, then the country code as defined on the SPRADDR record, in reference designator N404, data element 26, needs to be updated with the EDI equivalent country code found in STVNATN\_EDI\_EQUIV.

## **Reporting Graduates and Summer Term Enrollment**

This section discusses specific reporting for graduates and summer term students.

### *Reporting Spring Graduates*

The Clearinghouse would like to receive a separate, graduates-only report and will accept a report that includes graduates in addition to other students enrolled in the term of graduation.

The most critical part of processing your Clearinghouse file to report Spring Graduates is having the correct response to the SFRNSLC process Report Flag parameter. The Clearinghouse has requested that this report be submitted as a non-standard report. To create a non-standard report for the purpose of identifying Spring Graduates, the response to the Report Flag parameter must be N. This identifies that the report is for non-standard term data, and places the proper value in report flag position of the file. For normal term processing, the Report Flag parameter must be set to Y.

---

It is critical that a non-standard report of Spring Graduates be completed and submitted to the Clearinghouse before any scheduled file submittal for the next regular term. If your Spring Graduates report is delayed beyond the first submittal for the next regular term (fall, not summer), students who graduated will be assumed by the Clearinghouse to have withdrawn from the institution, because they no longer appear in the file. The Clearinghouse will report these individuals to lenders and guarantors as withdrawn, with the effective date being the last day of the previous term. One consequence is the possibility of having already passed the grace period, leaving little time for lenders to notify the students of repayment obligations and deadlines. This usually is a problem with Fall Graduates, rather than Spring Graduates, because of the limited time between the end of the fall term and the beginning of the winter or spring academic term.

Please be aware that the graduation date that is reported should reasonably reflect the date that the student terminated with the institution. The SFRNSLC process reports the **(Anticipated) Graduation Date** on the Degrees and Other Formal Awards Form (SHADEGR) as the graduation date. This may be an issue if the ceremonial graduation date is recorded in this date, and the actual ceremony is several weeks or months beyond the final day of the semester. Please review your current policy for recording this date, to determine if your procedures are in compliance with this requirement.

**Note:** To report a student as graduated or EB4, the student's current learner record needs to match the program/major of the SHRDGMR awarded degree.

### *Reporting Summer Enrollment*

The Clearinghouse would prefer to receive a report only for summer term students who are enrolled full-time or half-time, but they will accept a submission where other students cannot be excluded. Please be aware that the SFRNSLC process will include all enrolled students for your summer term(s).

As with the Spring Graduates file, the Clearinghouse would like to have the Academic Term data element in the Header Record of the file reference Summer Term. Again, this is not an absolute requirement, and the description for your summer term(s) from the Term Code Validation Form (STVTERM) prints in this data element and is acceptable.

Your Time Status Rules Form (SFATMST) may need to be updated to reflect the correct values for calculating the different enrollment classifications (full-time, half-time, less than half-time) for summer enrollment. Because Banner time status rules are effective-term driven, it may be necessary to add a rule for your summer term(s), and then add another rule for the upcoming fall term, so that enrollment classifications are calculated correctly.

As with the Spring Graduates report, it is critical that your summer enrollment reports to the Clearinghouse are specified as non-standard reports. To identify the summer report as non-standard, you must set the Report Flag parameter to N.

### *FERPA and Clearinghouse*

The National Student Clearinghouse uses a Data Block Indicator in the Clearing House Extract Report (SFRNSLC) so that schools who participate in the Clearinghouse will remain compliant with The Family Educational Rights and Privacy Act - FERPA.

The only items that the block relates to are the name of and dates for the student.

The output of the ENR10 segment record is affected by the Data Block Indicator. The value of the record can be **Y** (Yes, the student requests their name and date information be confidential), or **N** (No, the student does not request their name and date information be confidential).

The **Confidential (Indicator)** on the General Person Form (SPAPERS) must also be set correctly.

- The ENR10 element will be set to **Y** when the **Confidential (Indicator)** on SPAPERS is selected (SPBPERS\_CONFID\_IND = Y).
- The ENR10 element will be set to **N** when the **Confidential (Indicator)** on SPAPERS is cleared (SPBPERS\_CONFID\_IND = N).

*For example:*

---

```
ST|190|000000001
BGN|11|000000001|981214|1232|ES
ENR|EB6|UN|D8|20000513|||||N|Y|D8|19981214
  ^-here the ENR10 element = N
DTP|382|RD8|19970901-19971215
ENT|01|S2|34|5 2443935
IN2|02|Michael
IN2|05|Gates
N3|1640 Yates Avenue
N4|Bronx|NY|10461
ENT|02|M8|DS|999900||||U2|Fall 1997
SE|11|000000001
```

---

## Reporting Class/Credential Levels

The optional reporting field for Class is controlled by the Class Level parameter in the Clearinghouse Extract Report (SFRNSLC).

This parameter provides the ability to report a traditional class calculation based on credits (Freshman, Sophomore, Junior, Senior). You can also report on the overall levels of Associate's or Bachelor's using the following class values:

- **A** (Associate's)
- **T** (Post baccalaureate certificate)
- **B** (Bachelor's)

Here is the complete list of values from the **NSC Class Level Translation** field on STVCLAS:

- 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
  - Bachelor's - saved to the database as B
  - None

The Class Level parameter in SFRNSLC also permits the use of STVACAT values to determine the credential level when a student is reported as graduated. (You can also use the parameter to report class values for enrolled students who have not graduated if needed.)

When the Class Level parameter is set to Y, the following processing occurs.

- You can use the STVCLAS rules to populate the Class/Credential field in the file for all students.
- If the student is a graduate (reporting as EB4 status), the process determines the NSC value to be reported based on credential level rules in STVACAT, instead of using STVCLAS.

The following fields on STVACAT allow the NSC codes to be different from the codes being used by the SSCR file. (It is possible that the NSC could make changes that vary from those required by the NSLDS. Therefore, using these fields can prevent issues in the future.)

- The **NSC Credential Level Translation** field is a pulldown list used to determine which code is to be reported to the NSC using the required EDI TS190 codes. The values displayed are in accordance with the credential levels required by the NSLDS and are mapped to the values used by the Clearinghouse. The Clearinghouse translates the reported values reported to the permitted NSLDS credential level values. 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
  - Post baccalaureate certificate - saved to the database as T
  - None - saved to the database as N
- The **NSLDS Credential Level Translation** field is a pulldown list used to determine the value needed to support institutions using the NSLDS SSCR Process (SFRSSCR) for reporting. 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
- First Professional - saved to the database as 07
- None - saved to the database as N

If STVACAT is not set up, but the Class Level parameter in SFRNSLC is set to Y, the translation of values from STVCLAS will occur, and the Clearinghouse report will be produced based on the class values for students who are enrolled, but who are not reported as graduated. To report a credential level for graduated students, institutions need to map the degree award category code to a credential level using the additional STVACAT values.

An error is produced when a student who is reported as less than half-time enrollment does not have an expected graduation date. An error is reported when a student reported as graduated does not have a credential level.

### *Reporting Degree Levels*

The Degree Verification Process (SHRDEGV) uses codes from the Degree Award Category Code Validation Form (STVACAT) to process degree levels. These codes are defined within the process and are not related to the field on STVACAT.

The degree level of T (Post Baccalaureate Certificate) is used with the types of degrees earned by students. The value of T translates to an STVACAT value of 41, the EDI TS190 value.

## **Deletion of Time Status Records**

The following processes may be used to delete time status history records.

- The Registered, Not Paid Process (SFRRNOP) can be used to delete any time status history records that may exist for the processing term.
- The Registration Purge (SFPREGS) can also be used to optionally delete any time status history records that may exist for the processing term.

## **Troubleshooting - Error Messages**

This section reviews error messages for time status processing.

### *SFAREGS Error Messages and Resolutions*

- \*ERROR\* Registration MUST exist for term before updating time status history

This message indicates that the ID for the term in the Key Information is not registered for the term. Time status records cannot be calculated and then viewed or updated until registration exists (at a minimum the registration term header record must exist).



- *\*WARNING\* Time status information MUST be updated manually*

This message indicates that a USER (manual) time status currently exists for the ID for the term in the Key Information. This message is not a fatal error. It is an alert to the user that changes in registration will not automatically override a USER (manual) update to time status.

- *\*WARNING\* Unable to calculate time status. Check rules on SFATMST*

This message indicates that a problem was encountered in attempting to calculate a time status for the ID and term in the Key Information. A problem may exist in the construction of the Time Status Rules (SFATMST). Check to make sure there are no gaps in the rules, and that a rule exists for 0.00 minimum and 0.00 maximum credit hours. This message is not a fatal error, but the problem should be investigated and resolved.

- *\*WARNING\* Unable to update SFBETRM*

This message indicates an Oracle grants problem. Contact the DBA for assistance.

- *\*WARNING\* Unable to insert into SFRTHST*

This message indicates an Oracle grants problem. Contact the DBA for assistance.

### *SFAMREG Error Messages and Resolutions*

- *\*WARNING\* Unable to calculate time status for ID <ID number>. Check rules on SFATMST*

This message indicates that a problem was encountered in attempting to calculate a time status for the student associated with the message in the Results window. A problem may exist in the construction of the Time Status Rules (SFATMST). Check to make sure there are no gaps in the rules, and that a rule exists for 0.00 minimum and 0.00 maximum credit hours. This message is not a fatal error, but the problem should be investigated and resolved.

- *\*WARNING\* Time status for ID <ID number> MUST be updated manually*

This message indicates that a USER (manual) time status currently exists for the ID number displayed in the error message. This message is not a fatal error. It alerts you that changes in registration will not automatically override a USER (manual) update to time status.

- *\*WARNING\* Unable to update SFBETRM*

This message indicates an Oracle grants problem. Contact the DBA for assistance.

- *\*WARNING\* Unable to insert into SFRTHST*

This message indicates an Oracle grants problem. Contact the DBA for assistance.

### *Other Errors and Problems*

- No time status displays in the Time Status History window in SFAREGS after registering a student.

The **Calculate Time Status (Indicator)** on SOATERM must be set to Y (selected), or if it is set to N (cleared), the Time Status Calculation Update Process (SFRTMST) needs to be run.

- The time status that was calculated seems to be incorrect.

The time status calculation is based on the rules that have been established on the Time Status Rules Form (SFATMST). Those rules should be examined closely. First, determine that there are



no gaps in the rules and that a rule exists for 0.00 minimum and 0.00 maximum credit hours for all applicable student levels. Depending on the complexity of the rules, check carefully for the rule that matches all of the characteristics of the student in question -- are there rules for student campus, college, degree, major, etc. Remember that if one of the elements in a rule is blank, it is treated like a wildcard, and all students will match that element, regardless of the value.

For example, if there are two rules for the main campus, and one of those rules is specific to engineering majors, all other majors will be considered by the rule that does not specify engineering majors. Also, examine the course levels included in the rule that you expect the student to meet, and the actual level of the courses on SFAREGS.

- A SYSTEM ("S") calculated time status record was added after a USER ("U") time status record already existed. USER records are not supposed to be treated as overrides, and prevent SYSTEM calculations from adding additional time status history records.

This happened because SYSTEM calculations can be forced to resume if needed for a particular student term if a USER time status history record exists. Either the update to the registration term header record was made by authorized personnel in SQL\*Plus, or the complete time status history record (SFRTHST) was added in SQL\*Plus.

## Achieve the Dream Reporting

Achieve the Dream reporting is used to improve student achievement at community colleges with a focus on coursework completion and earning of certificates or degrees. The data collected provides incentive for institutional changes that promote student success.

Reporting uses fields for Pell Grant Recipient Flag and Remedial Flag on the Clearinghouse Extract Report (SFRNSLC) to report the data to the Clearinghouse. These fields are considered in run modes 2 (EDI TS190 output) and 3 (EDI.Smart TS190 output).

The associated SFRNSLC parameters are also used with reporting.

- Remedial Course - Optional. Enter the remedial course attribute code. Valid values come from the Attribute Validation Form (STVATTR).
- Pell Grant - Optional. Enter the Pell Grant detail code. Valid values come from the Detail Code Control Form (TSADETC).

The setting of the Pell Grant Recipient Flag field is based on the detail code value entered in the Pell Grant parameter. The SFRNSLC report compares the parameter value with the detail codes on the student account for the report term. The results are as follows.

- When a matching detail code is found and the Pell amount is greater than zero, the student is reported with a value of Y.
- When no matching detail code is found or the Pell amount is less than or equal to zero, the student is reported with a value of N.
- When no detail code is entered in the parameter, the process does not report anything for the Pell Grant Recipient Flag field.

The setting of the Remedial Flag field is based on the attribute entered in the Remedial Course parameter. The SFRNSLC process compares the parameter value with the attributes on the sections for which the student is registered during the report term.

- When a registered section has the matching attribute, the student is reported with a value of R for Remedial.
- When no attribute is entered in the parameter, the process does not report anything for the Remedial Flag field.

## National Student Loan Data System (NSLDS) Student Status Confirmation Report (SSCR) Roster File Procedures

This section discusses regulatory reports to the NSLDS.

### Overview of Processing for NSLDS SSCR Reporting

This report is provided for direct lending institutions to process and update, as appropriate, data received for Title IV aid recipients on the Student Status Confirmation Report (SSCR) from the National Student Loan Data System (NSLDS).

Any questions about the SSCR process should be directed to the NSLDS Customer Service Center at 1-800-999-8219.

The following sections outline the processing requirements and procedures for processing the SSCR file and creating the updated School Submittal file, and processing the Error Notification File.

NSLDS places each institution's SSCR File on the Title IV WAN. Your institution must review, update, and return the file within 30 days of receipt. After your institution has transferred the Roster File from the Title IV WAN to their Banner system, the SFRSSCR process will read that file, match records in the file to Banner, perform updates as appropriate, and write out the updated School Submission flat file which is then submitted to NSLDS. Any issues directly related to obtaining and accessing the SSCR File, and returning the updated file should be reported directly to the Customer Service Center at NSLDS.

### Sources of Data for SSCR Roster File Update

The validity of the updates to student enrollment information depends on the use of the Banner functionality to perform time status calculations (based on student enrollment) for the purpose of reporting to the National Student Clearinghouse (NSC).

Refer to the [National Student Clearinghouse \(NSC\) Reporting Procedures](#) on page 1076section of this chapter for overall data requirements, term specific data requirements, and a detailed description of how a student's status (enrollment status, or other status such as deceased, on an approved leave of absence, etc.) is calculated and reported.

**Note:** The same logic from the Clearinghouse Extract Report (SFRNSLC) is used to determine each student's enrollment status when processing the SSCR Roster File. For efficiency, time status information is retrieved from the registration term header record, rather than from the time status history table, because the most current time status is always reported to NSLDS. The actual values reported and used to update the file, however, are different from the values reported in the SFRNSLC program. In the SFRNSLC process, each enrollment status is translated to the equivalent EDI TS 190 required code for that status. This translation does not occur in the SFRSSCR process.

The following list summarizes both the SSCR and EDI TS 190 codes that are reported with a brief description, to assist users familiar with the SFRNLSC process:

Description	NSLDS Code	EDI TS 190 Code
Approved Leave of Absence	A	EB9
Deceased	D	EB1
Full-time	F	EB6
Graduated	G	EB4
Three-Quarter time	Q	EBO
Half-time or more, but less than Full-time	H	EB7
Less than Half-time	L	EB8
Withdrawn	W	EB3
Never attended *	X	N/A
No record found **	Z	N/A

**Note:** \* A status of "Never attended" indicates that an individual on whose behalf a loan was certified or awarded, who was admitted, and may have enrolled (registered), never attended classes at the institution (institution has a record of the person, but no record that they actually attended classes). This status is not used when reporting to the NSC. Although the Class Attendance Roster Form (SFAALST) includes an informational field for entering the total hours that a student attended the class, this does not serve the purpose of identifying registration without attendance.

For SSCR file processing, an individual is reported with a status code of X if they exist in Banner (a match is found), but no registration term header record exists for the term associated with the SSCR file. It is assumed that if a student pre-registered for a term, but never attended, either one of two actions would be taken procedurally. One action would be to run the Registered, Not Paid Process (SFRNNOP), which would result in the registration records being deleted.

The other action would be to update the student enrollment status on the registration record to a code that would indicate that the student was not actively enrolled. The enrollment status code should have the **Third Party Withdrawal Indicator** set to Y on STVESTS. In the first situation, the student is reported as Never Attended (X), whereas in the second situation the student is reported as Withdrawn (W).

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**Note:** \*\* A status of “No record found” is reported when no matching person record is found in Banner.

## Process Flow for SSCR File Processing

Complete the following procedural steps in the sequence outlined to ensure that up-to-date, valid, and complete data is available for processing the SSCR File.

These steps should be verified or completed just before each scheduled SSCR update.

### *Initial receipt of SSCR Roster File*

Registrar's/Enrollment Office.

#### **Procedure**

1. Verify that registration add/drops are current.
2. Run the Time Status Calculation Update Process (SFRTMST) in Audit mode.
  - a) Review output for messages.
  - b) Review data and complete updates as required to resolve issues with missing data or data that isn't valid; re-run in Audit mode until all data issues are resolved.
3. Run SFRTMST in Update mode.
  - a) Review output for messages - confirm that no new errors have been introduced between Audit and Update mode runs.  
If new errors exist, return to Audit mode and repeat process.
4. Run SFRSSCR for Roster File in Audit mode.
  - a) Review output for messages.
  - b) Review data and complete updates as required to resolve issues with missing data or data that isn't valid; re-run in Audit mode until all data issues are resolved.
5. Run SFRSSCR for Roster File in Create flat file mode to produce Submittal File.
  - a) Review output for messages - confirm that no new errors have been introduced between Audit and Create flat file mode runs.  
If new errors exist, return to Audit mode and repeat process.

### *Subsequent receipt of Error Notification File*

Registrar's/Enrollment Office

#### **About this task**

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## Procedure

Run SFRSSCR for Error Notification File in Error listing mode.

- a) Review output for messages indicating success or errors in previously submitted file.
- b) No Errors exist - no further action required.

- or -

- c) Errors exist
  - Review data and complete updates as required to resolve NSLDS errors reported in Error listing mode output.
  - Run SFRSSCR for Error Notification File in Audit mode.
  - Review output for messages.
  - Review data and complete updates as required to resolve issues with missing data or data that is not valid; re-run in Audit mode until all data issues are resolved.
  - Run SFRSSCR for Error Notification File in Create flat file mode to produce Error Correction File.
  - Review output for messages - confirm that no new errors have been introduced between Audit and Create flat file mode runs. If new errors exist, return to Audit mode and repeat process.

**Note:** If an Error Correction File is submitted, NSLDS will return an Error Notification File in response to the Error Correction File. The new Error Notification File must also be processed using the same steps described above. The cycle of Error Notification and Error Correction Files will continue until NSLDS reports that no errors found.

## NSLDS SSCR Roster File Update Process (SFRSSCR)

Initially, your institution will upload the SSCR Roster File from NSLDS.

That file is to be updated appropriately, and returned to NSLDS as the SSCR School Submittal File. NSLDS analyzes the returned Submittal File, and subsequently returns an SSCR Error Notification File to your institution.

The Error Notification File may indicate that all records in the Submittal File were accepted and processed without errors, or it may indicate that errors were encountered in the processing of the Submittal File.

If errors were found, the records in error are returned in the Error Notification File, along with specific error codes that identify the problem(s) found. Those errors must be investigated, and an Error Notification Correction File must be returned to NSLDS with changes to resolve the errors that were reported. The SFRSSCR process is designed to accommodate the processing of both the Roster File and the Error Notification File.

The following output files are created when the Roster file or Error Notification file is processed in Create flat file mode.

- report output and control information listing, which includes appropriate messages about the data or processing of the file

- log file
- flat data file with updates that would be transmitted back to NSLDS

The SFRSSCR process allows students to be selected based on the level, campus, or college associated with the current general student record. Multiple values may be entered for each parameter, or % may be designated for all values. Level, campus, and college values entered as parameter selections are compared only to the student's primary curriculum information. This allows institutions with different schools to identify the appropriate groups of students if they receive multiple files from NSLDS to process.

Because of great variance in the data supplied by the various lenders and guarantee agencies to NSLDS, the process allows the option to Match on ID/SSN only, rather than on ID/SSN and Last Name. For processing, it is recommended that the Roster File should initially be processed in Audit mode matching on both ID/SSN and Last Name (the default).

Depending on the consistency and integrity of the data in the SSCR File, it may be desirable to process the Roster File again in Audit mode, but selecting the Match on ID/SSN only option. The two outputs should be compared to determine which option is best for evaluating matched records. If the Match on ID/SSN only option is selected, you should be aware that the possibility could exist that an incorrect SSN in the Roster File could become associated with the wrong person in Banner.

This process uses the **Third Party Withdrawal Indicator** on STVESTS to report students as withdrawn to the NSLDS. When the indicator is not selected, the process will not consider the student as withdrawn and will report the last time status for the student that was calculated by the time status rules.

The process also uses the **Third Party Report Indicator** on STVLEAV to select leave of absence codes for the student. The process will only select leave of absence codes from the general student record to be reported as valid leaves when the indicator is selected.

SFRSSCR processes files using the eight digit OPEID number that is reported in the file from the NSLDS. SFRSSCR does not process data using branch codes or population selection.

### *Class/Credential Levels*

Users can report a credential level for all graduated students and an anticipated graduation date for all students, including those registered as less than half-time.

SFRSSCR reports the credential level from rules on SFACPLR for all students reported as graduated and maps the credential level code to an NSLDS credential level.

An error is produced when a student who is reported as less than half-time does not have an expected graduation date. An error is reported when a student reported as graduated does not have a credential level.

### *Roster File Processing*

The Roster File can be processed in either Audit mode or Create Flat File mode.

In Audit mode, any records that cannot be identified as a match to an existing Banner record will be reported, and any missing data or data that is not valid, that would be required for creating the updated flat file will be reported. The Audit mode report should be reviewed, and corrections or

adjustments should be made to resolve all data problems. Audit mode can be executed as many times as needed to identify and resolve errors.

**Note:** If the Create Flat File mode is selected, the potential exists for missing data or data that is not valid, to be written to the Submittal File, depending on the amount of time that has elapsed after processing in Audit mode. The report information from Create Flat File processing should also be reviewed for errors. The process can be run in Create Flat File mode multiple times because no database updates in Banner occur. Running the process again in Create Flat File mode creates a new version of the Submittal File.

### *Resolving Data Errors in the Roster File*

The Audit mode report for the Roster File will detect problems with data, which must be fixed by authorized users.

The following are the error messages that may print on the report, the source of the error, and what is required to fix the problem:

- No Address on SPAIDEN

This message indicates that address information could not be found for the address hierarchy that was entered. For example, if 1MA and 2PR were the address types selected for the report, this message would indicate that neither an MA or PR address type could be found for the student. If it appears that the student does have an address that matches the hierarchy that was entered, the error message is probably caused by the effective date of the address not being valid as of the date of processing.

Address information is required for all students that are reported to NSLDS. An address with an effective date before the processing date must be entered that will match the address hierarchy that is used for the process. Please note that this processing occurs only for records that have no address in the file.

**Note:** As of March 1, 1999, the NSLDS no longer requires address information in SSCR files. The NSLDS will obtain this information from other sources. Institutions will not be sent error messages if this information is provided.

- No Expected Grad Date on SGASTDN

Students who have been identified as full-time, half-time, or on a leave of absence require the expected graduation date to be reported. This message indicates that the **Expected Graduation Date** field on the General Student Form (SGASTDN) is blank. An expected graduation date must be entered.

**Note:** The expected graduation date on the general student record will roll to the (Anticipated) Graduation Date on the Degrees and Other Formal Award Form (SHADEGR) during the first grade roll to academic history (either performed online with the Class Roster Form (SFASLST), or in batch with the Grade Roll to Academic History (SHRROLL).

- SSN must be entered on SPAPERS

This message will occur only when students are added to the file and indicates that the **SSN/SIN/TIN** field on the General Person Form (SPAPERS) is blank. The social security number is required for all new students added to the file, and must be entered.

- 
- No Deceased Date on SPAPERS

This message will occur only when a student is identified as deceased and the **Deceased Date** field on the General Person Form (SPAPERS) is blank. This date, if available, is reported as the status effective date for a deceased student; otherwise the date is reported as "00000000".

- Time Status on SFAREGS is missing or invalid

Students who are enrolled in classes for the term must have a time status record that has been created before the reporting date, so the time status can be reported. This message indicates that either no time status record exists for the student because online or batch calculation of a time status has not occurred previously for the report term, or an error was encountered when the time status was calculated previously.

To resolve this problem, run the batch Time Status Calculation Update Process (SFRTMST) in Audit mode to review more detailed messages about the errors. After resolving any problems that may exist with time status rules, etc., SFRTMST may be run in Update mode to calculate and store time status records, or the time status can be re-calculated and stored online on the Student Course Registration Form (SFAREGS).

- Expected Grad Date on SGASTDN precedes current date

This message indicates that the **Expected Graduation Date** on the General Student Form (SGASTDN) is a past date, rather than a future date. If this message occurs, the date in this field should be reviewed and updated as appropriate to a future date.

- SGASTDN grad date precedes term end

This message indicates that the **Expected Graduation Date** on the General Student Form (SGASTDN) is not greater than or equal to the end of the processing term. If this message occurs, the date in this field should be reviewed and updated as appropriate to a future date.

- No Graduation Term on SHADEGR

Students who have been awarded a degree during the current term (have a status of graduated) require the date of completion of course requirements to be reported. The most recent part of term end date for graded courses for the term is reported for the completion date. If no graded courses exist for the term, the **(Anticipated) Graduation Date** on the Degrees and Other Formal Awards Form (SHADEGR) is reported as the completion date. This date must be entered on this form.

### *Matching Students in the SSCR File to Banner Records*

Each student record in the SSCR Roster File includes a social security number and last name. These elements are used as the basis for searching for a matching record within Banner.

The SFRSSCR process examines the social security number data element in the General Person Form (SPAPERS), in addition to all IDs in the General Person Identification Form (SPAIDEN), both current and previous, to determine a match to the SSN reported in the Roster File.

The process also examines all last names, previous and current, to determine a last name match. If a match for any SSN/last name combination cannot be found, a record is written to the control report with the information from the SSCR file - SSN, Last Name, First Name, Middle Name, Date of Birth, Street Address 1, City, State, County, and ZIP/Postal Code.



If in fact the student in the Roster File is unknown to your institution, the SFRSSCR process will report that individual as a status of "Z", indicating no record exists at your institution for that person, without any further user intervention.

If, however, you can identify an individual at your institution who should "match" the Roster File record, but was not matched because the SSN and last name reported in the Roster File did not match an existing combination of ID/SSN and any current or previous last name in Banner, it is necessary to add either an Identification record (SPAIDEN) or a social security number in Banner to "force" a match so that the individual can be associated with the Roster File record and then be processed, updated, and reported properly.

If the Roster File last name is different from any existing Banner last name, a name change record can be added using SPAIDEN. If the Roster File SSN is different from any existing Banner ID or the SSN on SPAPERS, an ID change record can be added using SPAIDEN, or the SSN can be entered, if this is preferable and appropriate. Please note that the SFRSSCR process will not under any circumstances update SSNs that are transmitted by NSLDS. The SSN reported on the SSCR file will always be the SSN that is returned in the Submittal File and the Error Correction File.

If a match is found on SSN/Last Name combination, the record is updated with the appropriate enrollment status code and effective date for that status, if needed. If any of the name fields (**Last Name**, **First Name**, or **Middle Name**) do not match the corresponding current name fields, then all of the fields provided for reporting a name change in the SSCR file (these fields are referred to as New Student's Last Name, New Student's First Name, and New Student's Middle Name) are updated with the data in the current name record as null.

Please note that if a middle name is reported in the Roster file, but no middle name exists in Banner, the middle name is not updated to blank (null) in the returned Submittal File.

### *Source of Effective Dates for Statuses*

For each student enrollment status, an effective date for that status is reported.

The following lists the source of data for each enrollment status reported:

<b>Enrollment Status</b>	<b>Source of Data - Form</b>	<b>Source of Data - Field</b>
Approved Leave of Absence	SGASTDN	<b>Leave of Absence From Date</b>
Deceased	SPAPERS	<b>Deceased Date</b> , if available; otherwise reported as "00000000"
Graduated	SSASECT	Most recent <b>Part of Term (End Date)</b> for graded courses for the term
Full-time	SFAREGS	Most recent <b>(Time Status) Date</b>
Three-Quarter time	SFAREGS	Most recent <b>(Time Status) Date</b>
Half-time or more, but less than Full-time	SFAREGS	Most recent <b>(Time Status) Date</b>

<b>Enrollment Status</b>	<b>Source of Data - Form</b>	<b>Source of Data - Field</b>
Less than Half-time	SFAREGS	Most recent <b>(Time Status) Date</b>
Withdrawn	SFAREGS	(Enrollment) Status Date
Never attended *	N/A	<b>Certification Date **</b>
No record found *	N/A	<b>Certification Date **</b>

\* See explanation under Sources of Data for SSCR Roster File Update.

\*\* Certification Date is the date/time the Roster File is processed and updated to create the Submittal File.

### *Updating Existing Records With New/Changed Information*

Fields exist to report changes in date of birth and address information.

The SFRSSCR process compares the birth date supplied in the Roster File to the birth date on the General Person Form (SPAPERS). If no birth date is reported in the Roster File, or if the birth date is different from the birth date in Banner, the Banner birth date is written to the Submittal File. Address information, if supplied in the Roster File, is not compared to Banner address information, and no updates will be proposed for address information in the Submittal File.

Date of Anticipated Completion is reported in the SSCR file, if applicable. The Banner process will compare the reported anticipated completion date to the current Banner expected graduation date in the General Student Form (SGASTDN). If the dates are different, the SSCR file is updated with the Banner date.

A check is performed to ensure that the expected graduation date is greater than the certification date for the file. If this date is earlier than the certification date, the error message `Expected Grad Date on SGASTDN precedes current date` is written to the report information.

### *Identifying New Students and Adding Them to the SSCR File*

The NSLDS SSCR Process (SFRSSCR) is used by direct lending institutions to process and update data received for Title IV aid recipients on the Student Status Confirmation Report (SSCR) from the National Student Loan Data System (NSLDS).

Institutions can process the SSCR File, create the updated School Submittal File, and process the Error Notification File.

Enrollment status information is dependent on information calculated and stored in the Banner Student System as a result of the reports used for National Student Clearinghouse (NSC) Reporting.

As records in the SSCR File are matched to Banner records, the PIDM for each matched Banner record is saved internally in the program. In a subsequent processing step, the program will determine if there are additional individuals who were not included on the SSCR file. If an individual found in this selection has not already been processed, the record is added to the end of the SSCR

file output, populating the fields in the Detail Record using the same structure as the matched records. Data for new students is not placed in separate areas of the output file.

### *Error Notification File Processing*

The Error Notification File can be processed in Error Listing mode, Audit mode, or Create Flat File mode. The file should be processed initially in Error Listing mode.

This produces a report listing the records flagged by NSLDS as errors, and the error conditions that were encountered. The messages about the error conditions are taken from the SSCR User's Guide as follows:

<b>Error</b>	<b>Message/Description</b>
11	<i>No Detail Record matches the record identifiers, Student's SSN, Student's First Name, Date of Student's Birth in NSLDS</i>
13	<i>Invalid Date of Student's Birth</i>
15	<i>Invalid Date of Anticipated Completion</i>
16	<i>Anticipated Completion Date cannot be greater than 10 years after the Certification Date</i>
19	<i>Missing Code for Enrollment Status</i>
20	<i>Invalid Code for Enrollment Status</i>
21	<i>Invalid Date Enrollment Status Effective</i>
22	<i>Enrollment status of 'X' or 'Z' cannot be reported if enrollment history at the school exists</i>
23	<i>Missing Date of Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to D for Deceased</i>
26	<i>Anticipated Completion Date must be greater than Certification Date when Enrollment Status Code = A, F, H, or L</i>
30	<i>Certification Date must be greater than or equal to Enrollment Status Effective Date</i>
32	<i>Student status could not be applied as current due to a reporting/history violation</i>
33	<i>Anticipated Completion Date must be greater than or equal to Enrollment Status Effective Date</i>
34	<i>Enrollment Status Effective Date cannot equal Certification Date if Status has not changed for F, H, or A</i>

Error	Message/Description
35	<i>Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Status of 'A'</i>
36	<i>Ten percent error on enrollment status</i>
37	<i>Invalid Certification Date</i>
38	<i>Certification Date is too old</i>
39	<i>Certification Date is in the future</i>
41	<i>Address information must be left justified</i>
42	<i>Invalid state code</i>
43	<i>Invalid term date format</i>
44	<i>Invalid good address flag</i>
45	<i>Address effective date is missing</i>
46	<i>Invalid address effective date</i>
47	<i>Address effective date cannot be a future date</i>
48	<i>Invalid country code</i>
49	<i>Term begin date must precede term end date</i>
50	<i>Invalid school code</i>
51	<i>Invalid move to location</i>
52	<i>Not authorized to process input based on the Batch TG# or the Web user ID</i>
53	<i>Invalid credential level</i>
54	<i>Address effective date supplied with no address data</i>

The Error Listing report can be reviewed. When data has been reported as being not valid, the messages associated with the error codes contained in the Error Notification File are printed in the report information to assist you in identifying and resolving these types of errors. The process should also be run in Audit mode to identify any areas where missing Banner data or data that is not valid may need to be corrected for these records.

After all data issues have been resolved, process the Error Notification File in Create Flat File mode to create the updated Error Correction File, then re-submit the file to NSLDS.

---

## *Resolving Data Errors in the Error Notification File*

Processing the Error Notification File in Audit mode performs the same data checking and validity that is performed for the Roster File in Audit mode. Please refer to the previous section on Roster File Processing which describes the Audit mode processing and error messages that apply.

## **Job Stream Processing Recommendations**

Because accuracy is vital in processing, updating, and returning the School Submittal File to NSLDS, time status enrollment calculations should be performed in batch before SSCR File processing. This will ensure the time status (Full-time, Three-Quarter time, Half-time, and Less than Half-time) enrollment information is up to date.

Please refer to the *Banner Student Reports Handbook* for information on running the Time Status Calculation Update process (SFRTMST). It is strongly recommended that the SFRTMST process be executed in both Audit and Update modes before processing an SSCR Roster File.

## **Roster File and Error Notification File Processing Errors and Troubleshooting**

The following outlines errors that may occur in both Roster and Error File processing and resolutions to those errors. Although it is unlikely that these errors will be encountered, appropriate checks were included in the program to detect these unlikely events.

- Header Record is missing or has invalid seqno, aborting job.  
This message indicates that the first record read and processed did not have the expected sequence number of 000. Please contact the Customer Service Center at NSLDS when this error occurs.
- \*ERROR\* Certification Date precedes SSCR Create Date, aborting job.  
This message indicates that the processing date (current date and time) is earlier than the NSLDS create date and timestamp transmitted on the file being processed. Please contact the Customer Service Center at NSLDS when this error occurs.
- \*ERROR\* SSCR File Type does not match designated type of file, aborting job.  
This message indicates that the user's response to the SSCR File Type parameter did not match the file that was specified for the SSCR File to Process parameter. The user either entered an E instead of R to process a Roster File, or an R instead of E to process an Error Notification File. Re-submit the job request with the correct parameters.
- \*ERROR\* Trailer record found before end of file, aborting job.  
This message indicates that additional data was found beyond the record with a sequence number of 999, which should be the last record in the file. Please contact the Customer Service Center at NSLDS when this error occurs.
- \*ERROR\* Trailer record is missing or has invalid sequence number, aborting job.  
This message indicates that a valid trailer record with a sequence number of 999 could not be found. Please contact the Customer Service Center at NSLDS when this error occurs.

- 
- `*ERROR* Incorrect number of detail records processed, aborting job.`

This message indicates that the total count of records indicated by NSLDS in the Trailer Record does not match the actual number of records that the SFRSSCR process read. Please contact the Customer Service Center at NSLDS when this error occurs.

- `Dynamic Memory Error, aborting job.`

This message indicates that not enough memory was available for processing. This problem should be brought to the attention of technical support staff, who will need to identify appropriate actions to make sufficient memory available for the execution of the program. This message would be related to the amount of memory required for linked list processing in the program. NSLDS provided an estimate that a "typical" SSCR Roster File could contain a record count that is 60% of an institution's enrollment.

## Error Notification File Only Processing Errors and Troubleshooting

The following outlines general errors that may occur and solutions to those errors.

- `*ERROR* Error Notification File contains no records, aborting job.`

This message indicates that a request was submitted to process the Error Notification File in Create Flat File mode, but no errors exist that require an update.

To confirm that no errors exist, process the file in the Error Listing mode. No errors are confirmed by the message `* * * Submittal File accepted and processed without errors`  
`* * *` printed in the report output.

- Certification Date must be greater than or equal to date enrollment status effective date
- Attempted to add an ad hoc student but the student was not found in the database
- Student status could not be applied as current due to a reporting/history violation
- Anticipated Completion Date must be greater than or equal to Date Enrollment Status Effective

Please refer to the most recent updates in the *SSCR User's Guide*, or contact NSLDS if you have any questions about the above error messages.

## General File Execution Processing Errors and Troubleshooting

The following outlines general errors that may occur, and resolutions to those errors.

- `*ERROR* Parameters entered on the command line are invalid, aborting job.`

This message indicates that the syntax for the execution of the program submitted from the command line is not valid. Re-submit the job request with the correct command line parameters.

- `*ERROR* Cannot open file: <filename>, aborting job.`

This message indicates that either the Roster File or Error Notification File specified to be processed cannot be found, or that file permissions do not allow the input file to be opened for processing. Check the spelling of the path and filename, in addition to the permissions for the file. Correct as needed and re-submit the job request, or contact technical support staff, if needed, for assistance. The message could also indicate that an error was encountered attempting to open the output file(s), which could also be related to permissions problems. The filename specified will indicate which file cannot be opened.

## Percent Subsidized Stafford Usage Limit Reporting

A provision in the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141) limits the Subsidized Stafford Borrowing to 150 percent of a published program's length.

The changes apply to a first time Stafford loan borrower who borrows on or after July 1, 2013, and need to be in place before institutions being able to send origination or disbursement records (Direct Loans, TEACH, PELL) to COD for 2014-2015. *This also impacts NSLDS and NSC enrollment reporting.* Information collected in Banner Student is passed to Banner Financial Aid for regulatory reporting.

The NSC and the NSLDS recommend that institutions report enrollment information every term, including summer terms or any other short terms. If enrollment data is not reported for these terms, there could be compliance implications. Please contact the NSC or the NSLDS with any compliance questions.

For more information, refer to the following website:

<http://www.ifap.ed.gov/150PercentDirectSubsidizedLoanLimitInfo/index.html>

Please refer to the *Banner Financial Aid Release Guide 8.20* for more information on the using this reporting with Banner Financial Aid.

### Overview

The Federal Subsidized Student Loan process sets the following borrowing limitations for 150 percent reporting.

- A first-time Federal Subsidized Student Loan borrower is not eligible for the Direct Subsidized Student Loan program if the borrower exceeds 150 percent of the published length necessary to graduate within an undergraduate degree program.
- A borrower reaching the 150 percent limit becomes ineligible for the interest subsidy benefits on all Federal Subsidized Loans disbursed to the borrower on or after July 1, 2013.

Enrollment reporting in Banner is used to determine if borrowers have graduated before exceeding the 150 percent limit or have exceeded the 150 percent limit while enrolled. All program and enrollment changes after July 1, 2014 must be reported. All students and all loans must be reported.

Banner Student provides two methods of enrollment reporting to the National Student Clearinghouse (NSC) and the National Student Loan Data System (NSLDS):

- Clearinghouse Extract Report (SFRNSLC)

This report extracts student enrollment information for reporting to the NSC.

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- NSLDS SSCR Process (SFRSSCR)

This process reads and processes NSLDS Student Status Confirmation Report (SSCR) roster and error notification files for reporting to the NSLDS.

SFRNSLC and SFRSSCR are used to capture campus level and program level enrollment for 150 percent reporting. The following information is reported:

- active current programs and active non-current programs
- program duration
- program start dates and program effective dates

The OPEID and Nation Code parameters for SFRNSLC and SFRSSCR are used with 150 percent reporting.

The SFKCPLR package selects the correct program data from Banner for reporting.

## Processing

Rules are used to define the required information for program length reporting, credential levels, and special program status.

The Program Duration Rules Form (SFACPLR) and the Program Duration Rules Table (SFRCLPR) are used to create and maintain the rules for the following:

- published program length in years, weeks, or months
- number of weeks in the academic year for the program, when the program length is reported in months or weeks
- program required hours for the number of credit hours needed to complete the program
- program credential level, such as Undergraduate certificate, Associate's degree, and so on
- special program code, such as preparatory coursework and non-credential teacher certification

Rules are based on curriculum and student data.

- The following curriculum values are considered: level, college, campus, degree, program, catalog start term, catalog end term, field of study type, and field of study code.

The rules provide for an institution to use multiple field of study types and field of study codes to allow for variations in program lengths, based on specific major/minor/concentration combinations.

- The following general student values are considered: classification (class), student type, cohort, and attribute.
- The Student Rules section of the Program Duration Rules Form (SFACPLR) will only be compared against the current learner record when SFRNSLC and SFRSSCR are run.

The Student Program Information Process (RPPSPGM) is used for reporting in Banner Financial Aid. Not all Banner Student records are passed to Banner Financial Aid. All current and active curriculum records are examined, and the STVMAJR code for a curriculum must be defined as aid eligible to be considered for reporting, but only one curriculum record, which is determined by logic in the package, will be passed to Banner Financial Aid.



For each student who is identified to be reported, the Program Duration Calculation Package (SFKCPLR) is called that creates outbound parameter values. This package analyzes the student's current and active curriculum for the term identified by the calling process against the rules on the Program Duration Rules Form (SFACPLR). The matching logic locates the most restrictive program duration rule that matches on all curriculum, field of study, and student elements for the student when determining program length. If a student has three active programs, all three will be examined. General student data (student type, class, student attribute, and cohort) may also be assigned to a rule and the data is analyzed against the general student data for the student and effective term.

The SFKCPLR package treats each major as a separate record. For example, when a student is pursuing one degree with one curriculum record with two majors, each major is reported separately. The field of study statement uses an indicator of **P** for program, instead of **M** for major. The major description is also reported. (Characters that are not alphanumeric are removed from the major descriptions, and also from street lines 1 and 2.)

The active non-current curriculum records are only reported if they have become inactive from July 1, 2014. Withdrawn programs before this date will not be reported. The date the program was withdrawn from is compared to the dates in the log file. The logic looks at the start date of the term in which the program was withdrawn to calculate the value for the program status start date for withdrawn programs, instead of the activity date on the curriculum record. When a student withdraws from a program, that program should be reported two times and then dropped from future SFRNSLC reports.

When a student withdraws from a program, the process looks at SFAWDRL for a record for the term that can be used for the withdrawn date. If no record is found, then the `SFBETRM_ESTS_DATE` value is used.

The Enrollment Reporting Results Temporary Table (SFTCPLR) is used to store program duration rule matching data produced by the SFKCPLR package. The `ssfrcplr.sql` script in the `plus` directory is used to test the SFKCPLR package.

*Matching logic example:*

- Rule 1 has a level of **UG**, and the program length, credential level, and type are populated.
- Rule 2 has a level of **UG**, a field of study type of **MAJOR**, and a field of study code of **ECON**. The program length, credential level, and type are populated.
- Students with a current and active curriculum record at the **UG** level with a major code of **ECON** will be matched against Rule 2 for program length.
- Students that have a current and active curriculum record at the **UG** level and have any other field of study major will be matched against Rule 1 for program length.

Each current and active curriculum that is found is compared to the rules that have been defined. The rules that apply to the student determine the program length for each curriculum that is examined. Curriculum records are selected against rule elements, including fields of study. Field of study major codes are selected against STVMAJR. The **Financial Aid Eligibility** indicator must be selected to include the curriculum major when finding the appropriate rule. The process also matches the general student data items against the rules for the student and term.

**Note:** Continuing education programs for degree-seeking students are excluded from SFRNSLC and SFRSSCR processing. When a curriculum record has a level assigned to the program with the `STVLEVL_CEU_IND` set to **Y**, the record is not counted as active. Time status codes for continuing education are not considered when all courses for a term are found to be CEU level courses.

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The Department of Education considers a unique program to be the combination of Classification of Instructional Program (CIP) code and Program Credential Level. While the Department of Education does not break credential levels down into groups, Banner Student has categorized the credential levels into two groups, undergraduate and graduate, based on how financial aid can be awarded. This is meant to assist users with understanding what program should be reported when multiple programs exist at different academic levels. The groups are also used to identify the different types of curriculum records the student might have. This qualification is internal to the matching process in the SFKCPLR database package and helps identify the correct program and program length to be reported.

Here are the two credential level groups.

### **Group 1 - Undergraduate Credential Levels**

- 01 (Undergraduate Certificate)
- 02 (Associate's degree)
- 03 (Bachelor's degree)
- 04 (Post Baccalaureate Certificate)
- 99 (Non-Credential programs)

### **Group 2 - Graduate Credential Levels**

- 05 (Master's degree)
- 06 (Doctoral degree)
- 07 (First Professional degree)
- 08 (Graduate/Professional Certificate)

**Note:** Data for all credential level fields is retrieved from the SFACPLR rules, not from STVACAT.

However, the STVACAT code is considered when the process needs to distinguish one program from another program with similar elements. The program start date for the specific learner being processed can then be determined based on the earliest learner record with that STVACAT code and other matching learner data.

After all of the student's current and active curriculum records and associated general student data have been analyzed and stored in the SFTCPLR table, the data is reviewed to determine the curriculum and program length to be reported. As students can be enrolled in programs with the same credential level or different credential levels, after all aid-eligible curriculum records have been evaluated, the following logic is used in SFKCPLR:

- If the curriculum records have the same credential level group, the longest program will be sent.
- If the curriculum records have the same credential level group and the lengths are the same, the primary curriculum will be sent if that has the same credential level group.
- If the credential level groups are *not* the same, the credential level group of the primary curriculum is determined, and the longest program of that level that is current and active is sent.
- Only the longest program with a valid credential level is passed to RPPSPGM, and a program with a credential level of 00 is never passed.

---

**Note:** Program level enrollment information for non-degree programs is not reported when the credential level is 00 and the **Special Program** indicator is set to N. *This applies to Banner Financial Aid only.* Rules on the SFACPLR form where the credential level is 00 are used to identify non-degree programs to SFRNSLC and SFRSSCR.

- When all the student's curricula are examined and a program and major combination exists that does not match any rule, that student is reported with a message of *No Records Found*.
- If a general student record is not found for the student and term, that student is reported with a message of *No Student Rec (SGBSTDN) found*.
- If the package was called by Banner Financial Aid, the enrollment reporting results records for the student and term are deleted, and one program is reported.
- The data in the SFTCPLR table will be retained when called by processes for NSLDS reporting so that all programs are reported to that organization, and the rows will be deleted by that process, when the student reporting is complete.

The rules use the following curriculum, student, and field of study data elements in the following order for matching:

Curriculum elements:

- level
- campus
- college
- degree
- program
- catalog start term
- catalog end term

Student elements:

- student type
- student attribute
- class
- cohort
- class

Field of study elements:

- learner field of study type \*
- learner field of study
- learner field of study type \*
- learner field of study
- learner field of study type \*
- learner field of study

---

**Note:** \* Any combination of majors, minors, or concentrations or all of them can be used for the learner field of study types when defining the rule.

Students are matched on the rule with the heaviest weight where the student curriculum, student data elements, and field of study elements match the elements on the rule. Weight is determined by the order of the element groups and the data contained in those groups. Specifically, all fields in the Curriculum Rules section take precedence over the fields in the Student Rules sections, which take precedence over the fields in the Field of Study Rules section. Within each section of data, the order considered is from left to right, and from top to bottom.

*For example:*

Rule A has a level of `UG` and a major of `ENGL` in the Field of Study Rules with a program length of two years.

Rule B has a level of `UG` and a major of `COMP` in the Field of Study Rules with a program length of four years.

Student 1 has a priority one major of `COMP` and a priority two major of `ENGL`. The match is made on Rule A and is reported as two years, because the major fields for the two different rules have equal weight, and Rule A is considered first.

This result can be adjusted by including both majors in one rule or by creating a heavier rule using one of the Student Rules criteria such as attribute or cohort.

These data elements from the matching rule are then provided to the calling process:

- length
- years, months, weeks,
- weeks in academic year
- program required hours
- credential level - determined by the Department of Education
- special program - determined by the Department of Education

The following data is sent to Banner Financial Aid:

- program length type
- program length
- calculated program length
- program required hours
- academic year length
- credential level
- CIPC code for the primary field of study attached to the curriculum being reported

**Note:** The publication year for the CIPC codes is set to 2010 on the CIPC Code Validation Form (STVCIPC).

- special program
- setting of STVMAJR **Financial Aid Eligibility** indicator

- general student data effective term
- curriculum elements analyzed:
  - level
  - college
  - campus
  - degrees
  - program code
  - catalog term
- rule number of the rule used to measure the student's program length
- message variable for *No Records Found* or *No Student Rec (SGBSTDN) found*

The program length is determined by reviewing all current and active curriculum records and determining the best fit.

- If the curriculum records have the same credential level group, the longest program will be sent.
- If the curriculum records have the same credential level group and the lengths are the same, the primary curriculum will be sent, if that has the same credential level group.
- If the credential level groups are not the same, the credential level group of the primary curriculum is determined, and the longest program of that level that is current and active is sent.
- When all the student's curriculum records are examined and a program and major combination exists that does not match any rule, that student is reported with a message of *No Records Found*.

The program length sent to Banner Financial Aid is calculated based on the formula provided by Department of Education. When multiple majors exist, the CIP code from the highest priority field of study code of the curriculum will be forwarded to Banner Financial Aid. Here is the calculation used to determine the program length that is sent to the calling process:

---

(Months in Length of Program x 30)

---

Length of Program = -----

---

(Weeks in Program's Title IV Academic Year x 7)

---

**Note:** For the rules on SFACPLR, 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)*.

Here are the values provided by the Department of Education.

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**Credential Level Values**

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01: Undergraduate certificate or diploma program

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02: Associate's degree

---

03: Bachelor's degree

---

04: Post Baccalaureate certificate

---

**Credential Level Values**

05: Master's degree

06: Doctoral degree

07: First Professional degree

08: Graduate/professional certificate

99: Non-credential programs (preparatory coursework/teacher certification)

**Special Program Values**

A: Special Admission Associate Degree Program

B: Bachelor's Degree Completion Program

N: Not Applicable

P: Preparatory Coursework Graduate Professional Program

T: Non-Credential Teacher Certification Program

U: Preparatory Coursework Undergraduate Program

Here is a crosswalk of data elements for:

- the program credential level from the rule that the student and program match on SFACPLR
- the matching NSLDS student level codes

<b>Credential Level on SFACPLR</b>	<b>NSLDS Code</b>	<b>Description</b>
01	UG	Undergraduate
02	AS	Associate Degree
03	BD	Baccalaureate (Bachelor's) Degree
04	25	Postsecondary Post-Baccalaureate Student
05	MD	Master's Degree
06	DD	Doctoral Degree
07	FP	First Professional
08	GR	Graduate
99	PC	Postsecondary Certificate or Diploma

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## Recommended Preparation for Banner Student Institutions

Institutions using Banner Student should consider the following when building the rule used for reporting.

### Procedure

1. Identify majors and programs that have special program status.
2. Find common elements that identify programs or majors by program length and credential levels.
3. Determine if you need a rule for each major that you have.
4. Decide how to define rules by level and program that allow any major associated with the program or level to use a single rule.
5. Determine how to define dual degree five year programs, such as BA/MA, using the curriculum and student data in the new rules form.
6. Decide how far back you should define the program by catalog year.
7. Check if a major or program began with one length and then changed within a period of time in which data is still being reported to the NSLDS.
8. Determine if you need a rule for students who do not match any other rule.

## Banner Setup and Processing Steps

Use the following steps to set up and use the regulatory reporting.

### About this task

#### Procedure

1. Check that the seed data for credential levels, special programs, and program length types has been loaded into the Enrollment Reporting Types Table (SFRFDRV).
2. Build reporting rules on the Program Duration Rules Form (SFACPLR).
3. Add a value of 0 to the Time Status Code Validation Form (STVTMST) for the **NSLC Equivalent** value of 3/4 time status.  
  
This is used as a National Student Clearinghouse equivalent value for your institutionally defined time status code.
4. Run the Student Program Information Process (RPPSPGM).  
  
This is the Banner Financial Aid reporting process.
5. Review the results.

---

## Test rule matching

The `ssfr CPLRQ.SQL` script is used to test program duration rule matching on the SFACPLR form and in the SFKCPLR package. The script can be run multiple times for the same ID and term combination. It can also be run in debug mode.

The parameters are:

- Enter Banner ID
- Enter term code

In the `p_set_context` command, the `gb_common.p_set_context('SFKCPLR', 'PRINT', 'Y', 'N')` parameter is used to run the script in debug mode when set to Y. Debug messages are suppressed when this parameter is set to N. Running the script in debug mode provides all of the data used in selecting the program duration rule to be used.

The script output provides the program duration rule that determines the required elements reported to Banner Financial Aid and used for NSLDS reporting. Here is an output sample.

```
===== Report Begins =====
Banner ID: A00194236 Last Name: Joens First Name: Johnson
Report Term: 201410
SFACPLR Rule Number selected for program length: 50
Program Length Type: Y
Program Length assigned to the rule 2
Calculated Program Length: 2
Program Required Hours:
Credential Level assigned to the rule: 03
Special Program assigned to the rule:
CIPC code of the major reported: 500101
Financial Aid Major Eligibility Indicator: Y
Message:
Student Curricula selected for reporting
Level: UG College AS
Degree: BA Campus M
Program: BA-ARTS Catalog Term 201410
===== Report Ends =====
```

## Rule Examples

Here are examples of basic rules.

Rule criteria is based on:

- curriculum level rules
- field of study rules
- student level rules
- program length, level, and type



**Example 1**

All BA-HIST programs are reported as four year programs. Any major in the Bachelor of Arts - History program is considered to be four years in length.

**Note:** Credential level is required.

Prog	Level	Coll	Degr	Camp	Class	Stud	Chrt	Attr	Catal	Catal	Lengt	Years	Week	Cred
						Type			Start	End		Montl	Acad	Level
												Week	Year	
BA-HIST	UG	AS	BA						199510	999999	4	Years		
<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>

When the learner field of study type code and the learner field of study code values are *Null*, all majors assigned to a student with the curriculum of BA-HIST/UG/College of Arts & Sciences, BA degree, with a catalog term that is greater than 199510 are considered to be four year programs.

**Example 2**

Associate level programs with a major in Accounting before 200010 are considered to be two and a half (2.5) years in length.

Students that have a catalog term of 200010 to 999999 with an Associate level program and a major in Accounting are considered to be two year programs.

Prog	Level	Coll	Degr	Camp	Class	Stud	Chrt	Attr	Catal	Catal	Lengt	Years	Week	Cred
						Type			Start	End		Montl	Acad	Level
												Week	Year	
AS									198510	999999	2.5			Assoc
<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>
MAJOR	Accounting													
Prog	Level	Coll	Degr	Camp	Class	Stud	Chrt	Attr	Catal	Catal	Lengt	Years	Week	Cred
						Type			Start	End		Montl	Acad	Level
												Week	Year	
AS									200010	999999	2			Assoc
<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>	<b>LFOS Code</b>	<b>LFOS Type</b>

Prog	Level	Coll	Degr	Camp	Class	Stud	Chrt	Attr	Catal	Catal	Lengt	Years	Week	Cred
						Type			Start	End		Montl	Acad	Level
												Week	Year	
MAJOR		Accounting												

Here are more examples that have specific use case scenarios.

### Example 3

All undergraduate level (UG) programs are four years, except for a special major in Accounting that is preparation for the CPA exam, but without a Master's degree. Curriculum rules allow for two majors, in addition to minors and concentration.

Rule 1:

Prog	Level	Coll	Degr	Camp	Class	Stud	Chrt	Attr	Catal	Catal	Lengt	Years	Week	Cred
						Type			Start	End		Montl	Acad	Level
												Week	Year	
UG											4	Years		Bach
LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type

Rule 2:

Prog	Level	Coll	Degr	Camp	Class	Stud	Chrt	Attr	Catal	Catal	Lengt	Years	Week	Cred
						Type			Start	End		Montl	Acad	Level
												Week	Year	
UG											5	Years		Bach
LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type	LFOS Code	LFOS Type
MAJOR														
	ACCT-CPA													

Student A has the following data.

Curriculum:	Level: UG	Major 1:	Math
		Major 2:	Chemistry
		Major 3:	Computer Systems
Two programs are reported:			

- 
- Math - Length of four years
  - Chemistry - Length of four years
- 

A single program is reported to Financial Aid. NSLDS reporting will produce multiple program results.

---

Student B has the following data.

---

Curriculum:	Level: UG	Major 1:	Accounting/CPA
-------------	-----------	----------	----------------

---

One programs is reported:

---

Accounting/CPA - Length of five years

---

Student C has the following data.

---

Curriculum:	Level: UG	Major 1:	Accounting/CPA
		Major 2:	Math
		Major 3:	Computer Systems

---

Two programs are reported:

---

- Accounting/CPA - Length of five years
- Math - Length of four years

---

A single program is reported to Financial Aid. NSLDS reporting will produce multiple program results.

---

### *Enrollment Reporting Types Table (SFRFDRV)*

Here is the seed data for credential levels.

**Note:** The credential level of 00 is a valid code for NSLDS reporting, but it is not passed to RPPSPGM for Financial Aid reporting.

Report Type	Credential Level Code	Description
PC	01	Undergraduate certificate or diploma program
PC	02	Associate's degree
PC	03	Bachelor's degree
PC	04	Post Baccalaureate certificate
PC	05	Master's degree

---

Report Type	Credential Level Code	Description
PC	06	Doctoral degree
PC	07	First Professional degree
PC	08	Graduate/professional certificate
PC	99	Non-credential programs (preparatory coursework/ teacher certification)

Here is the seed data for special programs.

Report Type	Special Program Code	Description
SP	A	Special Admission Associate Degree Program
SP	B	Bachelor's Degree Completion Program
SP	N	Not Applicable
SP	P	Preparatory Coursework Graduate Professional Program
SP	T	Non-Credential Teacher Certification Program
SP	U	Preparatory Coursework Undergraduate Program

Here is the seed data for program length types.

Report Type	Program Length Code	Description
PL	W	Weeks
PL	M	Months
PL	Y	Years

## Reporting to the NSC and the NSLDS

You can upload files to the National Student Clearinghouse (NSC) and the National Student Loan Data System (NSLDS) for enrollment reporting related to the 150 percent reporting.

The Clearinghouse Extract Report (SFRNSLC) is used to report on each program in a student's curriculum record. If a student has multiple programs, multiple records (such as FOS, ENR) will be included in the student record that is reported.

SFRNSLC and SFRSSCR reporting includes the current and active curriculum, including curriculum records that are active but no longer current. (Those records are reported two times.) If the end term is populated, withdrawn programs are reported in the term with which they are associated.

- When the end term exists, it must be less than or equal to the report term. It also has to be greater than or equal to the last enrollment term.
- When an end term exists, the process checks to see if the status is graduated, and if so, the end date of the graduation term is used as the program status effective date.
- When an end term exists, and the status is not graduated, the start date of the end term is used as the program status effective date.
- When no end term exists, and the learner record is current but not active, the process looks at the SORLFOS term. It checks to see that this term is greater than the last enrollment term and that the status effective date is the start date of the report term.

Existing logic is used to determine whether a time status change has occurred for the SFRNLSC process. SFRSSCR reports a snapshot of the status at the time the report is run, so it does not look for changes.

A calculation is used to determine enrollment status. As enrollment status at the campus level cannot be derived from a single program's enrollment status, each program status is evaluated and combined with the enrollment status to determine the overall enrollment status. When different statuses exist for the curriculum records, statuses are selected in descending order of importance, such as D, F, Q, H, L, G, A, W. Records with time statuses are considered before records with withdrawn statuses and then so on in the order listed.

However, when program one status is F, and program two status is G, the campus level enrollment status would be F. When program status one is W, and program two status is Q, the enrollment status would be Q.

**Note:** A time status of Q (3/4 time) can be used on the Time Status Code Validation Form (STVTMST).

The overall campus level status is assigned based on the program level status. If a D is found among the program level status codes, that would be the campus level status. If a G is found, that status would be next in the order, unless an enrolled status (F, Q, H, L) is also found for the term.

When a student is deceased, that status takes precedence. Then processing looks at the overall status of the student for the greatest time status and so on in descending order, such as F, Q, H, L, then G - Graduated, A - Approved leave of absence, or W - Withdrawn.

- If the student has withdrawn with a valid reason, the status is A. (The A status is calculated based on the leave of absence code. It is different than being withdrawn.)
- If the reason is not valid, the status is W.
- A status of X indicates the student record was found, but the student never attended classes.
- A status of Z indicates the student was not found.

The program level status is W when one of two conditions exists.

- The curriculum record is active but not current. (The end term is populated on the record.)
- The student has withdrawn from the institution, and the enrollment status on SFAREGS has been changed to a withdrawn status.

SFRSSCR looks for institutional work on SHRLGPA and sets the enrollment status to **X** for students that are not registered in the current term. When academic history exists, the status is set to **W** for withdrawn.

The NSC requires that changes in enrollment *and* program status be reported. In order to provide this data, the SFRNSLC report looks in the `.log` file to determine the last date it was run. All status change dates are compared to this date. If a change occurred before the last file was produced, the change is not included in the report. If the change occurred after the last file was produced, then the change is included in the report.

If the SFRNSLC version is current, the date for that record in the `.log` file will be used. If the version is not current, the report looks at the previous record. If a previous record with the current version is not found, the date of July 1, 2014 is used to determine which changes to report. Changes that have occurred from July 1 are included in the file for reporting, even if they were included in a file provided for reporting in the old format. Text from processing section: A column on the National Student Loan Clearinghouse Data Extract Process Control Table (SFRTCTL) is used to store the version of SFRNSLC that was run.

A log file is produced by the NSLDS SSCR Process (SFRSSCR) to provide the version of the process that was run. The SFRSSCR Process Control Table (SFRSCTL) is also used to store the date of the last submission of the SFRSSCR process.

The SFRNSLC report processes information for the report term selected in the Term Code parameter, or it may be run to process information based on terms that are a part of a student centric period. When the report is run for a single report term, the time status data comes from the SFATMST form. When the report is run with the Process by Student Period parameter set to **Y**, the output is based on terms that are a part of the student centric period, and data comes from the SFASTSR and SFASCPR forms.

The SFRNSLC report uses an OPEID parameter to report school code and location code where the enrollment is certified. However, the Major 1 and CIP Code and Major 2 and CIP Code parameters are not used with this reporting. Additional parameters used for reporting include Nation Code and Citizenship.

Additional notes on SFRNSLC processing:

- When a program does not have the **Special Program** indicator on SFACPLR set to a certificate or degree value, a default value of **N** is attached to the student's record.
- When the enrollment status is `Null`, the student's ID is still reported by SFRNSLC.
- When the SSN is `Null` for a student, the SSN is not displayed on the report.
- When the reported program graduation date is past the term end date, the graduation date is reset to the report term date by SFRNSLC. The program level graduation date uses the last date of classes for the student (the maximum `SSBSECT_PTRM_END_DATE` value).
- The process looks for awarded degrees based on the matching campus, major CIP code, and award category level, instead of using the rolled sequence number.

The SFRSSCR process uses parameters for Telephone Hierarchy, Email Hierarchy, Nation Code, and OPEDID to report information for the student. The Aid Year Code(s) parameter is not used. Students who are missing SSNs on SFBPERS are not included in the process output.

The process uses the program begin date value from the `SORLCUR_TERM_CODE` field and the program withdrawn date value from the `SORLCUR_TERM_CODE_END_DATE` field. The program

---

enrollment status date is made equal to the program start date when the status date is before the begin date.

## File Record Types

The fixed-width Enrollment Reporting file consists of header and trailer records and multiple detail record types.

These record types are:

- Record Type 000 - Header (existing record)
- Record Type 001 - Campus-Level (existing record with updates)
- Record Type 002 - Program-Level (new record)
- Record Type 003 - Email Address (new record)
- Record Type 999 - Trailer (existing record with updates)

The 001 Campus-Level record type reports additional data for:

- Student Phone Type
- Preferred Phone Number flag
- Student Phone Country Code
- Student Phone Number
- Bundle Rejected Flag
- Program Indicator

**Note:** The phone fields are optional, but if the phone number is provided, all phone number-related fields become mandatory.

The student phone country code uses leading zeroes, such as 095 instead of 95.

The 002 Program-Level record type reports additional data for:

- Classification of Instructional Programs (CIP) code
- Program Credential Level
- Published Program Length
- Published Program Length Measurement (Weeks, Months, Years)
- Weeks in Title IV Academic Year
- Program Begin Date
- Special Program Indicator
- Program Enrollment Status
- Program Enrollment Effective Date
- Bundle Rejected Flag

The 03 Email Address record type reports additional data for:

- Email Address

This field is optional, but if an email address is provided, all email address fields become mandatory (Email Effective Date, Good Email Address Flag)

- Email Effective Date
- Bundle Rejected Flag
- The 999 Trailer record type reports the Valid Detail Record Count and the Detail Records in the Error Count.

## Bundled Records

The first record of the file will be the header record, the last record is the footer record, and the student records are bundled in between.

- Each student will have one record type of 001 that contains all of the student and campus-level information.
- Record type 002 is the program-level. This is required unless the student does not have a program.
- Record type 003 is optional and contains the student email address information.

Because each student's update will consist of multiple detail records, a valid detail record of one type may be rejected by NSLDS because of an error in another detail record in the student's bundle. Each detail record type in the file layout includes a field named Bundle Rejected Flag. That flag is set to Y for all the detail records in a bundle that contain an error, although the actual error code will only be displayed on the detail record that contains the error.

The OPEID in the bundled format is the combination of the six-digit school code and the two-digit school location code. If a school has more than 99 locations, the first digit of the OPEID is incremented to 1. If the school has more than 199 locations, the first digit is incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.

## SFRNSLC EDI Output

The Header Record file layout in fixed-width format reports additional information for SFRNSLC in Run Mode 2, EDI TS190 output.

Field Name	Length	Start Position	End Position	Required	Additional Information
Enrollment Status	1	87	87	Yes	F - Full Time Q - Three Quarter Time H - Half Time L - Less Than Half Time W - Withdrawn G - Graduated



Field Name	Length	Start Position	End Position	Required	Additional Information
					<p>A - Approved Leave of Absence</p> <p>D - Deceased</p> <p>In an advanced registration file, the valid values are: F, Q, H, or L.</p>
Status Start Date	8	88	95	Conditional	<p>Report for all non-enrolled statuses (deceased, graduated, withdrawn, or leaves of absence) using SFBETRM_ESTS_DATE.</p> <p>Do not report for full-time students.</p> <p>Report students with decreasing time using the SFRTHST_TMST_DATE.</p>
Program Indicator	1	674	674	Yes	<p>Y - Student is enrolled in at least one program.</p> <p>N - Student is not enrolled in a program.</p> <p>Comes from the SORLCUR program for the active and current curriculum record.</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					A space defaults to N.
Program 1 CIP Code	6	675	680	Conditional	STVMAJR six digit Classification of Instructional Program code that identifies a program's academic content. No decimals can be used.
CIP Year	4	681	684	Conditional	<p>Year in which the CIP used by NSLDS was published. The CIP year for the codes currently used by NSLDS is 2010 in format CCYY.</p> <p>The CIP published year used from STVCIPC is the one where the CIPC code is equal to the STVMAJR CIPC code.</p>
Program 1 Credential Level	2	685	686	Conditional	<p>01 - Undergraduate Certificate or Diploma Program</p> <p>02 - Associate's Degree</p> <p>03 - Bachelor's Degree</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					04 - Post Baccalaureate Certificate 05 - Master's Degree 06 - Doctoral Degree 07 - First Professional Degree 08 - Graduate/ Professional Certificate 99 - Non Credential Program (Preparatory Coursework/ Teacher Certification) Comes from the SFR CPLR credential level data for the rule that matched the student's record.
Published Program 1 Length	6	687	692	Conditional	Program length in years, months, or weeks as defined at your institution, in format nnnnnn. Comes from the SFR CPLR program length data for the rule that matched the student's record.

Field Name	Length	Start Position	End Position	Required	Additional Information
Published Program 1 Length Measurement	1	693	693	Conditional	Y - Year M - Month W - Week  Comes from the SFRCPLR program length type data for the rule that matched the student's record.
Weeks Program 1 Title IV Academic Year	6	694	699	Conditional	Total number of weeks of instruction in the program's academic year, in format nnnnnn.  Only reported when the published program length measurement is equal to W or M.  Comes from the SFRCPLR weeks and year data for the rule that matched the student's record.
Program 1 Begin Date	8	700	707	Conditional	Date on which the student began attending the program, in format CCYYMMDD, using the term code on the curriculum

Field Name	Length	Start Position	End Position	Required	Additional Information
					record (not the catalog term), the begin date is retrieved from STVTERM.
Special Program Indicator	1	708	708	Conditional	<p>A - Special Admission Associate Degree Program</p> <p>B - Bachelor's Degree Completion Program</p> <p>N - Not Applicable</p> <p>P - Preparatory Coursework Graduate/ Professional</p> <p>T - Non Credential Teacher Certification</p> <p>U - Preparatory Coursework Undergraduate</p> <p>Comes from the SFRCPRLR special program data for the rule that matched the student's record.</p>
Program 1 Enrollment Status	1	709	709	Conditional	<p>F - Full Time</p> <p>Q - Three Quarter Time</p> <p>H - Half Time</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					<p>L - Less than Half Time</p> <p>A - Leave of Absence</p> <p>G - Graduated</p> <p>W - Withdrawn</p> <p>D - Deceased</p> <p>Comes from the SFRTHST time status date and term for the STVTMST NSLC equivalency value.</p> <p>For student centric periods, comes from SFRTHST or SFRSTSH.</p>
Program 1 Enrollment Status Effective Date	8	710	717	Conditional	<p>Effective date for the program enrollment status currently being reported in format CCYYMMDD.</p> <p>Comes from the SFRTHST time status date and term.</p> <p>For student centric periods, comes from SFRTHST or SFRSTSH.</p> <p>Also can be related to change of program</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					or gap in enrollment.
Program 2 CIP Code	6	718	723	No	STVMAJR six digit Classification of Instructional Program code that identifies a program's academic content. No decimals can be used.
CIP Year	4	724	727	Conditional	<p>Year in which the CIP used by NSLDS was published. The CIP year for the codes currently used by NSLDS is 2010 in format CCYY.</p> <p>The CIP published year used from STVCIPC is the one where the CIPC code is equal to the STVMAJR CIPC code.</p>
Program 2 Credential Level	2	728	729	Conditional	<p>01 - Undergraduate Certificate or Diploma Program</p> <p>02 - Associate's Degree</p> <p>03 - Bachelor's Degree</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					04 - Post Baccalaureate Certificate
					05 - Master's Degree
					06 - Doctoral Degree
					07 - First Professional Degree
					08 - Graduate/ Professional Certificate
					99 - Non Credential Program (Preparatory Coursework/ Teacher Certification)
					Comes from the SFR CPLR credential level data for the rule that matched the student's record.
Published Program 2 Length	6	730	735	Conditional	Program length in years, months, or weeks as defined at your institution, in format nnnnnn.  Comes from the SFR CPLR program length data for the rule that matched the student's record.



Field Name	Length	Start Position	End Position	Required	Additional Information
Published Program 2 Length Measurement	1	736	736	Conditional	Y - Year M - Month W - Week  Comes from the SFRCPLR program length type data for the rule that matched the student's record.
Weeks Program 2 Title IV Academic Year	6	737	742	Conditional	Total number of weeks of instruction in the program's academic year, in format nnnnnn.  Only reported when the published program length measurement is equal to W or M.  Comes from the SFRCPLR weeks and year data for the rule that matched the student's record.
Program 2 Begin Date	8	743	750	Conditional	Date on which the student began attending the program, in format CCYYMMDD, using the term code on the curriculum

Field Name	Length	Start Position	End Position	Required	Additional Information
					record (not the catalog term), the begin date is retrieved from STVTERM.
Special Program Indicator	1	751	751	Conditional	<p>A - Special Admission Associate Degree Program</p> <p>B - Bachelor's Degree Completion Program</p> <p>N - Not Applicable</p> <p>P - Preparatory Coursework Graduate/ Professional</p> <p>T - Non Credential Teacher Certification</p> <p>U - Preparatory Coursework Undergraduate</p> <p>Comes from the SFRCPRLR special program data for the rule that matched the student's record.</p>
Program 2 Enrollment Status	1	752	752	Conditional	<p>F - Full Time</p> <p>Q - Three Quarter Time</p> <p>H - Half Time</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					L - Less than Half Time A - Leave of Absence G - Graduated W - Withdrawn D - Deceased Comes from the SFRTHST time status date and term for the STVTMST NSLC equivalency value.
Program 2 Enrollment Status Effective Date	8	753	760	Conditional	Effective date for the program enrollment status currently being reported in format CCYYMMDD. Comes from the SFRTHST time status date and term.
Program 3 CIP Code	6	761	766	No	STVMAJR six digit Classification of Instructional Program code that identifies a program's academic content. No decimals can be used.
CIP Year	4	767	770	Conditional	Year in which the CIP used by NSLDS was published.

Field Name	Length	Start Position	End Position	Required	Additional Information
					<p>The CIP year for the codes currently used by NSLDS is 2010 in format CCYY.</p> <p>The CIP published year used from STVCIPC is the one where the CIPC code is equal to the STVMAJR CIPC code.</p>
Program 3 Credential Level	2	771	772	Conditional	<p>01 - Undergraduate Certificate or Diploma Program</p> <p>02 - Associate's Degree</p> <p>03 - Bachelor's Degree</p> <p>04 - Post Baccalaureate Certificate</p> <p>05 - Master's Degree</p> <p>06 - Doctoral Degree</p> <p>07 - First Professional Degree</p> <p>08 - Graduate/ Professional Certificate</p> <p>99 - Non Credential Program (Preparatory Coursework/</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					Teacher Certification)  Comes from the SFR CPLR credential level data for the rule that matched the student's record.
Published Program 3 Length	6	773	778	Conditional	Program length in years, months, or weeks as defined at your institution, in format nnnnnn.  Comes from the SFR CPLR program length data for the rule that matched the student's record.
Published Program 3 Length Measurement	1	779	779	Conditional	Y - Year M - Month W - Week  Comes from the SFR CPLR program length type data for the rule that matched the student's record.
Weeks Program 3 Title IV Academic Year	6	780	785	Conditional	Total number of weeks of instruction in the program's academic year, in format nnnnnn.

Field Name	Length	Start Position	End Position	Required	Additional Information
					Only reported when the published program length measurement is equal to W or M.  Comes from the SFR CPLR weeks and year data for the rule that matched the student's record.
Program 3 Begin Date	8	786	793	Conditional	Date on which the student began attending the program, in format CCYYMMDD, using the term code on the curriculum record (not the catalog term), the begin date is retrieved from STVTERM.
Special Program Indicator	1	794	794	Conditional	A - Special Admission Associate Degree Program  B - Bachelor's Degree Completion Program  N - Not Applicable  P - Preparatory Coursework

Field Name	Length	Start Position	End Position	Required	Additional Information
					Graduate/ Professional  T - Non Credential Teacher Certification  U - Preparatory Coursework Undergraduate  Comes from the SFRCPRLR special program data for the rule that matched the student's record.
Program 3 Enrollment Status	1	795	795	Conditional	F - Full Time  Q - Three Quarter Time  H - Half Time  L - Less than Half Time  A - Leave of Absence  G - Graduated  W - Withdrawn  D - Deceased  Comes from the SFRTTHST time status date and term for the STVTMST NSLC equivalency value.
Program 3 Enrollment	8	796	803	Conditional	Effective date for the program

Field Name	Length	Start Position	End Position	Required	Additional Information
Status Effective Date					enrollment status currently being reported in format CCYYMMDD.  Comes from the SFRTHST time status date and term.
Program 4 CIP Code	6	804	809	No	STVMAJR six digit Classification of Instructional Program code that identifies a program's academic content. No decimals can be used.
CIP Year	4	810	813	Conditional	Year in which the CIP used by NSLDS was published. The CIP year for the codes currently used by NSLDS is 2010 in format CCYY.  The CIP published year used from STVCIPC is the one where the CIPC code is equal to the STVMAJR CIPC code.
Program 4 Credential Level	2	814	815	Conditional	01 - Undergraduate Certificate or Diploma Program



Field Name	Length	Start Position	End Position	Required	Additional Information
					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 Program (Preparatory Coursework/ Teacher Certification)
					Comes from the SFR CPLR credential level data for the rule that matched the student's record.
Published Program 4 Length	6	816	821	Conditional	Program length in years, months, or weeks as defined at your institution, in format nnnnnn.  Comes from the SFR CPLR program

Field Name	Length	Start Position	End Position	Required	Additional Information
					length data for the rule that matched the student's record.
Published Program 4 Length Measurement	1	822	822	Conditional	Y - Year M - Month W - Week  Comes from the SFR CPLR program length type data for the rule that matched the student's record.
Weeks Program 4 Title IV Academic Year	6	823	828	Conditional	Total number of weeks of instruction in the program's academic year, in format nnnnnn.  Only reported when the published program length measurement is equal to W or M.  Comes from the SFR CPLR weeks and year data for the rule that matched the student's record.
Program 4 Begin Date	8	829	836	Conditional	Date on which the student began attending the program,

Field Name	Length	Start Position	End Position	Required	Additional Information
					in format CCYYMMDD, from CRN part of term or open learning start date.
Special Program Indicator	1	837	837	Conditional	<p>A - Special Admission Associate Degree Program</p> <p>B - Bachelor's Degree Completion Program</p> <p>N - Not Applicable</p> <p>P - Preparatory Coursework Graduate/ Professional</p> <p>T - Non Credential Teacher Certification</p> <p>U - Preparatory Coursework Undergraduate</p> <p>Comes from the SFRCPRLR special program data for the rule that matched the student's record.</p>
Program 4 Enrollment Status	1	838	838	Conditional	<p>F - Full Time</p> <p>Q - Three Quarter Time</p> <p>H - Half Time</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					L - Less than Half Time A - Leave of Absence G - Graduated W - Withdrawn D - Deceased Comes from the SFRTHST time status date and term for the STVTMST NSLC equivalency value.
Program 4 Enrollment Status Effective Date	8	839	846	Conditional	Effective date for the program enrollment status currently being reported in format CCYYMMDD. Comes from the SFRTHST time status date and term.
Program 5 CIP Code	6	847	852	Conditional	STVMAJR six digit Classification of Instructional Program code that identifies a program's academic content. No decimals can be used.
CIP Year	4	853	856	Conditional	Year in which the CIP used by NSLDS was published.

Field Name	Length	Start Position	End Position	Required	Additional Information
					<p>The CIP year for the codes currently used by NSLDS is 2010 in format CCYY.</p> <p>The CIP published year used from STVCIPC is the one where the CIPC code is equal to the STVMAJR CIPC code.</p>
Program 5 Credential Level	2	857	858	Conditional	<p>01 - Undergraduate Certificate or Diploma Program</p> <p>02 - Associate's Degree</p> <p>03 - Bachelor's Degree</p> <p>04 - Post Baccalaureate Certificate</p> <p>05 - Master's Degree</p> <p>06 - Doctoral Degree</p> <p>07 - First Professional Degree</p> <p>08 - Graduate/ Professional Certificate</p> <p>99 - Non Credential Program (Preparatory Coursework/</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					Teacher Certification)  Comes from the SFR CPLR credential level data for the rule that matched the student's record.
Published Program 5 Length	6	859	864	Conditional	Program length in years, months, or weeks as defined at your institution, in format nnnnnn.  Comes from the SFR CPLR program length data for the rule that matched the student's record.
Published Program 5 Length Measurement	1	865	865	Conditional	Y - Year M - Month W - Week  Comes from the SFR CPLR program length type data for the rule that matched the student's record.
Weeks Program 5 Title IV Academic Year	6	866	871	Conditional	Total number of weeks of instruction in the program's academic year, in format nnnnnn.

Field Name	Length	Start Position	End Position	Required	Additional Information
					Only reported when the published program length measurement is equal to W or M.  Comes from the SFR CPLR weeks and year data for the rule that matched the student's record.
Program 5 Begin Date	8	872	879	Conditional	Date on which the student began attending the program, in format CCYYMMDD, from CRN part of term or open learning start date.
Special Program Indicator	1	880	880	Conditional	A - Special Admission Associate Degree Program  B - Bachelor's Degree Completion Program  N - Not Applicable  P - Preparatory Coursework Graduate/ Professional  T - Non Credential

Field Name	Length	Start Position	End Position	Required	Additional Information
					Teacher Certification
					U - Preparatory Coursework Undergraduate
					Comes from the SFRCPRLR special program data for the rule that matched the student's record.
Program 5 Enrollment Status	1	881	881	Conditional	F - Full Time Q - Three Quarter Time H - Half Time L - Less than Half Time A - Leave of Absence G - Graduated W - Withdrawn D - Deceased Comes from the SFRTHST time status date and term for the STVTMST NSLC equivalency value.
Program 5 Enrollment Status Effective Date	8	882	889	Conditional	Effective date for the program enrollment status currently being reported



Field Name	Length	Start Position	End Position	Required	Additional Information
					in format CCYYMMDD.  Comes from the SFRTHST time status date and term.
Program 6 CIP Code	6	890	895	No	STVMAJR six digit Classification of Instructional Program code that identifies a program's academic content. No decimals can be used.
CIP Year	4	896	899	Conditional	Year in which the CIP used by NSLDS was published. The CIP year for the codes currently used by NSLDS is 2010 in format CCYY.  The CIP published year used from STVCIPC is the one where the CIPC code is equal to the STVMAJR CIPC code.
Program 6 Credential Level	2	900	901	Conditional	01 - Undergraduate Certificate or Diploma Program  02 - Associate's Degree

Field Name	Length	Start Position	End Position	Required	Additional Information
					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 Program (Preparatory Coursework/ Teacher Certification)
					Comes from the SFR CPLR credential level data for the rule that matched the student's record.
Published Program 6 Length	6	902	907	Conditional	Program length in years, months, or weeks as defined at your institution, in format nnnnnn.  Comes from the SFR CPLR program length data for the rule that matched

Field Name	Length	Start Position	End Position	Required	Additional Information
					the student's record.
Published Program 6 Length Measurement	1	908	908	Conditional	Y - Year M - Month W - Week  Comes from the SFR CPLR program length type data for the rule that matched the student's record.
Weeks Program 6 Title IV Academic Year	6	909	914	Conditional	Total number of weeks of instruction in the program's academic year, in format nnnnnn.  Only reported when the published program length measurement is W or M.  Comes from the SFR CPLR weeks and year data for the rule that matched the student's record.
Program 6 Begin Date	8	915	922	Conditional	Date on which the student began attending the program, in format CCYYMMDD, from CRN part of term or open

Field Name	Length	Start Position	End Position	Required	Additional Information
					learning start date.
Special Program Indicator	1	923	923	Conditional	<p>A - Special Admission Associate Degree Program</p> <p>B - Bachelor's Degree Completion Program</p> <p>N - Not Applicable</p> <p>P - Preparatory Coursework Graduate/ Professional</p> <p>T - Non Credential Teacher Certification</p> <p>U - Preparatory Coursework Undergraduate</p> <p>Comes from the SFR CPLR special program data for the rule that matched the student's record.</p>
Program 6 Enrollment Status	1	924	924	Conditional	<p>F - Full Time</p> <p>Q - Three Quarter Time</p> <p>H - Half Time</p> <p>L - Less than Half Time</p> <p>A - Leave of Absence</p>

Field Name	Length	Start Position	End Position	Required	Additional Information
					G - Graduated W - Withdrawn D - Deceased  Comes from the SFRTHST time status date and term for the STVTMST NSLC equivalency value.
Program 6 Enrollment Status Effective Date	6	925	932	Conditional	Effective date for the program enrollment status currently being reported in format CCYYMMDD.  Comes from the SFRTHST time status date and term.
Filler	318	933	1250	Yes	Space fill

The following field is used in the Trailer Record file layout with this reporting.

Field Name	Length	Start Position	End Position	Required	Additional Information
Number of "Q"	6	9	14	Yes	Number of records where enrollment status is Q.

The Header Record file layout in fixed-width format reports additional information for SFRNSLC in Run Mode 3, EDI.Smart TS190 output.

Reference Designator	Data Element	Name	Additional Information
SUM 03	1073	Yes/No Condition or Response Code	Indicates student is enrolled in at least one program.  Y - Yes  N - No
N101	98	Entity Identifier Code	ZZ
N102	93	Name	SB
SES10	1131	Academic Session	Loop 1 - Class Level/ Grade Level  Loop 2 - Program 1 Credential Level  Loop 3 - Program 2 Credential Level  Loop 4 - Program 3 Credential Level  Loop 5 - Program 4 Credential Level  Loop 6 - Program 5 Credential Level  Loop 7 - Program 6 Credential Level
SES10	1131	Level of Student (Grade/Class)	20 - Non-Degree or Temporary Undergraduate  21 - Post-Secondary First Year Student  22 - Post-Secondary Sophomore  23 - Post-Secondary Junior  24 - Post-Secondary Senior  25 - Post-Secondary Post Baccalaureate Student  26 - Post-Secondary Non-Degree Graduate Student

Reference Designator	Data Element	Name	Additional Information
			27 - Post-Secondary Professional Student 28 - Post-Secondary Master's Degree Student 29 - Post-Secondary Doctoral Student 30 - Post-Doctorate Student UN - Ungraded AS - Associate Degree BD - Baccalaureate (Bachelors) Degree
SES10	1131	Level of Student (Program Credential)	UG - Undergraduate AS - Associate Degree BD - Baccalaureate (Bachelor's) Degree 25 - Postsecondary Post-Baccalaureate Student MD - Master's Degree DD - Doctoral Degree FP - First Professional GR - Graduate PC - Postsecondary Certificate or Diploma
ENR01	641	Status Reason Code (Program Enrollment Status)	EBO - Three-Quarter Time Enrollment (Clearinghouse code Q)  The Status Reason Code (data element 641) for the program enrollment status is calculated to use three quarter time enrollment (Q).

Reference Designator	Data Element	Name	Additional Information
ENR03	1250	Date Time Period Format Qualifier	Format for program begin date - CCYYMMDD.
ENR04	1251	Date Time Period (Program Begin Date)	Date student began attendance in program in format CCYYMMDD.
ENR12	1250	Date Time Period Format Qualifier	Format for status effective date - CCYYMMDD.
ENR13	1251	Date Time Period (Program Enrollment Status Effective Date)	Date program status was effective in format CCYYMMDD.
FOS01	1153	Academic Field of Study Level or Type Code	Field of study (major) used for the program.
FOS02	66	Identifier Code Qualifier	Code structure used for Identification Code, such as CIP Code.
FOS03	67	Identifier Code (CIP Code)	Code identifying the CIP Code (CIPC Code from STVMAJR).  Loop 1 - Student Level CIP Code  Loop 2 - Program 1 CIP Code  Loop 3 - Program 2 CIP Code  Loop 4 - Program 3 CIP Code  Loop 5 - Program 4 CIP Code  Loop 6 - Program 5 CIP Code  Loop 7 - Program 6 CIP Code
FOS05	352	Published Program Length Measurement	Length of instructional program in years, months, or weeks as published by the school, in format



Reference Designator	Data Element	Name	Additional Information
			nnnnnn with implied decimal between the third and fourth digits. 000100 - one tenth (1/10) 001000 - one (1) 010000 - ten (10) 100000 - one hundred (100) Loop 1 - not used Loop 2 - Program 1 Length Measurement Loop 3 - Program 2 Length Measurement Loop 4 - Program 3 Length Measurement Loop 5 - Program 4 Length Measurement Loop 6 - Program 5 Length Measurement Loop 7 - Program 6 Length Measurement
FOS06	380	Published Program Length	Method of measurement used for the program length measurement. Y - Year M - Month W - Week Loop 1 - not used Loop 2 - Program 1 Length Loop 3 - Program 2 Length Loop 4 - Program 3 Length Loop 5 - Program 4 Length

Reference Designator	Data Element	Name	Additional Information
			Loop 6 - Program 5 Length Loop 7 - Program 6 Length
FOS06	380	Weeks Program Title IV Academic Year	Total number of weeks of instruction in the program's academic year, in format nnnnnn with implied decimal between the third and fourth digits. Only reported when Published Program Length Measurement is W or M. 000100 - one tenth (1/10) 001000 - one (1) 010000 - ten (10) 100000 - one hundred (100) Loop 1 - not used Loop 2 - Program 1 Title IV Academic Year Loop 3 - Program 2 Title IV Academic Year Loop 4 - Program 3 Title IV Academic Year Loop 5 - Program 4 Title IV Academic Year Loop 6 - Program 5 Title IV Academic Year Loop 7 - Program 6 Title IV Academic Year
NTE02	352	Flag used to indicate the group to which the program belongs	A - Special Admission Associate Degree Program B - Bachelor's Degree Completion Program

Reference Designator	Data Element	Name	Additional Information
			N - Not applicable
			P - Preparatory Coursework Graduate/ Professional
			T - Non Credential Teacher Certification
			U - Preparatory Coursework Undergraduate

## SFRNSLC Error Reporting

For SFRNSLC Run Mode 1, Report of Missing/Invalid Data, the report will check for the following conditions.

- The process checks majors attached to all active curriculum records to ensure that a CIP code exists in STVMAJR (STVMAJR\_CIPC\_CODE is populated).
- When the Program Indicator is Y, the process provides all program-level information. The report prints Y in the SUM03 element when at least one current and active curriculum record is found.
- When the Program Indicator is N, the report does not print any program level information. The report prints N in the SUM03 element.
- When the curriculum does not find a program length match, it is included in the report with the message *No Matching Rule Found on SFACPLR*.

## Use Required Terms

Reporting includes processing required terms based on the student's curriculum record. Required terms are used to determine gaps in enrollment when running the Clearinghouse Extract Report (SFRNSLC) and the NSLDS SSCR Process (SFRSSCR).

Institutions can require different sets of terms based on the student's program of study. In order to determine the program status effective date when multiple terms are used, a list of terms in which students are required to attend is compared to the student's SFBETRM record to determine if the student was enrolled for that term. If the student is not enrolled, it is considered a gap in enrollment. The program status effective date is then re-set to the start of the term following the gap in enrollment.

The Required Terms Rule Form (SFACPLT) and the Required Terms Rule Table (SFRCPPT) and the Required Terms Table (SFRCPPT) are used to define rules for required terms. Rules are based on the curriculum elements the student is pursuing, and optionally, the student attribute. Curriculum elements come from the SORLCUR table (level, college, campus, degree, program) and the SORLFOS table (major). The student attribute is defined in the SGRSATT table. Rule data for required terms can be copied to a new rule when the required terms are Null, and the curriculum, major, or attribute elements are populated. You cannot create duplicate rules.

The student's primary current and active curriculum record is used for processing. The process looks for the weightiest matching rule on SFACPLT. The student's program status effective date is based on the required terms of attendance found on the rule that matches the student's primary current and active curriculum record. The program status effective date equals the program begin date if the effective date is before the begin date.

The NSC Reported Major Audit Table (SFRMNSC) and the NSLDS Reported Major Audit Table (SFRMSSR) are used to store reported data from previously reported terms.

## Curriculum Views

Banner views are used to select the required terms data to be used by SFRNSLC and SFRSSCR and pass the data for processing.

- The Curricula by Term View (SOVCLTR) is used to simplify the selection of curriculum data by term. The view is created by SOVCLTR0 and SOVCLTR1.
- The Current and Active Primary Curriculum by Term View (SOVCLTP) is used to simplify the selection of current and active primary curriculum data by term.

SOVCLTR and SOVCLTP create the SOVCLTM view that is used by SFRNSLC and SFRSSCR. For more information on these views, refer to the "Concurrent Curricula Processing Appendix" in the *Banner Student User Guide*.

The Current and Active Curriculum Plus Major by Term View (SOVCLTM) is used by the enrollment reporting process to forward the required terms to SFRNSLC and SFRSSCR based on the curriculum elements that match the student's record. The view calls the SOVLFO view and lists primary current and active curriculum record for a student and includes whether the curriculum is the most current for the priority. It also lists the primary major for the term.

Processing works as follows.

1. The SOVCLTM view selects the primary current and active curriculum record, including the major, for each student for the term being processed.
2. The enrollment process then compares the selected curriculum record to the required term rules.
3. If the rule returned specifies a student attribute, SFRNSLC and SFRSSCR then check the Student Attribute Repeating Table (SGRSATT) for a match on PIDM, effective term, and attribute code.
4. The rule with the most weight that applies to the student is used to determine the required terms for that student, and in turn is used to determine any gaps in enrollment for that student.

Each element in the rule has a value of 1. If one component is entered, that rule has a weight of 1. If two components are entered, the weight is 2, and so on.

5. The data for the required term codes that matches the curriculum record data elements and the student attribute is sent for reporting for the student being evaluated.

Here are sample SFACPLT rules and outcomes.

### Example 1

For this example, all BA-HIST programs require fall and spring term enrollment.

Not every undergraduate student who is pursuing a BA-HIST program with a BA degree in the College of Arts & Sciences is expected to attend the summer term.

When the field of study type code and field of study code are Null, the process reviews all majors assigned to a student with a curriculum of BA-HIST, a level of UG in the College of Arts & Sciences, and a BA degree, and considers the fall and spring terms to be regular terms of enrollment.

Curriculum and LFOS Data Elements	Level	Campus	College	Degree	Program	Field of Study/Major Code
	UG		AS	BA	BA-HIST	
Unlimited number of terms required	Term	Term	Term	Term	Term	And so on
	201210	201220	201310	201320	201410	

### Example 2

For this example, associate level programs with a major in Accounting require summer attendance.

Every student in an associate level (AS) with an ACCT major would be expected to attend the fall, spring, and summer terms.

Curriculum and LFOS Data Elements	Level	Campus	College	Degree	Program	Field of Study/Major Code
	AS					ACCT
Unlimited number of terms required	Term	Term	Term	Term	Term	Term
	201210	201220	201230	201310	201320	201330

### Data Reported With SFRNSLC and SFRSSCR

SFRNSLC and SFRSSCR process the required terms, based on the curriculum data elements on the rule form that match the student's primary current and active curriculum. Here are some example rule sets with rule weights to show which rule is used.

### Example 1

This scenario would be allowed, regardless of what terms are required.

Rule	Level	Program	Rule Weight
1	UG		1
2	UG	AS-ACCT	2

**Example 2**

This scenario would be allowed, regardless of what terms are required. A student could match all three rules. Rule 3 would be used because it is the weightiest.

Rule	Level	Program	Major	Rule Weight
1	UG			1
2	UG	AS-ACCT		2
3	UG	AS-ACCT	FIN	3

**Example 3**

In this scenario, Rule 4 would not be allowed, even though the required terms might be different for the rules, because the curriculum elements are the same for Rule 2 and Rule 4.

Rule	Level	Program	Major	Rule Weight
1	UG			1
2	UG	AS-ACCT		2
3	UG	AS-ACCT	Finance	4
4	UG	AS-ACCT		rule not permitted

Here are more examples of how required terms on SFACPLT are used with SFRNSLC and SFRSSCR reporting. Terms used and reporting results are detailed for enrollment gaps, the program effective status date, withdrawn majors, and the program start date.

***Basic Term Setup Example***

When SFRNSLC or SFRSSCR is being run for 201403 Fall 2014, returning students should have been included in the following terms depending on when they were admitted. The following terms should be entered on SFACPLT.

- 201103 Fall 2011
- 201201 Spring 2012
- 201203 Fall 2012
- 201301 Spring 2013
- 201303 Fall 2013
- 201401 Spring 2014

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These terms are referenced in the topics that follow.

### *Finding Gaps*

The required terms on SFACPLT are used to find gaps in a student's enrollment.

The terms entered on the form are matched to the student's enrollment records starting with the student's first enrollment term. If any enrollment terms are missing, the term is considered to be an enrollment gap for reporting. The gap terms are used when the report reads the time status for the student to find the program effective status date.

- When a gap exists, the program status effective date will be a date that falls after the gap ends and is the oldest time status date for the current time status value.
- When no gap exists, the program status effective date is the time status date for the first term where the student has the current time status code value.

### **Example**

For example, a student enrolls in the following terms.

- 201203 Fall 2012, student is full-time
- 201301 Spring 2013, student is full-time
- 201303 Fall 2013, student is on leave
- 201401 Spring 2014, student returns as full-time
- 201403 Fall 2014, student is full-time

201303 is found to be a gap term, and the program status effective date will be the date on the 201401 time status.

For reports generated for terms 201203 through 201301, the program status effective date will be the time status date for Fall 2012.

### *Effective Date*

The program effective status date is the first date of the current time status after the status was changed. Here are some examples for SFRNSLC and SFRSSCR.

### **Example 1**

A student enrolls in the following terms.

- 201203 Fall 2012, student is 3/4 time
- 201301 Spring 2013, student is 3/4 time
- 201302 Summer 2013, student is full-time
- 201303 Fall 2013, student is full-time

The report is run for Fall 2013. The student's current status as of the report is full-time. The program status effective date selected will be Summer 2013.

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**Example 2**

A student enrolls in the following terms

- 201203 Fall 2012, on 9/1/2012 student is full-time
- 201203 Fall 2012, on 9/5/12 student drops to half-time
- 201203 Fall 2012, on 9/8/12 student goes back to full-time

The report is run on 9/2/12 and shows the student as full-time with an effective date 9/1.

The report is run again on 10/2/12 and shows the student again as full-time with an effective date 9/1.

The report will select the time status based on the report dates for a term.

**Example 3**

A student enrolls in the following terms.

- 201203 Fall 2012, on 9/1/2012 student is full-time
- 201203 Fall 2012, on 9/5/12 student drops to half-time
- 201203 Fall 2012, on 9/8/12 student goes back to full-time
- 201301 Spring 2013, on 11/10/12 student is full-time
- 201301 Spring 2013, on 1/15/13 student is half-time
- 201301 Spring 2013, on 1/16/13 student is half-time
- 201301 Spring 2013, on 2/15/13 student is full-time
- 201302 Summer 2013, on 6/1/13 student is full-time
- 201302 Summer 2013, on 6/20 student is half-time
- 201301 Fall 2013, on 9/1/13 student is half-time

Report output will show the following data for the term, report date, and the student's status and effective date.

- 201203 Fall 2012, on 9/1/12 student is full-time effective 9/1/12
- 201203 Fall 2012, on 10/1/12 student is full-time effective 9/1/12
- 201203 Fall 2012, on 11/1/12 student is full-time effective 9/1/12
- 201301 Spring 2013, on 1/10/13 student is full-time effective 9/1/12
- 201301 Spring 2013, on 1/30/13 student is half-time effective 1/16/13
- 201301 Spring 2013, on 2/28/13 student is full-time effective 2/15/13
- 201302 Summer 2013, on 6/10/13 student is full-time effective 2/15/13
- 201302 Summer 2013, on 7/10/13 student is half-time effective 6/20/13
- 201302 Summer 2013, on 8/10/13 student is half-time effective 6/20/13
- 201301 Spring 2013, on 9/2/13 student is half-time effective 6/20/13

**Example 4**

A student enrolls in the following terms.

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- 
- 201203 Fall 2012, on 9/1/2012 student is full-time
  - 201302 Summer 2013, on 6/20 student is half-time
  - 201301 Fall 2013, on 9/1/13 student is half-time

Report output will show the following for the term, report date, and the student's status and effective date.

- 201203 Fall 2012, on 9/1/12 student is full-time effective 9/1/12
- No report run for summer 2013 term
- 201301 Fall 2013, on 9/2/13 student is half-time effective 6/1/13, which is the first day of the summer term

If no reporting records exist in SFRTCTL for a term, the last time status calculated and the first day of the term are used as the program status effective date.

### **Example 5**

A student enrolls in the following terms.

- 201203 Fall 2012, on 9/1/2012 student is full-time
- 201301 Spring 2013, on 1/10/2013 student is full-time
- 201301 Spring 2013, on 2/15/2013 student withdraws and time status drops to less than full-time
- 201302 Summer 2013, on 6/10/2013 student is full-time

Report output will show the following for the term, report date, student's status, and effective date.

- 201203 Fall 2012, on 9/1/12 student is full-time effective 9/1/12
- 201301 Spring 2013, on 1/10/13 student is full-time effective 9/1/12
- 201302 Summer 2013, student is full-time effective 9/1/12

The issue with the above scenario is that the report was not run again for Spring 2013 to capture the withdrawal and change in time status.

A different status effective date is produced if the report is run for Spring 2013 after February 15.

- 201301 Spring 2013, on 1/10/13 student is full-time effective 9/1/12
- 201301 Spring 2013, on 2/20/13 student is withdrawn effective 2/15/2013
- 201302 Summer 2013, student is full-time effective 6/10/2013

The report should be run at the end of each term to pick up all end of term changes.

### ***Withdrawn Majors***

Withdrawn majors are reported with the EB3 status when SFRNSLC or SFRSSCR is run.

The withdrawal is only reported for the first term for which the withdrawal is known. Majors withdrawn as of the student's last enrollment are reported. The program start date will always be the original term in which the major is added. Here are some examples for SFRNSLC and SFRSSCR.

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**Example 1**

A student is enrolled in the Fall and Spring 2015 terms, with a major of MATH.

- The student is on leave for the Summer 2015 term.
- The Registrar changes the student's major effective Summer 2015 to AMTH.
- The student is enrolled in the Fall 2016 term.
- The report output will show the EB3 for MATH and the new major AMTH.
- The program start date will be the first day of the Summer 2015 term.
- The program status effective date will be the first day of the Summer 2015 term.

**Example 2**

A student is admitted in the Fall 2014 term with a major of MATH.

- Before enrolling in the term, the student changes the major to AMTH.
- The student then withdraws from the Fall 2014 term.
- The Registrar removes the student's SFBETRM record.
- The student returns and registers in the Spring 2015 term.
- The withdrawn major will not be reported as an EB3 status, because the student does not have a first enrollment term before the reporting term.

**Example 3**

A student is enrolled in the Fall 2014 term with a major of MATH.

- Either SFRNSLC or SFRSSCR is run, and the student is reported to the NSC or the NSLDS.
- The student changes the major to AMTH, late in the Fall 2014 term, after all reports have been completed.
- The Spring 2015 term does not include the EB3 for MATH.
- The last reports for a term should be run after all changes have been made.
- Withdrawn majors are selected after the last term in which the student was enrolled, which is the Fall 2014 term.

***Program Start Date***

The program start date is always the first day of the term in which the major was added. Here is an example for SFRNSLC and SFRSSCR.

**Example**

A student is admitted in the Fall 2013 term for a major of ART.

- The program start date for the ART major will be the first day of the Fall 2013 term.
- The student changes from an ART major to a PHOT major in the Spring 2014 term.
- The program start date for the PHOT major will be the first day of the Spring 2014 term.

- The student changes the PHOT major to a CERM major in March 2014 for the Spring 2014 term.
- The program start date for the CERM major will be the first day of the Spring 2014 term.
- The student is not enrolled during the Summer 2014 term but changes from a CERM major to a CERB major.
- When the student returns in the Fall 2014 term, the CERB major will be reported with a program start date of the first day of the Summer 2014 term, and the CERM major will have an EB3 record to show the withdrawal.

### *Select Time Status*

The following Banner views are used to select time status data for required terms.

#### *SFVTMSS*

This view is used to select the time status for the student for SFRSSCR reporting. This view lists the time status and the highest date for the time status within the SFRSSCR reporting time periods.

The following columns are in this view:

```
SFVTMSS_PIDM
SFVTMSS_TERM_CODE
SFVTMSS_TMST_CODE
SFVTMSS_TMST_DATE
SFVTMSS_TERM_START_DATE
SFVTMSS_SUBMITTAL_DATE
SFVTMSS_PROCESS_NAME
```

#### *SFVTMST*

This view is used to select the current time status for each term and reporting period. If no reporting records exist in SFRTCTL, the first day of the term is used, and the student's last calculated time status is used in determining the program status effective date.

The program status effective date equals the program begin date if the effective date is before the begin date.

The following columns are in this view:

```
SFVTMST_PIDM
SFVTMST_TERM_CODE
SFVTMST_TMST_CODE
SFVTMST_TMST_DATE
SFVTMST_TERM_START_DATE
SFVTMST_RPRT_DATE
SFVTMST_BRANCH_CDE
SFVTMST_RPRT_STANDARD_IND
SFVTMST_INST_FICE
```

---

## Registration Set-Up Procedures for Banner Student Self-Service

The following steps are required to implement basic Registration in Banner Student Self-Service. If you are implementing Registration Priority Time-Ticketing, Third-Party Controls, Alternative PIN Processing, and Registration Permit-Overrides, you will need to complete additional optional steps. Instructions for these topics follow the Web setup instructions.

**Note:** Before you begin, make sure you have activated any appropriate Web display indicators on Banner validation forms.

### Supporting Validation Forms

A number of validation forms include Web display indicators.

These indicators control whether a specific value in the validation form will display and be available for selection through the Web. In most cases, the Web Indicator must be selected (set to  $\mathbf{Y}$ ) for a value to be available on the Web.

In addition to setting the Web indicators correctly, you should also review the description of each value flagged for Web display. The description of a value will display on the Web when an item is Web-enabled.

The following validation forms include Web display indicators which control Registration processing through the Web.

- Subject Code Validation Form (STVSUBJ)
- Course Registration Status Code Validation Form (STVRSTS)

#### *Subject Code Validation Form (STVSUBJ)*

Indicated values will display in the list of subjects available to search when the Look Up Classes page is selected.

The output of the Catalog and Schedule reports for display on the corresponding Web pages also is restricted to the Web-enabled subject codes. Please note that a student will not be prevented from registering for a specific section by entering the CRN directly, even if the subject code for that section is not Web-enabled.

#### *Course Registration Status Code Validation Form (STVRSTS)*

Values which are Web-enabled will be used either in the Add/Drop process or as additional options which a student can select, such as audit or waitlist.

At least two values, one which will be used when courses are added through the Web and one which will be used when courses are dropped through the Web, must be Web-enabled. The specific values you use for these two actions will be controlled by entries in the Crosswalk Validation Form (GTVSDAX). You can use the traditional  $\mathbf{RE}$  (Registered) and  $\mathbf{DD}$  (Drop/Delete) values for these entries, or you can define additional values for Web Registered and Web Dropped. If you define

---

additional values for the codes used for these purposes, you must set all the indicators for each value to correspond with the indicators set for RE and DD.

**Warning!** Careful consideration should be given to which codes are Web-enabled. For example, if students should only be permitted to add courses on the Web, no drop status codes should be Web-enabled. Also, a waitlist course status should be Web-enabled only if students should be permitted to select a waitlist status for a course if a section is closed and a waitlist is available. An institution may also want to consider whether course statuses with refunding rules should be Web-enabled.

## Registration Setup Overview

### About this task

#### Procedure

1. Set up the global Web rules using Customize Web Rules in Web Tailor.
2. Establish Web processing and Web display controls on the Term Control Form (SOATERM) for a specific term. This step is required for every registration term.
3. Establish and Web-enable Web-related enrollment and course status codes on the Course Registration Status Code Validation Form (STVRSTS). This step is required for the initial set-up of Web registration.
4. Establish term-specific date ranges for course statuses on the Course Registration Status Form (SFARSTS) or the Schedule Processing Rules Form (SSARULE). This step is required for every registration term.
5. Update rules for registering or dropping through the Web on the Crosswalk Validation Form (GTVSDAX) as necessary. This step is required for the initial set-up of Web registration.
6. Review the Subject Code Validation Form (STVSUBJ) for those codes that should be Web-enabled. This step is only required for the initial set-up of Web registration.
7. Establish the appropriate display settings for midterm and final grades. This step is required for every registration term.

## Registration Setup Steps

#### Procedure

1. Set up the global Web rules using Customize Web Rules in Web Tailor. Set up the title, header, back URL and link, and help URL and link fields using Customize a Web Menu or Procedure in Web Tailor. If these rules, links, and fields have not been reviewed and customized for your institution, do this now.
2. Establish term-specific Web controls on the Term Control Form (SOATERM) for the following sets of information.
  - Web Processing Controls
  - Web Display Controls
  - Web Registration Dates

---

This is required for each registration term.

a) Review and establish term-specific Web Processing and Web Display Controls.

On the Term Control Form (SOATERM), enter a term in the Key Information and use Next Block to access the fields in the main window. Select the **Process Web Controls** button to display the Web Processing Controls window.

The fields in this window are used for two main functions:

- to restrict or enable selected registration related actions in self-service for Class Change Options, Grade Display, Faculty and Advisor, and WebCAPP, and
- to restrict or enable selected searching capabilities for Catalog and Schedule (including open learning courses) when a student performs a search for available sections on the Look Up Classes page.

For more information on the fields in this window, see SOATERM in the Banner Student online help.

b) Review and establish Web registration date range periods to restrict Web registration.

On the Term Control Form (SOATERM), enter a term in the Key Information, use a Next Block function to navigate through the main window, and use a second Next Block function to access the Part of Term and Web Registration Controls window.

The Web Registration Dates section of the Part of Term and Web Registration Controls window is used to specify the date ranges during which registration through the Web is available for the term in the Key Information. Web registration dates are established as follows:

- Enter one or more start and end dates for Web Registration periods. Note that the ability to enter more than one Web Registration period allows the institution to turn Web Registration access on and off during the term.
- The start and end dates entered should not fall outside (either before or after) the date ranges that are established for both student enrollment statuses (SFAESTS) and course registration statuses (SFARSTS) for the term, or errors will prevent a student from registering through the Web.

3. Establish and Web-enable Web-related course status codes on the Course Registration Status Code Validation Form (STVRSTS).

This is an initial set-up requirement only.

Status codes that are Web-enabled are used either in the Add/Drop process or as additional options that a student can select, such as Audit or Waitlist.

To use registration on the Web, you must have at least one course status code enabled. If you want to allow students to drop classes from their schedules using the Web, you also need to define a drop status code and Web-enable it. You can use the traditional RE (Registered) and DD (Drop/Delete) codes, or you can create new codes. If you create new codes, you *must* set all indicators for each value to correspond with the settings for RE and DD. (The codes RW and DW are delivered, which you can use if you choose, or you can create new codes.)

**Note:** You can give any names to these status codes; the documentation uses the generic terms “Web registered” and “Web drop”. When naming your course status codes, remember that the descriptions are what will be displayed on the Web and should therefore be clear enough to be understood by your users.

The Web registered status is required to initially add a class on the Web. An institution can disable the Web-dropped status if students should not be allowed to drop classes on the Web. Optionally, other course statuses may be Web-enabled, such as Audit, Waitlist, etc., if institutional policies determine that these actions should be available for selection on the Web.

The Web Registered (RW) and Web Drop (DW) course status codes are controlled by entries in the Crosswalk Validation Form (GTVSDAX), which is covered in the next step.

**Note:** A student may be able to waitlist a course if a waitlist course status is Web-enabled on STVRSTS, a valid date range is defined for the status on SFARSTS, and a waitlist is available. Careful consideration should be given as to whether institutional policy should allow waitlist registrations through the Web.

**Warning!** Set the indicators on STVRSTS as specified in the following table. These indicators must *not* be changed, or Web registrations will not be processed properly:

Processing Indicator	Add	Drop
Allowed to Enter	selected/Y	selected/Y
Count in Enrollment	selected/Y	cleared/N
Count in Assessment	selected/Y	cleared/N
Withdrawal Indicator	cleared/N	cleared/N
Waitlist Indicator	cleared/N	cleared/N
Gradable Indicator	selected/Y	cleared/N
Print on Schedule (Indicator)	selected/Y	cleared/N
Web (Registration) Indicator	selected/Y	selected/Y

In order for the system to determine which status code(s) to be displayed, in the **Status Type** field, enter the status code type:

- R - Registered (enrolled)
- D - Dropped
- L - Waitlisted
- W - Withdrawn

**Note:** If the **Status Type** field is left blank, unexpected results can occur.

4. Establish term-specific date ranges for enrollment and course statuses.

---

This is required for each registration term.

- a) Review and establish enrollment status codes, their associated start and end dates, and refunds as applicable for the registration term on the Enrollment Status Control Form (SFAESTS).
  - b) Review and establish course registration status codes, their associated start and end dates, and refunds as applicable for the registration term and parts-of-term within the registration term on the Course Registration Status Form (SFARSTS).
  - c) For open learning courses, define usage/cutoff rules for course registration status codes on the Schedule Processing Rules Form (SSARULE).
5. Update the Crosswalk Validation Form (GTVSDAX) as necessary.
- a) If you created new course status codes for Web processing, take the following actions.
    - If you created a new course status code for “Web registered”, for the internal code `WEBRSTSREG`, enter your “Web registered” code in the **External Code** field.
    - If you created a new course status code for “Web drop”, for the internal code `WEBRSTSDRP`, enter your “Web drop” course registration status code in the **External Code** field.
    - If you are using the `RE` and `DD` course status codes for Web registrations and drops, you do not need to make any changes to the entries for the `WEBRSTSREG` or `WEBRSTSDRP` internal codes for the `WEBREG` internal code group on GTVSDAX, because as delivered, these codes are set up for use on the Web.

**Note:** You may define only one code for “Web registered” and one for “Web drop” on GTVSDAX. If you want to change the code later, change the external code on GTVSDAX.

**Note:** The drop code that is crosswalked to the `WEBRSTSDRP` internal code drops the course and removes it from the student’s schedule.
  - b) For the internal code `MAXREGNO` with internal code group `WEBREG`, in the **External Code** field, enter the maximum number of enrollment attempts your institution wants to allow on the Web.
  - c) To display the **Dynamic Schedule by Date Range** field values on the select term or date range, enter `Y` in the **External Code** field for the `SCHBYDATE` internal code.
  - d) For the internal code `AUTODROP`, enter the appropriate value in the **External Code** field.
    - If you want users to be allowed to choose whether to drop all or no connected courses if not all were selected to be dropped, enter `C`.
    - If you want an entire connection to be automatically dropped if not all were selected to be dropped, enter `Y`.
    - If you want no connected courses to be dropped unless all were selected, enter `N`.



**Note:** In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter **N** for **AUTODROP**, it will not be possible for connected courses to be dropped through Banner Voice Response. Therefore, if your institution uses both Banner Voice Response and Banner Student Self-Service, it is recommended that you use either **C** or **Y** for **AUTODROP**.

- e) For the internal code **ADMINDROP**, enter the appropriate value in the **External Code** field.
  - If you want administrative errors that have been encountered when a registration record is accessed to be ignored, enter **N**.
  - If you want the system to automatically drop a course if an administrative error is encountered when a registration record is accessed, enter **Y**.

6. Review subjects for Web display on the Subject Code Validation Form (STVSUBJ).

This is an initial set-up requirement only.

Web-enable those subjects that should display when a student searches for available sections on the Web. Remember that the Web-enabled subject codes will also control the Catalog and Schedule display as well.

The **Web (Display) Ind(icator)** check box on the Subject Code Validation Form (STVSUBJ) specifies which subjects are allowed to be displayed in the Web Course Catalog, Class Schedule, and Look Up Classes pages. The installation process automatically defaults selected or **Y** for the **Web (Display) Ind(icator)** for all of your subject codes. Without any changes, all subject code descriptions will display on the Web. You should review subject code descriptions for clarity, in addition to update the **Web (Display) Ind(icator)** to **N** only for the subject code descriptions that should not be displayed on the Web.

7. Establish the appropriate display settings for midterm and final grades.

This step is required for every registration term.

On the Term Control Form (SOATERM), enter a term in the Key Information and use Next Block to access the fields in the main window. Select the **Process Web Controls** button to display the Web Processing Controls window.

Use the grade display check boxes on SOATERM to control the display for the whole term. You can, however, then use the Section Web Controls From (SSAWSEC) to override the SOATERM setting for specific classes.

For example, if you choose to display midterm grades for the whole term on SOATERM, but a particular professor does not want to display their midterm grades, you can clear the **Display Midterm Grades** check box on SSAWSEC.

- a) Set the **Grade Display** check boxes in the Web Processing Controls window of SOATERM to specify whether you want midterm or final grades or grade detail for the whole term to be available on the Web. For more information on the fields in this window, refer to the online help.
- b) If you want to override the settings on SOATERM for a specific class, set the Grade Display checkboxes on SSAWSEC in the Banner Student Self-Service Display Controls block.
- c) On the Grade Component Definition Form (SHAGCOM), define grade detail for the class if your institution wants grade detail to be available through the Active Registrations page.

## Display Term Date Ranges in Self-Service

System-required rules are delivered on the Crosswalk Validation Form (GTVSDAX) for use with term selection in Self-Service.

Use these rules to display term date ranges in the **Term** field pulldown lists on Web pages in Banner Student Self-Service and Banner Faculty and Advisor Self-Service. This helps the user determine which term to use for registration without being dependent on term descriptions. The date display format is controlled by the setting in Banner General.

Set the rules as follows:

- Set the **WEBTRMDTE** rule for group **STUWEB** to **Y** to display date ranges for terms on all Banner Student Self-Service pages where the term is selected.
- Set the **WEBTRMDTE** rule for group **FACWEB** to **Y** to display date ranges for terms on all Banner Faculty and Advisor Self-Service pages where the term is selected.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
N	WEBTRMDTE	N/A	FACWEB	Web Term Displays Dates	Sysdate
N	WEBTRMDTE	N/A	STUWEB	Web Term Displays Dates	Sysdate

## Registration Time-Ticketing in Banner Student Self-Service and Banner Voice Response

Registration Time-Ticketing allows institutions to optionally establish priority driven registration period time slots for registration through Banner Student Self-Service registration and Banner Voice Response telephone registration.

Time-Ticketing slots for Web and telephone registration processing are established using the following forms:

- Registration Priority Control Form (SFARCTT)
- Registration Group Control Form (SFARCTL)
- Student Registration Group Query Form (SFIRGRP)

There are two primary methods of registration eligibility control checking:

- Registration Time-Ticketing

If time tickets are used to control registration eligibility, there are two variations available, *unrestricted* time ticketing and *restricted to* time ticketing.

- Unrestricted time tickets refers to students with assigned time tickets who are only eligible for registration (for the term) as applicable for their time ticket. If a student does not have a time ticket, that student may register (for the term) at any time (subject to other restrictions, as applicable).
- Restricted time tickets refers to students with assigned time tickets who are subject to the same eligibility restrictions as with unrestricted time tickets. The difference with this method is that all students *must* have a time ticket to register. If they do not have an assigned time ticket, the student will *not* be eligible for registration (for the term) under any circumstances.
- Registration Time Controls

The Third Party Registration Time Controls Form (SFARGTC) provides an alternative to individually assigned time-ticketing, by offering the ability to create term-specific registration eligibility profiles whereby only those students who match the criteria for a valid time control may register at any given time.

These methods are controlled by rules on GTVSDAX (and GORFLAG for Banner Voice Response) and provide a registration indicator of eligible or ineligible for the student based on the selected method of registration control and checking against the rules on SFARGTC (for registration time controls) or the records on SFARGRP (for restricted and unrestricted time tickets). The student is permitted to continue with registration after the checks have taken place.

The rule on the Crosswalk Validation Form (GTVSDAX) must be created as follows:

- The **Internal Code** is WEBRESTTKT.
- The **Sequence (Number)** is blank (Null).
- The **(Internal) Group (Code)** value is WEBREG.
- The **External Code** can be set to Y, to restrict registration to time tickets, or N, to not restrict registration to time tickets. N is the delivered default.
- The **Description** is WebVR Restrict Reg to Time Tkt.
- The **Translation Code** and **Reporting Date** can be left blank (Null).
- The **System Requirements (Indicator)** must be selected.

Students with time tickets (for a specified term) can only register within the timeframes established for that ticket (or tickets). All students must have a time ticket to register. If a student does not have a time ticket established, they are *not* eligible for registration under any circumstances.

## Registration Priority Time-Ticketing Setup Overview

The following steps are required to implement Registration Priority Time-Ticketing.

### Procedure

1. Build registration group codes in the Registration Group Control Form (SFARCTL).
2. Build registration time slots in the Registration Priority Control Form (SFARCTT).
3. Link the time slots with their priorities to the Registration Groups.
4. Assign term specific registration groups to individual students on the Student Registration Group Form (SFARGRP).

---

## Results

Steps 1 through 4 are required for each registration term. However, Steps 1 and 2 may be completed in reverse order. If the time slots are built first on the Registration Priority Control Form (SFARCTT) as indicated in Step 2, then steps 1 and 3 can be combined as the next step.

In addition, a model script is available to partially automate the building of registration group codes and assign those codes to students who are eligible to register. See additional detailed notes about this script (`sfrgrup.sql`) following the implementation steps below.

## Registration Priority Time-Ticketing Setup Steps

### About this task

### Procedure

1. Build registration group codes in the Registration Group Control Form (SFARCTL).

**Note:** At this time, build the codes only; do not try to associate a priority with a group until the next step has been completed.

The Registration Group Control Form (SFARCTL) is used to define registration group codes and the assigned registration priorities for those group codes for Banner Student Self-Service Web registration and Banner Voice Response telephone registration. There is no validation for the group code. A group code may be initially defined without a priority, and the priority may be associated with the code after time slots and priorities are established on the Registration Priority Control Form (SFARCTT).

Students assigned to registration groups will be permitted access to Web and telephone registration only during the time slot(s) specified by their assigned registration group code and assigned priority on the Student Registration Group Form (SFARGRP). Codes must be established on the Registration Group Control Form (SFARCTL) before they can be assigned to students on the Student Registration Group Form (SFARGRP).

Procedurally, registration group codes can be defined on SFARCTL without priorities at the same time that registration time slots are defined on SFARCTT. Priorities can then be assigned to the group codes on SFARCTL after the time slots exist with their assigned priorities on SFARCTT.

2. Build registration time slots in the Registration Priority Control Form (SFARCTT).

The Registration Priority Control Form (SFARCTT) is used to define rules that assign the begin and end dates and times and priority assignment for each registration time slot for Banner Student Self-Service Web registration and Banner Voice Response telephone registration. Time slots are required to have a begin date and time, end date and time, and a priority.

More than one registration time slot can be assigned the same priority. If more than one time slot has the same priority, any group assigned that priority on the Registration Group Control Form (SFARCTL) will have all of those time slots assigned and available for Web and telephone registration. Students who are assigned to the group in the Student Registration Group Form (SFARGRP) will be permitted to register through the Web or telephone during any of the time slots assigned to the priority of the group.

3. Link the time slots with their priorities to the registration groups.

Link the time slots with their priorities to the registration groups by updating the **Group Priority** field on the Registration Group Control Form (SFARCTL).

4. Assign term-specific registration groups to individual students on the Student Registration Group Form (SFARGRP).

The Student Registration Group Form (SFARGRP) is used to assign a registration group to individual students on a term-by term-basis. A registration group that has been defined, but not associated with a priority, cannot be assigned to a student on this form. Only one registration group can be assigned to a student for a specific term. Use a List function from the **(Registration) Group (Code)** field to display the Registration Group Control Form (SFARCTL), which in turn displays the valid codes and allows for an Exit with Value.

The user ID that assigned the registration group code is stored and displayed on the form, in addition to the activity date associated with the most recent change.

Registration group assignments cannot be made when the student status for the selected term does not allow registration (that is., the **Allow Registration** flag on the Student Status Code Validation Form (STVSTST) is cleared or N). You cannot create group assignments for a term for which the student record has an inactive status.

You may query the registration time slots and the students who have been assigned to those time slots for specific registration group codes using the Student Registration Group Query Form (SFIRGRP).

When more than one time slot is assigned the same priority, and that priority has been assigned to a registration group, all of the time slots are displayed in the Student Registration Group Control section of the form. The cursor cannot be positioned to any fields in the form, but in query mode, **(Registration) Group Code, Group Priority, Begin Date, End Date, Begin Time, and End Time** can be accessed and used to specify query criteria.

Students assigned to the registration group code display in the Student Information section of the form. When the cursor is scrolled through multiple time slot records, if they exist, the list of student names that displays will be the same for each record. **Group** is an optional Key Information field. If no group code is entered in the Key Information, all existing registration groups and their assigned students, if any exist, are retrieved for display.

See the "Model Script for Populating Registration Groups" topic below for more information.

5. Set up the following rule for restricted time tickets on GTVSDAX.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y/N	WEBRESTTKT		WEBREG	WebVR Restrict Reg to Time Tkt	Sysdate

## Model Script for Populating Registration Groups

The SQL script `sfrgrup.sql` may be used as a model for creating registration groups from your existing student population. This script should be analyzed and modified as appropriate by technical support staff before execution.

The model script does the following:

- Prompts for a term code.
- Creates student registration group records (SFBRGRP) for every general student in the database whose student status (`SGBSTDN_STST_CODE`) allows registration (`STVSTST_REG_IND = Y`). (These students represent the IDs that will be entered in the Key Information of SFARGRP).
- Creates registration group code records (SFBWCTL) and assigns the appropriate code to each of the students (SFBRGRP) above by examining academic history as follows:
  - Sums the earned hours in academic history for all of the Term GPA records (`SHRTGPA_HOURS_EARNED`) that have the same level as the level of the general student record that is effective for the term specified in the prompt.
  - Subtracts the sum of hours from the previous step from 1000. This result is the group code that is assigned to the student.

Here are some examples:

Student	Sum of Hours Earned	Calculation			Group Code Assigned
One	46	1000	-	46	0954
Two	104	1000	-	104	0896
Three	18	1000	-	18	0982
Four *	0	1000	-	0	1000

\* Freshmen with no earned hours in academic history will be assigned to group 1000 based on the logic in the model script.

After the script is executed, the group codes are associated with the students. The group codes are displayed on SFARCTL. The order of the display of the codes is by earned hours seniority, if no modifications are made to the script. In other words, the group codes are character values and are ordered in ascending order.

The students who have completed the most hours will have codes that are at the top of the list of codes displayed on SFARCTL, and the students who have completed the fewest hours will have codes that are at the bottom of the list of codes displayed on SFARCTL.

The codes in the example above would be displayed in the following order on SFARCTL:

- 0896
- 0954
- 0982

- 1000

When the group codes have been associated with students, you must build the time slots and their priorities on SFARCTT (if not built previously), then associate the time slots (priorities) with the groups on SFARCTL by populating the **Group Priority** field. After those tasks have been completed, the SFARGRP form can be used to display the time slots for individual students for the term, and the Student Registration Group Query Form (SFIRGRP) can be used to query registration groups, their associated time slots, and the students assigned to those groups.

## Scenarios for Using the GTVSDAX Rules for Restricted Time Tickets and Time Controls

### 1. Time Controls

- WEBMANCONT = Y
- WEBRESTTKT = N (This record setting is not applicable if you are using third-party controls.)
- No valid SFARGTC record profile match exists for the student/term at this time.

Because no SFARGTC record exists, when the user tries to access the Add or Drop Class and Change Class Options pages, the following MCERR message is displayed:

The student is not permitted to register at this time.

The Look Up Classes page will display, the search can be performed, and the results are displayed without a **Registration** check box.

### 2. Time Controls

- WEBMANCONT = Y
- WEBRESTTKT = N (This record setting is not applicable if you are using third-party controls.)
- SFARGTC = Last Name same as student

The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed.

### 3. Time Controls

- WEBMANCONT = Y
- WEBRESTTKT = Y (This record setting is not applicable to Third Party Controls.)
- No valid SFARGTC record profile match exists for the student/term at this time.

Because no SFARGTC record exists, when the user tries to access the Add or Drop Class and Change Class Options pages, the following MCERR message is displayed:

The student is not permitted to register at this time.

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** check box.

### 4. Time Tickets

- WEBMANCONT = N
- WEBRESTTKT = N
- No SFARGRP record

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The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed. The Registration Status page displays the time ticket appropriately.

5. Time Tickets

- WEBMANCONT = N
- WEBRESTTKT = Y
- No SFARGRP record exists for the student.

If Web registration is attempted, then because WEBRESTTKT is set to Y, the user will receive the following TTERR message:

*You have no Registration Time Ticket. Please contact the registration administrator for your time ticket.*

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** check box. The Registration Status page can be accessed.

6. Time Tickets

- WEBMANCONT = N
- WEBRESTTKT = N
- A valid SFARGRP record exists for the student.

The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed. The Registration Status page displays the time ticket appropriately.

7. Time Tickets

- WEBMANCONT = N
- WEBRESTTKT = N
- An SFARGRP record that is not valid exists for the student.

Because the student does not have an active SFARGRP record, the following TTTIMES error message is displayed on the Add or Drop Class and Change Class Options pages:

*You may register during the following times.*

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** check box. The Registration Status page displays the time ticket appropriately.

8. Time Tickets

- WEBMANCONT = N
- WEBRESTTKT = Y
- A valid SFARGRP record exists for the student.

The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed. The Registration Status page displays the time ticket appropriately.

9. Time Tickets

- WEBMANCONT = N
- WEBRESTTKT = Y



- An SFARGRP record that is not valid exists for the student.

Because the student does not have an active SFARGRP record, the following TTTIMES error message is displayed on the Add or Drop Class and Change Class Options pages:

You may register during the following times.

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** check box. The Registration Status page displays the time ticket appropriately.

## Setting up Third-Party Controls

Your institution can choose to use third-party controls instead of time-ticketing. Third-party controls allow you to define rules that control timed access to add/drop functions.

Time control records can use any combination of the following to define assigned time slots for registration activity:

- PIN
- Last name
- Student type
- Earned hours
- College
- Degree
- Department
- Campus
- Class
- Major

Management control time ticketing is dynamic. When a student attempts to register, the student's current data is compared to defined management control records to determine whether the action can be performed.

Management controls are maintained and displayed in the Third Party Registration Time Controls Form (SFARGTC).

Use the Crosswalk Validation Form (GTVSDAX) to indicate that you are using third-party controls. The rule on GTVSDAX should be set up as follows:

- The **Internal Code** is WEBMANCONT.
- The **Sequence (Number)** is blank (Null).
- The **(Internal) Group (Code)** value is WEBREG.
- The **External Code** should be Y. (The delivered value is N, which should be changed if you want to use third-party controls *instead of* registration group time ticketing controls.)
- The **Description** is Web Use Management Controls.
- The **Translation Code** and **Reporting Date** can be left blank (Null).

- The **System Requirements** check box must be selected.

When third-party controls are being used to enforce Web registration availability, a student's characteristics are matched against management control records maintained in the SFRCTRL table and displayed on SFARGTC. Multiple records can be defined for each term.

Management control records are selected against the student's data to determine at the time of login whether any permit the student to perform add/drop activity. If no management control records that allow access at the current date and time are matched, the message *Please contact the registration administrator for your time ticket* is displayed, and add/drop activity will not be allowed.

One of the items that can be used in management control time-ticket rules is PIN. Different registration periods can be defined for different PIN ranges. Because two PINs can exist for a student (the login PIN and the term-specific alternative PIN), you can select which PIN is to be used in management control checking. The PIN selection is done using another GTVSDAX rule, which should be set up as follows:

- The **Internal Code** is WEBALTPINU.
- The **Sequence (Number)** is blank (Null).
- The **(Internal) Group (Code)** value is WEBREG.
- The **External Code** should be Y if you want the alternative PIN (from the SPRAPIN table) for the term to be used when matching management control time ticket records to student characteristics, or **External Code** should be N if you want the login PIN (from the GOBTAC table) to be used.
- The **Description** is Web Alt PIN Use.
- The **Translation Code** and **Reporting Date** can be left blank (Null).
- The **System Requirements** check box must be selected.

## Setting up Alternative PIN Processing

Alternative PIN processing allows you to require a student to enter an additional PIN before the student can perform initial add/drop activity for a term.

### About this task

Institutions typically use this functionality to “force” a student to contact an advisor, who will provide the PIN, before initially registering for the term. When a student tries to register for the first time (through either the Add or Drop Classes page or the Look Up Classes results page), if alternative PIN processing is turned on and an alternative PIN has been entered for the student on the Alternate Personal Identification Number Form (SPAAPIN), then the system displays the Alternate PIN Verification page. (If no alternative PIN has been entered on SPAAPIN, the system displays the requested page without displaying this page first.)

Alternative PIN processing works together with third-party controls. The following table shows the different ways you can set up alternative PIN processing in the Crosswalk Validation Form (GTVSDAX). The internal codes in the table are described as follows.

- WEBMANCONT - Uses third-party controls to determine when students are eligible to register.
- WEBALTPINA - Indicates that the alternative PIN is required if it has been set on SPAAPIN.

- **WEBALTPINU** - Indicates when **Y** that the alternative PIN from the **SPRAPIN** table is used for the term, or indicates when **N** that the login PIN from the **GOBTPAC** table is used.

Internal Code	External Code	System Action
Here is rule combination number one.		
WEBMANCONT	N	Use registration time-ticketing as set up on SFARCTT.
WEBALTPINA	Y	Requires entry of the alternative PIN designated for the student and term on SPAAPIN, if one exists.
WEBALTPINU	N	This value is not relevant, as third party controls on SFARGTC are not used when the WEBMANCONT rule is set to N.
Here is rule combination number two.		
WEBMANCONT	Y	Requires that registration appointment requirements defined on SFARGTC be met.
WEBALTPINA	Y	Requires entry of the alternative PIN designated on SPAAPIN for the student and term, if one exists, for process name TREG.
WEBALTPINU	N	Requires that the GOATPAD PIN for the student is in the range set up on SFARGTC.
Here is rule combination number three.		
WEBMANCONT	Y	Requires that registration appointment requirements defined on SFARGTC be met.
WEBALTPINA	N	Student will not be required to enter an alternate PIN, even if one has been assigned on SPAAPIN.
WEBALTPINU	Y	Alternate PIN from SPAAPIN for process name TREG will be used by the SFARGTC PIN range settings.
Here is rule combination number four.		

Internal Code	External Code	System Action
WEBMANCONT	N	Use registration time-ticketing as set up on SFARCTT.
WEBALTPINA	N	Student will not be required to enter an alternate PIN, even if one has been assigned on SPAAPIN.
WEBALTPINU	Y	This value is not relevant, as third party controls on SFARGTC are not used when the WEBMANCONT rule is set to N.
Here is rule combination number five.		
WEBMANCONT	Y	Requires that registration appointment requirements defined on SFARGTC be met.
WEBALTPINA	Y	Requires entry of the alternative PIN designated for the student and term on SPAAPIN, if one exists.
WEBALTPINU	Y	Requires entry of the alternative PIN designated on SPAAPIN for the student and term, if one exists, for process name TREG.

### Procedure

- On the Crosswalk Validation Form (GTVSDAX), enter the appropriate value, as described in the table above, in the **External Code** field for the following internal codes:
  - WEBMANCONT
  - WEBALTPINA
  - WEBALTPINU
- For each term code for which you want to use alternative PIN processing, on the Alternate Personal Identification Number Form (SPAAPIN), define the alternative PIN(s) as follows.
  - In the **Term Code** field, enter the term code.
  - In the **Process Name** field, enter TREG.
  - In the **Alternate PIN** field, enter the PIN.
  - Save your changes.

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## Student Registration Permit-Override Procedure

This section applies to Banner Student System baseline registration, Telephone Registration processing, and Banner Student Self-Service registration.

Registration Permit-Override processing allows institutions to optionally establish combinations of allowable automatic overrides for registration processing that can be assigned to individual students. These permit-overrides are available by term on a course or section basis. These overrides will bypass the error checking that is performed in the baseline Student Course Registration Form (SFAREGS), Telephone Registration processing, and Banner Student Self-Service Registration, when the corresponding term controls on the Term Control Form (SOATERM) are flagged as either `Warning` or `Fatal`, where applicable.

The following registration errors can be designated for permit-overrides on the Registration Permit-Overrides Control Form (SFAROVR):

- prerequisite and test score override
- corequisite override
- course link override
- special approval override
- department override
- duplicate course override
- repeat hours override
- repeat limit override
- time conflict override
- student attribute override
- college override
- campus override
- class override
- capacity permit override
- cohort override
- level override
- program override
- degree override
- field of study override
- mutual exclusion override

**Note:** A duplicate course is one that has the same subject, course number, and schedule type.

For more detailed information about the above registration error checking categories, please refer to the “Course Catalog” and “Class Schedule” chapters.

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## Permit-Overrides Set-Up Summary

Permit codes from STVROVR are used to set up override criteria on SFAROVR.

### About this task

If these items cause registration errors to occur based on the severity set on SOATERM, the items selected for each permit code rule allow overrides of these errors so that registration can continue.

### Procedure

1. Initial Set-up
  - a) Review and establish permit-overrides on the Registration Permit-Override Code Validation Form (STVROVR).
  - b) Enter permit-override codes and their descriptions on the form.
2. Term-Specific Processing
  - a) Review and establish term specific permit-override processing rules on the Registration Permit-Overrides Control Form (SFAROVR).
  - b) Review and establish the automatically allowed registration error checking override flags for permit-override codes available for the registration term.
3. Permit-Override Processing
  - a) Assign specific permit-overrides to students for courses and sections on the Student Registration Permit-Override Form (SFASRPO).
  - b) Review and assign registration permit-override codes to individual students for specific courses and sections.

## Student Registration Permit-Override Steps

Permit-overrides are established in the following order.

### Procedure

1. Define permit-override codes on the Registration Permit-Override Code Validation Form (STVROVR).

The Registration Permit-Override Code Validation Form (STVROVR) is used to define and maintain the codes and descriptions for assigning registration permit-override groups to individual students in the Student Registration Permit-Override Form (SFASRPO) for registration processing. The rules for each registration permit-override group are defined on the Registration Permit-Overrides Control Form (SFAROVR) on a term-by-term basis, and must exist before they can be assigned to students.
2. Establish, on a term-by-term basis, the permit-override codes and the specific registration error checking overrides that are allowed using the Registration Permit-Overrides Control Form (SFAROVR).

The Registration Permit-Overrides Control Form (SFAROVR) is used to establish the registration permit-override codes and their associated allowable registration error overrides on

a term-by-term basis. When a new permit-override code is added, all overrides initially default to cleared or N (no automatic override), but may be updated to selected or Y (registration error checking override automatically allowed). These override codes are then assigned to individual students on a specific term and course or section basis.

You cannot make a permit-override entry until a Permit-Override code (defined on the Registration Permit-Override Code Validation Form (STVROVR)) has rules defined for the term in the Key Information of SFAROV. Entry of a code which is defined only on STVROVR which does not have rules defined on SFAROV for the Key term is not allowed.

3. Assign student-specific permit-override codes on a term and course or section basis using the Student Registration Permit-Override Form (SFASRPO).

The Student Registration Permit-Override Form (SFASRPO) is used to assign specific permit-override codes to individual students on a term and course or section basis. When a code is assigned to a student for a specific term, the **CRN**, **Subject**, **Course Number**, and **Section** fields are available to specify when assigning the specific permit-override code. At a minimum, a subject and course number must be designated when assigning a code. If a subject and course number are specified, the permit-override registration error checking will apply to any section of that subject and course number when the student registers. If a specific CRN is entered, the subject, course number, and section number will default. If a subject, course number, and section number are entered, the CRN will default. Multiple permit-override codes can be assigned to the same subject and course number combination, or the same CRN.

**Warning!** Caution should be exercised when assigning permit-override codes. If a permit-override code is assigned to a subject and course number combination that is not associated with a CRN, and a different permit-override code (with a different set of registration error overrides allowed) is assigned to a specific CRN that has the same subject and course number, the logic in the permit-override checking “combines” the rules in the sense that all of the Y (Yes) overrides for registration error checking are combined from both rules.

This is *not* a problem if the Y overrides permitted for the specific CRN are the same, or include more Y overrides than the rule associated with the same subject and course number combination.

This *is* a problem if the Y overrides permitted for the specific CRN are fewer and different from the overrides permitted for the same subject and course number combination.

The effects of combining overrides when the same subject and course number are specified in more than one permit-override rule are illustrated in the following examples.

### Example of Permit-Override Rules

Permit Code	Capacity	Duplicate	Links	Co-Reqs	Pre-Reqs	Time			
ALLOWALL	Y	Y	Y	Y	Y	Y			
	Spc-Appr	Major	College	Level	Class	Camp	Rpt Hrs	Rpt Lmt	Deg
	Y	Y	Y	Y	Y	Y	Y	Y	Y

Permit Code	Capacity	Duplicate	Links	Co-Reqs	Pre-Reqs	Time				
CAPACITY	Y	N	N	N	N	N				
	Spc-Appr	Major	College	Level	Class	Camp	Rpt Hrs	Rpt Lmt	Deg	Prgm
	Y	N	N	N	N	N	N	N	N	N

In the examples below, the "student" is an undergraduate sophomore biology major, and Section 02 of PSYC 300 (CRN 10050) and Section 03 of PSYC 300 (CRN 10051) are restricted to junior and senior psychology majors at the undergraduate level.

**Example 1 of specific overrides assigned to the student:**

Permit Code	CRN	Subj	Course	Section
ALLOWALL		PSYC	300	
CAPACITY	10050	PSYC	300	02

In Example 1, the student has been granted an automatic override for the specific section 02 of PSYC 300 (CRN 10050) *only* if the class's maximum enrollment has been reached or exceeded (capacity permit = Yes). However, because the **ALLOWALL** rule grants automatic overrides for all registration error checking categories, the student will automatically be enrolled in the either section 02 or 03 of PSYC 300, if selected at the time of registration, even though the student does not meet the requirements for the class and major for enrollment in the sections.

**Example 2 of specific overrides assigned to the student:**

Permit Code	CRN	Subj	Course	Section
CAPACITY		PSYC	300	
ALLOWALL	10050	PSYC	300	02

In Example 2, the student has been granted an automatic override for all registration error checking categories for the specific section 02 of PSYC 300 (CRN 10050). If the student attempts to register for section 02 of PSYC 300 *only*, the **ALLOWALL** rule will grant automatic overrides for all registration error checking categories, including the capacity error, and the student will be successfully registered in the section. If the student attempts to register for section 03 of PSYC 300 (CRN 10051), registration errors will occur on both Class restriction and Major restriction, but *not* capacity.

Permit-override codes are assigned in the Student Registration Permit-Overrides section of SFASRPO. Permit-override types can be assigned only when they have been authorized for the term in the Key Information using the Registration Permit-Overrides Control Form (SFAROVR). Several functions are available in this section as follows:

- A List function from the **Permit (-Override Code)** field displays the Registration Permit-Override Codes list of values, which is derived from the Registration Permit-Overrides Control Form (SFAROVR). You may select a value from this window or select Define Permit/Override Rules



from the Options Menu to access SFAROVR, which displays the valid codes and allows Exit with Value.

- A Help function from the **CRN** field displays the Registration Course Query Form (SFQSECT) when a valid CRN is present. You may also use the **Search** feature and select View Section Information (SFQSECT) to access SFQSECT.
- A List function from the **Subject** field displays a list of valid subject codes.
- A Count Query Hits function from the **CRN**, **Subject**, **Course Number**, and **Section** fields displays the Registration Section Query Form (SFQSECM). You may also use the **Search** feature and select Search for Sections (SFQSECM) to access SFQSECM from the **CRN** field.
- A Duplicate Record function from the **Subject** and **Course Number** fields displays the Existing Courses list of values, which is derived from the Subject/Course Query Form (SCQSUBJ).

The user ID that assigned the override-permit code is stored and displayed on the form, in addition to the activity date associated with the most recent change.

Student Schedule information is also displayed on the form. The information displayed is the same as that displayed in the Student Schedule section of the Registration Section Query Form (SFQSECM).

## Registration Restrictions and Prerequisites

This section discusses registration restrictions and prerequisites.

### Overview

Registration restrictions can be defined by: department, field of study (major), class, level, degree, program, campus, college, student attribute, and cohort, in addition to test score and prerequisites.

Registration restrictions can be used to check equivalent courses, use of course ranges, use of groups of courses, use of course attributes, to require a minimum grade point average in a group of prerequisite courses, and to handle in progress courses for prerequisite checking.

These prerequisite definition elements exist in the rules and requirements structure used for the definition of areas within the CAPP module and CAPP compliance processing.

Because current prerequisite restrictions may satisfy many institutions, and because the prerequisites for many courses can be defined using the current structure, current prerequisite restriction processing is maintained in Banner, and an institution may choose, on a section-by-section basis, which type of prerequisite rule definition and analysis will be used.

Registration restrictions are defined, controlled, and used by a number of system modules and processes:

- Registration restrictions can be defined at the Catalog level on the Course Registration Restrictions Form (SCARRES). Prerequisite requirements at the Catalog level can be defined on the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ).
- When a section is created online, catalog information defaults into the Schedule module, where it can be modified if needed to reflect the restrictions and prerequisites which apply to the specific section. Section-level restrictions are maintained using the Schedule Restrictions Form (SSARRES), and section-level prerequisites are maintained using the Schedule Prerequisite and

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Test Score Restrictions Form (SSAPREQ). When sections are rolled from one term to another, restrictions and prerequisites are copied exactly from the existing section, based upon parameter options selected for the Schedule Roll Process (SSROLL).

- Enforcement of restrictions by the Registration module is controlled by error-checking switches on the Term Control Form (SOATERM). Whether in progress courses will be allowed to fulfill prerequisite requirements is also controlled by a switch on SOATERM.
- Codes for types of registration overrides and special permissions are defined on the Registration Permit-Override Validation Form (STVROVR).
- The types of permits and overrides which can be performed for a term, and the specific conditions a permit or override governs, are defined for each term using the Registration Permit-Override Control Form (SFAROVR).
- Permits and overrides authorized for a person/term combination are maintained on the Student Registration Permit-Overrides Form (SFASPRO).
- Restrictions, prerequisite requirements, and permits and overrides are selected by the Student Course Registration Form (SFAREGS), telephone registration processing, and the Banner Student Self-Service registration procedures.
- If a restriction is overridden, or if a special permit or override is used, each course in which an override was performed or a permit was used is flagged with the override. These override flags are stored in the student course registration record (SFRSTCR) and displayed on the Registration Course Query Form (SFQSECT).

For clarity, terminology and other assumptions about prerequisite processing are included as follows.

## Terminology

It is important to understand the following terms.

### *Corequisite*

A corequisite is a course which must be taken *in the same term* as the course to which it is a corequisite.

If two (or more) courses must absolutely be taken in the same term, corequisites should be used. No changes to corequisite processing have been made, but they are discussed in this introduction to clarify the difference between a concurrent prerequisite and a corequisite.

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## Prerequisite

A prerequisite is a course which must usually be completed in a term earlier than the course for which registration is attempted and prerequisites are being selected, but it may be taken in the same term, based upon the value of the **Concurrency Indicator**.

### Use of the Concurrency Indicator

The **Concurrency Indicator** can be used to modify a prerequisite requirement and indicate that the prerequisite course can be taken *either in an earlier term or in the same term* as the course in which registration is attempted.

When not set, the prerequisite course *must* be taken in a term *earlier* than the one in which registration is attempted. When set, the prerequisite course can be taken in an *earlier term* or can be taken *in the same term* as the one in which registration is attempted.

### Use of Minimum Grade

It is assumed that the minimum grade value will be used in all prerequisite requirements unless the requirement can be fulfilled based upon a test score alone.

If minimum grade is not used, evaluation of prerequisite requirements will cause results other than those desired and expected. When evaluating prerequisite requirements, failed courses and withdrawn courses *will* fulfill requirements unless a minimum grade (with a numeric value higher than those for failure and withdrawal grades) is specified in the rule.

Graded courses will be considered completed, and a prerequisite will either be fulfilled or failed, regardless whether they are transfer, courses in academic history, or courses which have not yet been rolled to academic history.

- If a grade exists for a course, the grade will be used, whether the course is a transfer course, an institutional course in academic history, or an institutional course in registration.
- If the prerequisite course is an institutional course in academic history, only the most recent grade will be used.
- If the prerequisite course has been graded but has not yet been rolled to academic history, the grade in registration will be used. (A course which only has a mid-term grade will not be considered graded for prerequisite checking purposes.)

### Use of In Progress Courses

Use the **In Progress** check box on the Term Control Form (SOATERM) to specify, on a term-by-term basis, whether in progress courses can be used to fulfill prerequisite requirements.

When this check box is selected, prerequisite requirements will be able to be fulfilled by in progress courses, and no warning or error message will be issued and need to be acknowledged.

When this check box is cleared, in progress courses *will not* be able to be used to fulfill prerequisite requirements. In progress courses are defined as active ungraded courses for earlier terms than

the one in which registration is attempted. Enrollments in which a person is waitlisted, from which a person has withdrawn, or which has already been graded will never be considered in progress courses. Future-term enrollments, while in progress for transcript purposes, will *never* be considered by prerequisite checking.

## Prerequisite Processing

Prerequisite processing performs as follows.

- If a potential prerequisite exists in transfer work in academic history for any term (past, present or future), it will be used, based upon the minimum grade specified. If using CAPP areas for prerequisite rules, the **Use Transfer** flag will control whether or not transfer work can fulfill the requirement. The result will either be a successful registration or a `Pre-Req or Test Score Error`, depending on the minimum grade. *Transfer work still in transfer articulation will not be considered for prerequisite checking purposes.*

If a potential prerequisite exists in history for a term less than or equal to the term of the enrollment being processed, it will be used. The result will either be a successful registration or a `Pre-Req or Test Score Error`, depending on the minimum grade requirement.

- If a required prerequisite does not exist in either transfer work or academic history, enrollments in registration for terms equal to or less than that of the enrollment being processed will be selected.

Enrollments in sections which are not gradable will not be considered.

- The course registration status of all considered, ungraded courses will be selected in all cases.
  1. If the registration status does not count in enrollment (STVRSTS **Count in Enrollment Indicator**) IS NOT selected), the course will bypassed. (This will prevent DD status from satisfying a prerequisite.)
  2. If the registration status is a withdrawn status (STVRSTS **Withdrawal Indicator** IS selected), the course will be bypassed.
  3. If the registration status is a waitlist status (STVRSTS **Waitlist Indicator**) IS selected), the course will be bypassed.
- If a considered enrollment for a term less than or equal to the registration term has already been graded but not yet rolled to history, the minimum grade will be selected. The result will either be a successful registration or a `Pre-Req or Test Score Error`, depending on the minimum grade.
- Ungraded enrollments for all terms less than the term of the enrollment being selected will always be considered *only* if the **In Progress** check box on SOATERM is selected for the term for which registration is attempted.
- Ungraded enrollments for the *same term* as the enrollment being selected will be considered only when the concurrent option has been chosen for the prerequisite being selected. The result will be a successful registration if all other requirements have also been met. If an ungraded, qualifying course exists within the same term and concurrent enrollment is not allowed, the result will be a `Pre-Req or Test Score Error`.

Equivalent courses will also be used in prerequisite checking when CAPP areas are used to define prerequisite requirements.

At the time of registration, if a course has a corequisite requirement at either the Catalog or Schedule level, enrollments in registration for the same term as the attempted enrollment will be selected. The course registration status of all considered courses will be selected in all cases.

1. If the registration status does not count in enrollment (STVRSTS **Count in Enrollment (Indicator)** IS NOT selected), the course will bypassed. (This will prevent DD status from satisfying a prerequisite.)
2. If the registration status is a withdrawn status (STVRSTS **Withdrawal Indicator** IS selected), the course will be bypassed.
3. If the registration status is a waitlist status (STVRSTS **Waitlist Indicator** IS selected), the course will be bypassed.

Registration attempts for a course with a corequisite will result in either a successful registration or a corequisite error.

Here are a few examples of correct and incorrect ways of defining prerequisite requirements.

### *Example of Incorrect Prerequisite Definition:*

In this scenario, prerequisite checking was perceived to be performed incorrectly.

Here is a sample of the incorrect prerequisite rules which were used:

A/O	Subj	Crse	Lvl	Grd	Con
	ENGL	110	01	A	N
OR	ENGL	110			Y

The actual requirement, stated in simple terms, is “have taken ENGL 110 and earned a grade of A or be concurrently enrolled in ENGL 110”. With the rules established in this fashion on SSARRES, a student who had taken ENGL 110 in a previous term and failed it, passed prerequisite checking.

However, this is how the above requirement was interpreted: “(have taken ENGL 110 and earned a grade of A) or (have taken ENGL 110 and earned any grade or be enrolled in ENGL 110 concurrently)”. Because the second line said that any previous or concurrent enrollment in ENGL 110 was acceptable, regardless of the grade, a failure still satisfied the prerequisite requirement.

### *Example of Correct Prerequisite Definition:*

The correct way to write the requirement so that it is interpreted as desired would be as follows. Note that the concurrency indicator is set *on the same line* as the rest of the requirement.

A/O	Subj	Crse	Lvl	Grd	Con
	ENGL	110	01	A	N

The use of CAPP areas as prerequisite requirements provides additional flexibility and data elements to be used in prerequisite checking. When defining prerequisite requirements using CAPP areas, area general requirements and detail attachments (and rules) can be used. If the prerequisite

requirements are more complex than can be stated using areas alone, groups can also be used. Here are some simple examples of some of the conditions you can define:

**Example:**

Requirement: "Have taken ENGL 110 and earned a grade of A or be concurrently enrolled in ENGL 110."

Area General Requirements:

1 course

Detail Attachments:

Subj	Crse Low	Crse High	Req Crd	Connect	Req Crs	Min Grd	Concurrent
ENGL	110			None	1	A	Y

**Example:**

Requirement: "Have taken 15 credits or 5 courses in lower-level English with a GPA of 2.5 and no single grade lower than a C in the used courses."

Area General Requirements:

15 credits or 5 courses

2.5 Area GPA

Detail Attachments:

Subj	Crse Low	Crse High	Req Crd	Connect	Req Crs	Min Grd	Concurrent
ENGL	1000	2999	15	OR	5	C	

**Example:**

Requirement: "Have taken ENGL 110 and earned at least a C or scored at least 500 on the SAT Verbal Test."

Area General Requirements:

None

Detail Attachments:

Set	Sub Set	Subj	Crse Low	Crse High	Req Crd	Connect	Req Crs	Min Grd	Test	Min	Max
A10	010	ENGL	110			None	1	C			
A10	015								S01	500	700

**Example:**

Requirement: "Have an overall GPA of 3.00."

Area General Requirements:

3.00 Area GPA

Detail Attachments:

Subj	Crse Low	Crse High	Req Crd	Connect	Req Crs	Max Crd	Connect	Max Crs
	1000	9999	0	None		999		

**Note:** The detail requirements in this case must be written in a fashion to select all courses that the student has taken. The course number range must be all-inclusive, and both a required number of credits (or courses) and a maximum number must be specified.

## Setting up Catalog Restrictions and Prerequisites

Use the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) to set up and maintain information about prerequisite requirements for a course.

- Use the Course Title field and the **Prerequisite Check Method** radio group in the Course Information section of the main window to set up a course prerequisite. The option group can be updated in this section of the form, but the title must be maintained on the Basic Course Information Form (SCACRSE). Use the **Maintenance** button in this window to copy an existing course. Change the check box value when the type of prerequisite to be used changes over time.

This information is also displayed on SCACRSE.

- Use the Course Test Score and Prerequisite Restrictions section in the Course Prerequisite Restrictions window to display and maintain catalog-level test score and prerequisite restrictions.
- Use the Course Area Prerequisite Restrictions section in the Course Prerequisite Restrictions window to display and maintain the CAPP area(s) which include prerequisite requirements for the course.
- Use the Course Registration Restriction Form (SCARRES) set up all other restrictions at the Catalog level.

Both test score and prerequisite restrictions and area prerequisites can be maintained for a course for the same effective term range, but only one type will be used for the course, depending on the setting of the **Prerequisite Check Method** radio group. Choices are **Basic** or **None**, **CAPP**, and **DegreeWorks**. Remember that the actual prerequisite requirements imposed on a student are those found in the Schedule module for each section of a course. Restrictions maintained at the Catalog level are merely used as defaults when sections of a course are created online using the Schedule Form (SSASECT).

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**Note:** The **Prerequisite Check Method** radio group is found in the Course Information section of the main window of the Basic Course Information Form (SCACRSE). This radio group is used to determine the type of prerequisite requirements which will be listed in the Bulletin Report (SCRBULT) or the Web Catalog and will also default to sections created online using the Schedule Form (SSASECT). Prerequisite requirements can be defined using the existing test score and prerequisite restrictions structure, using CAPP areas, or using DegreeWorks.

## Setting up Schedule Restrictions and Prerequisites

Use the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) to set up and maintain information about prerequisite requirements for a section.

- Use the Subject, Course Number, and Section Title fields and the **Prerequisite Check Method** radio group in the Section Information in the main window to set up a section prerequisite. The radio group can be updated in this section of the form, but the other values are display only and must be maintained on the Schedule Form (SSASECT).

This information is also displayed on SSASECT.

- Use the Section Test Score and Prerequisite Restriction section in the Section Test Score and Prerequisite Restrictions window to display and maintain section-level test score and prerequisite restrictions.
- Use the Section Area Prerequisite Restriction section of the form in the Section Test Score and Prerequisite Restrictions window to display and maintain the CAPP area(s) which include prerequisite requirements for the section.
- Use the Schedule Restrictions Form (SSARRES) to set up all other restrictions at the Schedule level.

Both test score and prerequisite restrictions and area prerequisites can be maintained for a section, but only one type will be used by registration prerequisite checking, depending on the setting of the **Prerequisite Check Method** option group. Choices are **Basic or None**, **CAPP**, and **DegreeWorks**. This allows users who already have prerequisite requirements defined but who want to move to the use of CAPP area prerequisite requirements to be able to view both types of requirements simultaneously and also to easily test the prerequisite rules.

**Note:** The **Prerequisite Check Method** option group is found in the Section Information in the main window of the Schedule Form (SSASECT). This option group is used to determine the type of prerequisite requirements that will be enforced for a person attempting to enroll in the section. The setting will be defaulted from the value maintained for the course on the Basic Course Information Form (SCACRSE) but may be changed on a section-by-section basis. Prerequisite requirements can be defined using the existing test score and prerequisite restrictions structure, using CAPP areas, or using DegreeWorks.

All restrictions will be copied from the Catalog module when a section is created using the Schedule Form (SSASECT) and can also be rolled from a previous term using the Schedule Roll process (SSRROLL). Only restrictions defined for a section will be enforced by registration restriction checking.



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## More Information on Catalog and Schedule Prerequisites

Here are some specific scenarios on setting the **Prerequisite Check Method** radio group on SCAPREQ, SSAPREQ, SCACRSE, and SSASECT. Error and warning messages are displayed to guide the user.

### Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ)

1. When the **Prerequisite Check Method** is set to `Basic` or `None` and CAPP area prerequisites exist, a warning is displayed when the user saves, performs a Rollback, or exits from the form. The warning appears even if no changes have been made to the record.

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.

2. When the **Prerequisite Check Method** is set to `CAPP` and no CAPP area prerequisites exist, an error message is displayed when the user saves, performs a Rollback, or exits from the form.

The error message is: *No CAPP area is associated with this course. Either add a CAPP Area prerequisite or select 'Basic or None'.* The user cannot leave the form until the prerequisite is added or the radio group setting is changed.

### Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ)

1. When the **Prerequisite Check Method** is set to `Basic` or `None` and CAPP area prerequisites exist, a warning is displayed when the user saves, performs a Rollback, or exits from the form. The warning appears even if no changes have been made to the record.

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.

2. When the **Prerequisite Check Method** is set to `CAPP` and no CAPP area prerequisites exist, an error message is displayed when the user saves, performs a Rollback, or exits from the form.

The error message is: *No CAPP area is associated with this course. Either add a CAPP Area prerequisite or select 'Basic or None'.* The user cannot leave the form until the prerequisite is added or the radio group setting is changed.

### Basic Course Information Form (SCACRSE)

1. Users cannot modify the setting of the **Prerequisite Check Method** radio group on this form, because they cannot view or modify the prerequisites on this form.
2. 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, the **Prerequisite Check Method** setting is automatically changed from `CAPP` to `Basic` or `None`.

A message is displayed: *NOTE: Prerequisite Check Method has been changed from CAPP to 'Basic or None', because no CAPP Area prerequisites exist for this term range.* The user must acknowledge the message to continue.

3. 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** 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 **Prerequisite Check Method** is set to `Basic` or `None` for the course for the new effective term.

A message is displayed: *NOTE: Prerequisite Check Method has been changed from CAPP to 'Basic or None', because no CAPP Area prerequisites exist for this term range.* The user must acknowledge the message to continue.

4. When the **Prerequisite Check Method** is set to `CAPP` for a course and the **Copy** 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, a warning message is displayed.

The warning message is: *WARNING: Prerequisite Check Method is set to CAPP, but CAPP Area prerequisites are not active for some terms within this term range. Review on SCAPREQ.* The user must acknowledge the warning to continue.

5. 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.

The warning message is: *WARNING: Prerequisite Check Method is set to CAPP, but CAPP Area prerequisites are not active for some terms within this term range. Review on SCAPREQ.* The user must acknowledge the warning to continue.

### *Schedule Form (SSASECT)*

1. Users cannot modify the setting of the **Prerequisite Check Method** radio group on this form, because they cannot view or modify the prerequisites on this form.
2. 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, the **Prerequisite Check Method** setting is automatically changed from `CAPP` to `Basic` or `None`.

A message is displayed: *NOTE: Prerequisite Check Method has been changed from CAPP to 'Basic or None', because no CAPP Area prerequisites exist for this section.* The user must acknowledge the message to continue.

3. 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, the **Prerequisite Check Method** is set to `Basic` or `None` for the new section.

A message is displayed: *NOTE: Prerequisite Check Method has been changed from CAPP to 'Basic or None', because no CAPP Area prerequisites exist for this section.* The user must acknowledge the message to continue.

4. 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** radio 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** radio group are copied from course records on SCACRSE and SCAPREQ that are active for the term in the Key Block.

## Setting Up Registration Restrictions and Prerequisites

Use the checkboxes on the Registration Permit-Overrides Control Form (SFAROVR) to allow definition of permit-overrides for a number of registration restrictions.

The Student Course Registration Form (SFAREGS) handles the following restriction and prerequisite processing:

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

Use the checkboxes on the Registration Course Query Form (SFQSECT) to display overrides which have been authorized for the listed restrictions.

Use the radio group options in the Registration Error Checking window of the Term Control Form (SOATERM) to establish appropriate error checking criteria for restrictions. These restrictions will allow either *Fatal*, *Warning*, or *No Check* error checking, or *Fatal* or *No Check* error checking.

## Setting up CAPP Restrictions and Prerequisites

Use the Compliance (use area in compliance when performing a compliance evaluation), Prerequisite (use area as a registration prerequisite for a course or section), and Dynamic (use of area as a qualifier for non-captive programs) check boxes on the Area Library Form (SMAALIB) to set up CAPP restrictions and prerequisites.

These flags are used as follows:

- Only areas flagged for compliance usage (**Compliance** check box selected) will be able to be attached to a program in the Program Area Attachment and Management window of the Program Requirements Form (SMAPROG), and only areas flagged for compliance usage will be considered during dynamic area selection. Only compliance in a non-captive program can select the program.

- Only areas flagged as prerequisite areas (**Prerequisite** check box selected) will be able to be assigned as course area prerequisites on the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) or as section area prerequisites on the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ).
- Only areas flagged as dynamic (**Dynamic** check box selected) can be processed based on qualifiers for non-captive programs. If an area is attached to a captive program, the setting of the **Dynamic (Indicator)** is ignored.

Use the following fields in the Course/Attribute Attachment Results window of the Area Output Inquiry Form (SMIAOUT) to set up CAPP restrictions and prerequisites:

- The **Concurrent Enrollment** check box will be used only when an area is used for prerequisite checking. It specifies that the prerequisite requirement can be a concurrent enrollment, in other words, an enrollment in the same term as the course to which it is a prerequisite. When not selected, the prerequisite requirement must be fulfilled by enrollment in the prerequisite course in a term earlier than the one for which registration is attempted.
- The Test Code, Score Minimum, and Score Maximum fields can be used to define test type and score range which will fulfill the detail requirement. Test scores can be used in compliance areas, prerequisite areas, and (in the future) areas used as registration prescriptions. To define a test requirement, no other data elements (except set and subset) can be entered on the detail line. In other words, a line of detail requirements can include a rule, other criteria, or test scores but not any other combination.

## Implementing Area Prerequisite Processing

Area prerequisite processing is an optional feature of Banner Student. Prerequisite and test score restriction processing can be still performed using existing rules.

### About this task

Area prerequisite processing provides added flexibility in definition of prerequisite requirements and expanded display of the results of a failure to meet prerequisite requirements. Area prerequisite processing can be selected on a section-by-section basis. These are the processing steps:

### Procedure

1. **Required:** Area prerequisite processing uses the CAPP Program Compliance Report (SMRCMPL) to evaluate prerequisite requirements and their fulfillment. Compliance processing requires that areas be evaluated within the context of a program, and compliance results are attached to a program.

Determine a single code to use as the prerequisite program code. Define this “program rule” on the Program Definition Rules Form (SMAPRLE), and then enter an appropriate row using this code in the Crosswalk Validation Form (GTVSDAX).

The GTVSDAX record must be created as follows:

- The **Internal Code** must be `PREREQPROG`.
- The **Sequence (Number)** must be blank (`Null`).
- The **Internal Group (Code)** value must be `PREREQUISITES`.

- The **External Code** must be the prerequisite program code defined on SMAPRLE.
- The **Description** can be any desired description of the crosswalk rule.
- The **Translation Code** and **Reporting Date** can be left blank (Null).
- The **System Requirements** indicator must be selected.

The program code defined for prerequisite processing on GTVSDAX will be used to provide a logical link within compliance to process areas as registration prerequisites. This code is loaded to the temporary request record (SMRRQCM) built for the duration of the Registration Prerequisite process.

2. **Optional:** You can set up CAPP area prerequisites to work with multiple levels when you define the `PREREQPROG` rule settings. Here is an example.
  - a) Define the `PREREQPROG` rule with the **Internal Group (Code)** of `PREREQUISITES`, and the **External Code** of `PREREQ`.
  - b) On SMARPLE, define `PREREQ` as a valid program with default levels, such as course level of `UG` and student level of `UG`.
  - c) On SMAPROG, define `PREREQ` as a program and make it active.
  - d) In the Program Include/Exclude Course Levels window, add all levels at your institution that you want to work with prerequisite checking, such as `GR`, `01`, `CE`, and so on.
3. Determine a coding structure to use for Area Prerequisite requirements. **Area (Code)** is a ten character field. Using a coding structure like "PENGL1005", where "P" indicates a prerequisite requirement, and "ENGL1005" is the course for which prerequisites are defined, will provide for easy queries of prerequisite areas, and simplify data entry and reporting.
4. **Required:** Use the Area Requirements Form (SMAAREA) to define the requirements for a prerequisite area. If you have not already defined an area to the Area Library, you will be able to do so at this time.
5. **Optional:** Use the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) to attach area(s) containing prerequisite requirements to a course.
6. **Optional:** Use the **Prerequisite Check Method** option group on either SCAPREQ or the Basic Course Information Form (SCACRSE) to specify which type of prerequisite requirements will be in effect for the course. Values are `Basic` or `None`, `CAPP`, and `DegreeWorks`.
  - When the **CAPP** option is selected, prerequisite requirements defined in the attached CAPP area will be listed for the course in the Bulletin Report (SCRBULT) and in the self-service catalog package.
  - When the **Basic or None** option is selected, prerequisite requirements defined in the Course Test Scores and Prerequisite Restrictions block of SCAPREQ will be listed for the course in the SCRBULT Report and in the self-service catalog package.
  - The **DegreeWorks** option is only used when DegreeWorks prerequisite checking is in use, in place of CAPP area prerequisite checking.
7. **Required:** Use the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) to attach area(s) containing prerequisite requirements to a section.
8. **Required:** Use the **Prerequisite Check Method** radio group on either SSAPREQ or the Schedule Form (SSASECT) to specify which type of prerequisite requirements will be in effect for each section. Values are `Basic` or `None`, `CAPP`, and `DegreeWorks`.

- When the **CAPP** option is selected, prerequisite requirements defined in the attached CAPP area will be applied to attempts to register for the section. When area requirements are used as prerequisites, registration processes use the Program Compliance Report (SMRCMPL) to evaluate fulfillment of the requirements.
  - When the **Basic or None** option is selected, prerequisite requirements defined in the Section Test Score and Prerequisite Restrictions block of SSAPREQ will be applied to attempts to register for the section, and current prerequisite restriction selection will occur. If you choose to not implement area prerequisites, you will see no changes in prerequisite processing.
  - The **DegreeWorks** option is only used when DegreeWorks prerequisite checking is in use, in place of CAPP area prerequisite checking.
9. **Required:** Use the Term Control Form (SOATERM) to control prerequisite checking parameters.
- Use the **In Progress** check box (in the main window) to specify whether in progress courses should be used to fulfill prerequisite requirements when using area prerequisites. When selected, an in progress course will automatically fulfill a prerequisite requirement, and no acknowledgment of this usage is required. When cleared, in progress courses will not be allowed to fulfill a prerequisite requirement, and a *Pre-req or test score restriction* error will be given.
  - In progress courses are "active" ungraded qualifying courses for an *earlier* term, or a course attempted in the *same* term if the **Concurrent Enrollment Allowed (Indicator)** is selected in the Course/Attribute Attachment window of SMAAREA or SMAGROP. Enrollments in which a person is waitlisted, from which a person has withdrawn, or which have already been graded, will never be considered an "in progress " course. Future-term enrollments, while "in progress " for transcript purposes, will never be considered by prerequisite checking.
  - Use the **Prerequisites** option group (in the Registration Error Checking window) to specify whether prerequisite checking should be performed or not. The **No Check** option specifies that prerequisite restrictions will not be selected. The **Fatal** option indicates that failure of a prerequisite restriction will raise a fatal error.
10. **Required:** Determine if pipe processes or advanced queuing will be used to submit compliance requests for prerequisite checking.

Use the AQ4PIPES GTVSDAX rule to toggle between pipes and advance queues.

**Note:** Advanced queuing is used for session communication with Oracle RAC technology where the database runs across multiple instances. Pipes and queues can co-exist, and you can switch between the two options. However, you must choose to run one or the other. They cannot be run together.

Refer to the "Student Records" chapter of the *Banner Student Self-Service User Guide* or the "Student Information" chapter of the *Banner Faculty and Advisor Self-Service User Guide* for more information on using pipes and advanced queues.

- a) For pipe processes, determine how the processes which will submit compliance requests will be managed.

When using area prerequisite requirements, Oracle pipes can be used to submit compliance requests from the various registration processes. Two pipe programs are involved:



- The Compliance Listener Start Up Process (SFRPINI) initializes the Compliance Pipe Process (SFRPIPE) for each pipe listed in the SFBPIPE table.
- The Compliance Pipe Process (SFRPIPE) is used as a listening agent for Oracle pipes to initiate the compliance process to perform prerequisite processing for registration.

Use the `PIPETIME` GTVSDAX rule with pipes to manage the timeout period for a response from compliance processing.

**Note:** Pipes used by area prerequisite processing are similar to those used by Job Submission (GURJOBS), and their management is usually a database administrator or systems-type responsibility.

Appropriate pipes must be initialized in order for area-prerequisite processing to occur, and they may be best initialized during normal system start-up routines. Ten rows have been delivered in the SFBPIPE table, and ten pipes will be initialized by SFRPINI. Determining the required number of pipes to use is each institution's responsibility. If processes are waiting for pipe responses, it may be best to initialize additional pipes.

- b) For advanced queuing, determine how the processes which will submit compliance requests will be managed.

When using area prerequisite requirements, Oracle advanced queuing can be used to submit compliance requests from the various registration processes. Two advance queuing programs are involved:

- The Queue Initialization Process (SFRQINI) initializes the SFRADVQ listener process to be run in the background, where it listens for Oracle advanced queue calls to execute the compliance process.
- The Compliance Advanced Queue Process (SFRADVQ) is used as a listening agent for Oracle advanced queue processing. It tells advanced queuing to initiate the compliance process to perform prerequisite processing for registration.

Use the `QUEUETIME` GTVSDAX rule with advanced queues to manage the timeout period for a response from compliance processing.

11. Perform registration as usual. There will be different results, depending upon the method of registration used.

- a) Online registration using the Student Course Registration Form (SFAREGS):

When area prerequisites are not in effect for a section, prerequisite checking will be performed as it has been in the past. There are three possible results: a successful registration, an *In progress* message, or a *Pre-Req and Test Score Restriction* error. The operator must respond either by dropping the request or overriding the error.

When area prerequisites are in effect for a section, prerequisite processing will be performed by a piped call for a compliance evaluation. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error. If a *Pre-Req and Test Score Restriction* error occurs, the operator may respond in one of several ways:

- Override the error immediately.
- Drop the request.
- Request additional information on why the prerequisite requirement was not met. Additional prerequisite failure information is presented in the Detailed Restriction Results

Form (SFQPREQ). This form is available as an option from SFAREGS using the **CRN** field **Search** feature and the Option List (select View Detailed Results) or a Duplicate Item function when positioned on a course for which an area prerequisite was not met. After reviewing the requirements which have not been met, the operator is returned to SFAREGS, where additional enrollments can be requested, the error can be overridden, or the section can be dropped.

**Note:** Please note that SFQPREQ is available for display only for enrollment attempts in sections which use area prerequisites. If you request display of SFQPREQ for all enrollment attempts where test score and prerequisite restrictions are used, the error message *\*ERROR\* CAPP Area Prerequisite error not encountered* will be given.

- b) Web Registration (either Banner Student Self-Service or Banner Faculty and Advisors Self-Service):

When area prerequisites are not in effect for a section, prerequisite checking will be performed as it has been in the past. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error. Following an error, the request to enroll in the section is automatically deleted.

When area prerequisites are in effect for a section, prerequisite processing will be performed by a piped call for a compliance evaluation. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error.

If a *Pre-Req and Test Score Error* is returned for an enrollment attempt which uses an area prerequisite, a link will be available from the CRN for the enrollment, and you will see a line below the CRN. The student can select the link, and a new Web page, the CRN Prerequisite Area Results will be displayed. This page will display all prerequisite areas for the CRN which *have not* been met. It will not display required prerequisite areas which *have* already been met.

The display is in table format, and includes the following sections:

For each CRN for which an area prerequisite has not been met, the CRN, Subject, Course Number, and Course Title will display.

- Each area which has not been met will be listed, and Area Code and Area Description will display.
- The Required Credits, Courses, and Minimum GPA from the area's general requirements will display, if the area includes any of these items in its general requirements.
- Detailed requirements for the area will display, *if* the **Print Indicator** check box for the area is selected on the Area Library Form (SMAALIB). If the **Print Indicator** check box *is not* selected for the area, *no detail requirements will display*. For example, you may have an area in which a minimum GPA is required, and the only thing you want to communicate to the student is whether the GPA requirement has been met or not. Clearing the **Print Indicator** check box for the area will suppress the display of the detail requirements for the area.

After viewing the results of the prerequisite evaluation, the student has several options:

- Use the **Menu** button to return to the Registration Menu.
- Use the **Exit** button to exit from Banner Student Self-Service.



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- Use the Return to Add/Drop link to return to the Add/Drop Classes page.

## Registration Prerequisite Checking using DegreeWorks

This section discusses using DegreeWorks software with Banner prerequisite checking in the Catalog, Schedule, and Registration modules. This is optional functionality that can be turned on as needed using a rule on GTVSDAX. DegreeWorks version DW4.0.7 supports this functionality.

**Warning!** After you have turned on DegreeWorks prerequisite checking and converted the records, attempting to revert back to CAPP prerequisite checking is *not* recommended. You can continue to use Banner basic prerequisite checking.

You cannot turn on DegreeWorks prerequisite checking for prior terms that have registration records. Prior terms will still use CAPP and Banner basic prerequisite checking.

Communication between DegreeWorks and Banner is handled by Oracle advanced queue processing. GTVSDAX rules are also used to set up this processing. Please refer to the DegreeWorks documentation regarding listener services used to communicate with Banner Student.

### Processing Overview

This section contains the following information.

- setting up Banner
  - running the update and conversion scripts
  - turning on the prerequisite GTVSDAX rule
  - turning on prerequisite checking for courses and sections
  - viewing errors in registration
- integrating the processing with DegreeWorks
  - using the DegreeWorks Scribe tool
  - using the DegreeWorks Scribe Requisite blocks
  - using the DegreeWorks listener services
- setting up Oracle advanced queuing
  - turning on the advanced queue GTVSDAX rule
  - using the “degreeworks” user role
  - using the Prerequisite Service
  - using the Description Service
  - using Oracle object types

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## Banner Setup

Banner General 8.3 must be installed before Banner Student 8.4.1 is installed, to use this processing.

After Banner Student 8.4.1 has been installed, the PREREQCHK GTVSDAX rule can be configured. You can then run the optional update and conversion scripts to update the prerequisite checking method on the SCBCRSE and SSBSECT tables. The mandatory update and conversion scripts were automatically run as part of the Student 8.4 upgrade.

### *Update and Conversion Scripts*

Four update and conversion scripts are delivered for use with DegreeWorks prerequisite checking.

- `sscbcrseu_080400.sql`  
Run automatically as part of Banner Student 8.4 upgrade
- `sssbsectu_080400.sql`  
Run automatically as part of Banner Student 8.4 upgrade
- `sscbcrseu_dw_08040100.sql`  
Optional, run manually after Banner Student 8.4.1 upgrade for DegreeWorks prerequisite checking
- `sssbsectu_dw_08040100.sql`  
Optional, run manually after Banner Student 8.4.1 upgrade for DegreeWorks prerequisite checking

### *`sscbcrseu_080400.sql`*

The `sscbcrseu_080400.sql` update script is used to populate the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column in `SCBCRSE` for all terms.

**Note:** The `SCBCRSE_PREREQ_CHK_METHOD_CDE` column replaces the `SCBCRSE_CAPP_PREREQ_TEST_IND` column.

*This script was run automatically during the Banner Student 8.4 upgrade process.*

The script sets the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column to the appropriate value for the prerequisite.

- If the obsolete `SCBCRSE_CAPP_PREREQ_TEST_IND` column was set to Y, the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column is set to C.
- If the obsolete `SCBCRSE_CAPP_PREREQ_TEST_IND` column was set to N or Null, the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column is set to B.

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### *sssbsectu\_080400.sql*

The `sssbsectu_080400.sql` update script is used to populate the `SSBSECT_PREREQ_CHK_METHOD_CDE` column in `SSBSECT` for all terms.

**Note:** The `SSBSECT_PREREQ_CHK_METHOD_CDE` column replaces the `SSBSECT_CAPP_PREREQ_TEST_IND` column.

*This script was run automatically during the Banner Student 8.4 upgrade process.*

The script sets the `SSBSECT_PREREQ_CHK_METHOD_CDE` column to the appropriate value for the prerequisite.

- If the obsolete `SSBSECT_CAPP_PREREQ_TEST_IND` column was set to Y, the `SSBSECT_PREREQ_CHK_METHOD_CDE` column is set to C.
- If the obsolete `SSBSECT_CAPP_PREREQ_TEST_IND` column was set to N or Null, the `SSBSECT_PREREQ_CHK_METHOD_CDE` column is set to B.

### *sscbcrseu\_dw\_08040100.sql*

The `sscbcrseu_dw_08040100.sql` conversion script is used to change CAPP prerequisite checking to DegreeWorks prerequisite checking for courses by term by updating `SCBCRSE`. When the `SCBCRSE_PREREQ_CHK_METHOD_CDE` is set to C, the script updates the setting to D.

*This script is optional and is run after the 8.4.1 upgrade is complete, and only needs to be run if you are implementing DegreeWorks prerequisite checking.*

Before this script is run, update the delivered `PREREQCHK` rule on `GTVSDAX` to the valid beginning term code. This is the term when you want to start using DegreeWorks for prerequisite checking.

This script verifies that registration is not in progress, and that no courses have registration records for the term code entered for the `PREREQCHK` rule or for any active or future term codes that are greater than the beginning term code. If registration records exist, an error is displayed, and a different future term must be selected.

The script also creates a new *course detail record* on the Course General Information Base Table (`SCBCRSE`) using the beginning term from the `PREREQCHK` rule as the new effective term. It then updates the value for the prerequisite checking method (`SCBCRSE_PREREQ_CHK_METHOD_CDE`) for CRNs that have active terms equal to or greater than the beginning term for the rule.

### *sssbsectu\_dw\_08040100.sql*

The `sssbsectu_dw_08040100.sql` conversion script is used to change CAPP prerequisite checking to DegreeWorks prerequisite checking for sections by term by updating `SSBSECT`. When the `SSBSECT_PREREQ_CHK_METHOD_CDE` is set to C, the script updates the setting to D.

*This script is optional and is run after the 8.4.1 upgrade is complete, and only needs to be run if you are implementing DegreeWorks prerequisite checking.*

Before this script is run, update the delivered `PREREQCHK` rule on `GTVSDAX` to the valid beginning term code. This is the term when you want to start using DegreeWorks for prerequisite checking.

This script verifies that registration is not in progress, and that no sections have registration records for the term code entered for the `PREREQCHK` rule or for any active or future term codes that are greater than the beginning term code. If registration records exist, an error is displayed, and a different future term must be selected.

The script updates the value for the prerequisite checking method (`SSBSECT_PREREQ_CHK_METHOD_CDE`) for CRNs/sections that have active terms equal to or greater than the beginning term for the rule. This script does not create any new records on the Section General Information Base Table (`SBBSECT`).

### *Prerequisite Checking GTVSDAX Rule*

The `PREREQCHK` rule is used with DegreeWorks prerequisite checking. When this rule is in use and DegreeWorks is installed at your institution, registration prerequisite checking can take place through DegreeWorks.

The `PREREQCHK` rule is delivered with the external code set to 999999. You need to set the rule to the term code for the beginning term for which you want to use DegreeWorks prerequisite checking.

The following conditions apply on SCACRSE and SSASECT:

- When the External Code field is set to a begin term of 999999 or a term code that is not valid, the **DegreeWorks** option in the **Prerequisite Check Method** option group is disabled.
- When the External Code field is set to a begin term that is equal to or less than the current term, the `CAPP` option in the Prerequisite Check Method option group is disabled.
- At least one course area prerequisite restriction must exist on SCAPREQ or SSAPREQ, to set the **Prerequisite Check Method** radio group to `CAPP` and save the record on SCACRSE or SSASECT.

The following conditions apply on SCAPREQ and SSAPREQ:

- When the **External Code** field is set to a begin term of 999999 or a term code that is not valid, the `DegreeWorks` option in the **Prerequisite Check Method** radio group is disabled.
- When the **External Code** field is set to a begin term that is equal to or less than the current term, the `CAPP` option in the **Prerequisite Check Method** radio group is disabled.
- When the **External Code** field is set to a begin term that is equal to or less than the current term, and the **Prerequisite Check Method** radio group is set to `DegreeWorks`, the tab for the Course Prerequisite Restrictions or the Section Test Score and Prerequisite Restrictions window is disabled.
- When the **External Code** field is set to a begin term of 999999 or a term code that is not valid, a `CAPP` area prerequisite must exist in the Course Prerequisite Restrictions or the Section Test Score and Prerequisite Restrictions window to set the **Prerequisite Check Method** option group to `CAPP` and save the record.
- When the **External Code** field is set to a begin term that is equal to or less than the current term, and the **Prerequisite Check Method** radio group setting is changed from `DegreeWorks` to `Basic` or `None`, the tab for the Course Prerequisite Restrictions window or the Section Test Score and Prerequisite Restrictions is enabled.
- When the **External Code** field is set to a begin term that is before the availability of DegreeWorks prerequisite checking, the **View DegreeWorks Prerequisite Description** button is not displayed on SCAPREQ or SSAPREQ.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Begin term code, default 999999	PREREQCHK	1	DEGREEWORKS	DegreeWorks Prereqs Specified	Sysdate

### Catalog and Schedule

DegreeWorks prerequisite checking can be set up at the course level on SCACRSE and SCAPREQ and at the section level on SSASECT and SSAPREQ using the **Prerequisite Check Method** radio group. Set the radio group to DegreeWorks, instead of Basic or None or CAPP.

The DegreeWorks description for the course or section can be viewed using the **View DegreeWorks Prerequisite Description** button on SCAPREQ and SSAPREQ. This opens the Prerequisite Information window. When no information exists for the prerequisite description, the message *No prerequisite was defined for this course. Please contact the Registrar's Office is delivered* is displayed in the window. This message text is delivered and can be customized in DegreeWorks version DW4.1.0.

**Note:** As of DegreeWorks version DW4.0.7, if no course description is entered in DegreeWorks, the Prerequisite Information window will be displayed but will be blank.

The prerequisite descriptions from DegreeWorks and associated prerequisite error messages can also be viewed in the Catalog and Schedule modules in Banner Student Self-Service and Banner Faculty and Advisor Self-Service to assist students and faculty members to determine the order in which courses need to be taken.

Prerequisite information from DegreeWorks is displayed on the following pages in Self-Service:

- Detailed Course Information (bwckctlg.p\_disp\_course\_detail)
- Detailed Class Information (bwckschd.p\_disp\_detail\_sched)
- Add or Drop Classes (bwskfreg.P\_AddDrpCrse) (Student Self-Service)
- Add or Drop Classes (bwlkfrad.P\_FacAddDropCrse) (Faculty and Advisor Self-Service)

The Bulletin Report (SCRBULT) displays DegreeWorks course prerequisites in the output. The report calls the DegreeWorks Description Service to obtain the prerequisite descriptions scribed in the remarks in the Requisite blocks associated with the course.

The Term Roll Report (SSRROLL) rolls the prerequisite checking method and or converts prerequisite checking from a CAPP method to a DegreeWorks method according to the begin term in PREREQCHK rule on GTVSDAX. This allows you to create the schedule of class sections for terms where DegreeWorks will be used. SSRROLL will not allow the new sections to have a CAPP prerequisite checking method, unless a CAPP area is associated with the section per the Roll CAPP Area or DW Pre-reqs parameter.

Set the PREREQCHK rule to the beginning term code for which you use to use DegreeWorks. When SSRROLL is run and the Roll CAPP Area or DW Pre-reqs parameter, the process converts the prerequisite checking method for the sections from CAPP to DegreeWorks, based on the

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parameter setting. You can roll and convert the prerequisite checking method from Catalog, from Schedule, or you can choose to not roll the data. Not rolling the data resets the **Prerequisite Check Method** radio group to **Basic** or **None** (SCBCRSE\_PREREQ\_CHK\_METHOD\_CDE and SSBSECT\_PREREQ\_CHK\_METHOD\_CDE set to B).

You can review the settings on GTVSDAX for the PREREQCHK rule after running SSRROLL. When a valid term code is stored in the **External Code** field that is less than or equal to the term code the data was rolled to, the settings should be as follows:

- For CRNs where the SSBSECT\_PREREQ\_CHK\_METHOD\_CDE is set to C, the setting is changed to D.
- For CRNs where the SSBSECT\_PREREQ\_CHK\_METHOD\_CDE is set to B, the setting remains as it is.

## *Registration*

DegreeWorks prerequisite registration errors can be viewed on SFAREGS for a student and term. They can also be viewed in Self-Service.

The Student Temporary DegreeWorks Error Messages Table (SFTDWER) is used to store the DegreeWorks prerequisite checking errors that are displayed on SFAREGS and in Self-Service. SFTDWER is a child table of the Registration Temporary Table (SFTREGS). Records in SFTDWER must be deleted before associated records can be deleted from SFTREGS.

DegreeWorks prerequisite checking is called by SFAMREG for mass registration, but individual DegreeWorks errors must be viewed from SFAREGS. A Message window on SFAREGS is used to display the prerequisite error messages by CRN. This window also displays course descriptions when errors do not exist.

The Registration Admin Messages Report (SFRRGAM) uses prerequisite checking with DegreeWorks and displays pre-registration DegreeWorks prerequisite error messages for students.

## **DegreeWorks Integration Setup**

Reports can be run from DegreeWorks using Transit to view prerequisite setup in Banner and DegreeWorks.

You can use the reports to identify prerequisite setup issues in DegreeWorks, such as courses and sections where the DegreeWorks prerequisite indicator has been set but no rules exist. You can also identify courses and sections that have the indicator set for existing rules. This will assist you in setting up processing for registration errors and preventing students from receiving unnecessary prerequisite error messages. The section prerequisite checking method determines the use of DegreeWorks in Banner registration processing when DegreeWorks has been installed.

Please refer to the DegreeWorks documentation suite (version DW4.0.7) for more information.

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## *Scribe Tool*

The DegreeWorks Scribe tool is used to encode degree requirements.

It contains templates that can be used to enter Requisite blocks (rules) for courses and sections. It is used to create a prerequisite rule for a course, in addition to add a description. The courses in the descriptions can have hyperlinks in the Web display as long as they are used in the rule. The descriptions are extracted from the Scribe Remarks (notes on the requirements) and are available to Banner Student Self-Service and Banner Faculty and Advisor Self-Service on the Detail Course Information pages and the Detailed Class Information pages. They are available to Banner baseline in the Bulletin Report (SCRBULT) and on the SCAPREQ and SSAPREQ forms.

The error messages seen by the student or registrar when a prerequisite is not met are contained in the Scribe ProxyAdvice. These messages are displayed to the students and faculty members in Self-Service and to the registrar in the error details in SFAREGS.

Please refer to the DegreeWorks documentation suite (version DW4.0.7) for more information.

## *Scribe Requisite Blocks*

Scribe Requisite blocks are made up of remarks (prerequisite description), the class (course) prerequisite rules, and ProxyAdvice. Rules are defined by course and term range, or by term and CRN. They are linked to Banner when the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column or the `SSBSECT_PREREQ_CHK_METHOD_CDE` column is set to D.

The Requisite block also prevents in-progress courses from being used to meet prerequisites on a rule-by-rule basis or on a course-within-a-rule basis. The setting of the **In Progress** check box on SOATERM is not used in DegreeWorks. The DegreeWorks standard is that in-progress courses will meet prerequisites.

**Note:** Courses that have been waitlisted, withdrawn from, or already graded do not qualify as in-progress for prerequisite checking.

Please refer to the DegreeWorks documentation suite (version DW4.0.7) for more information.

## **Oracle Advanced Queue Processing**

Advanced queue processing is used to connect Banner and DegreeWorks for prerequisite checking. This is similar to the pipes processing used with CAPP prerequisite checking. The `squegtabc_08040100_02.sql` and `squegtabc_08040100_03.sql` scripts are run during the 8.4.1 upgrade to establish the administrative queues and queue tables for advanced queuing.

Please see the *Banner General 8.3 Release Guide* for more information on Oracle Advanced Queue Processing.

## Advanced Queue Processing GTVSDAX Rule

The `QUEUETIME` rule is used with advanced queue processing for DegreeWorks queues.

Internal Code	Internal Code Group	External Code	Description
QUEUETIME	QUEUETIMEOUT	300	SFRADVQ timeout in seconds

The `QUEUETIME` rule allows you to change the timeout period for the advanced queue process. The delivered default timeout period is 300 seconds (five minutes). You need to set the rule to the timeout value you choose for the queue to work with the advanced queuing.

Please refer to the DegreeWorks documentation for information on starting listener services.

## DegreeWorks User Role

A “degreeworks” Oracle user is used with this processing. The `USR_DEGREE_WORKS` role is the default role given to this user.

This role will only be granted to execute specific objects as defined by the `gurtgrdw.sql` script. (This grant script is also part of the 8.4.1 upgrade.) This allows the DegreeWorks listener processes (DAP61 for the Prerequisite Service and DAP62 for the Description Service) to be executed as the DegreeWorks user, only allowing access to the specific objects required for DegreeWorks prerequisite checking.

## Prerequisite Service

The Prerequisite Service sends the prerequisite courses that are used for `SCRBULT`, `SCAPREQ`, and `SSAPREQ` in baseline and the Detailed Course Information page (`bwckctlg.p_disp_course_detail`) and the Detailed Class Information page (`bwckschd.p_disp_detail_sched`) in Banner Student Self-Service and Banner Faculty and Advisor Self-Service.

When a student has not met the requirements, a message is displayed.

The Add or Drop Classes page (`bwskfreg.P_AddDrpCrse`) in Banner Student Self-Service and the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`) in Banner Faculty and Advisor Self-Service also display prerequisite messages.

A registration request to the Prerequisite Service contains the term code, PIDM, SPRIDEN ID, level, degree, CRN, subject code, course number, section number, and credit hours. The response returns the course prerequisite information, including in-progress and error information.

The Registration DegreeWorks Advanced Queuing Package (SFKDWAQ) package is used by the Banner registration process when DegreeWorks prerequisite checking is implemented. It facilitates communication across the Oracle queues for the DegreeWorks listener process - DAP61 for the Prerequisite Service.



## Description Service

The Description Service sends the course prerequisite descriptions that are used for SCRBULT, SCAPREQ, and SSAPREQ in baseline and the Detailed Course Information page (`bwckctlg.p_disp_course_detail`) and the Detailed Class Information page (`bwckschd.p_disp_detail_sched`) in Banner Student Self-Service and Banner Faculty and Advisor Self-Service.

A catalog request is initiated in Self-Service when the course details hyperlink is selected. The request must contain required data for term code, subject code, and course number. The request can contain optional data for section number, student ID, degree, and level.

A class schedule request is initiated in Self-Service when the class section hyperlink is selected. The request must contain required data for CRN, term code, subject code, course number, and section number. The request can contain optional data for student ID, degree, and level.

The Description Service response to a catalog request or a class schedule request is displayed to the user as course or section prerequisite description information when the description is found or as an error message if the service is not available, the description is not found, or the Scribe Requisite block is not found.

The Registration DegreeWorks Advanced Queuing Package (SFKDWAQ) package is used by the Banner registration process when DegreeWorks prerequisite checking is implemented. It facilitates communication across the Oracle queues for the DegreeWorks listener process - DAP62 for the Description Service.

## Oracle Object Types

Four high-level, complex, Oracle object types are used that rely on dependent, lower-level object types for their creation.

The object types are: `so_dw_preq_request`, `so_dw_preq_response`, `so_dw_desc_request`, and `so_dw_desc_response`. These objects represent the communication payload that is sent across one of the four, unique, Oracle queues also used with this processing. The four Oracle queues are: `DW_PREQ_REQUEST_Q`, `DW_PREQ_RESPONSE_Q`, `DW_DESC_REQUEST_Q`, and `DW_DESC_RESPONSE_Q`.

### `so_dw_preq_request`

The `so_dw_preq_request` object is populated by the Banner SFKPREQ package. It represents information used by DegreeWorks to perform a prerequisite evaluation. This informational payload is sent from Banner across the `DW_PREQ_REQUEST_Q` queue so that the DegreeWorks DAP61 listener process can submit the prerequisite evaluation.

Variable Name	Underlying Oracle Object Type
CORRELATIONID	BANINST1.SO_DW_PREQ_CORRELATION_ID
TERMCODE	BANINST1.SO_DW_PREQ_TERM
STUDENT	BANINST1.SO_DW_PREQ_STUDENT

Variable Name	Underlying Oracle Object Type
COURSESECTION	BANINST1.SO_DW_PREQ_CRSE_REQUEST_V

### *so\_dw\_preq\_response*

The *so\_dw\_preq\_response* object is populated by DegreeWorks.

It represents information for the results of the prerequisite evaluation. DegreeWorks process DAP61 posts this payload on the *DW\_PREQ\_RESPONSE\_Q* so that Banner (SFKPREQ) can listen for this response. After the response is received, Banner decodes the object and proceeds with the registration prerequisite evaluation, based upon the results received.

Variable Name	Underlying Oracle Object Type
CORRELATIONID	BANINST1.SO_DW_PREQ_CORRELATION_ID
TERMCODE	BANINST1.SO_DW_PREQ_TERM
STUDENT	BANINST1.SO_DW_PREQ_STUDENT
COURSESECTION	BANINST1.SO_DW_PREQ_CRSE_RESPONSE_V

### *so\_dw\_desc\_request*

The *so\_dw\_desc\_request* object is populated by the Banner SFKPREQ package. It represents information used by DegreeWorks to query course description information. This informational payload is sent from Banner across the *DW\_DESC\_REQUEST\_Q* queue so that the DegreeWorks DAP62 listener process can submit the query information on the DegreeWorks platform.

Variable Name	Underlying Oracle Object Type
CORRELATIONID	BANINST1.SO_DW_PREQ_CORRELATION_ID
TERMCODE	BANINST1.SO_DW_PREQ_TERM
STUDENT	BANINST1.SO_DW_PREQ_STUDENT
COURSESECTION	BANINST1.SO_DW_PREQ_CRSE_REQUEST

### *so\_dw\_desc\_response*

The *so\_dw\_desc\_response* object is populated by DegreeWorks.

It represents information for the course description. DegreeWorks process DAP62 posts this payload on the *DW\_DESC\_RESPONSE\_Q* queue so that Banner (SFKPREQ) can listen for the response. After the response is received, Banner decodes the object and proceeds with returning the course description results to the calling processes (that is, baseline Banner or Self-Service Banner).

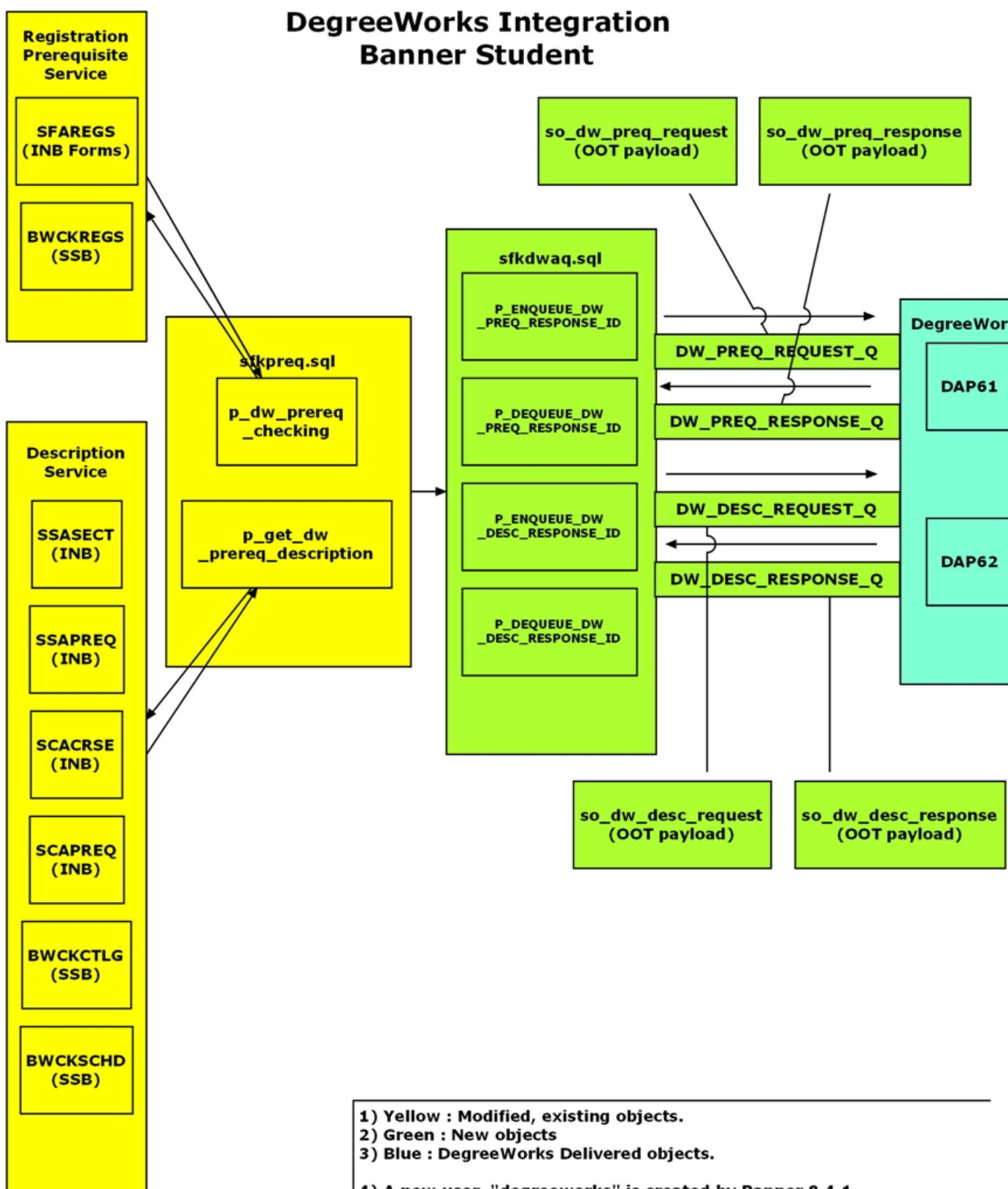
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Variable Name	Underlying Oracle Object Type
CORRELATIONID	BANINST1.SO_DW_PREQ_CORRELATION_ID
COURSESECTION	BANINST1.SO_DW_PREQ_CRSE_REQUEST
DESCRIPTION	BANINST1.SO_DW_DESC_DESCRIPTION_V
REFERENCE	BANINST1.SO_DW_DESC_REFERENCE_V

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## Process Flow

Here is a process flow that shows how pipes and queues are used with prerequisite checking.



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## Return of Title IV Funds Processing

Return of Title IV Funds processing provides one simplified Return of Title IV Funds policy for all students, when a student who is receiving Title IV, HEA program funds ceases attendance at the institution.

This policy determines the amount of institutional charges that an institution has earned when a student withdraws, and the amount that was unearned and has to be returned.

The Return of Title IV Funds policy limits the student's responsibility for repayments of Federal grants to 50% of the total amount of Federal grants above institutional charges. The policy excludes Federal Work-Study from the calculation.

Return of Title IV processing is cross-enterprise functionality involving the Banner Financial Aid, Banner Student, and Banner Student Self-Service products, and the Accounts Receivable module.

### Return of Title IV Funds and Authorizations Handbook

For more information on Title IV Refunding, please refer to the *Return of Title IV Funds and Title IV Authorizations Handbook*, which contains information for the Banner Financial Aid and Banner Student products and the Accounts Receivable module.

### Terminology

The following terms are used to discuss Title IV processing.

Term	Description
Title IV Aid	Loans and grants funded by the Federal Government under regulations initially established by the Higher Education Act of 1965 and as amended.
Reauthorization	Periodic review, modification, continuation of a federal program. Title IV was last reauthorized in 1998 with significant changes to the required handling of aid if a student withdraws from all classes.
Break Period	A period of consecutive days during which no academic activity occurs, which may include weekends, holidays, vacations, etc.
Enrollment Period	The period of time (measured in days for Credit Hour programs and hours for Clock Hour programs) for which students who complete an academic program are enrolled. Excludes break periods of five or more consecutive days.

<b>Term</b>	<b>Description</b>
Leave of Absence	Periods in which a student is excused from attendance with prior approval. Regulations define criteria for approving a leave of absence.
Period of Attendance	The period of time a student actually attends before withdrawal, excluding approved leave of absence and break periods of five or more consecutive days.
Percent Completed	Period of Attendance/Enrollment Period as a percentage rounded to one decimal.
Institutional Charges	Assessments which are made to students as a requirement for attendance in an academic program (for example, Tuition, Fees, Room, Board).
Other Institutional Costs	Additional amounts not billed through Accounts Receivable which are considered as required for attendance (for example, required lab equipment which all students must purchase off campus).

## Calculations

Here is a summary of the steps involved in calculating the Return of Title IV Funds.

### Procedure

1. Determine the student's withdrawal date.

The student's withdrawal date can be determined by one of the following specifications:

- a) The withdrawal date as determined by the institution's attendance records.  
An institution that is required by an outside entity to take attendance for only some of its students must use those attendance records for those students that withdraw to determine the withdrawal date.
- b) The date, as determined by the institution, that the student began the withdrawal process prescribed by the institution.
- c) The date, as determined by the institution, that the student provided official notification to the institution of the student's intent to withdraw.  
A student has provided official notification to the institution of the student's intent to withdraw if the student indicates an intent orally or in writing.
- d) The period mid-point (50%) for institutions who do not take attendance and for which a student leaves the institution without reporting the student's withdrawal and for which the institution is unable to identify the actual date of withdrawal.

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This step is accomplished by the Banner Student System. The Return of Title IV Funds process is dependent upon the entry of a withdrawal date. The following steps cannot occur until the withdrawal date is entered.

**Note:** The Title IV Funds Return Calc Process (RPRTIVC) allows for the determination of the Return Title IV Funds in Audit Mode (Calculate and View) or Update Mode (Calculate and Save). The Audit Mode allows you to inform the student of the consequences of a withdrawal before the withdrawal process is completed without updating the Banner Financial Aid awards or the Accounts Receivable information. You also have the ability to print a summary of the Return of Title IV Funds calculation in Audit Mode or Update Mode.

Institutions are not required to use the Return of Title IV Funds calculation withdrawal date for their own institutional refund policies or for other purposes. Institutions may have a separate withdrawal date for their own purposes. The institutions' withdrawal date for registration fee assessment may differ from the Title IV withdrawal date.

2. Identify students who have had a withdrawal status code and date entered on their records.

The Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR) allows you to print a listing of the students who have had a withdrawal status code entered on their accounts.

3. Identify students who are Title IV recipients.

The Title IV Recipient Withdrawn Report (RPRTIVR) identifies those students who are eligible Title IV recipients during the payment period of the withdrawal.

Title IV recipients are those students who have had Title IV funds disbursed to their accounts or who could have had Title IV funds disbursed to their accounts during the payment period in which the withdrawal occurred.

4. Calculate the Return of Title IV Funds.

The Title IV Funds Return Calc Process (RPRTIVC) will process the Return of Title IV Funds calculation in batch in two modes:

- Audit Mode (Calculate and View)
- Update Mode (Calculate and Save)

The Return of Title IV Fund Calculation Form (RPATIVC) also processes the Return of Title IV Funds calculation online in two modes:

- Audit Mode (Calculate and View)
- Update Mode (Calculate and Save)

5. Determine the percentage earned.

The percentage earned is calculated by taking the number of calendar days or clock hours completed in the period or period of enrollment divided by the total number of calendar days or clock hours in the payment period or period of enrollment. Scheduled breaks of at least five consecutive days, in addition to approved leave of absences, are not included in the calculation of days in the payment period or period of enrollment.

This calculation is performed when RPATIVC is accessed or the Title IV Funds Return Calc Process (RPRTIVC) is run.

*Leaves of Absence*



- A leave of absence is not an approved leave of absence for the purposes of the Title IV program unless the institution explains at or before granting the leave of absence the effects that the student's failure to return from an approved leave of absence may have on the student loan repayment terms. This includes the exhaustion of some or all of the student's grace period.
- In accordance with the statute, the total number of days of all leaves of absence cannot exceed 180 days in any 12 month period.
- A Title IV program loan borrower who has been granted an approved leave of absence is considered to be enrolled in the institution for purposes of reporting the student's in-school status for Title IV program loans.

### *Processing Notes*

The "period of enrollment" is defined as the academic period established by the institution for which institutional charges are generally assessed (for example, terms in Banner).

The percentage earned is defaulted to 100% whenever the calculated percentage of the period of enrollment completed is greater than 60 %. No Return of Title IV Funds calculation is required to be completed when the calculated percentage of the period of enrollment completed is greater than 60%. The percentage unearned is calculated by subtracting the percentage earned from 100%.

The percentages earned and unearned are calculated based on the Return of Title IV rounding rules. Use three decimal places, rounding the third decimal place up one if the fourth decimal place is five or above (for example, 4486 would be rounded to .449 or 44.9%).

Institutions with term-based educational programs must determine the treatment of the student's Title IV, HEA program assistance on a payment period basis.

Institutions with non-term-based educational programs must choose either a payment period or period of enrollment and use that period consistently for all students in the program. Banner Financial Aid currently has a term-based structure.

Institutions are permitted to make a separate selection of payment period or period of enrollment for the return of unearned aid calculations for students who: transfer to the institution, re-enter the institution, or attend a non-term-based or a non-standard term-based educational program.

### **Student Term Break Form (SOATBRK)**

This form is used to provide a method for institutions to define break periods within the period of enrollment or term.

A break period less than five calendar days is considered part of the period of enrollment. A break period that is equal to or more than five calendar days is not counted as part of the period of enrollment. Banner uses the break periods defined for the term to determine the percent attended when a student withdraws from the institution.

Break days will be determined as entered on SOATBRK and the SORTBRK table on a term basis. All consecutive calendar days (including weekends) must be entered within any vacation period for this feature to function correctly. (Example: Classes do not meet on weekends. Thanksgiving vacation days include Thursday, Friday, and the following Monday. A total of five calendar days – Thursday, Friday, Saturday, Sunday, and Monday – must be entered on SOATBRK.)

The form will not:

- permit an overlap in dates for break periods, (that is, the start date cannot be between start and end of another period),
- allow consecutive break periods (records) to be entered, (that is, the start date cannot be end date plus one of another period),

OR

- permit break days to be entered as start and end dates of term.

The Student Withdrawal Form (SFAWDRL), where the Title IV withdrawal date is entered, will display the appropriate break days (greater than or equal to five consecutive days), and this value will be used to calculate the attend percentage.

## Student Withdrawal Form (SFAWDRL)

Use this form to withdraw a student from enrollment for the term. When you withdraw a student from the term using this form, Banner begins the processing of the student's Title IV refund information.

You can also use this form to update information that Banner will use later to calculate the student's Title IV refund, such as:

- Record a Title IV effective withdrawal date and status, and a start date and end date of enrollment.
- Record any additional amount for allowable institutional costs not assessed through Accounts Receivable.
- Record any days for approved leave of absence. The percent of period attended will be calculated based on this data, the start and end of term as recorded in STVTERM or by part-of -term as indicated on SOATERM, and break periods of five or more days as recorded in the Student Term Break Form (SOATBRK) and the SORTBRK table.
- Be warned if the student still has active enrollment status when a withdrawal code is entered.
- Calculate the amount of original institutional charges for the term from the TBRACCD records for the term, which have the TBRACCD\_ORIG\_CHARGE\_IND set to Y on records with detail codes where the TBBDETC\_INST\_CHARGE\_IND is set to Y. This form also displays all TBRACCD records for the term with detail codes where the TBBDETC\_INST\_CHARGE\_IND is set to Y with an updatable 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 in addition to the days attended
    - The total institutional charges
    - Free form user withdrawal comments

### *SFAWDRL and Status Changes*

If status code, date, or original charges have changed, when accessing the Withdrawal Status Information block from the key, a pop-up window indicates that changes have occurred and displays the old/new values for all three.

#### **About this task**

#### **Procedure**

1. If the status code/date have changed, the user has three options:
  - a) Create a new record.
  - b) Update the existing status code/date.
  - c) Exit.

If the user chooses to update an existing record, the new status code and date are defaulted into the SFRWDRL block. The user may update other fields only if the `SFRWDRL_PROCESSED_IND = N`.
2. If the original charges amount has changed, and if the `SFRWDRL_PROCESSED_IND = N`, the user has three options:
  - a) Create a new record.
  - b) Update the original charges amount.
  - c) Exit.

If a user chooses to update an existing record, the new amount will default in for the original charges. Other fields may be updated by the user, including the Institutional Charges Detail Information window, should the user choose to update the Original Charge Indicators.
3. If the `SFRWDRL_PROCESSED_IND = Y`, and if post-withdrawal disbursement is to occur, the user has three options:
  - a) Update the institutional charges amount.
  - b) Update the Original Charge Indicators to match institutional charges previously used in the calculation.
  - c) Exit.

- 
4. If the `SFRWDRL_PROCESSED_IND = Y`, and if the return of funds is to occur, the user has three options:

- a) Create a new record.
- b) Update the Original Charge Indicators to match institutional charges.
- c) Exit.

If the user chooses to update the institutional charges amount, the new amount will default in, and no other fields will be updatable.

If the user chooses to update the Original Charge Indicators, the form will go to the Institutional Charges Detail Information window where the user can update the **Original Charge** check box. Two totals will display:

- Locked original charges
- Current original charges

As the check box is changed, the **Original Charges** field will be updated. The user will be able to save changes only when the two amounts are equal. The user may exit without making changes.

5. After going from the key to the SFRWDRL block, the following are selected:

- a) If the student's status code has changed (`KEY_BLOCK. ESTS_CODE` is different than the `SFRWDRL_ESTS_CODE`).
- b) If the student's status date has changed (`KEY_BLOCK. ESTS_DATE` is different than the `SFRWDRL_ESTS_DATE`).
- c) If the student's original charges amount has changed (`KEY_BLOCK. TOTAL_ORIG_CHGS` is different than the `SFRWDRL_ORIGINAL_CHARGES`).

If any of these three values has changed, a dialogue box stating which fields have changed appears and displays the new values of those fields. A user can compare current values on the form to the new values, to decide on a course of action. After the user responds to the dialogue box by selecting **OK**, the following happens:

For scenarios #1 and #2 above, an option window appears with the following options.

- Create new record
- Update status code or date or both
- Exit without changes

If the user chooses to update, the status code/date from the key default in.

For scenario #3 above, there are three different situations to check for, each having different options:

- d) If `SFRWDRL_PROCESSED_IND = N`:
  - Create a new record.
  - Update the original charges amount.
  - Exit without changes.

If the user chooses to update the original charges, the total original charges amount from the key will default in.

- e) If `SFRWDRL_PROCESSED_IND = Y` and there is a post-withdrawal disbursement (check Banner Financial Aid tables for amount-earned > amount-disbursed):

- Update the original charges amount.
- Adjust the Original Charge Indicators to match institutional charges previously used in the calculation.
- Exit without changes.

If the user chooses to update the original charges, the total original charges amount from the key will default in.

If the user chooses to adjust the indicators, access the Institutional Charges Detail Information window.

- f) If `SFRWDRL_PROCESSED_IND = Y` and there is a return of funds (check Banner Financial Aid tables for amount-disbursed > amount-earned):

- Create a new record.
- Adjust the Original Charge Indicators to match institutional charges previously used in the calculation.
- Exit without changes.

If the user chooses to adjust the indicators, access the Institutional Charges Detail Information window.

## Results

In any of the previous scenarios, if the user opts to “Create a new record”, the cursor is placed on **Withdrawal Code** field if `Null` (and it will be `Null` if the `STVESTS_WDRL_CODE_DEF` is `Null`). If the **Withdrawal Code** is populated (meaning `STVESTS_WDRL_CODE_DEF` gave it a value), then the cursor is in the **Effective Withdrawal Date** field. If the user chooses to “Exit without changes”, a Rollback occurs. (This is the end of the discussion of the three scenarios listed above.)

- If the `SFRWDRL_PROCESSED_IND = Y`, the user may not update any other fields on the form.
- If the `SFRWDRL_PROCESSED_IND = N`, the user may update all updatable fields.

## Student Withdrawal Query Form (SFIWDRL)

Use this form to view and query withdrawal information about a student from SFAWDRL.

You can view information for either a single term or all terms. Withdrawal records appear in descending order by term, and within each term, descending order by record sequence. This form is for query purposes only; you cannot make changes to any of the values on this form. You can access this form from SFAREGS using the Options Menu.

---

## Student Withdrawal Status Code Validation Form (STVWDRL)

This form is used to define Title IV withdrawal status codes. Use the indicators on the form to control whether Banner Financial Aid records are updated and whether refunds will be processed at 50%.

## Term Control Form (SOATERM)

Use the **Original Charge Cutoff Date** field in the Registration Fee Assessment section to reflect the date through which all assessments are considered original charges. This is not a null field and is defaulted to the `STVTERM_START_DATE` when creating a new record. The user can update the field.

The **TIV Date Source** section uses a radio group for **Term Date** or **Part of Term Dates**. The default is **Term Date**. Based on how the institution sets this, either the `STVTERM_START_DATE` and `STVTERM_END_DATE` will be used on SFAWDRL as the "Enrollment Start" and "Enrollment End" dates, or the `min` (part-of-term) `START_DATE` and maximum (part-of-term) `END_DATE` that go with the student's course registrations for the term will be used for "Enrollment Start" and "Enrollment End" dates.

## Housing Term Control Form (SLATERM)

Use the **Original Charge Cutoff Date** field to reflect the date through which all assessments are considered original charges.

The housing fee assessment process will check this date to determine if the Original Charge Indicator should be set. This is a null field and is defaulted to the `STVTERM_HOUSING_START_DATE` when creating a new record. The user can update the field.

## Enrollment Status Code Validation Form (STVESTS)

The **Withdrawal Code** field is used as an optional crosswalk column, referencing STVWDRL codes if desired. Valid values may be selected from the List for Values derived from the Student Withdrawal Status Code Validation Form (STVWDRL).

The **Withdrawal Indicator** is used as a withdrawal indicator by the enrollment status code. An enrollment status code with this indicator selected will denote a withdrawal code and will then be able to be selected by the batch Withdrawn Student Report (SFRWDRL). This field is validated against the Student Withdrawal Status Code Validation Form (STVWDRL).

## Student Course Registration Form (SFAREGS)

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

- A non-fatal pop-up warning message is displayed whenever an attempt is made to reinstate a student's enrollment status on SFAREGS in a term for which a Title IV withdrawal record has been created.
- If the `SFBETRM_ESTS_CODE` is changed, and Title IV withdrawal records exist for the student, the following message is displayed: *Student has Title IV withdrawal record for this term.*

- The Student Withdrawal Information item in the Options Menu allows access to SFIWDRL.
- The form recalculates the student's tuition and fees to reflect the reduced charges resulting from the shortened period of attendance. This is handled by registration fee assessment processing to accommodate the correct calculation of the Banner Financial Aid refund by adding the update of the TBRACCD Original Charge Indicator or an original assessment.
- The online registration fee assessment process sets the TBRACCD\_ORIG\_CHG\_IND in assessment if applicable.

## Room Assignment Form (SLARASG)

The TBRACCD Original Charge Indicator for room charges and the online housing fee assessment process set the TBRACCD\_ORIG\_CHG\_IND in assessment if applicable. Source code B will be passed to Accounts Receivable.

## Meal Assignment Form (SLAMASG)

The TBRACCD Original Charge Indicator for meal charges and the online housing fee assessment process set the TBRACCD\_ORIG\_CHG\_IND in assessment if applicable. Source code V will be passed to Accounts Receivable.

## Phone Assignment Form (SLAPASG)

The TBRACCD Original Charge Indicator for phone charges and the online housing fee assessment process set the TBRACCD\_ORIG\_CHG\_IND in assessment if applicable. Source code U will be passed to Accounts Receivable.

## Class Attendance Roster Form (SFAALST)

The **Date Last Attended** field allows updates and queries on the last date of attendance in a particular class for a student. This can help institutions determine the last date of attendance for unofficial withdrawals

## Withdraw Pending Status Change Report (SFRNOWD)

This report is used to show which students have zero enrollment hours but have not officially withdrawn from the institution.

This refers to students who have been enrolled in a term and whose status indicates they are eligible to enroll, but no longer have any active registration for a term, because there are no SFRSTCR records with a **Status Code** selected as **Count in Enrollment** on the Course Registration Status Code Validation Form (STVRSTS).

**Note:** The **Withdrawal Code** on STVESTS is used to show that the enrollment status code is also a withdrawn indicator for this reporting process.

---

You can display several different groups of students in the report output:

- those who have received or could have received Title IV financial aid
- those who received only non-Title IV aid
- those with no financial aid

The report also allows you to include those students who have enrollment for the term but no credit hours in academic history (all F's, for example).

Date parameters are included in this report so as not to include students previously identified as withdrawn if desired. Dates are based on activity date on SFRSTCA.

## Withdrawn Student Report (SFRWDRL)

This report is used to identify students who have withdrawn from the term and need to have a Title IV refund calculated.

In other words, those students who have had a withdrawal status code with the **TIV Update Indicator** selected on the Student Withdrawal Status Code Validation Form (STVWDRL) and entered on their student record.

This report can also be used to record the student's withdrawal date for Title IV purposes, and to create a withdrawal record for those students who received Title IV funds.

The report allows you to:

- Select only those students who have been awarded Title IV funds or all students.
- Select only the withdrawal enrollment status codes requested. The default for the parameter is all withdrawal enrollment status codes. You have the option of selecting all withdrawal status codes, one withdrawal status code, or multiple withdrawal status codes.
- Review the student status date and Accounts Receivable institutional charge detail to determine if changes are required.
- Use population selection.
- Sort by activity date, ID, name, withdrawal status code, or level.

**Note:** Address type codes need to be set up on GTVSDAX to map to the home address type and campus address type if you want addresses to print on the report. The value in the **Internal Code** field is used to identify the GTVSDAX address hierarchy.



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## Registration Fee Assessment Process (SFRFASC)

The process automatically populates the Original Indicator to Y, for the first time assessment occurs, for a specific detail code, for the student, for the term, and for all assessments before the cutoff dates established on SOATERM.

## Batch Room/M meal/Phone Assess Report (SLRFASM)

The process automatically populates the Original Indicator to Y, for the first time assessment occurs, for a specific detail code, for the student, for the term, and for all assessments before the cutoff dates established on SLATERM.

## Class Roster Report (SFRSLST)

The Last Date Attended column on SFRSTCR corresponds to the **Date Last Attended** field on SFAALST.

## Registered, Not Paid Process (SFRRNOP)

The process passes the value of TBRACCD\_ORIG\_CHG\_IND from the existing record into the new TBRACCD record being created for assessment reversals.

# Student Centric Period Processing

This section discusses using student centric periods with registration and academic history processing.

Student centric periods are made up of multiple terms or groups of terms. A student centric period is assigned to a student using a cycle designator. When a cycle designator is associated with the student, that indicates the student is included in the student centric period.

Student centric cycles are inserted into the general student record during the admissions process. They can also be dynamically assigned during the registration process. The cycle code and term are used to determine the student centric period. Student centric periods use processing rules to determine time status, academic standing, and student type. Student centric periods are carried into academic history and are used for GPA calculations along with terms and student levels.

## Set Up and Use Student Centric Periods

Use these steps to set up and use student centric periods. This section assumes you have already set up your terms, in addition to admissions, general student, registration, and academic history processing.

### About this task

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**Procedure**

1. Create student centric period cycle codes on the Student Centric Period Cycle Validation Form (STVSCPC).
2. Create student centric period rules on the Student Centric Period Term Control Form (SOASCPT).
3. Associate the student centric period rules with term codes on SOASCPT.
4. Create continuant student centric period rules by term or by term and student type on the Continuant Student Centric Period Rule Form (SOACSCP).
5. Review continuant student centric periods by student type on the Continuant SCP Query Form (SOQCSCP).
6. Create time status rules for student centric periods on the Student Centric Time Status Rules Form (SFASTSR).
7. Associate time status levels with the time status rules on SFASTSR.
8. Admit students into student centric periods using the Admissions Form (SAAADMS) or the Quick Admit Form (SAAQUIK).
9. View cycle designator on the general student record on the General Student Form (SGASTDN).
10. Register students in courses in terms on the Student Course Registration Form (SFAREGS).
11. View the cycle designator on the student term record on SFAREGS.
12. Review registration history for student centric periods and for time status codes on the Student Centric Registration History Form (SFASCPR).
13. Set up student centric academic standing rules and GPA information on the Academic Standing Rules Form (SHAACST).
14. Assign a student centric period code to the term header record on the Term Course Maintenance Form (SHAINST).
15. Review student centric period hours and GPA information, in addition to institutional and transfer course detail on the Term Sequence Course History Form (SHATERM).
16. Use the **Student Centric Period Statistics** check box on the Transcript Type Rules Form (SHATPRT) to include student centric period GPA totals on the transcript.

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## Processing

This section discusses in detail how student centric period processing is used in registration and academic history. Processing is based on settings for rules on GTVSDAX. Data must also be built for validation, term rules, cycle designators, continuant rules, and time status rules.

### *Terminology*

Here are definitions of student centric period and cycle designator and an example of how student centric periods can be set up.

### *Student Centric Period*

A student centric period is a way of grouping multiple Banner terms into one period.

It is a standard academic term that can begin at any point at which a student can enter courses and ends when the requirements for a standard term have been fulfilled. Courses that are offered in modules, mini-sessions, parts-of-term, with alternate start dates, and so on, can be grouped into a semester, quarter, or trimester on a student centric basis. A student centric period code has associated terms and a cycle designator.

### *Cycle Designator*

A cycle designator is an indicator assigned to a student and to a student centric period that is used to relate the one to the other.

It is used to:

- calculate and maintain totals by student centric period
- display registration records and academic history courses associated with the student's student centric period
- facilitate evaluation, reporting, and extracts of enrollment or academic history data by student centric period

### *Mapping Example*

Here is an example of mapping student centric periods. There are two cycle codes, each with a group of terms and associated student centric periods.

---

<b>Cycle - T1</b>						
<b>Terms:</b>	Sept - Oct	Nov - Dec	Jan - Feb	Mar - Apr	May - Jun	Jul - Aug
	200810	200820	200830	200840	200850	200860

---

<b>SCPs:</b>	2008A	2008A	2008C	2008C	2009E	2009E		
<b>Cycle - T2</b>								
<b>Terms:</b>	Jul - Aug 200760	Sept - Oct 200810	Nov - Dec 200820	Jan - Feb 200830	Mar - Apr 200840	May - Jun 200850	Jul - Aug 200860	Sept - Oct 200910
<b>SCPs:</b>	2007F	2007F	2008B	2008B	2008D	2008D	2008F	2008F

### Enrollment Examples

Some students may be enrolled in a student centric period throughout their college careers.

Term	Associated Student Centric Period	Cycle on SGASTDN	Report on Transcript
200810	2008A	T1	Student centric period data
200820	2008A	T1	Student centric period data
200830	2008C	T1	Student centric period data
200840	2008C	T1	Student centric period data
200850	2008E	T1	Student centric period data
200860	2008E	T1	Student centric period data

Some students may never be enrolled in a student centric period.

Term	Associated Student Centric Period	Cycle on SGASTDN	Report on Transcript
200810	2008A	None	Term data
200820	2008A	None	Term data
200830	2008C	None	Term data
200840	2008C	None	Term data
200850	2008E	None	Term data
200860	2008E	None	Term data

Some students may have a combination of enrollment in a student centric period and enrollment in standard terms.

For example, a student is enrolled in terms 200710-200760 with no student centric period. In term 200810, the institution offers enrollment using student centric periods, so from terms 200810-200860, the student is enrolled in student centric periods.

Term	Associated Student Centric Period	Cycle on SGASTDN	Report on Transcript
200710 - 200760	None	None	Term data
200810	2008A	T1	Student centric period data
200820	2008A	T1	Student centric period data
200830	2008C	T1	Student centric period data
200840	2008C	T1	Student centric period data
200850	2008E	T1	Student centric period data
200860	2008E	T1	Student centric period data

### *Set Up GTVSDAX Rules*

Three rules are delivered for the Crosswalk Validation Form (GTVSDAX) as controls for student centric period processing. Each has an internal code group of `CENTRICPERIODS`. These rules are delivered set to `N`.

- The `PROCESSSCP` rule turns on student centric period processing.
- The `AUTOASSIGN` rule automatically assigns a cycle designator code from `SOASCPT` during the admissions process.
- The `AUTOUPDATE` rule updates the cycle designator code on the general student record at registration for the first enrollment term.

When the `PROCESSSCP` rule is set to `Y`, you can use student centric processing. You can also choose to use or not use the `AUTOASSIGN` rule or the `AUTOUPDATE` rule with the `PROCESSSCP` rule. When the `PROCESSSCP` rule is set to `N`, student centric processing is not invoked, and baseline processing will take place as usual.

When the `AUTOASSIGN` rule is `Y`, the cycle designator will be automatically assigned based on the data on `SOASCPT`, when a student is admitted and the initial general learner record is created. When this rule is `N`, the cycle designator is not assigned during admissions.

When the `AUTOUPDATE` rule is `Y`, the cycle designator is validated for the student's first enrollment record at registration. When the first enrollment term has a different cycle designator than the one

assigned during admissions, a new general student record is created, and the student's new cycle code is assigned. When this rule is N, the cycle designator is not automatically updated when a student enrolls for the first term.

Here is a summary of the rule settings on GTVSDAX.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y	PROCESSSCP	N/A	CENTRICPERIODS	Use Student Centric Periods	Sysdate
Y	AUTOASSIGN	N/A	CENTRICPERIODS	Automate cycle design at adm	Sysdate
Y	AUTOUPDATE	N/A	CENTRICPERIODS	Update cycle design for 1st enr	Sysdate

### *PROCESSSCP Rule*

When the PROCESSSCP rule is set to N, institutions that are not using student centric periods can bypass all student centric period processing.

The following conditions apply:

- No cycle designator is created on the general student record during admissions.
- When a general student record is copied forward, any cycle designator that existed in the previous record is copied forward to the new record. The cycle designator can be deleted from or updated in the new record.
- When the grade roll is performed, the student centric period code in the student's academic history term header record (SHRTTRM) is not populated, even if the student has a cycle designator in effect for the term.
- When time status is calculated, the student centric period time status history records (SFRSTSH) is not calculated, even if the student has a cycle designator in effect for the term.

If you enter Y in the Calculate SCP Time Status parameter in SFRTMST, the message Calculate SCP Time Status must be N when GTVSDAX PROCESSSCP does not = Y is displayed.

- When GPAs are calculated, the student centric period GPA records (SHRSGPA) are not calculated, even if the student has a student centric period code the SHRTTRM term header record.
- When academic standing is calculated, student centric period rules and processing are not used.

If you enter Y in the Process by Student Period parameter in SHRASTD, the message Process by Student Period must be N when GTVSDAX PROCESSSCP does not = Y is displayed.

- When student type updates are calculated using SHRTYPE, the continuant student centric period rules are not used.

The following conditions apply to reports and processes in general:

- All reports and processes with a Process by Student Period parameter generate an error message in the .log file when the PROCESSSCP rule is set to N, and the Process by Student Period parameter is set to Y. The message `Process by Student Period must be N when GTVSDAX PROCESSSCP does not = Y` is displayed in the .log file.
- Reports such as the baseline transcript and the Student Self-Service transcript ignore the setting of the **Student Centric Period Statistics** indicator on SHATPRT when the PROCESSSCP rule is set to N.

When student centric period processing rules are created at your institution, and student centric period processing is activated by setting PROCESSSCP rule to Y, reports and processes populate special values and create table records as follows:

- The cycle designator is populated in the general learner record (SGBSTDN).
- The student centric period code is populated in the academic history term header record (SHRTTRM) when the grade roll process is performed.
- Student centric period time status history records are created in the SFRSTSH table.
- Student centric period GPA records are created in the SHRSGPA table.

**Warning!** If your institution later decides to turn off student centric period processing by changing the setting of the PROCESSSCP rule from Y to N, the data created by student centric period processing will already exist in the tables listed above and will not be automatically updated or deleted. This could cause inaccurate records to exist for the terms or period of time that student centric period processing was in effect.

After the PROCESSSCP rule has been set to Y, it should not be changed to N, unless your institution first makes the following changes to student data.

- Set the SGBSTDN\_SCPC\_CODE value to Null in all general student records.
- Set the SHRTTRM\_SCPS\_CODE value to Null in all academic history term header records.
- Delete all student centric period time status history records from the SFRSTSH table.
- Delete all student centric period GPA records from the SHRSGPA table.

**Note:** The student centric period time status history cannot be calculated retroactively for a term, because it is dependent on evaluation and calculation being performed as registration occurs.

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## *Build Validation*

The Student Centric Period Cycle Validation Form (STVSCPC) is used to create student centric period cycle codes. Each cycle code designates a reporting period that is a collection of terms. This form uses the Student Centric Period Cycle Validation Table (STVSCPC).

## *Define Terms Associated With Student Centric Periods*

The Student Centric Period Term Control Form (SOASCPT) is used to define terms that are associated with student centric periods for a cycle. This form uses the Student Centric Periods Table (SOBSCPS) and the Student Centric Period Term Control Table (SORSCPT).

You can also query on existing rules by student centric period code or student centric period cycle code. Existing student centric period codes are displayed in the Data block in descending order. Each period is associated with a cycle code. The cycle codes come from the Student Centric Period Cycle Validation Form (STVSCPC).

A unique combination of student centric period code, cycle designator code, and term code must exist. You cannot associate a specific term to the same cycle in two different student centric periods.

The Associated Term Codes block displays the term codes associated with each record in ascending order. Multiple terms can be associated with a student centric period. You must save any changes in the Data block before navigating to the Associated Term Codes block. Each student centric period must have a unique earliest term code.

When students are associated with the cycle and term in general student (SGBSTDN) or academic history (SHRTTRM), and you attempt to change the cycle code in the Data block or delete a record from the Associated Term Codes block, an error will be displayed. The record cannot be changed or deleted.

**Note:** Term codes *should* be numeric, in the format YYYYTT, and the codes *must* be constructed so that they maintain the appropriate sequence of terms. Term codes are displayed in descending order, with the highest term first.

The first four characters of student centric period codes should be numeric, in the format YYYYTT, and the codes must be constructed to maintain the appropriate sequence of periods. Student centric period codes are displayed in descending order, with the highest period shown first.



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## *Use Cycle Designators*

Cycle designators are codes that reflect the cycle in which a student participates. These cycles, along with groups of terms, are used to determine the student centric periods associated with the student.

### *General Student Record*

The **Student Centric Cycle** field in the General Learner block on the General Student Form (SGASTDN) displays the cycle designator for the general student record.

This value cannot be updated if registration records exist for the term. It must be updated through the Student Term window on SFAREGS. Other updates are allowed, but the user may receive warning messages that the associated data already exists in academic history.

This field is populated with the student centric period cycle designator when the general student record is created for a term for the primary curriculum during the admissions process or when the baseline quick admit process is completed and the decision is selected. The cycle designator identifies the student centric cycle by term in which the student is included. The value used is based on the rules set up for the term on the Student Centric Period Term Control Form (SOASCPT). When a cycle designator exists for the general student record that is created, that current cycle designator is used, and a new cycle designator is not calculated for the record.

The SGVCCUR, SGVSTDN, and SGVTEND Banner views use the student centric period cycle data.

### *Registration Record*

The **Student Centric Cycle** field in the Student Term window on the Student Course Registration Form (SFAREGS) displays the cycle designator for the registration record. This value can be updated, but the user may receive warning messages that the associated data already exists in academic history.

The cycle designator on the general student record can be updated automatically for the start term when the first registration enrollment occurs, where registration counts in enrollment. The process checks whether the current cycle designator is different than the one assigned at admissions. When it is different, a new general student record is created with a new cycle designator. When it is the same, the process does not create a new general student record or update the cycle designator. The cycle designator remains unchanged for the effective general student record. This includes when the student has existing registration enrollment records for any prior, current, or future term.

When a student has no other registration enrollment records for any term and is not registering for courses for the admissions term from the primary curriculum of the effective general student record, the cycle designator is updated to the one associated with the enrollment term, and a new general student record is created for the effective term.

Cycle designators can be maintained over terms so you can review a history of prior terms.

- When a cycle is changed for a current term, the cycle on the existing SBGSTDN record is updated, such as a `Null` cycle is changed to a cycle code value, or `CYCLE1` is changed to `CYCLE2`.

- When a cycle is changed for a future term, a new effective term record is created on SGASTDN.
- When a new general student record is created, the current cycle designator is copied forward whether the record is created manually or by a batch process. The cycle designator can be maintained on the new record.
- When the effective term is changed for the cycle designator, and the term does not match any existing general student records, a new record is created for the term. The data is copied forward, and the cycle designator can be maintained on the new record.
- When the student does not have a registration record for the term being updated, you can change the cycle designator on SGASTDN or SFAREGS.
- When registration records exist, but no academic history records exist, you can only change the cycle designator on SFAREGS.
- When an academic history term header record exists for the processing term or a future term, or when transfer term GPA records exist for the processing term or a future term, a warning message is displayed when you try to change the cycle designator on SGASTDN or SFAREGS. This warning notifies the user that existing academic history exists, and if the cycle designator is changed, the user may have additional updates to perform in academic history.

### *Build Continuant Rules*

The Continuant Student Centric Period Rule Form (SOACSCP) is used to view and maintain continuant student centric period rules by term and student type. The keys to the form are rule term and student type. This form uses the Continuant Student Centric Periods Repeating Table (SORCSCP).

These rules are used to process student type updates for student centric periods. When a cycle has been assigned to a student centric period, and that period is then assigned to a term on SOACSCP, the cycle cannot be changed on the Student Centric Period Term Control Form (SOASCPT). When a term has been assigned to a student centric period, and that period is then assigned to a student for the term header record, the term cannot be removed from SOACSCP.

Continuant student centric period rules should be defined for all student types that are updated by the Student Type Update Process (SHRTYPE). This includes student type codes that have a different value in the **Next Student Type** field than in the **Code** field on STVSTYP. Academic history must exist for a registered student in the period, in order for the student type updates to occur when SHRTYPE is run.

The Continuant SCP Query Form (SOQCSCP) is used to query on continuant student centric periods by student type. This form is accessed using a Count Query Hits function from the **Student Type** field in the Key Block of SOACSCP or by using the Continuant Student Centric Period Query (SOQCSCP) item on the Options Menu.

### *Build Time Status Rules*

The Student Centric Time Status Rules Form (SFASTSR) is used to view and maintain student centric period time status rules and time status levels associated with the rules. This form uses the

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Student Centric Time Status Levels Table (SFRSTSL) and the Student Centric Time Status Table (SFRSTST).

Rules are based on student centric periods rather than on terms. You can also query on data elements within the rule. When a rule is created, you must associate a time status level to save the record. Multiple levels can be associated with each rule and can be changed as needed. The time status levels associated with each rule are displayed in the Time Status Levels block as you scroll through the rules in the Student Centric Period Time Status Rules block.

### *View Time Status History*

The Student Centric Registration History Form (SFASCPR) is used to view a student's registration history and time status by student centric period. This form uses the Student Centric Time Status History Table (SFRSTSH).

Records can be displayed by terms or student centric periods based on the data entered in the Key Block, or you can enter the ID only and see all the records for the student. Records are displayed in descending order by student centric period and term. You can query on the fields in the Student Centric Registration block, such as performing a query by CRN. The totals for credit hours, billing hours, and continuing education hours are updated for each query. The totals are used to verify that the student has been enrolled for sufficient credits within the student centric period to qualify for financial aid or defer repayment of student loans.

### *Calculate Time Status*

The Time Status Calculation Update Process (SFRTMST) calculates the student centric period time status in addition to the existing term time status when the student has a cycle designator in effect for the registration term and CRNs being processed.

A new student centric period time status history record is inserted in SFRSTSH if the time status for the student centric period has changed after the last update. If the time status has not changed, no additional record is created. When a student has a manually inserted time status record, no additional time status record is inserted.

The Calculate SCP Time Status parameter is used with student centric period processing. This parameter is required. Enter **Y** to calculate the student centric period time status for students assigned to a cycle designator for the term being processed or **N** to not calculate the student centric period time status. The default is **N**.

If the new student centric period time status is different from the previous one, and the Run Mode parameter is set to **U**, the new student centric period time status history record will be inserted into the database.

You can enter a student centric time status record manually on the Student Centric Registration History Form (SFASCPR). Time status can also be updated online using SFAREGS and in Banner Student Self-Service registration. This is automatically activated when the **Calculate Time Status** indicator is selected on SOATERM for the term in the Key Block.

---

## *Track Student Centric Periods in Registration*

The Student Centric Period Registration View (SFVSCPR) is used to track student centric periods in student registration records.

The following columns are in this view:

```
SFVSCPR_PIDM
SFVSCPR_SCP
SFVSCPR_TERM_CODE
SFVSCPR_CRN
SFVSCPR_PTRM_CODE
SFVSCPR_SUBJ_CODE
SFVSCPR_CRSE_NUMB
SFVSCPR_LEVL_CODE
SFVSCPR_RSTS_CODE
SFVSCPR_CREDIT_HR
SFVSCPR_BILL_HR
SFVSCPR_ATTENDED_HR
SFVSCPR_TIME_STATUS_HR
SFVSCPR_GRDE_CODE
SFVSCPR_GRDE_ROLLED_IND
SFVSCPR_STSP_KEY_SEQUENCE
SFVSCPR_CEU_HR
SFVSCPR_NON_CEU_HR
```

## *Calculate Academic Standing*

Academic standing calculates academic standing by student centric period for students with an active student centric period for the term.

The student is considered to have an active student centric period for the term when the **Student Centric Period** field on SHAINST (or the column in the SHRTTRM table) has a valid value. The Academic Difficulty Rules by Student Centric Period window on the Academic Standing Rules Form (SHAACST) is used to maintain academic standing hours and GPA rules by student centric period. This window uses the Student Centric Period Academic Standing Rules Table (SHRASSR).

When academic standing is evaluated for the student for the final term of the student centric period, the new standing is based on the institutional hours and GPA from all the terms associated with the student centric period. When academic standing is evaluated for the student for an earlier term in the student centric period, the most recent, previous academic standing calculated before the student centric period will be assigned as the new standing.

For a student, for all terms before the final term in a student centric period, the academic standing is rolled forward from the student's most recent term that is before the start of the current student centric period. This permits registration restrictions and maximum hours calculations to remain in effect throughout the student centric period.

When a student who has an active student centric period does not enroll in the final term of the student centric period, and academic standing is calculated for the final term, the student's standing is evaluated based on the student centric period GPA totals, but the academic standing is stored in the highest or maximum existing term header record for the student centric period.

When a student does not have an active student centric period assigned, the existing term-based rules from SHAACST are used for the evaluation of academic standing.

Two parameters on the Calculate Academic Standing Report (SHRASTD) are used with student centric period processing.

- The Process by Student Period parameter is required. Enter Y to calculate the academic standing for student centric periods or N to not calculate the academic standing. The default is N.
  - When this parameter is set to Y, the process considers students who are assigned to a cycle designator and student centric period using the rules for student centric period academic standing processing.
  - When this parameter is set to Y, any students who are not assigned to a cycle designator for the term are processed using baseline term academic standing processing.
  - When this parameter is set to N, only baseline term academic standing processing is performed.
- The SCPs to be Processed parameter is optional. Multiple values can be entered. Enter the student centric periods to be processed. Values should be valid for the term entered in the Term parameter. Valid values come from the Student Centric Period Term Control Form (SOASCPT). When the Process by Student Period parameter is set to Y, this parameter must be entered.

## Calculate GPA

GPA processing can calculate a student's GPA by student centric period for terms that are part of a student centric period.

When a student changes the student's cycle (either retroactively or for the current, in-progress term), a warning is displayed that existing student centric period records will be deleted, and the GPA needs to be recalculated.

When the cycle designator is changed on SGASTDN or SFAREGS after the student has existing academic history records, the *Cycle Designator does not agree with existing Academic History* message is displayed. When the student centric period value is entered, altered, or deleted on SHAINST, the GPA and totals for the student centric period will be automatically recalculated, and the *GPA recalculation completed* message is displayed.

A student centric GPA is stored by level and type. The types include Institutional (I), Transfer Credit (T), and Overall (O). The transfer credit GPA is a combined GPA for all transfer work within the student centric period. Even though transfer work has been accepted for an effective term within the student centric period, it will only be included in the GPA by student centric period if the student has an institutional academic history term header record for that effective term.

The Calculate GPA Report (SHRCGPA) and the GPA Recalculation Report (SHRGPA) consider student centric periods when calculating the GPA for the student. When GPA calculation is called by SHATRNS or SHATCKN, or when recalculation is performed on SHAINST, the student's GPA will be calculated by student centric period, if the student centric period data element in the academic history term header record has a student centric period value.

---

## *Track Student Centric Periods in History*

The term header record on SHRTTRM includes the student centric period for the student's academic history term.

The grade roll process (SHKROLL) populates the term header record (SHRTTRM) with the student centric period when the record is created during the roll process. When a student has a cycle designator in effect for the term, the student centric period associated with the process term and student's cycle designator will be inserted into the SHRTTRM table. This takes place when grades are rolled from the Class Attendance Roster Form (SFAALST) or the Class Roster Form (SFASLST), or using the Grade Roll Process (SHRROLL).

The student centric period can be viewed for the term header record on Term Course Maintenance Form (SHAINST). The student centric period code can only be entered or updated using a code that is valid for the term or is `Null`. Validation takes place against the rules on SOASCPT. If the student centric period is manually changed on SHAINST, the GPA will be automatically recalculated so that all totals and GPAs for student centric periods are adjusted to reflect the change.

The Term Sequence Course History Form (SHATERM) displays academic history by student centric period. The Student Centric Term GPA and Course Detail Information window is used to display student centric period hours and GPA totals, in addition to institutional and transfer course detail, for courses associated with a student centric period. This window uses the Student Centric Period GPA Table (SHRSGPA). Academic history information for the student is displayed for the term in the Key Block and other terms in ascending order. If no term is entered, all academic history records with associated student centric periods are displayed for the student.

When you scroll through the student centric period records in the Student Centric Period GPA block, the data in the bottom block of the window switches between the Transfer Courses information and the Institutional Courses information. This window can be accessed when the term header record (SHRTTRM) for the student has a student centric period or cycle designator for the term in the Key Block.

## **Reporting**

Reports and processes include student centric periods in the information that is processed and the calculations that are performed.

## *Clearinghouse Extract*

The Clearinghouse Extract Report (SFRNSLC) processes information based on terms that are part of a student centric period. Data comes from the SFASTSR and SFASCPR forms.

The Process by Student Period parameter is used with student centric period processing. This parameter is required. Enter `Y` to process student centric periods or `N` to not process student centric periods. The default is `N`.

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### *Student Right to Know*

The Student Right to Know Report (SGRKNOW) processes information based on terms that are part of a student centric period.

The Process by Student Period parameter is used with student centric period processing. This parameter is required. Enter **Y** to process student centric periods for right to know reporting or **N** to not process student centric periods. The default is **N**.

### *Enrollment Verification*

The Enrollment Verification Request (SFRENRL) processes information based on terms that are part of student centric periods. Enrollment dates, attendance information, enrollment history, and course summary information are printed as student centric period data.

The Process by Student Period parameter is used with student centric period processing. This parameter is required. Enter **Y** to process enrollment by student centric periods or **N** to not process enrollment by student centric periods. The default is **N**.

### *IPEDS*

IPEDS processing uses student centric periods. The Web upload files for the IPEDS reports can process information based on terms that are part of a student centric period.

### *IPEDS Data Table (SHRIPDS)*

The SHRIPDS table collects data for multiple terms when the Process by Student Period parameter for the SHRIPDS process is set to **Y**, and the `PROCESSSCP` rule on `GTVSDAX` is set to **Y**. The process reports any students registered in a term that is included in the student centric period.

### *IPEDS File Generation Process (SHRIPDS)*

The IPEDS File Generation Process (SHRIPDS) processes information based on terms that are part of student centric periods.

The Process by Student Period parameter is used with student centric period processing. This parameter is required. Enter **Y** to include a student centric period in the process or **N** to not include a student centric period. When the parameter is set to **N**, existing term processing is used. The default is **N**.

SHRIPDS is run by term using the Process Term parameter. When the Process by Student Period parameter is also used, the process checks the rules on `SOASCPT` to determine which student centric period includes the value entered in the Process Term parameter as the last term. All term codes that are part of the student centric period are considered, as is the order in which the terms fall within the student centric period.

After the student centric period and the associated terms have been identified, each student record that shows enrollment in any term in the student centric period is read for reporting.

- 
- If the student is registered in all terms of the student centric period, the following occurs:
    - Enrollment hours are summed from all terms in the student centric period in which the student is enrolled, using the existing rules in base SHRIPDS processing.
    - Student centric period rules for time status are used and combine the enrollment hours for all the terms in the student centric period.
    - The general student record is used for the lowest term in the student centric period in which the student has registration. The process reports the student's class, type, level, and category.
    - Registration records for all terms in the student centric period are used to determine remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses.
    - Academic standing status rules are used. If the student is new, the system assumes a standing of 00. For continuing students, the system pulls the standing from the previous term's academic standing in the **End of Term Academic Standing** field in the Term Header block on SHAINST. (If there is no standing, the system assumes 00.) If an override standing has been entered for the term on SGASTDN, the system will use the override standing.
  - If the student is not registered in all terms of the student centric period, the student's registration records are reported for terms included in the student centric period using these rules:
    - The general student record is used for the lowest term in the student centric period in which the student has a registration record. This determines time status, student class, type, level, and category.
    - Student registration records are used for all terms of the student centric period. This determines remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses. See the following example.

A student is registered in a term that falls within a student centric period.
    - Student centric period 2009A is composed of terms 200910 and 200920.
    - The student is not included in the student centric period, but is registered in two terms (terms 200910 and 200930), and term 200910 is included in student centric period 2009A.
    - Registration is reported for term 200910, because term 200910 is included in student centric period 2009A.
    - Registration in term 200930 is not reported, because term 200930 is not included in student centric period 2009A.



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### *IPEDS Total Activity Report (SHRIACT)*

You can enter multiple values in the Effective Terms of Fall Cohort parameter and the Retention Terms of Fall Cohort parameter. This allows your institution to process multiple effective terms and multiple retention terms by student centric period.

### *Graduation Rate Survey Report (SHRIGRS)*

The term parameters on this report can be used with student centric periods.

- **Start Term parameter**  
Enter the minimum start term of the student centric period to be processed.
- **End Term parameter**  
Enter the maximum end term of the student centric period to be processed.
- **Enrollment Terms parameter**  
The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.

### *Printed Transcripts*

The Academic Transcript (SHRTRTC) displays course history information and GPA totals by term within student centric periods.

All terms with a specific student centric period on the term header record (SHRTTRM) are grouped between a student centric header line and student centric GPA statistics section on the report output. This allows an institution to provide totals for both the student centric period and terms within the student centric period.

The **Student Centric Period Statistics** check box on the Transcript Type Rules Form (SHATPRT) is used to include student centric period GPA information on the transcript for the last term in the student centric period. This information appears on the paper transcript and the Banner Student Self-Service transcript.

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## Self-Service Transcripts

The Academic Transcript (`bwskotrn.P_ViewTran`) in Banner Student Self-Service displays course history information and GPA totals by student centric period for students included in student centric periods when the **Student Centric Period Statistics** check box is selected on SHATPRT.

## XML Transcripts

The PESD/XML Transcript Export Process (SHRPESE) can display courses and GPAs by student centric period without term details in the `.xml` output.

The student centric period is displayed as one continuous enrollment period that is not broken up by the terms contained in the student centric period. The term header is not displayed on the XML transcript for student centric periods. Terms are grouped within the student centric period for the student. After the last term with a student centric period has been printed, intervening terms without student centric periods are printed.

A term that is not associated with a student centric period is displayed chronologically in the `.xml` file after the end of the student centric period (which starts before that term begins) and the start of the next student centric period. For example, an intersession which is not part of a student centric period, which falls between the two terms that make up the student centric period, will be printed after that student centric period.

The student centric period data is substituted for the term data when the **Student Centric Period Statistics** check box is selected (set to `Y`) on SHATPRT. When the **Student Centric Period Statistics** check box is cleared (set to `N`), data is processed using standard term functionality.

The XML transcript reports data in three scenarios when the **Student Centric Period Statistics** check box is selected.

- When all of a student's coursework belongs to a student centric period, data is reported by student centric period for all of the student's enrollment and academic history records.
- When some of a student's coursework belongs to a student centric period and some coursework does not belong to a student centric period, data is reported by student centric period *and* by standard terms (presented as if the term is a student centric period) for the student's enrollment and academic history records.
- When none of a student's coursework belongs to a student centric period and no student centric period exists, data is reported by standard terms (presented as if the term is a student centric period) for the student's enrollment and academic history records.

**Note:** When the **Student Centric Period Statistics** check box is selected (set to `Y`) on SHATPRT, all information is presented as if it belongs to a student centric period header. Data is displayed as being in a "period". However, the data may actually reflect term data when student centric periods are not in use or when the term does not have an associated student centric period.

The process checks the term header record (SHRTTRM) for each term in the student's academic history. When the `SHRTTRM_SCPS_CODE` is `Null` for a term, the student does not have a student centric period associated with that term. In this case, the standard term information is displayed on the transcript for the academic history information.

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When a student has a registration record for a term but no term header record exists, the student centric period to which that term is associated is determined by:

- finding the general student record (SGBSTDN) that is active for the registration term
- using the student centric period cycle code (SGBSTDN\_SCPC\_CODE) from that record
- finding the record for that registration term in the SORSCPT table where:
  - that registration term matches the SORSCPT\_TERM\_CODE
  - the cycle code (SGBSTDN\_SCPC\_CODE) from the SGBSTDN table matches the cycle code (SOBSCPS\_SCPC\_CODE) in the SOBSCPS table
  - the student centric period code from the SOBSCPS table matches the student centric period code from the SORSCPT table

When the SHRTTRM\_SCPS\_CODE has a student centric period value for the term, that code is used to group the terms that belong to each student centric period. It also populates the Academic Session data on the transcript. The GPA totals and GPA information for the student centric period are used to populate the Academic Summary data on the transcript. Data for standard term information for the Academic Session and Academic Summary comes from SHRTGPA.

When the student centric period is in effect for the term and student:

- Term comments for all terms are grouped together.
- The major that is effective for the first term of the student centric period is used.
- Term statistics data comes from SHRSGPA.
- Academic standing by term data comes from the highest term header record in the student centric period.
- In-progress courses are listed at the end with the associated student centric period.
- Coursework from academic history is displayed for the associated student centric period.

Transfer coursework is not associated with a student centric period. Transfer credit is displayed at the beginning of the transcript based on the transfer attendance period entered on SHATRNS.

### *Student Type Updates*

The Student Type Update Process (SHRTYPE) includes student centric periods in the update processing.

This allows you to update student type based on a student's enrollment in a student centric period, instead of enrollment by term. The student type in effect on the student general record (SGBSTDN) for the first term in the student centric period will be used for reporting for the duration of the student centric period.

The Process by Student Period parameter is used with student centric period processing. This parameter is optional. Enter Y to use student centric period rules when determining the student type or N to not use student centric period rules. The default is N.

- When this parameter is set to Y and the student has a cycle designator (general student record) or student centric period (academic history record) in effect for the update term, the SOACSCP rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.

- When this parameter is set to **Y** and the student does not have a cycle designator or student centric period in effect for the update term, the SOACTRM rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.
- When this parameter is set to **N**, the current SOACTRM rules are used, even if the student has a cycle designator or student centric period in effect for the update term.

## Gainful Employment Reporting

Gainful employment reporting is used with Banner Student and Banner Accounts Receivable. You do not need to have Banner Financial Aid installed to use gainful employment processing.

Federal regulations require that all institutions publicize data about gainful employment repayment rates and debt-to-earnings ratios for students who have completed certain types of educational programs deemed to be “gainful employment” courses of study. In addition, every school must submit a data file annually to the National Student Loan Data System (NSLDS) that reports the students who were enrolled in a program deemed to be a “gainful employment” program. The report must contain information about the students’ indebtedness and enrollment status in the gainful employment program.

For more information about this reporting requirement, please refer to the following website: <http://ifap.ed.gov/GainfulEmploymentInfo/indexV2.html>

A report is used to submit this data to the National Student Loan Data System (NSLDS) and the National Student Clearinghouse (NSC). Rules forms are used to: allow institutions to determine what defines a gainful employment program at their own institution based on Banner curriculum elements, define the detail codes for the financial data required for students who have completed or withdrawn from the gainful employment program, track books, supplies, and equipment allowances, and define the OPEID rules used for each student record that is reported. The reporting process provides the data required in the formats specified and permits institutions to acknowledge and respond to the NSLDS with the corrected data based upon the errors that NSLDS reports back to the institution.

**Warning!** Gainful employment reporting is by Federal mandate. Institutions who do not report this data may jeopardize their Title IV eligibility.

The NSLDS will return a file with error messages after the initial submittal of the gainful employment report. This file can be uploaded to Banner and matched on Banner records so that errors can be found and corrections made. The corrected file can then be resubmitted to the NSLDS. Parameters have been added to process the error report, match records in Banner, and then resubmit the corrected records.

## Banner Forms

The following forms are used with gainful employment processing.

- Gainful Employment Program Rules Form (SFAGECR)
- Gainful Employment File Maintenance Form (SFAGEFM)

See the *Banner Student Online Help* for form details and field descriptions.

## *Gainful Employment Program Rules Form (SFAGECR)*

The form is used to build rules for use with gainful employment reporting.

- Curriculum rules can be created and maintained for gainful employment programs. Students enrolled in an aid year who have qualifying curriculum elements are reported. You do not need to use all four curriculum elements with a rule.
- Detail code rules are used with gainful employment reporting and can be set up for Title IV aid, private loans, institutional debt, tuition and fees, and books, supplies, and equipment.
- Aid year budget component codes and period budget component codes from Banner Financial Aid are used for books, supplies, and equipment with detail code rules.
- Office of Postsecondary Education Identifier (OPEID) rules are used with gainful employment reporting and apply to campus codes.

### *Matching rules*

When rules are matched to students, the highest rule weight is applied first, and then the highest program length is applied within that group of rules.

The curriculum elements (major, degree, level, and program) are totaled and matched to a student curriculum. Each element is worth one point. The from and to terms are also considered and are worth one point each. The rule with the most number of matching elements (highest rule weight) is selected. When multiple rules exist that match equally, the rule with the highest program length is selected.

For example, a student has the following data for a gainful employment program.

<b>Program</b>	<b>Major</b>	<b>Degree</b>	<b>Level</b>
CERT - ART	ART	CERT	UG

There are two rules on SFAGECR that the student could potentially match.

Rule 1

<b>Program</b>	<b>Major</b>	<b>Degree</b>	<b>Level</b>
Null	ART	Null	Null

Rule 2

<b>Program</b>	<b>Major</b>	<b>Degree</b>	<b>Level</b>
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 and is selected as the matching rule.

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## *Curricula Block*

Use the Curricula block 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. You do not need to use all four curriculum elements with a rule. Data in this block comes from the SFRGEER table.

Rules include major, CIP code, degree, level, program, from term, to term, program length, program length measurement, and credential level. A student with a curriculum record that matches the major/level/degree/program combination in the rule will be selected by the report process.

Rules must be established beginning with the first term the gainful employment program was offered at your institution, not just from the term of the first aid year to be reported. This allows the correct checking to occur for the details needed in the report records.

When rules are matched to students, the highest rule weight is applied first, and then the highest program length is applied within that group of rules. The curriculum elements (major, degree, level, and program) are totaled and matched to a student curriculum. Each element is worth one point. The from and to terms are also considered and are worth one point each. The rule with the most number of matching elements (highest rule weight) is selected. When multiple rules exist that match equally, the rule with the highest program length is selected.

## *Detail Codes Window*

This window is used to build detail codes rules for use with gainful employment reporting that apply to Title IV aid, private loans, institutional debt, tuition and fees, and books, supplies, and equipment.

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.

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 SFRGEED 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 Form (RPRLOPT)* in Banner Financial Aid must be used on SFAGECR.

Detail codes for *Return Payment or Return Refund* should not be used on SFAGECR.

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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.

### *Books/Supplies/Equipment Allowance Window*

This window contains two blocks for component codes used with books, supplies, and equipment. Component codes come from Banner Financial Aid. This window is not enabled when Banner Financial Aid is not in use.

- The Aid Year Budget block is used to enter aid year budget component codes from the Budget Component Validation Form (RTVCOMP).
- The Period Budget block is used to enter period budget component codes from the Period Budget Component Validation Form (RTVPBCP).

### *OPEID Window*

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). 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.

If an institutional default OPEID rule is not defined for a term on this form, the eight-digit OPEID/branch code from the OPEID or Third Party Code parameter (SFRGEED) 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 SFRGEED 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.

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. Here are two examples.

- Example 1:
  - 123456-01, 200610 – 200710 as institutional default
  - 234567-01, 200730 – 999999 as institutional default

If reporting for term 200730, this would cause a student who does not have a campus code on SGASTDN to fail for the report, as no institutional default was defined for the 200710 to 200730 range.

- Example 2:
  - 001001-01, 100, 200610 – 200710

- 
- 001001-01, 100, 200730 – 999999
  - If reporting for term 200720, this would cause a student who has campus code 100 to fail, as no OPEID was defined for the 200710 to 200730 range.

### *Gainful Employment File Maintenance Form (SFAGEFM)*

This form is used to review SFRGEED 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.

Use the Key Block to enter the aid year, batch ID, or student ID for which you want to review SFRGEED data. You must enter at least one of these data items, but you can enter any combination of these values to retrieve matching records. Use the Data block to review the student information, program details, and loan amounts.

When a record is created or updated, the following fields in the Data block cannot be left Null.

- **Aid Year**
- **Batch ID**
- **SSN**
- **First Name**
- **Last Name**
- **Birthdate**
- **OPEID**
- **Program Name**
- **CIPC**
- **Program Length**
- **Program Measurement**
- **Credential Level**
- **Medical/Dental**
- **Attendance Begin Date**
- **Attendance Begin Date Award Year**
- **Attendance Status Award Year**
- **Attendance Status Date**
- **Enrollment Status**



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## Banner Reports

The following reports are used with gainful employment processing.

See the "Registration Reports" chapter in the *Banner Student Reports Handbook* for more information on report parameters and output samples.

### *Gainful Employment Submittal Report (SFRGEED)*

This report is used to retrieve data for gainful employment reporting based on processing rules.

All current and active, and non-current and active gainful employment programs are reported for students for the aid year being processed. Data is selected for students enrolled in terms where the aid year for that term (`STVTERM_FA_PROC_YR`) matches the aid year in the report parameter. The process reports one aid year at a time and determines which terms are included in the aid year being reported. The report retrieves only students who have received Title IV financial aid as defined on SFAGECR in the Detail Codes window. Institutional debt that is greater than \$0 (zero) is reported.

Population selection is used to retrieve a list of students from SFBETRM for the aid year. The OPEID number and branch code are used in the header and trailer records on the report for the NSC.

Students must have current and active curriculum records where the gainful employment settings for level, degree, and major codes indicate they are in a gainful employment program. The credential level is selected from SFRGEED using the gainful employment program that is being reported. The gainful employment program length and program length type from SFAGECR are reported.

The student's enrollment status as of the first day of enrollment in a gainful employment program is reported as: Full-Time, Three-Quarter Time, Half-Time, or Less Than Half-Time. The report can also process the first time enrollment status by student centric period. The attendance status value of `G` is used for students that have completed the gainful employment program and graduated during the award year.

The total cost for books, supplies, and equipment is reported. The actual charges assessed for the student enrollment in the gainful employment program are compared to the sum of the budget component amounts from the Cost of Attendance (COA). The higher amount of the two totals is reported as the allowance for books, supplies, and equipment.

The process produces a report that can be submitted to the NSLDS and the NSC. The submittal report uses two file layouts, fixed width (`.dat`) and comma separated values (`.csv`). The process also populates the Gainful Employment File Maintenance Table (SFRGEFM) with data or creates the submittal file using the data from the table. The Gainful Employment File Maintenance Form (SFAGEFM) is used to review original calculations for the SFRGEED output, before changes are made for file submission.

When SFRGEED is run with the File Export Type parameter set to `T`, the output data is sent to the Gainful Employment File Maintenance Table (SFRGEFM). You can use the SFAGEFM form to adjust the data before submitting the official report. After the report has been run with the File Export Type parameter set to `T`, it can then be run using the batch ID in the Batch ID parameter and with the File Export Type parameter set to `F` (fixed width format) or `C` (comma separated format).

SFRGEED can also read an error acknowledgment file in fixed width (.dat) or comma separated values (.csv) format and display data in a readable format in the .lis output file. You can generate a resubmittal file from the error acknowledgment file, so the submittal is only for those students with errors. File codes, error codes, and messages provided by the NSLDS are used with the error acknowledgment file. Processing can perform matches on SSN or SSN and last name. Records that do not have a match in Banner are printed separately on the output file.

### *Gainful Employment Purge Process (SFPGEED)*

This purge process is used to remove the records from the Gainful Employment File Maintenance Table (SFRGEFM) for an aid year and a batch ID. Run the process in Audit mode to check the data to be purged and Update mode to update the database.

## Setup Steps

Use the following steps to implement gainful employment processing.

### About this task

#### Procedure

1. Check that the following data exists in Banner.
  - a) All students to be processed for reporting must have SSNs on SPBPERS.  
If SSNs do not exist, the students will not be reported.
  - b) Curriculum rules should be set up for curriculum records.
  - c) All majors to be processed for reporting must have CIP codes on STVMAJR, even if you are not using a major code as part of the gainful employment criteria on the SFAGECR form.  
If CIP codes do not exist for the major, the records will be returned as errors by the NSLDS.
  - d) To report a student as “graduated”, the graduation term and a status that indicates the degree has been awarded must be populated in a degree record, where the current and active curriculum has the same major as the curriculum for the gainful employment program being reported.
  - e) If the student has completed the gainful employment program within the aid year being processed, the term code for the graduation term on SHADEGR must have the correct financial aid processing year (STVTERM\_FA\_PROC\_YR).
  - f) To report a student as enrolled, the term in which the gainful employment curriculum is current and active must have an enrollment status that is counted in headcount (**Affect Headcount** is selected on STVESTS), and the student must have at least one registration record where the registration status is counted in enrollment (**Count in Enrollment** is selected on STVRSTS).
  - g) To report a student as withdrawn, the term in which the gainful employment curriculum is current and active must have an enrollment status with the **Third Party Withdrawal Indicator** selected on STVESTS.

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2. Build curriculum rules for gainful employment in the Curricula block of the Gainful Employment Program Rules Form (SFAGECR).
  3. Build detail code rules for gainful employment in the Detail Codes window of SFAGECR.
  4. Enter component codes in the Books/Supplies/Equipment Allowance window on SFAGECR when Banner Financial Aid is used.
    - a) Enter aid year component codes in the Aid Year Budget block.
    - b) Enter period budget component codes in the Period Budget block.
  5. Build OPEID rules for gainful employment in the OPEID window on SFAGECR.
  6. **Optional:** Set up student attribute codes on STVATTS.

Create student attribute codes for medical or dental internships or residency programs.

7. Run the Gainful Employment Submittal Report (SFRGEED).
  - a) Enter values in the Aid Year Code, GE File Type, and File Export Type parameters.
  - b) Enter the STVATTS code(s) in the Medical Residency Attribute parameter to designate that a student is in a medical or dental internship or a residency program.
  - c) If you are submitting a file to the NSC, enter a value in the OPEID or Third Party Code parameter.
  - d) Use the population selection parameters if you are running the report against a segment of your student population.
8. Review the output in the Gainful Employment File Maintenance Table (SFRGEFM) and make adjustments on the Gainful Employment File Maintenance Form (SFAGEFM) before the file is submitted.

This can be done when the File Export Type parameter is set to T.

9. Complete the proper setup with the NSLDS before the report is submitted.
  - a) Check that a designated person at the institution has online access to the NSLDS.
  - b) Log into the NSLDSFAP website.
  - c) Access the GE Enrollment Reporting List page under the Enroll tab.
  - d) Identify the proper TG mailbox the submission will be sent from.

The TG mailbox listed can be:

- one that is attached to an individual at the institution
- one that your school currently uses for NSLDS batch processes
- for a servicer that will be providing the data for your institution

The servicer is required when the NSC is used for submittals on behalf of your institution.

Check with your IT department and Data Point Administrator (DPA) if you are not sure which TG mailbox to use.

10. **Optional:** Run the Gainful Employment Purge Process (SFPGEED) for an aid year and a batch ID to remove the records from the Gainful Employment File Maintenance Table (SFRGEFM).

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## Processing

The Gainful Employment Submittal Report (SFRGEED) is used to retrieve data for gainful employment reporting based on processing rules.

The report looks at all gainful employment programs and not just the program for the primary curriculum. Data is selected for students enrolled in terms where the aid year for that term matches the aid year in the report parameter. The process reports one aid year at a time and determines which terms are included in the aid year being reported. Data is collected based on the SFAGECR curriculum rules and the student's enrollment status. The report processes records using SFAGECR detail code rules and OPEID rules, in addition to the values entered in the SFRGEED parameters.

The attendance status is reported as G when the student has completed the gainful employment program and has met all the academic requirements, whether the student has graduated or not. The process looks at the awarded degree for the student.

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.

**Note:** The earliest learner record for the gainful employment program will be used for processing even if the student was not enrolled. The General Student Purge (SGPSTDN) can be used to remove these older learner records when the student was not enrolled.

The program attendance begin date for the award year is reported using the STVTERM start date for the earliest term in which the student was enrolled in the gainful employment program within the specified award year.

### *Office of Postsecondary Education Identifier (OPEID) Number*

The Office of Postsecondary Education Identifier (OPEID) number must be all numeric and a valid OPE institution code from the NSLDS.

This is an eight-digit number that is a combination of two separate codes. The first six digits of the number identify the institution. The last two digits identify the specific location or branch where the student attended the education program being reported.

You can define the OPEID rules used with gainful employment reporting on SFAGECR). Rules can be set as institutional defaults. One institutional default rule can be created for students whose curriculum records do not have associated campus codes.

If no rule exists for a term range and there is no default value, the report uses the value in the OPEID or Third Party Code parameter for SFRGEED, if one is entered.

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### *Official Institution Name*

The official name of the institution (from the Department of Education's ECAR) where the student attends the program is reported. This is derived from the Installation Controls Form (GUAINST).

### *Aid Year*

The NSLDS requires that “Institutions must report information on an Award Year basis.” For the purposes of this document and gainful employment processing, the term “aid year” is used in place of “award year.”

The report processes records for any terms that comprise the aid year to be reported. Because an aid year can be made up of multiple terms, a student may be reported several times. The NSLDS award year is determined by the value entered in the Aid Year Code parameter for SFRGEED. It is matched against term codes that have the same value in the `STVTERM_FA_PROC_YR` field. Completions are reported only for the aid year being processed.

Aid year start and end dates are calculated based on the aid year code for which the report is run. For example, when the value entered in the Aid Year parameter is 1415, the start date is calculated by the process as 01-July-2014, and the end date is calculated as 30-June-2015. Or if the value entered in the Aid Year parameter is 1516, the start date is calculated by the process as 01-July-2015, and the end date is calculated as 30-June-2016.

### *Title IV Aid*

Institutions must only report data for students in gainful employment programs who have received Title IV aid while in those programs. Here are some specific scenarios.

- Students are reported beginning with the award year in which they first received Title IV aid for the gainful employment program.
- When a student is enrolled in a gainful employment program that crosses from one aid year into another, the student is reported in both of the aid year gainful employment files.
- When a student receives Title IV aid in the student's first term of the gainful employment program, that student will continue to be reported until the student withdraws or graduates from that program.
- When a student receives Title IV aid while in a non-gainful employment program during the student's first term, and then changes to a gainful employment program in the student's second term but does not receive Title IV aid, the student is not reported, as the student did not receive aid while in the gainful employment program.
- When a student receives Title IV aid while in a non-gainful employment program during the student's first aid year, and then changes to a gainful employment program during the second aid year but does not receive Title IV aid, the student is not reported, as the student did not receive aid while in the gainful employment program.
- When a student graduates from a gainful employment program, but the student was not enrolled in the program during that aid year, the student is still reported as graduated.

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Students who have received Federal Work Study (FWS) only, Supplemental Educational Opportunity Grant (SEOG) only, or who have received only FWS and SEOG should not be reported. Detail codes for these options should not be set up on SFAGECR.

Processing does the following:

1. Students are retrieved for the financial aid year.
2. Programs for those students are retrieved, and checks are made for gainful employment programs.
3. When a gainful employment program is found, the start term is selected.  
The end term is also selected based on the maximum term for the aid year for which the report is being run.
4. The student's TBRACCD record is selected for a detail code that qualifies as Title IV aid. (The SFRGEDR\_DETAIL\_TITLEIV\_AID\_IND is Y.)
5. When a record for Title IV aid is found, and the student's total disbursement is greater than \$0, the student is reported.  
Or, the student's next program is selected.
6. When all the programs for a student have been selected, the process moves on to the next student and repeats the checks.

Here are examples of how the Title IV aid is considered during processing.

#### *Example 1*

A student is in a gainful employment program for the 2014-2015 award year and receives Title IV aid. The student would be included on the report for that award year.

The same student is in the same gainful employment program in the 2015-2016 award year and does *not* receive Title IV aid. The student would be included on the report for that award year because they had previously received Title IV aid for the gainful employment program.

#### *Example 2*

A student is in a gainful employment program for the 2014-2015 award year and does *not* receive Title IV aid. The student would *not* be included on the report for that award year.

The same student is in the same gainful employment program for the 2015-2016 award year and does receive Title IV aid. The student would be included on the report for that award year.

### *Programs Reported*

Programs that are active as of July 1, 2015 should be included in reporting. Active and inactive programs are reported based on settings on SFAGECR.

- When a program has been discontinued, and a student is still actively enrolled but has not completed the program as of July 1, 2015, that student needs to be reported back to reporting year 2008-2009, or back to reporting year or 2007- 2008 for students in a medical or dental residency or internship.
- When a program has been discontinued, and no students are active in that program between July 1, 2012 and July 1, 2015, the program is still reported.

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**Note:** A student who received Title IV aid only in the 07-08 award year or a prior award year and did not receive Title IV aid in any subsequent year is not included in the gainful employment report. If a student was in a summer term that crossed aid years, and the student was enrolled as of July 1, 2008 and did receive Title IV aid, that student is included in the report.

The length and length type of the gainful employment program in which the student is enrolled for the award year are reported in weeks, months, or years.

When two programs are taken concurrently, they are reported based on comparing the OPEID, CIP code, credential level and program length. If any of those items is different between the two programs, the programs are considered as separate programs. For example, a student is in two gainful employment programs, both with the same OPEID, CIP code, and credential level. The first program is one year in length, and the second program is two years in length. Each program is reported separately because the program lengths are different.

All gainful employment programs are reported, including current and active, and non-current and active. Therefore, a student could be listed multiple times in the report. (Previously, only the primary curriculum was reported.) Programs with the same OPEID, CIP code, credential level, and program length are treated as one gainful employment program to avoid reporting duplicate records.

### *Medical or Dental Internship or Residency Program*

Medical or dental internship/residency training programs require specific degrees or certificates of post-graduate training and must be completed for the student to be licensed by the state and board certified.

Banner does not track medical or dental internship/residency training programs on curriculum records. Therefore, the student must be defined as a participant in one of these programs, to be associated with a gainful employment curriculum in this specialized set of programs.

A student attribute can be used to indicate the student should be considered to be enrolled in a program that is a medical or dental internship/residency or is post-doctoral. If this attribute is entered for the student, any gainful employment program reported for that student will be flagged as medical or dental internship or residency for the term ranges that the attribute is in effect.

Enter attributes for medical or dental internship/residency on STVATTS for use with SFRGEED. The attribute code must exist for the student in the Attribute block of SGASADD and must be effective for the term or terms in which the student is enrolled in a gainful employment program.

For a student to have the **Medical/Dental** indicator selected on SFAGEFM, two conditions must be true:

- The student must be enrolled in a program that has a credential level of 06, 07, or 08.
- The student must have an attribute for the period in question that matches one of the attributes supplied to SFRGEED in the Medical Dental Attribute parameter.

The report uses the Medical Dental Attribute parameter to define a student attribute for medical or dental internship or residency program. Multiple values can be entered. The process indicates whether or not the student being reported in any gainful employment program is a medical or dental internship/residency student in the Medical or Dental Internship or Residency Program field (Y or N).

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## *Population Selection*

Population selection parameters are used with the report and provide the following reporting abilities.

- Segments of the university that use different OPEIDs can be reported individually.
- Reporting schedules may vary based on when degrees are completed. This can be accommodated by allowing reporting to occur after degree records have been updated in different parts of the institution.
- Foreign institutions can select only the students who are eligible to be reported.

## *Student Selection*

Students must have current and active curriculum records where the gainful employment settings for program, level, degree, and major codes indicate they are in a gainful employment program.

CIP codes must exist for the majors to be reported, or the record will be returned by NSLDS with errors. Curriculum rules for gainful employment are defined on the Gainful Employment Program Rules Form (SFAGECR).

Other data associated with the student such as biographical information, enrollment status and dates, credential level, and financial information is collected for each unique student and curriculum combination.

Gainful employment enrollment and financial aid data is reported based on the student's curriculum. A student may be enrolled in more than one gainful employment curriculum that is current and active in a given aid year. A student in this situation will be reported for each gainful employment curriculum within the aid year. A change in a gainful employment program is determined by a change in the major code.

**Note:** Enrollment at other institutions is not reported.

## *SSN, Name, and Birth Date Information*

The report provides the SSN (SPBPERS\_SSN for the PIDM) of the student enrolled in a gainful employment program, in addition to the first name, middle name, last name, and date of birth. The date of birth is displayed in CCYYMMDD format (century, year, month, day).

If a student's birth date is not known, the field contains 19000101. If no SSN exists for the student, that student is not included in the report.

## *CIP Code*

The process displays the classification of instructional program (CIP) code for the program (major) in which the student was enrolled during the aid year.

This is a six-digit code assigned by the academic offices at the institution. The process reports on the curriculum data (SORLCUR table) and major data (SORLFOS table).



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## *Credential Levels*

Credential levels are selected from SFRGECR using the gainful employment program that is being reported. Credential levels are no longer mapped to the degree level of the degree code for the curriculum being reported.

## *Enrollment Status*

The enrollment status for the student is reported as of the first day of enrollment in the gainful employment program.

The earliest calculated time status from the Student Enrollment Time Status History Table (SFRTHST) that is active on the first day of the term during which the student was enrolled in the gainful employment program is used. When student centric periods are in use and the Process by Student Period parameter on SFRGEED is set to Y, the time status from SFRSTSH is used. When a student does not have a time status, the report displays a Null enrollment status.

### *Example*

The student is enrolled in a gainful employment program for term 201482, fall 2014, beginning September 1, 2014.

The student registers for courses on July 1, 2014, at half time status.

The student changes the registration on September 1, 2014, to full time status.

SFRTHST has two time status records for the student:

- FT 01-SEP-14
- HT 01-JUL-14

The full time status would be reported, as that is earliest calculated status as of the first day in the gainful employment program.

## *Attendance Status*

The program displays the attendance status of the student in the program. Statuses are E, W, or G.

The process finds all terms with the same Financial Aid Process Year value on STVTERM that matches the aid year entered in the Aid Year Code parameter. In the terms to be included, the process finds students with current and active curriculum records for gainful employment programs, based on the rules on SFAGECR.

- E - An SFBETRM record exists for the terms in the aid year.
  - For the term in the aid year, the SFBETRM\_ESTS\_CODE for the student has the **Affect Headcount** indicator selected on STVESTS.
  - For the term in the aid year, the SFBETRM\_ESTS\_CODE for the student has the **Third Party Withdrawal** indicator cleared on STVESTS.
  - For the student to be considered as enrolled, at least one record must exist on SFRSTCR where the **Count in Enrollment** indicator is selected for the registration status code on STVRSTS.

- W - An SFBETRM record exists for the terms in the aid year.
  - For the term in the aid year, the `SFBETRM_ESTS_CODE` for the student has the **Third Party Withdrawal** indicator selected on STVESTS.
  - When the **Third Party Withdrawal** indicator is selected on STVESTS, the process does not check SFRSCTR for records where the registration status code on STVRSTS has the **Withdrawal Indicator** selected or the **Count In Enrollment** indicator selected.
- G - An SHRDGMR record exists where:
  - The curriculum on the degree record in academic history matches the gainful employment program being selected.
  - The outcome status code has the **Awarded Indicator** set to *Awarded* on STVDEGS.
  - The graduation term is a term within the aid year being reported.

The graduation date is reported but the process does not calculate completion based on graduation dates. It uses the term code to determine that the curriculum was completed within the aid year being processed.

### *Attendance Status Dates*

The process displays two attendance status dates, “Date student began enrollment in the educational program” and “Date in this award year student began enrollment in the educational program.”

The dates are reported in format CCYYMMDD. The date the student began enrollment in the educational program is reported even when it is before the beginning of the aid year/term being reported. The process selects the earliest term in which an SFBETRM exists for the student, where the curriculum is the one being reported for the student's record, and the student is considered as enrolled or withdrawn for the term. This is based on the start date of the term of the earliest learner record for the matching gainful employment program.

The process also displays the date during the aid year that the student started enrollment in the program. This is the enrollment start date (from STVTERM) of the first term in the aid year where the gainful employment program is for the current and active curriculum, and the student is considered as enrolled or withdrawn.

### *Graduation or Withdrawal*

The process looks at the student's enrollment status for the terms being reported in the aid year for the gainful employment program to determine whether the student graduated or withdrew from the program.

The report displays the date of the student's completion of the gainful employment program using the graduation date (`SHRDGMR_GRAD_DATE`) entered on SHADEGR for the awarded degree sequence associated with that gainful employment program. Graduations are only reported if the graduation term (`SHRDGMR_TERM_CODE_GRAD`) is a term code that is associated with the aid year being reported. The withdrawal date in the aid year is reported as the SFBETRM date or the SFRWDRL date when the withdrawn status is recorded for the gainful employment program. If a student changes the student's curriculum, the start date of the term in which the curriculum change occurs is used as the withdrawal date.

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Students that withdrew from a gainful employment program and then re-enrolled in the same gainful employment program in an award year must be reported separately for each enrollment. The student is reported twice for the award year, one time for the withdrawal and one time for the re-enrollment.

Two records are reported for the student in this situation. The first record reports the student's first enrollment, with a withdrawn program attendance status for the award year and the withdrawal date as the program attendance status date. The second record uses the date the student began the second enrollment in the program as the attendance begin date for the award year.

#### *Example*

The student began a gainful employment program on September 1, 2014.

The student withdrew from the program on October 30, 2014.

The `SFBETRM_ESTS_DATE` is set to October 30, 2014.

The student starts the same gainful employment program on January 10, 2015.

The program attendance status begin date during the award year is updated to January 10, 2015.

#### *Financial Data*

Financial data is reported based on the attendance status for students that withdrew or graduated from the gainful employment program. The reported data is cumulative for the entire period of attendance at the institution.

The total amount of the allowance for books, supplies, and equipment that is in the Financial Aid Cost of Attendance (COA) is reported, or the amount of charges assessed for the student for obtaining or purchasing these items from the institution is reported, whichever amount is the higher of the two. The total amount is cumulative for the time the student was enrolled in the gainful employment program, not just for a specific aid year. Banner Financial Aid component codes are used in the summation of the total allowance.

Budget components in Banner Financial Aid are used to track component codes and amounts for books, supplies, and equipment for the entire time the student was enrolled in the gainful employment program. Aid year budget component codes are created and maintained on the Budget Component Validation Form (RTVCOMP). Period budget component codes are created and maintained on the Period Budget Component Validation Form (RTVPBCP).

If an institution is not using Banner Financial Aid, SFRGEED will report the actual amount of charges assessed for books, supplies, and equipment. Institutions not using Banner Financial Aid will need to manually adjust these numbers if the allowance for books, supplies and equipment from the COA is higher than the actual charges. This data can be entered on the Gainful Employment File Maintenance Form (SFAGEFM).

Detail codes used for tuition and fee charges are now identified for reporting the total charges for the entire time the student was enrolled in a gainful employment program. This applies to students who have graduated or withdrawn from the program during the award year.

The private loans amount, the tuition and fees amount, and the allowance for books, supplies, and equipment are summed from the start term in the gainful employment program to the date of graduation or withdrawal. The withdrawal date comes from SFRWDRL or the enrollment status date on the SFBETRM record. Institutional debt is totaled for the time period when the student was in any

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gainful employment program, from the start term to the date of graduation or withdrawal. Institutional debt is now reported for amounts that are greater than \$0. Previously, it was only reported for amounts over \$200.

**Note:** A student is reported for gainful employment when the net amount of the student's Title IV aid (excluding SEOG and Federal Work Study) is greater than \$0. However, when the student's total disbursement is \$0 due to cancellation of the aid, that student is not reported even if the student was enrolled in a gainful employment program.

#### *Example 1*

The student began a gainful employment program on September 1, 2014.

The student withdrew from the program on October 30, 2014.

The `SFBETRM_ESTS_DATE` value is October 30, 2014.

The total amount reported is from the start date of this program to October 30, 2014.

#### *Example 2*

The student began a gainful employment program on September 1, 2014.

The student graduated from the program on December 30, 2014.

The total amount reported is from the start date of this program to December 30, 2014.

The student started a new gainful employment program on January 10, 2015.

The student withdrew from the program on April 30, 2015.

The total amount reported is from the start date of this program to April 30, 2015.

When a student is in multiple gainful employment programs, the amounts for private loans, institutional debt, tuition and fees, and books, supplies, and equipment are distributed equally among the programs for reporting. When a student is in one gainful employment program and one non-gainful employment program, the full amounts are attributed to the gainful employment program.

For example, if a student takes out \$10,000 in private loans for enrollment in two gainful employment programs, \$5,000 is attributed to each of the two programs. However, if one of the educational programs is not a gainful employment program, the full \$10,000 is attributed to the gainful employment program.

### *Institutional Debt*

The gainful employment regulations at 34 CFR 668.404(d) define the term *institutional debt* as follows.

#### **About this task**

"The amount outstanding, as of the date the student completes the program, on any other credit, (including any unpaid charges) extended by or on behalf of the institution for enrollment in any gainful employment program attended at the institution that the student is obligated to repay after completing the gainful employment program . . .".

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Banner does not store the balance of a particular debt (charge) for a student on a specific date, so the balance must be calculated by the SFRGEED process.

- Charge detail codes

All detail codes that indicate a debt incurred by the student should be marked as institutional debt. This includes items such as tuition, fees, etc., that the school believes fit the above definition.

- Payment detail codes

SFRGEED must calculate the balance of the debt. Therefore, the institution should also mark all possible payment detail codes that would be applied to the charge detail codes listed. This includes any Title IV, State, Institutional, or other aid that would be applied against the institutional debt (charges) incurred. It also should include cash and credit card payment detail codes that could be applied against the institutional debt.

Institutions are required to report the total amount owed by a student from institutional financing and payment plans for attendance in a gainful employment program. Totals are derived from all terms of attendance in the program, not just in the aid year being reported.

Unlike Title IV loan debt or private loan debt where institutions report the total amount the student received for attendance in the gainful employment program, the amount reported for institutional financing plans is the amount owed by the student as of the day the student completed or withdrew from the gainful employment program. This difference in treatment also applies to the calculation of loan debt for gainful employment program disclosure purposes.

Any loan, extension of credit, payment plan, or other financing mechanism that was provided by the institution or a related party for attendance in the gainful employment program, and that otherwise is not reported as a private education loan, that results in a debt a student must repay to the institution or the related party, after withdrawing from or completing the gainful employment program, is considered part of an institutional financing plan. Also, any charge that is attributable to the student's attendance in the gainful employment program that a student owes to the institution after withdrawing from or completing the gainful employment program should also be included in the amounts reported and disclosed under an institutional financing plan. This may include unpaid library fees, parking tickets, or other outstanding obligations due to the institution after a student withdraws from or completes a gainful employment program.

Over awards and other Title IV student aid owed to the institution by the student, including as a result of a Return of Title IV (R2T4) calculation, are not amounts owed under an institutional financing plan and should not be reported or disclosed. Nor should amounts owed by students to the institution under the Federal Perkins Loan Program be reported or disclosed.

To define the detail codes to be summed to determine the institutional debt amounts:

### Procedure

1. Access SFAGECR.
2. Enter the detail code.
3. Select the **Institutional Debt** indicator for that detail code.

This is reported when the enrollment status is **W** or **G**. The process skips the data in records with an enrollment status of **E**.

## Private Loans

The process displays the amount of private loans received by the student for attendance in the gainful employment program.

### About this task

Totals are derived from all terms of attendance in the program, not just in the aid year being reported. This is reported when the enrollment status is **W** or **G**. The process skips the data in records with an enrollment status of **E**.

To define the detail codes to be summed to determine the private loan amounts:

### Procedure

1. Access SFAGECR.
2. Enter the detail code.
3. Select the **Private Loan** indicator for that detail code.

The detail code for Private Loan is associated with the reporting category of **P**.

## Books, Supplies, and Equipment Allowances

The total cost of attendance allowance for books, supplies, and equipment for the student for the entire period of enrollment in the gainful employment program is reported when the student's attendance status is **Graduated** or **Withdrawn**.

Allowance data is provided on a yearly basis. Therefore, the budget components provided to Banner Student for books, supplies and equipment are used with the requested **Financial Aid Process Year** value on STVTERM. Specific budget components are defined on the Gainful Employment Program Rules Form (SFAGECR). They are retrieved from the allowance for the student's federal budget.

- When period budgeting is enabled (the `ROBINST_PERIOD_BUDGET_ENABLED` value is **Y**), the `RBRAPBC_AMT` value is summed only for periods in the student's aid year in which the student was in a gainful employment program, based on the term and the budget components defined on the SFAGECR form and the SFAGEPB table.

- The budget type must be **F** (Federal).
- The run name must be `ACTUAL`.

When period budgeting is enabled, the hierarchy is as follows:

- Period based budget
  - Federal budget that is non-Pell
  - Federal budget that is Pell
- Aid year based budget
- Non-Federal based budget

The actual amount from TBRACCD is then compared to the budgeted amount, and the greater amount is reported until the date of withdrawal or graduation.

- When period budgeting is not enabled (the `ROBINST_PERIOD_BUDGET_ENABLED` value is N), the components are summed based on the budget components defined on the SFAGECR form and the SFAGEAB table.

The hierarchy is as follows:

- Federal budget that is not Pell
- Pell budget
- Any budget

The total sum of the component amounts is compared to the total sum of the actual charges for books, supplies, and equipment, based on the associated detail codes. The higher amount is reported. Detail codes are defined in the Detail Codes window of the Gainful Employment Rules Form (SFAGECR) where the **Books/Supplies/Equipment** indicator is selected. The term must fall within the range of terms defined for the detail code. When a student has a curriculum change, the start date of the term in which the change was made is used for the amount calculations.

When Banner Financial Aid is not installed, the amounts for books, supplies, and equipment are populated with actual figures based on amounts from the TBRACCD record for all SFRGEDR codes where the **Books/Supplies/Equipment** indicator is selected. The actual values and budgeted values can be compared and a decision made to update or not update the SFAGEFM record.

### *Banner Accounts Receivable*

It is possible that institutions may have students enrolled in two or more gainful employment programs in a single term.

Banner Accounts Receivable does not have a process that easily identifies one set of detail codes or charges with a specific curriculum. Therefore, SFRGEED will split the tuition/fees, institutional debt, private loans, and books/supplies/equipment amounts between the gainful employment programs.

### *File Export Type Parameter*

When the Gainful Employment Submittal Report (SFRGEED) is run with the File Export Type parameter set to `T`, the output data is sent to the Gainful Employment File Maintenance Table (SFRGEFM).

You can use the Gainful Employment File Maintenance Form (SFAGEFM) to adjust the data before submitting the official report. Indicators in the table are used to show if the data was system generated or manually created and updated. This allows users without Banner Financial Aid to add the allowances for books, supplies, and equipment.

After the report has been run with the File Export Type parameter set to `T`, it can then be run using the batch ID (which can be found in the `.lis` output file) in the Batch ID parameter and with the File Export Type parameter set to `F` (fixed width format) or `C` (comma separated format).

---

## Processing order

The process order is as follows when the Gainful Employment Submittal Report (SFRGEED) is run.

### About this task

#### Procedure

1. Student PIDs are collected for students enrolled a gainful employment program as defined on SFAGECR.
  - The student must have an SSN in the SPBPERS table.
  - The student must have a curriculum record that is current and active for the term where the curricula are defined as gainful employment programs using the rules on SFAGECR.
  - The records are held for further examination by the process.

2. Terms are selected for the student's enrollment history where the student also has the same gainful employment curriculum based only on the rule from SFAGECR.

All the terms of enrollment in the gainful employment program are gathered first. A term where the student was enrolled or has withdrawn from enrollment is considered.

3. The process determines which records are in the aid year to be processed.
4. The process checks for an enrollment status of G or W.

A new record is created when student's status in the program is changed.

5. The detail codes on the TBRACCD table are selected for terms where the student is enrolled in the gainful employment program, and the detail code type on SFAGECR is associated with the institutional debt code, private loan code, tuition and fees code, and books, supplies and equipment code from the SFRGEDR table.

The process checks detail codes for any term in which the student was enrolled in a gainful employment program, not just the aid year being reported.

- When the sum of the detail codes for the private loan code is equal to 0, all zeroes are reported.
- When the sum of the detail codes for the private loan code is greater than 0, the sum of all payments for all detail codes found is reported.
- When the sum of the detail codes for the institutional debt code is less than 0, all zeroes are reported.
- When the sum of the detail codes for the institutional debt code is greater than 0, the total as of the date of graduation or withdrawal is reported.

The sum of the balances is based not only on the aid year but on all terms for the history of the student where the gainful employment program being reported is for the current and active curriculum record.

6. The amount of institutional debt is determined based on student attendance in the gainful employment program and the *Institutional Debt* detail code type on SFAGECR.



- 
7. The process checks for an attribute code from STVATTS in the SGRATTS table that is effective for the term in which the student is being reported and indicates the program is a medical or dental internship/residency.

## Create Submittal File

Use these steps to create the gainful employment submittal file.

### About this task

#### Procedure

1. Run the Gainful Employment Submittal Report (SFRGEED).
    - a) Set the GE File Type parameter to **S** (Submittal Report).
    - b) Set the File Export Type parameter to **T** (output to SFRGEFM table).
 

A batch ID will be assigned, and data will be written to the Gainful Employment File Maintenance Table (SFRGEFM). The batch ID can be found in the `.lis` output file.
  2. Access the Gainful Employment File Maintenance Form (SFAGEFM) to review the data for the batch.
  3. Correct the data as appropriate.
    - a) Correct data (such as name and Social Security Number) that must be updated on other Banner forms.
    - b) If you have made a lot of corrections, run the Gainful Employment Purge Process (SFPGEED) to purge this batch from the SFRGEFM table before returning to the first step.
    - c) Regenerate the gainful employment data.
    - d) If you are not using Banner Financial Aid, update the Books, Supplies, and Equipment amount.
  4. When the data in the table is acceptable for reporting, run SFRGEED again.
    - a) Set the GE File Type parameter to **S** (Submittal Report).
    - b) Set the File Export Type parameter to **F** (fixed width format `.dat` file) or **C** (comma separated values `.csv` file).
 

The Aid Year Code parameter is required.

You can use the Batch ID parameter to submit a subset of students for that aid year.
  5. A file will be generated.
  6. Submit the file.
 

The returned error file can be formatted by running SFRGEED with the GE File Type parameter set to **E** (Error Report), the File Export Type parameter set to **C** (comma separated values `.csv`) or **F** (fixed width format `.dat`), and the Error File Type parameter set to **C** (comma separated values `.csv`) or **F** (fixed width format `.dat`) respectively.

Values also need to be entered in the File Path, File Name, and Match on ID parameters.

At this point, any corrections to the submitted data must be made on the NSLDS website.
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## Review and Modify SFRGEED Output

The Gainful Employment File Maintenance Form (SFAGEFM) is used to review SFRGEED output and modify the data before the gainful employment file is submitted for reporting. The Gainful Employment File Maintenance Table (SFRGEFM) is used with this form.

### *Curriculum Examples for Multiple Records*

As curriculum changes will cause multiple gainful employment records to be produced, here are some sample processing scenarios.

#### *Example 1*

The student is enrolled in one gainful employment program in the Fall term, changes to another gainful employment program within the Fall term, and then changes to another gainful employment program in the next Spring term.

The student starts in the Fall 2014 term in Accounting and has a concurrent curricula change to Business Administration during the Fall term. Before the Spring 2015 term begins, the student switches to Economics.

Three records will be produced:

- W record for Accounting
- W record for Business Administration
- E record for Economics

#### *Example 2*

The student is enrolled in one gainful employment program in the Fall term, changes to another gainful employment program within the Fall term, and then changes back to the first gainful employment program in the Spring term.

The student starts in the Fall 2014 term in Accounting and has a concurrent curricula change to Business Administration during the Fall term. Before the Spring 2015 term begins, the student switches back to Accounting.

Three records will be produced:

- W record for Accounting
- W record for Business Administration
- E record for Accounting

#### *Example 3*

The student is enrolled in a gainful employment program in the Fall term. The student withdraws from the institution in the middle of the Fall term. The student re-enrolls in the same gainful employment program in the Spring term.

The student starts in the Fall 2014 term in Accounting and withdraws during the Fall term. Before the Spring 2015 term begins, the student returns to Accounting.

Two records will be produced:

- W record for Accounting

- E record for Accounting

*Example 4*

The student graduates from one gainful employment program in the Fall term, then enrolls in another gainful employment program for the Spring term but withdraws from the program.

The student starts in the Fall 2014 term in Accounting and graduates at the end of the semester. The student begins an Economics program in the Spring 2015 term but withdraws from the program.

Two records will be produced:

- G record for Accounting
- W record for Economics

*Example 5*

The student is enrolled in one gainful employment program in one award year, then changes to a different gainful employment program in the next award year.

The student starts in the Fall 2014 term in Accounting and has a concurrent curricula change to Business Administration for the Fall 2015 term.

One record will be produced for the 2014/2015 award year:

E record in Accounting

Two records will be produced for the 2015/2016 award year:

- W record for Accounting
- E record for Business Administration

*Example 6*

The student changes majors multiple times during the year. Changes are at the program level (SORLCUR).

The student begins in the Fall 2014 term with an Accounting major. During the semester, the program is changed to Statistics. Later in the semester, the program is changed back to Accounting, and a second major of Business Administration is added. In the Spring 2015 term, the student graduates with a double major.

Four records will be produced:

- W record for Accounting
- W record for Statistics
- G record for Accounting
- G record for Business Administration

---

## Error Reporting

This section discusses how to use error reporting with SFRGEED.

### *GE Error/Acknowledgement File*

The GE Error/Acknowledgement File can be produced and returned in either fixed width (.dat) or comma separated values (.csv) format, depending on how the original submittal file was sent.

Banner will process the GE Error/Acknowledgement File in both formats. The file formats are described in the third party *NSLDS User Manual*.

The GE Error/Acknowledgement File has the following characteristics

- Header, Detail, and Trailer Records - Each GE Error/Acknowledgement File contains a single Header record, multiple Detail records with the error codes at the end of each record, and a single Trailer record.
  - The Header record identifies the source of the file and the file's preparation/creation date, in addition to other identifying information.
  - The Detail records, one for each record submitted that has at least one error, contain information provided in the GE Submittal File with up to five errors identified. Records without errors and accepted by NSLDS will not be in this file.
  - The Trailer record shows the number of Detail records contained in the file.
- Format Data - All Detail records are formatted according to the record layout and field definition specifications provided by the NSLDS in the third party user manual. Solutions for error codes are also provided by the NSLDS.

### *GE Error Submittal File*

You can produce a GE Error Submittal File to submit the corrected records from the GE Error/Acknowledgement File that was previously uploaded.

This file reported the errors on the student records that needed to be corrected. After the errors have been corrected and you choose to resubmit the data, you can produce the GE Error Submittal File. The file can only be produced in fixed width format. The file layout follows that of the GE Error/Acknowledgement File.

The GE Error Submittal File has the following characteristics:

- Header, Detail, and Trailer Records - Each GE Error Submittal File contains a single Header record, multiple Detail records, and a single Trailer record.
  - The Header record identifies the source of the file and the file's preparation/creation date, in addition to other identifying information.
  - The Detail records, one for each record located in the Error/Acknowledgement File, contain information specific to that student's program for that award year, with all previously identified errors corrected.
  - The Trailer record shows the number of Detail records contained in the file.

- **Format Data** - All Detail records are formatted according to the record layout and field definition specifications provided by the NSLDS. Solutions for error codes are also provided by the NSLDS. You should verify changes and check for formatting errors before returning the GE Error Submittal File to the NSLDS.

### *Message Classes*

The following message classes are used with gainful employment reporting.

<b>Message Class</b>	<b>Description (44 character limit)</b>
GESFLEIN	Gainful Employment Submittal - fixed width
GERFLEOP	Gainful Employment Response - fixed width
GESCDEIN	Gainful Employment Submittal - comma delimited
GERCDEOP	Gainful Employment Response - comma delimited

### *Process and Resubmit the Error Report*

Use the following steps to process and resubmit the NSLDS Error/Acknowledgement Report.

#### **About this task**

#### **Procedure**

1. Submit a GE Submittal File to the NSLDS.
2. Import the GE Error/Acknowledgement File sent back by the NSLDS.  
This file includes codes for any errors in the data received.
3. Correct any records that require changes.
4. Rerun SFRGEED for the updated records.  
See the instructions that follow.
5. Send a GE Error Submittal File to the NSLDS with the corrected data.

**Note:** Unlike the NSLDS Enrollment Roster process, all data originates from the institution without using an NSLDS file to prompt a response.

---

## *Run SFRGEED in Error Mode*

SFRGEED can be run in error mode and in resubmittal mode. When run in error mode, a new output file is produced that contains student information and error messages.

### **About this task**

Use the following steps to run SFRGEED in error reporting mode.

### **Procedure**

1. Run SFRGEED with these settings.
  - a) Set the GE File Type parameter to **E** (Error Report).
  - b) Set the File Export Type parameter to **F** (fixed width format `.dat`) or **C** (comma separated values `.csv`).
  - c) Set the File Path parameter to a valid path for the error report received from the NSLDS.
  - d) Set the File Name parameter to a valid file name for the error report received from the NSLDS.
  - e) Set the Match on ID parameter to **N** to have the matching process look for Last Name, First Name, and a matching Banner Student record.
  - f) Set the Error File Type parameter to **F** (fixed width format `.dat`) or **C** (comma separated values `.csv`).

This parameter is required when the GE File Type parameter is set to **E**, *or* when the GE File Type parameter is set to **R**, *and* the File Export Type parameter is set to **T**.

2. Review the output for the report.

The error report produced displays the Banner ID, SSN, name, and date of birth information with the major and status for the student's record.

Each student processed is displayed with the field where the error occurred and the corresponding error message.

Unmatched records are listed in a separate section.

The control file lists the parameters used to process the file.

3. Make corrections to the data in Banner for each reported error.

## *Run SFRGEED in Resubmittal Mode*

When the process is run in resubmittal mode, the output file contains the corrected records matched from the file produced in error mode.

### **About this task**

Use the following steps to run SFRGEED in resubmittal mode and create the updated file for reporting.

## Procedure

1. Rerun SFRGEED in resubmittal mode after running the process in error mode.
  - a) Set the GE File Type parameter to **R** (Resubmittal Report).
  - b) Set the File Export Type parameter to **T** (output to SFRGEFM table).
  - c) Set the File Path parameter to a valid path for the error report received from the NSLDS.
  - d) Set the File Name parameter to a valid file name for the error report received from the NSLDS.
  - e) Set the Error File Type parameter to **F** (fixed width format `.dat`) or **C** (comma separated values `.csv`).  
 This parameter is required when the GE File Type parameter is set to **E**, *or* when the GE File Type parameter is set to **R**, *and* the File Export Type parameter is set to **T**.
  - f) A batch ID will be assigned, and data will be written to the SFRGEFM table.  
 Access the `.lis` output file to locate the batch ID.
2. Access the Gainful Employment File Maintenance Form (SFAGEFM) to review the data for the batch and make corrections as appropriate.
3. When the data in the table is considered to be acceptable for reporting, run SFRGEED again.
  - a) Set the GE File Type parameter to **R** (Resubmittal Report).
  - b) Set the File Export Type parameter to **F** (fixed width format `.dat`) or **C** (comma separated values `.csv`).
  - c) Enter a value in the Aid Year Code parameter.  
 This parameter is required.
  - d) Use the Batch ID parameter to submit the subset of students from the error report.
4. Submit the generated file.  
 The output contains records that were matched in error mode and will be reported back to the NSLDS.  
 If no matching records are found, this indicates the SSN or name for the student has changed. In this case, the data needs to be corrected with the NSLDS so the records will match.

## Purge Data

The Gainful Employment Purge Process (SFPGEED) is used to remove records from the SFRGEFM table. The purge can be run in Audit or Update mode.

## Course Program of Study Processing

This processing is used to track student enrollment in courses that are counted in a program of study. Banner Financial Aid Release 8.24.2 provides the ability to evaluate a student's courses when enrollment is determined, and financial aid is processed and disbursed.

Please refer to the *Banner Financial Aid Release Guide 8.24.2* for more information.

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**Note:** If you want to use the integration to Degree Works with this enhancement, you will need to wait for the Degree Works 4.1.5 release, scheduled for November 20, 2015. CAPP processing is available for use with the Banner Student 8.9 and Banner Financial Aid 8.24.2 releases.

## Processing

Course program of study processing identifies and tracks courses in which a student is registered that apply to the sought degree or certificate.

Remedial courses and number of attempted remedial hours are included in the enrollment counts, as are repeated courses and number of repeat attempts. Repeated courses from which the student has withdrawn can be included in or excluded from the counts. A course which is legitimately repeated (such as a thesis) may be defined and excluded from consideration in the counts as a repeat of a previously passed course. Eligibility is also determined by whether a course is an English as a Second Language (ESL) course.

The evaluation of a course is stored as an audit record that can be updated and so kept current. This information may be used to determine the number eligible course hours to be used for enrollment calculations in Banner Financial Aid.

Course program of study processing evaluates the student's registration record for the following.

- The considered course is in the student's program (CAPP or Degree Works).
- The considered course is remedial.
- The student has attempted a number of remedial course hours.
- The repeat coursework has been evaluated.

The results of the course in program processing are used with additional enrollment criteria in Banner Financial Aid. The results of the enrollment calculations used for financial aid processing and disbursement are displayed in Banner Financial Aid.

The Course Program of Study Control Form (SFACPSC) is used to set up process controls, override rules, repeat exclusion rules, and program exclusion rules. The Student Course Evaluation Audit Form (SFASCRE) is used to view the student evaluation data. The Course Program of Study Process (SFPCPOS) is a Java process used to identify courses in which a student is registered that count toward the student's program. Students are tracked by the process whether or not they are entitled to financial aid.

The following tables are used with course program of study processing:

- Student Course Program of Study Control Table (SFBCPSC)
- Student Course Program of Study Term Control Table (SFRCPST)
- Student Course Override Table (SFRCRSO)
- Student Course Evaluation Audit History Table (SFRHCRE)
- Student Repeat Course Exclusion Table (SFRRPCX)
- Student Program Exclusion Table (SFRPRGX)
- Student Course Evaluation Audit Table (SFRSCRE)

The following packages are used with course program of study processing:



- SFKSCRE/SFKSCRE1 - used to process student course evaluations and evaluation audits
- SFKCMPL/SFKCMPL1 - used with CAPP degree audit processing

## Banner setup steps

Use the following steps to set up and use course program of study processing in Banner.

### About this task

#### Procedure

1. Modify the delivered sample SQL on the Business Rules Form (GORRSQL) for the CPOS process and the CPOS\_REMEDIAL\_RULE value to define the SQL statement that allows SFPCPOS to identify remedial courses.
2. Modify the delivered sample SQL on the Business Rules Form (GORRSQL) for the CPOS process and the CPOS\_ESL\_RULE value to define the SQL statement that allows SFPCPOS to identify ESL courses.
3. Create or update the control rules on the Course Program of Study Control Form (SFACPSC).
  - a) Define the process rules by setting the appropriate indicators.
    - Set up the degree audit evaluation to use CAPP.  
Set **Perform In Program Processing** to Yes.  
Set **Audit System** to CAPP.  
Set **CAPP Default Code** to your selected value.  
Set **CAPP Origin Code** to your selected value.
    - Activate ESL processing by setting **Perform ESL Processing** to Yes.
    - Activate remedial processing by setting **Perform Remedial Processing** to Yes.
    - Activate repeat processing by setting **Perform Repeat Processing** to Yes.
  - b) Define the registration terms that will use the process rule.
  - c) Define the in program override rules for the course and term range.
  - d) Define the repeat exclusion rules for the course and term range.
  - e) Define the program exclusion rules for the program and term range.
4. Run the Course Program of Study Process (SFPCPOS) to capture student registration changes in the Student Course Evaluation Audit Table (SFRSCORE). Additionally, users can opt to use the On Demand Evaluation parameter = Y on SFPCPOS to produce an audit for a student, or group of students, without any change having occurred to the registration status, academic history or curricula records.
5. Review the course evaluation results on the Student Course Evaluation Audit Form (SFASCRE).
6. Update or override the **In Program** value for a record if needed.

---

## Set up Degree Works with course program of study

Use the following steps to set up Degree Works with course program of study processing.

### About this task

After completing the first part of the setup in Banner, you will need to complete the setup in Degree Works.

### Procedure

1. In Banner, set up the What-if external API used to retrieve registration data from Degree Works.

Refer to the *Banner Student Registration Handbook* and the *Banner Student Online Help* for information on using STVREST and SOAREST.

See the "Use external API" sections in the "Structured Registration" and "Projected Registration" chapters for setup instructions for external APIs.

See the *Banner Data Mapping for BIF Technical Guide* for more information related to Degree Works goal mapping.

2. In Degree Works, set up Degree Works Web Services.

Refer to the *Degree Works Installation Guide* for more information. Additional information can be found in the "POST a What-if Audit request" section in the *Ellucian Degree Works API* documentation.

3. In Shepentry, select the **Users** function to modify the default password for the WHATIFAPI user.

The user and password supplied are used as the SOBREST\_USERNAME and SOBREST\_PASSWORD values.

4. Ensure that the **UCX-CFG020 DAP14 Calculate Elective Credits** flag is set to Y.

5. Execute a webrestart.

6. Ensure that all blocks have a **Credits** header qualifier.

If a block does not have a strict credit limit, using the Pseudo reserved word allows the credits qualifier to always be satisfied. However, the auditor knows how many credits this block is worth when the elective credits allowed amount is calculated.

See the *Degree Works Scribe User Guide* for more information.

7. Use Shepentry to set the `core.audit.programAsDegree` value to your **UCX-CFG020 BANNER Program As Degree** value.

For example, when the **UCX-CFG020 BANNER Program As Degree** flag is set to *N*, then the `core.audit.programAsDegree` value is set to *false*.

8. Restart the Degree Works Web Services application.

---

## Sample process flow

Here is a sample process flow.

### About this task

#### Procedure

1. Access the Student Course Registration Form (SFAREGS).
2. Enter a student ID and term.
3. Use Next Block functions to pass through the Enrollment Information block and the Enrollment Study Path block and access the Course Information block.
4. Add a course, and save the changes.
5. Run the Course Program of Study Process (SFPCPOS) for the student's ID.
6. Access the Student Course Evaluation Audit Form (SFASCRE).
7. Review the added courses and settings (remedial hours, repeat counts, and count in program information).
8. Manually update the **Count in Program** indicator for records as needed.
9. Select the **Preserve Override** indicator for the records to maintain the changes when the SFPCPOS is next run.
10. Enter a comment to explain the changes.
11. Save the changes.

## Count in program

This section discusses use of the count in program options.

### *Enable count in program*

Count in program processing is enabled by on the Course Program of Study Control Form (SFACPSC).

### About this task

#### Procedure

1. Set the **Perform In Program Processing** radio group to **Yes**.
2. Set the **Audit System** radio group to either **CAPP** or **Degree Works** to reflect the system that will perform the degree audit evaluation.

Each audit system is associated with additional parameters that must be entered to perform the evaluation.

---

### *Disable count in program*

Count in program processing is disabled by on the Course Program of Study Control Form (SFACPSC).

#### **About this task**

#### **Procedure**

1. Set the **Perform In Program Processing** radio group to **No**.
2. Audit records are assigned a default value of **Yes**, **No**, or **None**, based on the setting of the **In Program Default Value** radio group.

### *Manual override*

The degree audit evaluation count in program results can be viewed on the Student Course Evaluation Audit Form (SFASCRE).

Use the **Preserve Override** indicator on SFASCRE to select a manual override for a record and preserve the override during future runs of the SFPCPOS process. The captured registration changes are updated with the value entered as a preserved override.

### *Override rules*

You can define count in program override rules on the Course Program of Study Control Form (SFACPSC) that can be used to override subject and course combinations. Overrides are captured during processing, and updates to the registration data are stored with the values entered for the subject and course rule.

### **Remedial courses**

Remedial course processing is enabled on the Course Program of Study Control Form (SFACPSC).

#### **About this task**

#### **Procedure**

1. Set the **Perform Remedial Processing** radio group to **Yes**.
2. Enter a process code from the Business Rule Process Code Validation Form (GTVSQPR).
3. Enter a remedial rule code from the Business Rule Code Validation (GTVSQRU).

Remedial processing uses the business rule to identify a remedial course by executing the SQL statement defined on the Business Rules Form (GORRSQL).

---

## ESL courses

English As a Second Language (ESL) course processing is enabled on the Course Program of Study Control Form (SFACPSC).

### About this task

#### Procedure

1. Set the **Perform ESL Processing** radio group to *Yes*.
2. Enter a process code from the Business Rule Process Code Validation Form (GTVSQPR).
3. Enter an ESL rule code from the Business Rule Code Validation (GTVSQRU).

ESL processing uses the business rule to identify an ESL course by executing the SQL statement defined in the Business Rules Form (GORRSQL).

## Repeated courses

Repeat course processing is enabled on the Course Program of Study Control Form (SFACPSC).

### About this task

#### Procedure

1. Set the **Perform Repeat Processing** radio group to *Yes*.
2. Define repeat exclusion details for subjects and courses in the Repeat Exclusion Rules window.

## Registration

The course program of study process captures the student registration changes in the Student Course Evaluation Audit Table (SFRSCORE).

The changes are tracked when they occur during terms that are defined as registration terms and have start and end dates defined on the Course Program of Study Control Form (SFACPSC). Registration changes related to academic history and curriculum data are also stored in the SFRSCORE table.

## Academic History

Here are some notes for academic history records and course program of study processing.

- When course records are deleted from the academic history tables, those changes are not captured.
- When a record is saved on SHATCKN and SHATRNS, the timestamp in the activity date is not saved. Therefore, changes on these forms are not captured until the next day.

## CAPP

Use of course program of study processing assumes that CAPP processing has already been set up. Please refer to the *Banner Student CAPP Handbook* for information on setting up and using CAPP.

## Degree Works

Use of course program of study processing assumes that Degree Works has already been set up and the What-if API has been installed. See the Degree Works documentation referenced earlier for more information.

## Seed Data

Seed data is used with the following forms.

- Business Rules Form (GORRSQL)
- Business Rule Process Parameters Form (GORSQPA)
- Printer Validation Table (GTVPRNT)
- Business Rule Parameter Code Validation Form (GTVSQPA)
- Business Rule Process Code Validation Form (GTVSQPR)
- Business Rule Code Validation Form (GTVSQRU)

### *Business Rules Form (GORRSQL)*

These new business rules are used with course program of study processing.

The delivered SQL is sample code that can be updated at your institution for ESL and remedial processing. The business rule query should return a value of Y for a course that needs to be identified as Remedial or ESL.

Process	Rule	Record	SQL Statement Excerpt	Sys Req
CPOS	CPOS_ESL_RULE 1		<pre>'SELECT  ''Y'' FROM SCBSUPP a WHERE a.SCBSUPP_SUBJ_CODE = :SUBJ_CODE AND a.SCBSUPP_CRSE_NUMB = :CRSE_NUMB</pre>	Yes

Process	Rule	Record	SQL Statement Excerpt	Sys Req
			AND a.SCBSUPP_EFF_TERM= (SELECT MAX (b.SCBSUPP_EFF_TERM) FROM SCBSUPP b WHERE b.SCBSUPP_SUBJ_CODE = a.SCBSUPP_SUBJ_CODE AND b.SCBSUPP_CRSE_NUMB = a.SCBSUPP_CRSE_NUMB AND b.SCBSUPP_EFF_TERM <= :TERM_CODE)	
CPOS	CPOS_REMEDIAL_1 RULE		'SELECT "Y" FROM SCBSUPP a WHERE a.SCBSUPP_SUBJ_CODE =:SUBJ_CODE AND a.SCBSUPP_CRSE_NUMB =:CRSE_NUMB AND a.SCBSUPP_EFF_TERM= (SELECT MAX (b.SCBSUPP_EFF_TERM) FROM SCBSUPP b WHERE b.SCBSUPP_SUBJ_CODE = a.SCBSUPP_SUBJ_CODE AND b.SCBSUPP_CRSE_NUMB = a.SCBSUPP_CRSE_NUMB	Yes

Process	Rule	Record	SQL Statement Excerpt	Sys Req
			AND b.SCBSUPP_EFF_TERM <= :TERM_CODE)	

### *Business Rule Process Parameters Form (GORSQPA)*

These process codes and parameters are used with GORRSQL for course program of study processing.

Process Code	Parameter Code	Description	Sys Req
CPOS	CRSE_NUMB	Course Number	Yes
CPOS	SUBJ_CODE	Subject Code	Yes
CPOS	TERM_CODE	Term Code	Yes

### *Printer Validation Form (GTVPRNT)*

This printer code is used with GTVPRNT for course program of study sleep/wake processing.

Code	Description	Command
SFPCPOS_PRNT	Printer setup for SFPCPOS	Not used but required for sleep/wake

### *Business Rule Parameter Code Validation Form (GTVSQPA)*

These parameter codes are used with GORSQPA for course program of study processing.

These new parameter codes are used with GORSQPA for course program of study processing. They are optional.

These parameters need to be defined on GTVSQPA to be used for rule queries on GORRSQL. Only these three parameters are supported. When other parameters are used for rule queries, the following SQL error is presented in the log file: *Not all variables bound.*

Code	Description	Data Type	Start Date	Activity Date
CRSE_NUMB	Course Number	CHARACTER	System Date	System Date
SUBJ_CODE	Subject Code	CHARACTER	System Date	System Date
TERM_CODE	Term Code	CHARACTER	System Date	System Date



### *Business Rule Process Code Validation Form (GTVSQPR)*

This process code is used with GORRSQL for course program of study processing.

Code	Description	System Required
CPOS	CPOS Process Rules	No

### *Business Rule Code Validation Form (GTVSQRU)*

These rule codes are used with GORRSQL for course program of study processing.

Code	Description	System Required
CPOS_ESL_RULE	Standard rule for ESL process	No
CPOS_REMEDIAL_RULE	Standard rule for Remedial process	No

## **Control and audit forms**

The following forms are used with course program of study processing.

- Course Program of Study Control Form (SFACPSC)
- Student Course Evaluation Audit Form (SFASCRE)

See the *Banner Student Online Help* for form and field details.

### *Course Program of Study Control Form (SFACPSC)*

This form 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*

The main window contains the Process Rules block and the Registration Terms block. Use the Process Rules tab to access these blocks.

Use the Process Rules block 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 or another third party system is used, you can define the integration code for the RestFul API connection.

Use the Registration Terms block to define active registration terms used with the rules in the Process Rules block. This data includes start and end dates, in addition to editable comments.

---

## *In Program Override Window*

The In Program Override window is used to set up rules for course in program overrides.

These rules are used override institution process rules for the courses defined in this window. The courses can be counted in or excluded from the from and to term range and can be counted toward the student program from the degree audit result. Use the Override Rules tab 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**.

## *Repeat Exclusion Rules Window*

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 tab to access this window.

## *Program Exclusion Rules Window*

The Program Exclusion Rules window is used to define rules to exclude programs from the SFPCPOS process. Users may include rules to exclude SFPCPOS processing based on various combinations of curricula information.

Exclusion Options: Program Code, Level Code, Campus Code, College Code, Degree Code, From Term and To Term. Any field or combination of fields may be used for the rules. Multiple rules can exist on a page. However, the same rule cannot exist if the Catalog From Term is within the span of time of another rule.

The SFPCPOS process will still evaluate repeat, remedial and ESL coursework and report the information on SFASCRE even if the curricula for a student is excluded based on program exclusion rules.

Program exclusion rules are captured during processing, and the results of excluded programs can be viewed in the SFPCPOS\_XXXXXX.log file. If a student only has one curricula record and the curricula record meets exclusion rules, an audit sequence will populate on SFASCRE and the Count for Aid, Count In Program, and In Program Repeat indicators will be set to 'No'. A message for the audit sequence will populate in the Comments field on SFASCRE: "All program(s) for this Student in this Term are excluded through Program Exclusion Rules. \*Please refer to the log file for error and warning messages."

If a student has multiple curricula records and one or more are excluded, the SFPCPOS process will evaluate compliance for the non-excluded curricula. The SFPCPOS\_XXXXXX.log file will contain information disclosing students, terms and exclusion information for those programs excluded.

When multiple exclusion rules exist that apply to a students' curricula, the only exclusion reason disclosed in the SFPCPOS\_XXXXXX.log file will be for the first rule the student meets.

---

## *Student Course Evaluation Audit Form (SFASCRE)*

This form is used to view student course evaluation audit data for course program of study processing.

Additionally, an audit may be run using the 'Evaluate Courses in Program of Study' button on this page. Selecting the button will execute the SFPCPOS process for the Student ID populated in the Key Block, whether or not there have been any changes to the student's record from the last audit. SFPCPOS will consider all active Terms listed on the Course Program of Study Control Form (SFACPSC). This button cannot be used for the first course evaluation for a student. A student must have results from a previous run of SFPCPOS before the Evaluate Courses in Program of Study button can be used.

### *Main Window*

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

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.

Use the Data block to query 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, in addition to 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 block. Source information is displayed for the record and the source and audit request number of the degree audit system.

## **Course Program of Study Process (SFPCPOS)**

The Course Program of Study Process (SFPCPOS) is a Java process used to identify courses in which a student is registered that count toward the student's program. The packaged files that launch and execute the process include the `sfpcpos.jar` file and the `sfpcpos.shl` file.

The process captures whether a registration record is counted toward a student's program or degree and uses GORRSQL rules to identify remedial and ESL classes. It can also be used to run financial aid repeat processing. Processing is based on defined rules and controls.

The process uses the registration term information on the Course Program of Study Control Form (SFACPSC) to determine the terms to be processed. It sends a request to CAPP or Degree Works for a degree evaluation or audit and reviews the data returned. It analyzes changes in registration, curriculum, or academic history records. It captures remedial courses and hours, English as a Second Language (ESL) courses, repeat coursework, and repeat hours calculations and stores/updates the data in the Student Course Evaluation Audit Table (SFRSCORE).

Additionally, the process can be run on demand by setting the 'On Demand Evaluation' parameter to Y. When the parameter is set to 'Y', an audit will be produced for a student or group of students without any change having occurred to the registration status, academic history status or curricula.

---

**Warning!** Running a Batch process (Parameter 01 = B) with on demand evaluation (Parameter 09 = Y) will result in SFPCPOS evaluation for every student and course in each active Term on the Course Program of Study Control Form (SFACPSC). This can take an extensive amount of time and affect overall system performance. Please exercise caution.

The process can be run through job submission, or it can be scheduled to run automatically. It can also be executed as a sleep/wake process. The process can be run for a single student, a population selection, or for all students in batch.

Student records are updated and inserted into the SFRSCORE table. Records in CAPP are updated for use with the Degree Evaluation process in Banner Student Self-Service. Records in Degree Works are updated for use with the Degree Audit Evaluation. The process logs the audit ID for the evaluation, and this can be used to check the results if needed.

See the *Banner Student Reports and Processes Handbook* for parameter details.

## Study Path Holds at Registration

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)** page.

In **Holds by Study Path (SGASTHD)** page, hold is applied to the student by selecting a study path and a hold type code. The reason for Hold is described and release indicator is checked if the Hold is to be released only by the user who applied the hold. An amount can be given in the **Amount** field, if the Hold is due to fee payment blocks.

**Note:** A warning is displayed on **Student Course Registration (SFAREGS)** page if **Holds** is set to **Warning** in **Registration Error Checking** tab on **Term Control (SOATERM)** page. An error indicating that there is a study path hold for the student is displayed in SFAREGS if **Holds** is set to **Fatal** in SOATERM.

In **Student Course Registration (SFAREGS)** page, if a study path has a hold, in the **Enrollment Study Path** section, the student cannot be enrolled to that study path nor can the CRN be mapped to that study path in **Course Information** section.

Institutions can drop students from the course using **Registration Mass Entry (SFAMREG)** page. If **Enable Study Paths** check box in SOACTRL is checked, the Hold column in SFAMREG is renamed to **Person Hold** and a new column **Study Path** is displayed. If a student has a hold on a Study Path, the check box in **Study Path Hold** column is checked. Students cannot be dropped from a CRN if the study path is on hold.

When **Drop All the CRNs** check box is selected in the **Registration Course Drop Values** section under **Update** window in SFAMREG, only those CRNs which are not associated to study paths on hold will be dropped for the students.

The **Hold for Job Submission** check box in Results window of SFAMREG is checked and saved if the students are to be held for Job Submission. For details on how Holds work with Job Submission, refer to Process Mass Entry Report (SORMEBP) in the *Banner Student Reports and Processes Handbook*.

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## Purge Processes

The following purge processes are part of the Registration module.

### Registration Purge (SFPREGS)

This process purges the registration information for all students based on the user specified parameter of term. Courses which have not been graded or rolled to history will have a warning generated on the report.

**Note:** Please be aware that all results of the student's course work will be deleted during the purge, and if no paper copy of this information is kept, this information will be lost.

### Waitlist Enrollment Purge (SFPWAIT)

This process removes the waitlist enrollment information for those students who could not be placed in the class section.

It should be run after the end of the drop/add period after *all* enrollment data has been processed for the term. Multiple parts-of-term may be purged. Expired notifications can also be purged for the term or part-of-term and registration status.

The process uses the course statuses defined on the Course Status Code Validation Form (STVRSTS). Only these course statuses which have a selected **Waitlist Indicator** and cleared **Count in Enrollment** and **Count in Assessment** boxes will be acceptable for processing. A report, sorted by student name, lists the waitlist enrollments which are purged. A total number of students processed and a total number of enrollments deleted is also provided on the report. Multiple parts of term may be purged. This process also adjusts the waitlist counts on the Schedule Form (SSASECT).

### Enrollment Verification Request Purge (SFPENRL)

This process purges the enrollment verification requests which were previously requested. Requests are purged by date and type. Request types are defined on the Enrollment Verification Type Code Validation Form (STVEPRT).

### Gainful Employment Purge Process (SFPGEED)

This purge process is used to remove the records from the Gainful Employment File Maintenance Table (SFRGEFM) for an aid year and a batch ID.

Run the process in Audit mode to check the data to be purged and Update mode to update the database.

## Setting Up Sleep/Wake Processes

**Note:** The following Banner systems and processes are valid for the sleep/wake processing described in this section:

### Banner Student

Report/Process	Description
SFRSCHD	Student Schedules
SHRTRTC	Academic Transcript

### Accounts Receivable Module

Report/Process	Description
TGRRcpt	Account Receipt
TSRCBIL	Student Billing Statement (Invoices)
TGRMISC	Miscellaneous Receipt

## Setting up Sleep/Wake Processing

### About this task

#### Procedure

1. Define printer and print command on the Printer Validation Form (GTVPRNT). In the **(Printer) Code** field, enter a name to reference each specific printer that may be used for printing output from sleep/wake processing. In the **Comment (Printer Command)** field, enter the correct operating system print command as it would normally be entered from the command line prompt, substituting an @ (at sign) as the place holder for the filename to be printed.

Operating System	Print Command
UNIX example:	<code>lp -d talaris1 @</code>
VMS example:	<code>print/queue=ln01 @</code>

2. On the appropriate System Distribution Initialization Information Form (SOADEST for Banner Student or TOADEST for Accounts Receivable), enter the printer code from GTVPRNT that should be identified with the collector table rows that will be inserted to the appropriate tables when online application forms create a request for output that can be generated by sleep/wake processing.

**Note:** The collector tables are as follows:

Process	Collector Table
SFRSCHD	SFRCBRQ
SHTRTC	SHTTRAN
TGRMISC	TBRCMIS
TGRRCP	TBRCRCP
TSRCBIL	TBRCBRQ

- On the Process Submission Control Form (GJAPCTL), for the valid sleep/wake jobs listed previously, enter the correct response for the parameter that specifies that the job should be processed for collector table entries. Refer to the documentation for each specific process to determine the appropriate response in each case (correct responses may be `COLLECTOR`, `Y`, `%`, etc.). In addition, each sleep/wake job has a printer code parameter. You must specify exactly the same code for this parameter answer that was entered on either SOADEST or TOADEST. A value of `Y` should be entered for the run in sleep/wake mode parameter, and a number of seconds should be specified for the sleep/wake interval (cycle) for each process.

**Note:** Do not enter the printer code in the top section of GJAPCTL; only enter it in the parameter section of the form.

## Using SFRSCHD with Sleep/Wake Method One

You can run SFRSCHD using Sleep/Wake Method One. Please note that while the execution of processes from the command line is no longer supported, processes that run in sleep/wake, including SFRSCHD, are supported.

Please refer to the *Banner General Technical Reference Manual* for information about the various components of sleep/wake processing. Sleep/Wake Method One requires that the `.dat` response file must be constructed in the order in which the parameters are prompted for when running SFRSCHD from the command line. This order is different than the order of the parameters displayed in job submission (GJAPCTL).

Below is a sample `.dat` file for SFRSCHD using Sleep/Wake Method One:

.dat File Value	Parameter Prompt (in order displayed using command line execution)
<blank line>	Parameter Sequence Number
<blank line>	Selection Identifier (population selection is not valid for sleep/wake processing)
COLLECTOR	ID

.dat File Value	Parameter Prompt (in order displayed using command line execution)
%	Process Term (% for all terms, or a single term value such as 200510)
<blank line>	Address Selection Date (blank assumes today's date or enter a specific date)
1MA	Address Hierarchy 1
2PR	Address Hierarchy 2 (add more lines if additional address hierarchies are desired)
<blank line>	Include blank line to indicate end of Address Hierarchies
HPLAS1	Printer (printer schedules will print to; enter same value on SOADEST, and set up the printer with the correct print command string on GTVPRNT)
N	Process by Campus?
Y	Run in Sleep/Wake
300	Sleep/Wake Interval (value is number of seconds between sleep/wake cycles)
<blank line>	Start Range From Date
<blank line>	Start Range To Date
%	Schedule Type
%	Instructional Method
N	Print Long Section Title
N	Print Schedule Type
N	Print Instructional Method
N	Print Registration Start/End Dates
<blank line>	Number of Lines Printed Per Page (55)

The specific responses above will vary depending on your institution's codes and set-up.

**Note:** Please note that it is strongly recommended that institutions use the online forms (such as GJASWPT) for initiating and maintaining sleep/wake processes. Please refer to the *Banner General Technical Reference Manual* for more information.



## Registration Reports

The following reports are run through the Registration module.

Registration Fee Assessment Process	(SFRFASC)
Purge Fee Assessment Audit Process	(SFPFAUD)
Unduplicated Headcount Report	(SFRHCNT)
Registered, Not Paid Process	(SFRRNOP)
Student Schedule Report	(SFRSCHD)
Class Roster Report	(SFRSLST)
Enrollment Verification Report	(SFRENRL)
Enrollment Verification Request Purge	(SFPENRL)
Registration Purge	(SFPREGS)
Waitlist Enrollment Purge	(SFPWAIT)
Course Request Load Process	(SFPBLCK)
Unsatisfied Links Report	(SFRLINK)
Clearinghouse Extract Report	(SFRNSLC)
Time Status Calculation Update Process	(SFRTMST)
NSLDS SSCR Process	(SFRSSCR)
Compliance Listener Start Up Process	(SFRPINI)
Compliance Pipe Process	(SFRPIPE)
Withdraw Pending Status Change Report	(SFRNOWD)
Withdrawn Student Report	(SFRWDRL)
Auto Grade Assignment Process	(SFPAGRD)
Registration Admin Messages Report	(SFRRGAM)
Fee Assessment Report	(SFRFEES)
Batch Waitlist Notification Process	(SFRBWLP)
Waitlist Priority Reorder Process	(SFPWLRO)
Feedback Monitor Students Process	(SFRFFMN)
Faculty Feedback Purge Process	(SFRFFPG)
Gainful Employment Submittal Report	(SFRGEED)
Student Block Pre-Assignment Process	(SFPSBPA)

Incomplete Block Registration Report	(SFRIBLR)
Student Projection Process	(SFPPROJ)
Schedule Planning Report	(SFRPRES)

*Please refer to the Banner Student Reports and Processes Handbook for report descriptions, instructions, parameter definitions, and output samples.*

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

### Example:

Select:	SARADAP_PIDM
From:	SARADAP

Next, enter the Selection Rules for the population of records you would like to see.

### Example:

SARADAP_TERM_CODE_ENTRY	'200010'	AND
SARADAP_LEVL_CODE =	'UG'	

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view and modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

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After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.

# Academic History

This chapter discusses processing and procedure information for Academic History.

## Academic History Procedures

Here are tasks you can perform in this module.

### Enter Pre-Banner Data

Any academic history records that are not currently computerized may be entered into Banner® as bulk hours if the institution is not doing a detail conversion.

The hours are entered on the Pre-Banner Summary Hours and GPA Form (SHAPCMP) by student level. The **(GPA) Type** field is used to indicate Institutional (I) or Transfer (T) pre-Banner information. The GPA is recalculated when information is deleted from this form. The **Campus** field is used when calculating a Campus GPA. Campus may only be entered on institutional information.

The Pre-Banner Level GPA Summary section for Study Path will only be visible when the **Process GPA by Study Path** check box is selected on the SHACTRL page. Institutions can enter and associate a Pre-Banner course work, hours, and GPA information to a Study Path.

### Concurrent Curricula Processing

Concurrent curricula processing allows an institution to record and use multiple curricula for a person who is moved through the student cycle. This functionality is used by the Recruiting, Admissions, General Student, Registration, and Academic History modules.

Please refer to the “Concurrent Curricula Processing” appendix for detailed information on using concurrent curricula in Banner Student.

### Mass Entry Processing

Mass entry processing is used with Admissions, General Student, Registration, Academic History graduation, and athletic compliance processing. Mass entry forms are used to search on data, perform updates, and then display the results.

Search and update criteria are user-defined and include student and curriculum elements where appropriate. The selected students can be reviewed and their updates processed immediately, or the updates can be held for later processing in job submission using a batch process. An audit form is used to view processing results for the mass entry forms.

## Study Path Processing

Study path processing is used with the Admissions, General Student, Registration, and Academic History modules. Study paths provide a means by which a learner can associate specific course registration records to learner curriculum records during registration.

The study path records allow the institution to track separate student status codes and academic standings (along with various other data) based on the student's curriculum. Likewise, a study path term enrollment record permits the tracking of enrollment eligibility that is separate from a student's overall enrollment status. The grade roll uses study paths to keep courses with an associated study path within the degree sequence created for that study path.

### GPA calculations by Study Path

Institutions can calculate GPA by Study Path. With this feature, institutions can do the following.

- In the SHACTRL page, select or clear the **Process GPA by Study Path** check box to turn on or off the calculation of GPA by Study Path for students. This configuration also controls whether the Study Path fields are visible in the pages that displays the GPA for students.
- In the SHAINST page, select a student's Study Path to view the GPA for the selected term for the selected Study Path.
- In the SHASUBJ page, view a student's subject GPA by Study Path.
- In the SHATCKN page, recalculate the GPA by Study Path to view a student's GPA which applies toward a Study Path or outcome.
- In the SHATERM page, view a student's term GPA by Study Path.
- In the SHARQTC page, view the Study Path associated with the level of the student in the Current Student Status tab.

**Note:** If a Study Path is selected, then the GPA column name is appropriately displayed as **GPA by Study Path** to allow users to know that the GPA displayed is by Study Path.

### Academic Standing Calculation by Study Path

Institutions can calculate Academic Standing by Study Path. With this feature, institutions can do the following.

- In the SHACTRL page, select or clear the **Process GPA by Study Path** check box to turn on or off the calculation of Academic Standing by Study Path for students. This configuration also controls whether the Study Path fields are visible in the pages that displays the Academic Standings for students.
- In the SHAINST page, select a student's Study Path to view Academic Standing, Progress Evaluation, and Combined Academic Standing by Study Path for the selected term in the Study Path section.
- In the SGASTDN page, view a student's Academic Standing, Progress Evaluation, and Combined Academic Standing by Study Path in the Study Path section.

- In the SGASTDQ page, select a student's Study Path to view a student's Academic Standing, Progress Evaluation, and Combined Academic Standing by Study Path.
- In the SHATERM page, select a student's Study Path to view a student's Academic Standing, Progress Evaluation, and Combined Academic Standing by Study Path.
- In the SHASTAT page, view a student's academic standing specific to a Study Path in the Study Path column which will be displayed only if **Include Academic Standing for Study Path** check box is enabled in key block.
- In the SHASUBJ page, select a student's Study Path to view a student's Academic Standing, Progress Evaluation, and Combined Academic Standing by Study Path.
- In the SHISASA page, select a student's Study Path to view a student's audit history of Academic Standing, Progress Evaluation, and Combined Academic Standing.

## Manual Curriculum Roll Processing

Manual curriculum roll processing allows an institution to select a single student's curriculum and create a degree record and an outcome curriculum record *without rolling grades*.

The outcome curriculum record is referenced on transcripts when a degree is awarded. Outcome refers to a completion of a course of study, which could be a degree. However, not all courses of study result in a degree. Some can result in a certificate or license, for example.

A separate process is used to control the creation of the outcome records. The use of the manual roll does not exactly duplicate the processing performed in the grade roll (See the process flow that follows.) This streamlines processing and assists users by not requiring the creation of degree and curriculum records until a degree is ready to be processed. It assists by removing the need to make manual corrections on previously created degree records, if they were created in error.

This process can be initiated at any point, in baseline and self-service, without running a batch process or rolling grades for an entire class. The use of the manual roll avoids the creation of unnecessary records in the SHRDGMR table, as the degree sequence number is only created for the final curriculum and the intended degree. Specific checking of curricula data is *not* executed by this roll, because an assumption is made that the curriculum selected is the one the user wants to use to create the degree. A job submission process can be used to select groups of learners and create degree records when your institution decides to do so.

Self-service graduation application processing can also be used to create degree records for outcome curricula and to update current outcome records with learner curriculum changes.

### Roll to Outcome Process Flow

Here is a process flow for the roll to outcome process.

#### About this task

This process rolls the learner curriculum record to the outcome. It assumes that the incoming learner curriculum record has been selected to be rolled. The parameters include the entire learner curriculum record that will be rolled, so the record does not have to be re-read. The process validates setting of the **Rolled to Outcome (Indicator)**.

---

**Procedure**

1. The process determines whether a degree with a sought or pending status exists that has the same college, degree, level, and program that are on the learner curriculum record.
2. The process validates that the learner curriculum record is current and active, that the learner curriculum term is greater than or equal to the processing term, whether the learner curriculum record was previously rolled but the outcome curriculum no longer exists (it was deleted), and that the learner curriculum term is less than the processing term.

The system only processes learner curriculum records that have been selected for processing. If the outcome records have been deleted, the process then inserts the outcome curriculum records and updates/inserts the degree records based on the following:

- a) whether the rolled sequence number for the learner curriculum record is Null or whether the degree was deleted, and
  - b) if the learner curriculum record is current and active for the processing term. If the record is current and active, the process then checks:
    - whether a matching degree record exists with the same learner curriculum level, program, degree, and college. If no match is found, the degree record is inserted.
    - whether a degree exists for the same learner curriculum level, program, degree, and college, and if that degree has been awarded. If so, a new degree record is inserted.
  - c) If the curriculum is not current or active, the process then checks for a previously rolled curriculum record with the same priority.
    - If no record exists, the curriculum record is not rolled.
    - If a record exists, the process looks for the degree record for the previously rolled curriculum with the same priority. If that degree was awarded, the curriculum record is not rolled. If it was awarded, the next validation check takes place.
  - d) If the curriculum is not current and a degree exists, the process checks for another current, active outcome curriculum record for the degree that has a different priority. If one is found, the non-current curriculum record can be rolled, as it will not leave the outcome record without a current and active curriculum.
  - e) If the previous check does not result in the roll of the curriculum record, the process checks for another learner curriculum record that can be rolled that has a different priority, but has the same college, degree, level, and program. This results in the curriculum record being rolled to the same degree, and the degree record will then have at least one current, active curriculum.
3. A final check is made before the curriculum record is rolled to verify that one current, active curriculum will exist on the outcome record.
    - a) Previous checks are performed again, to ascertain that one active outcome curriculum with the same priority exists for the degree, or that other learner curriculum records are ready to be rolled with the same level, degree, college, and program.
    - b) If the learner curriculum has already been rolled, and the degree exists and has not been awarded, the process updates the degree and updates any field of study changes.
  4. The backfill process is executed.
-

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## Roll Curriculum Records from Job Submission

You can roll learner curriculum records to outcome manually or from job submission.

The Roll Learner to Outcome Report (SHRROUT) allows you to roll one or more Banner IDs or a population selection using Audit and Update Mode. This process is independent of the end of term grade roll (SHRROLL). It allows you to define which student's learner records are selected and inserted or updated in the SHRDGMR table and to create outcome curriculum records. Record selection can be based on graduation application elements. If the graduation application data includes a diploma name and address that have been submitted using the self-service graduation application process, the report will update the appropriate diploma record with that data.

When the report is run in Update Mode, it uses functionality that is similar to SHRROLL. It checks for an existing degree record where the current, active, outcome curriculum associated with the record matches the level, college, degree, or program of the current, active, learner curriculum for the ID that has been selected for update. If no matching current, active curriculum record is found, the process creates a new degree record in the SHRDGMR table, copies the selected learner curriculum data, and creates a curriculum record with the module of `OUTCOME`. The previous outcome curriculum record is inactivated when the new degree and the outcome curriculum record are inserted. If the curriculum record matches an existing active outcome curriculum, other data elements submitted from the graduation application will be inserted, unless that outcome curriculum record has an active graduation application associated with it. In this case, a new degree sequence is created. The existence of different majors, minors, and concentrations does not constitute the need for a new degree record and the inactivation of the previously existing curriculum record, unless an active graduation application exists. Learner field of study records will be inactivated, and new active records will be inserted.

The curriculum record that is selected based on the parameters entered in job submission is read using the term that is associated with that curriculum. The SORLCUR table is read, and the highest sequence number row for each priority is selected, beginning with the lowest priority number row first. All rows are selected where the term code on SORLCUR is less than the to term of the selected SGBSTDN record.

A new record is created on SHADEGR when the learner record on SORLCUR is active, and no outcome SORLCUR row exists with the same college, degree, level, and program. A new record is also created when an outcome record on SORLCUR exists with the same college, degree, level, and program and a degree status of `AW` (Awarded).

An existing record on SHADEGR is updated when an outcome record on SORLCUR exists with the same college, degree, level, and program and a degree status that is not equal to `AW` (awarded). When the learner record on SORLCUR is active, the `SHRDGMR_KEY_SEQNO` field on the matched outcome record is used to determine which outcome record can be updated. (This applies when a curriculum record was created, inactivated, then reactivated.)

When the learner record on SORLCUR is inactive, the process checks for the last rolled learner record that has the same priority. (The `SORLCUR_ROLLED_SEQNO` field is Not Null.) The `SHRDGMR_LCUR_SEQNO` value is selected from the `ROLLED_SEQNO` field of the last rolled learner record to determine which outcome record should be updated. If no rolled learner SORLCUR record exists for that priority, the SORLCUR record is not processed. (Only inactive records need to be rolled, if records were previously rolled to history while they were active.)

Diploma data collected in the Graduation Application Form (SHAGAPP) is inserted if the data has been submitted through self-service, or if you have manually entered or edited the data in the form.



When diploma data exists in SHAGAPP and is rolled manually or through job submission, the data is moved to SHADIPL.

When the manual roll is processed, the setting of the `SORLCUR_ROLL_IND` is ignored. This occurs in the following conditions:

- when SHRROUT is run
- when the **Roll to Outcome** button is used in the Curriculum window on SGASTDN or SFAREGS
- when the **Create/Update Degree Record** button is used on SHAGAPP
- when the **Submit Request** button is used on the Graduation Application Summary page (`bwskgrad.p_disp_confirm`) in Self-Service (and the **Create/Update Degree** check box is selected on SHAGADR)

Consider the following conditions when manual roll processing is used with graduation application functionality.

- If a graduation application exists for a learner curriculum record, that curriculum will not be displayed for selection on the Graduation Application page in Banner Student Self-Service.
- If a learner curriculum record has been rolled:
  - you cannot create a graduation application from that learner curriculum record in the Curriculum window
  - you can create an application from the degree record on SHADEGR
  - the learner curriculum record will not be displayed for selection in self-service
- If a learner curriculum record is rolled that has an associated graduation application, the outcome curriculum record is associated with the graduation application.
- If a learner curriculum record has been rolled and an associated graduation application exists, neither the learner curriculum record nor the outcome curriculum record will be displayed for selection in self-service.
- If a graduation application does not exist on a learner curriculum record, when the curriculum is rolled and matched to a degree with an existing graduation application, the graduation application from that degree is added to the newly rolled learner curriculum record. (The curriculum matches the level, college, program, and degree.)
- If a graduation application does exist on an unrolled learner curriculum record, when the record is rolled, a new degree will always be created, even if it is matched to an existing degree by level, college, degree, and program. This prevents the process from charging a student twice for the same degree sequence, when graduation charges are in use for self-service graduation applications.
- If a current and active outcome curriculum has an active graduation application derived from a rolled learner curriculum record, that curriculum record cannot be deleted without acknowledging a warning message.
- If a learner curriculum record is copied, you have the option to associate the graduation application to the new curriculum record that is created.
- If the graduation application is created from an outcome curriculum record, the graduation application is not attached to the original learner curriculum record. Because that learner curriculum record was already rolled, you cannot use that record to create a graduation application.

- If an outcome curriculum record is copied, the graduation application is always associated to the new curriculum record that is created.

## Manually Roll Records from Forms

You can manually roll and update learner curriculum records using the **Roll to Outcome** button in the Curriculum windows on SFAREGS and SGASTDN.

The **Roll to Outcome** button creates and updates Academic History records and outcome curriculum records for changes made to curriculum records. This button can be masked if you do not want to use it. It is masked in the Curriculum window on SOILCUR.

The SHKROLS procedure behind the button works independently of SHRROLL. The courses in the curriculum record can be rolled when the rolled sequence number is Null and the curriculum record is active and current. The button is disabled when a new curriculum record is inserted, but it is enabled when the record has been saved. The setting of the **Roll Learner** radio group is not considered when the roll is initiated using the **Roll to Outcome** button. The curriculum record will be rolled, even when the **Roll Learner** radio group is set to NO.

This functionality allows users to make changes to curriculum records from the General Student and Registration modules, for students who are preparing to graduate or complete outcome requirements. The degree record is populated immediately without waiting for SHRROUT or SHRROLL to be run through job submission.

The **Create/Update Degree Record** button on the Graduation Application Status Form (SHAGAPP) is used to create a degree record and an outcome curriculum record when the graduation application has been submitted from self-service. You can activate the manual roll, collect graduation applications, review the data on SHAGAPP, and then immediately update degree sequence records with the graduation and diploma information. The current, active curriculum record is selected for an active graduation application and an unawarded degree, based on the module code (LEARNER or OUTCOME).

This button triggers the graduation application roll process. It inserts the degree and diploma records when the curriculum attached to the graduation application is from the LEARNER module and has not been rolled. This in turn creates the degree record and rolls the learner curriculum record to the outcome. Then the diploma information is inserted from the graduation application information.

The degree is updated and the diploma information is inserted when the curriculum record is from the OUTCOME module, when the curriculum record is from the LEARNER module and has not been rolled, or when the diploma exists on the graduation application but does not exist for the degree on SHADIPL.

An error is displayed in the following conditions: when the form is running in query-only mode, when the Graduation Application Information block has been modified, when the graduation status is inactive, and when the data returned from the graduation application roll process has an error.

## *Roll to Outcome from SGASTDN and SFAREGS*

The **Roll to Outcome** button on SGASTDN and SFAREGS is active when the **Graduation Sequence** field (rolled sequence number) is `Null`, the curriculum is current and active, and no graduation application exists.

The button is not active when a new curriculum record is inserted, but it is enabled with the record is saved.

This button triggers the roll to outcome process, sends the curriculum sequence number, and refreshes the data that is rolled to the outcome. When the button is used to initiate the roll, the setting of the **Roll Learner** radio group is not considered. The curriculum record will be rolled, even when the **Roll Learner** radio group is set to `N`.

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

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

## **Apply Courses to Degrees**

The **Apply Graded Courses to New Degrees** check box on SHACTRL is used to determine the following premise.

This check box determines if previously graded courses (from the learner curriculum) with the same level should be applied to the new degrees created during the manual roll process, when the roll is initiated from SGASTDN or SFAREGS and not from job submission. It is used in place of the Apply Courses parameter in SHRROUT.

- When this field is selected (set to `Y`), the SHRROUT roll process will award all previously graded courses in which the course has the same level as the degree to the new outcome record. Previously rolled courses which have not been applied to an awarded degree will also be applied.
- If cleared (set to `N`), previously graded courses will not be awarded to the new degree.

The process to award courses to the new degree will not occur if the degree is created during the SHRROLL grade roll process. That process will apply only the course being rolled to the new degree.

When changes are made to a learner curriculum record before SHRROLL is run, that record may not be available for selection using the graduation application process, as it only exists for the `LEARNER` module, and the last 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.

## Delete Learner Curriculum Records

The **Delete Learner Curriculum** check box in the Error Severity controls of the Curriculum Rules window on SOACTRL is used to automatically delete the learner curriculum record with the same term as the general student record (SGBSTDN) effective term, when the SGBSTDN record with that effective term is deleted.

When this check box is selected (set to **Y**), the error severity message level is set to **Fatal**, and the user can only delete or view the current, active learner curriculum record. The user cannot delete the general student record when a curriculum record exists with the same term and effective term, that is also current for a future general student effective term.

### Example:

Effective Term	SORLCUR Term	SORLCUR Sequence and Curriculum	Current	Active
200443	200443	1 BA-HISTORY	Y	Y
200520	none exists			

You cannot delete the SGBSTDN record for term 200443, because the curriculum record is also current for term 200520.

An alert is shown if the SGBSTDN record being deleted is not the last general student record. This allows the user to delete the curriculum record in addition to the learner curriculum record, or not. The message *Warning: Curriculum data may exist for term. Review curricula and delete if necessary* displays three buttons: **Delete Learner and Curricula**, **Delete Learner**, and **Show Curricula and Cancel**.

When the **Delete Learner Curriculum** check box is selected, the **Delete Learner** button is not displayed in the warning message. The user must select either **Delete Learner and Curricula** or **Show Curricula and Cancel**. When the **Delete Learner and Curricula** button is selected, and one of the existing curriculum records is current for a future SGBSTDN effective term, a warning will be displayed, and the user can cancel the delete action.

You cannot delete a general student record (SGBSTDN) if a current, unrolled, curriculum record exists for the term, and it has an associated graduation application that is active. You must delete the graduation application, and then delete the general student record. If the SGBSTDN record is the last record being deleted, it cannot be deleted if it has any associated curriculum records with unrolled graduation applications (existing graduation application sequence numbers).

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## Manually Create Graduation Applications

The **Apply to Graduate** button is used to create graduation applications from learner and outcome curriculum records on SGASTDN, SFAREGS, and SHADEGR.

This button is masked on SOILCUR. This button is active on learner curriculum records in SGASTDN and SFAREGS when the graduation application sequence number is Null for the curriculum record. When a previous graduation application exists for a curriculum record (whether the record is active or inactive), that application must be deleted before the button can be enabled. Just inactivating the application will not allow you to create a new application.

Only one active graduation application can exist for a curriculum record, but multiple curriculum records may have the same graduation application. This can only occur on the outcome curriculum record, which groups primary and secondary curricula together when an application is created for a degree sequence where more than one outcome curriculum record has been associated with it.

The process behind the button used to create the graduation application executes the Graduation Application API (`sb_gradapp`) and updates the graduation sequence number on SORLCUR. The user can then update the graduation application information on SHAGAPP. The graduation application can be created using the graduation application selection display rule code from self-service. However, not all graduation applications are created using self-service. The process that creates applications from baseline does not check any selection rules. Only self-service graduation applications use the selection display rule codes. When a baseline application is created, the user needs to fill in all the graduation application data manually on SHAGAPP.

**Note:** You can navigate to the Graduation Application Display Rule Selection Form (SHAGADS) and the Self-Service Graduation Application Display Rules Form (SHAGADR) from SHAGAPP to review existing rule information.

Outcome curriculum records are created as follows when all significant curriculum elements match the graduation application. When multiple, current, active learner curriculum records exist with same level, college, degree, and program, and the **Apply to Graduate** button is selected, or the application is submitted through self-service, all the curriculum records with the same level, college, degree, and program are grouped together with that single application and graduation application sequence number. This takes place because only one degree is ever created with the same level, college, degree, and program when the learner curriculum records are rolled to the outcome record.

The exception to this scenario is when a graduation application already exists for the matching degree sequence, and then a new degree record is created. It is possible that an institution has already applied a graduation fee to a degree sequence. In order to prevent adding another graduation fee for the same degree sequence, a new degree sequence will be created, even when the college, level, program, and degree match. Users are cautioned about creating graduation charges from self-service when learner curriculum elements may change for the student, such as when only the major is changed (college, level, degree, and program are not changed), after graduation fees have already been applied to the degree sequence.

In the case where a student has applied to graduate and a degree sequence with that graduation application is created, that outcome curriculum record (and learner curriculum record if it was rolled) will not be available for selection from the self-service graduation pages, as the application exists and is active.

If the student changes majors for the same degree (college, level, degree, and program are unchanged), when the user attempts to duplicate or update the learner curriculum record to add the

new major, the system asks if the graduation application should be copied to the new curriculum. (See the “Archiving, Duplicating, and Deleting Curriculum Records with Graduation Application Sequence Numbers” section below.) If no, then the new graduation application needs to be created using the **Apply to Graduate** button. The new curriculum record will not be eligible for application through self-service until the student registers, is graded, and grades are rolled to history. Therefore, it is recommended that graduation applications are copied and updated if necessary at the time the major change is processed. This may occur if a student changes a major in the term that is closest to the intended graduation term, but after the degree sequence and graduation application already exist.

When it is necessary to remove one of the curriculum records from the application, the user needs to delete the existing graduation application with the two matching curriculum records, and inactivate the learner curriculum record on SGASTDN or SFAREGS. Another option is to modify one of the significant elements on the curriculum record (level, college, degree, program), so the two curriculum records are no longer a match. Then the application can be created. The user can delete the degree record and the associated outcome curriculum record where the two matching curricula existed and can use the manual roll process to create the correct degree record with only one rolled curriculum record per degree.

### *Apply to Graduate on SGASTDN and SFAREGS*

The **Apply to Graduate** button in the Curriculum window of SGASTDN and SFAREGS is used as follows.

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

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

### *Apply to Graduate on SHADEGR*

The **Apply to Graduate** button is used on SHADEGR to create a graduation application from an outcome record with an **Outcome Status** of `SO` (Sought).

All current and active curriculum records for the outcome will be included in the graduation application, when that application is created. When outcome curriculum is copied, the graduation application sequence is copied to the new record.

This button triggers the Graduation Application API (`sb_gradapp`) to create the application, updates the graduation application sequence number on the outcome curriculum records, and opens SHAGAPP so additional data can be entered. The values for the **Graduation Date**, **Graduation Term**, **Graduation Year**, **Graduation Status** fields and the **Fee** radio group are inserted into the new graduation application from SHADEGR. The current date is always used as the graduation application date when the new graduation application is created using the **Apply**

**to Graduate** button on SHADEGR. This date can be modified in SHAGAPP. If the graduation application already exists, and the outcome degree status is still SO (Sought) and the button is enabled, but the user is taken to the existing graduation application.

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

## Use Graduation Application Sequence Numbers

The **Graduation Sequence** field on SGASTDN, SFAREGS, SHADEGR, and SOIHCUR and the **Graduation Application Sequence** field on SHAGAPP are used to display the graduation application sequence number on the curriculum record for the learner (SGASTDN, SFAREGS) and outcome (SHADEGR) curriculum records.

Graduation application sequence numbering works with the Banner Student Self-Service graduation application processing. It tracks the graduation application sequence number for the learner and outcome curriculum records. When a graduation application is submitted, the application number is generated as a one-up number and is stored with the curriculum record (SORLCUR) that was used to generate the application.

Only one active graduation application can exist for a curriculum. However, multiple curriculum records may be associated with the same graduation application. This situation occurs because a degree has multiple curriculum records associated with it, but that degree record was generated by the same application where the learner curriculum records have matching elements such as level, college, degree, and program.

## Inactivate, Reactivate, and Delete Graduation Applications

Graduation applications can be inactivated and deleted but cannot be reactivated.

### *Inactivate*

An existing graduation application is inactivated when an inactive graduation application status code is assigned to it.

(The **Active Indicator** is cleared on the Graduation Application Status Validation Form (STVGAST) for that status code.) No further updates to that application are permitted, and that application is not viewable from the View Graduation Applications link on the self-service menu. The graduation application sequence number may be populated, but will appear Null when it is displayed, because the graduation application is marked as inactive.



### *Reactivate*

An inactivated graduation application cannot be reactivated.

After the application is inactive, the user needs to create a new application, either from SGASTDN, SFAREGS, or SHADEGR, or by using the Apply to Graduate option on the Student Records menu in self-service.

### *Delete*

When a graduation application is deleted, the application number is removed from the curriculum record.

The sequence number is deleted, and the history of that application no longer exists. If the application number was 1, and no other application numbers higher than 1 exist, creating a new application will begin again with the sequence number 1.

## **Archive, Duplicate, and Delete Curriculum Records with Graduation Application Sequence Numbers**

Archiving, duplicating, and deleting curriculum records with graduation application sequence numbers can be performed for manual curriculum roll processing.

### *Archive*

When a curriculum record has been archived, no updates can be made to the graduation application. Curriculum records cannot be archived if a graduation application exists.

### *Duplicate*

When a curriculum record is created using the Duplicate Record function or any of the non-destructive update functions, the graduation application sequence number will be reset to Null.

If a user inserts or duplicates records while in the Curriculum window of SGASTDN, SFAREGS, or SHADEGR, a message is displayed with the options to copy the graduation application from the previous curriculum record, inactivate the graduation application from the previous curriculum record, or assign a new priority to the new curriculum record. Assigning a new priority means the graduation application is not copied with the new curriculum record.

### *Delete*

When a degree record is deleted and a graduation application exists, that graduation application is also deleted.

If the curriculum records associated with the graduation application are from the LEARNER module, the graduation application sequence number is removed from the learner curriculum record.



Otherwise, the outcome curriculum record is deleted along with the associated degree. Curriculum records cannot be deleted if a graduation application exists.

The graduation application sequence number is removed from the learner or outcome curriculum records if the graduation application is deleted. The graduation application sequence number can be reused after it has been deleted, if it was the maximum application number for the student.

## Use Graduation Application Sequencing Rules

Graduation application sequence numbering functions with curriculum processing as follows.

The SHAGAPP record must always have at least one associated curriculum record that is active and current. If all the curriculum records associated with that graduation application are not current, the graduation application status must be inactive, unless the curriculum record was already rolled to the outcome or is already an outcome curriculum, and the degree has been awarded.

- Using the **Replace** button in the Curriculum window will automatically inactivate the STVGAST code for the graduation application, unless the learner curriculum record has been rolled and the degree awarded for that curriculum.

A warning message is displayed that the function will cause the graduation application to be made inactive. You can choose to continue or not continue.

- Using the **Update** and **Duplicate** buttons in the Curriculum window will display a message with the option to copy the graduation application sequence number to the new learner curriculum record, inactivate the existing graduation application, or create a new priority and then inactive the graduation application. If the graduation application is not to be copied, that graduation application status code is inactivated on STVGAST, as a curriculum record cannot be deleted when a graduation application exists.
- Using the **Replace**, **Duplicate**, and **Update** buttons on SHADEGR will automatically copy the graduation application sequence number to the new curriculum record. If the curriculum record has been rolled to the outcome, and the degree it is associated with has been awarded, the graduation application sequence number is not copied to the new curriculum record, and the prompt is not displayed.

## Replace Functionality on SGASTDN

When the graduation application sequence number is populated for an unrolled learner curriculum record, a message is displayed that the graduation application will be inactivated.

The user can then choose to continue or cancel the replacement process. If you continue, the new curriculum record is created with the graduation sequence number set to Null, and the previous graduation application is made inactive. If you do not continue, the replacement process is canceled.

The delete process for SGBSTDN uses the SOBCTRL processing that determines if the learner curriculum record with the same term must be deleted. An alert is shown if the SGBSTDN record being deleted is not the last general person record. This allows the user to delete the curriculum record in addition to the learner curriculum record, or not. The message *Warning: Curriculum data may exist for term. Review curricula and delete if necessary* displays three buttons: **Delete Learner and Curricula**, **Delete Learner**, and **Show Curricula and Cancel**.

When the **Delete Learner Curriculum** check box is selected in the Curriculum Rules window on SOACTRL, the **Delete Learner** button is not displayed in the warning message. The user must select either **Delete Learner and Curricula** or **Show Curricula and Cancel**. When the **Delete Learner and Curricula** button is selected, and one of the existing curriculum records is current for a future SGBSTDN effective term, a warning will be displayed, and the user can cancel the delete action.

You cannot delete an SGBSTDN record if a current curriculum record exists for the term, and it has an unrolled graduation application. If the SGBSTDN record is the last record being deleted, it cannot be deleted if it has any associated curriculum records with unrolled graduation applications (existing graduation application sequence numbers).

### *Replace Functionality on SHADEGR*

The **Replace** button works differently on SHADEGR than on SGASTDN.

When the **Replace** button is used for an outcome curriculum record that has a graduation application associated with the degree sequence, the new curriculum record will automatically replace the old curriculum record for the graduation application. The outcome delete process will delete the graduation application.

If a learner curriculum record exists for a graduation application, the outcome delete process will not delete the graduation application. When an outcome curriculum record is copied, the graduation application sequence number is copied to the new record. This includes processing for the **Update** and **Duplicate** buttons in the Curriculum window.

### *Delete and Purge General Student Records*

You cannot delete the general student record (SGBSTDN) if the current curriculum record has a graduation application sequence number, and the curriculum record is also being deleted. When an outcome record is deleted, the graduation application is also deleted.

The General Student Purge Process (SGPSTDN) checks whether the SGBSTDN record is the last record for the PIDM and has a curriculum record with an associated graduation application that has not been rolled. In this case, the record will not be deleted. If the SGBSTDN record is not the last record for the PIDM, it still cannot be deleted if it has a current curriculum record with a graduation application that has not been rolled.

### *Update and Inactivate Curriculum Records*

When the Student Type Update Report (SHRTYPE) is run, the graduation application sequence number is copied to the new learner curriculum record when the student type is changed, unless that curriculum record has already been rolled, and the associated degree has been awarded.

The admissions decision process (SAKDCSN package) inactivates the existing graduation application, when the curriculum record is inactivated as a result of the admit replace process, unless that curriculum has been rolled to history, and the associated degree has been awarded.

When the student status (STVSTST) is changed on SGASTDN or SHADEGR, the process copies the graduation application sequence number to the new curriculum record with the status change, unless that curriculum has been rolled to history, and the associated degree has been awarded.

### *Purge Curriculum Records*

You cannot purge curriculum records using SOPLCPG when a graduation application sequence number exists, and the SHAGAPP record exists.

The Curriculum API (sb\_curriculum) cannot be purged when a graduation application sequence number exists, and the SHAGAPP record exists. SHAGAPP will display the only current curriculum record in the Curricula Summary block when the graduation application status code is active. It will display all curriculum records when the graduation application status code is inactive.

The Learner Curriculum Purge Process (SOPLCPG) checks whether the curriculum record has an associated graduation application. The curriculum record will not be deleted if the graduation application exists, the module code for the record is LEARNER, and the record is not the only curriculum record that is attached to the graduation application.

## Open Learning Registration and Academic History

Open learning allows you to do the following in the Academic History module.

- Run reports (such as student transcripts and grade rolls) using date ranges in place of term.
- Roll open learning registration data to academic history.
- Run transcripts by start date in addition to traditional terms.

For more information on how to set up and use open learning registration, please refer the "Procedures" sections of the "Course Catalog", "Class Schedule", and "Registration" chapters.

## Build Grades

The institution's grading policy is identified to the system on the Grade Code Maintenance Form (SHAGRDE).

The grade is defined on this form with information to determine what hours that grade counts in: hours earned, attempted, passed, and whether it is used in a GPA calculation. A grade is also identified with valid grading modes. Any grade that will be entered on a student's record must first be defined on this form. If the Repeat/Equivalent Course Repeat Process (SHRRPTS) will be used, all grades *must* be assigned a numeric value on this form.

A substitute grading policy may also be built using the Grade Code Substitution Form (SHAGRDS). This form is used to set up rules to allow one grade to be substituted for another based on the grading mode of the class. For example, if a student gets a 'B' grade in a class being taken as pass/fail, that B may be substituted by a P. The substitution rules are used when grades are rolled to academic history in either online or batch methods.

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## Enter Grades

Grades for course sections submitted by the faculty are entered on the Class Roster Form (SFASLST).

This form allows the grades to be entered for each student in the section. The grades are not validated against the grading mode at the time of entry on SFASLST or on the Web. Validation against grade mode occurs during the roll process, at which time grade substitution rules are also selected. After grades have been rolled to Academic History, they may no longer be changed on the Class Roster Form (SFASLST). Any modification to a student's grade must be done through the Course Maintenance Form (SHATCKN).

## Roll Grades

All grades entered on the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST) may be rolled online to Academic History by selecting the **Roll (Indicator)** box in the Key Information, and then saving the grades.

This process creates a record on the Term Course Maintenance Form (SHAINST) for each student with the grade in the course section. The grade roll process also flags the system that a grade mailer needs to be produced. A batch process may also be run to roll all grades on SFASLST to Academic History.

When information is rolled to academic history either online using the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST) or in batch using the Grade Roll Process (SHRROLL), the section start and end dates are rolled. If the schedule type of the section permits assignment of a CRN to a co-op activity, and the CRN is assigned to a co-op for the term, the start and end dates for the co-op are rolled. If no co-op exists or the section's type does not permit the assignment of a CRN to a co-op activity, then the section dates are rolled.

The shared SHKROLS package is used to perform all grade roll functionality. It works in conjunction with the Grade Roll Process (SHRROLL) batch program and the online roll process performed on the Class Roster Form (SFASLST) and the Class Attendance Roster Form (SFAALST). SHKROLS package can roll attempted hours for individual courses into Academic History with grade roll processing.

SHKROLS will also populate the term header record with the student centric period when the record is created during the roll process. When a student has a cycle designator in effect for the term, the student centric period associated with the process term and student's cycle designator will be inserted into the SHRTTRM table. This will take place when grades are rolled from the Class Attendance Roster Form (SFAALST), the Class Roster Form (SFASLST), or the Grade Roll Process (SHRROLL).

You can drop or withdraw a student from a course but retain the original hours for that course for use in Academic History using the **Count in Attempted (Hours Indicator)** on STVRSTS. When this indicator is selected for a course registration status code, the attempted hours rolled will be the hours that existed on the course before the dropped or withdrawn status being recorded.

When the **Count in Attempted (Hours Indicator)** is selected on STVRSTS for the course registration status code, the attempted hours displayed on SFAREGS for that CRN will be rolled to the SHRTCKG\_HOURS\_ATTEMPTED column and will be displayed on SHATCKN in the **Attempted**

**Hours** field in the Grades block. If the **Count in Attempted (Hours Indicator)** is cleared, zero attempted hours will be rolled for the course.

The process will only roll components and sub-components when there is no value for the grade date. The grade update restrictions also apply to components and sub-components.

When a final grade is entered against an individual registration record, the grade date (`SFRSTCR_GRDE_DATE`) is not, as yet, updated. When SHRROLL is run in batch mode, those registration records containing a value in the **Final Grade** field (`SFRSTCR_GRDE_CODE`) and no value in the **(Grade) Date** are rolled to academic history. The existence of a date in this field prevents the batch grade roll process from performing any subsequent rolls to academic history. The presence of this date also prevents the final grade from being updated in either SFASLST or SFAALST.

The same grade update restriction is required for component and sub-component marks. Therefore, when the registration is rolled, the same date that is entered in the registration date field is also used to populate the roll date in the SHRMRKS, SHRCMRK, and SHRSMRK tables for the applicable student.

## Process Flow

Here is a process flow for the logic used by the grade roll process. This process manages the insert of all parts of the course in Academic History, and then inserts or updates the degree and the outcome curriculum record. Finally, it applies the course to the degree.

### About this task

#### Procedure

1. The learner curriculum is selected for the PIDM in which the term code is less than the end term for the student's current learner record.

For example, the student has a general student record for terms Fall2007 and Spring2008. The end term of the Fall2007 record is the term of the next general student record, which is Spring2008. The end term for the Spring2008 term is the end of time.

2. The system checks the setting of the **Rolled to Outcome (Indicator)** for the curriculum record. If it is `Y`, the record is not processed.
  - a) For each record that is selected, the setting of the **Current** check box is retrieved.
  - b) The roll to outcome process is called for the curriculum.
  - c) If the degree that is returned from the curriculum record has not been awarded, the course being rolled to history is applied to the degree.

## Unroll Grades

When a graded and rolled course is deleted from the Course Maintenance Form (SHATCKN) using the Remove Record function, the following occurs.

The course is removed from the academic history tables, and the grade and grade date are removed from the registration table. The course is therefore “unrolled” from history, rather than just deleted from the academic history tables.

When a student registers in a course and receives a grade, that grade is then rolled to history. The grade date is populated, which in turn sets the **Rolled** indicator to selected (Y) on the Class Roster Form (SFAALST) and the Class Attendance Roster Form (SFAALST). This also changes the value displayed in the **Rolled** column for final grades in Banner Faculty and Advisor Self-Service to Y on the Final Grades page (bwlkffgd.P\_FacFinGrd), the Incomplete Grades Summary page (bwlkincg.P\_FacIncmpGrdSum), and the Incomplete Final Grades (bwlkffgd.P\_FacCommitFinGrd).

When the Remove Record function is used to delete the course from SHATCKN, the **Grade** and **Grade Date** field values are removed from the SFRSTCR table and are no longer displayed on the SFAALST and SFASLST forms.

In Banner Faculty and Advisor Self-Service, N is displayed in the **Rolled** column for the student in the course on the Final Grades page (bwlkffgd.P\_FacFinGrd), the Incomplete Grades Summary page (bwlkincg.P\_FacIncmpGrdSum), and the Incomplete Final Grades (bwlkffgd.P\_FacCommitFinGrd).

The grade that was rolled to history before the removal of the record in SHATCKN can still be viewed using the Registration Audit Form (SFASTCA), should the user need to see the original grade.

## How Degree Attributes Are Rolled from Catalog to Academic History

### About this task

#### 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 or delete data from the SHRATTR block.

## Grade Roll and Concurrent Curricula Processing

The following processing is used to roll learner (General Student) information from SGBSTDN to the learner outcome (Academic History) and update records on SHADEGR through the Grade Roll Process (SHRROLL).

### About this task

#### Procedure

1. The most current SGBSTDN record for the person is read. This is determined by checking for the maximum learner effective term record that is less than or equal to the term on the course.
2. The SORLCUR table is read beginning with the lowest priority number row first. All rows are selected where the term code on SORLCUR is less than the To Term of the selected SGBSTDN record. All previous term records are read to capture any non-destructive updates on the learner record and to re-roll missing outcome curriculum records.
3. If the `SORLCUR_ROLL_IND` is set to N, processing will end. Otherwise, continue to the next step.
4. If the `SORLCUR_ROLL_SEQNO` is Y, the following may occur.
  - a) A new SHADEGR record is created if the learner SORLCUR row is active and,
    - No outcome SORLCUR row exists with the same college, degree, level, and program.
    - or*
    - An outcome SORLCUR row exists with the same college, degree, level, and program with status of `AW` (Awarded).
    - or*
    - A graduation record already exists for a degree sequence with the same college, level, degree, and program.
  - b) An existing SHADEGR record is updated if:
    - An outcome SORLCUR row exists with the same college, degree, level and program with status that is not equal to `AW` (Awarded).
    - If the learner SORLCUR row is active, use the `SHRDGMR_KEY_SEQNO` field on the matched outcome row to determine which outcome row can be updated. (This is used if a curriculum was started, inactivated, and then re-started).
    - The learner SORLCUR row is not rolled during the grade roll process when the term for the row is earlier than the term on the existing degree record (SHADEGR) for the current and active SORLCUR record.
    - If the learner SORLCUR row is inactive, check for the last rolled learner SORLCUR row for the same priority (that is., the `SORLCUR_ROLLED_SEQNO` field will not be Null).



Select the `SHRDGMR_LCUR_SEQNO` value from the `ROLLED_SEQNO` field of the last rolled learner record to determine which outcome row is to be updated. If no rolled learner `SORLCUR` row exists for that priority, do not process the `SORLCUR` record. (You only need to roll an inactive record, if the record was previously rolled to academic history while it was active).

- c) The copy process for a new or updated `SHRDGMR` record is as follows.

The learner `SORLCUR` row is copied, and the module is changed to `OUTCOME`.

The `SORLCUR_ROLLED_SEQNO` field on the learner `SORLCUR` row is updated to that of the `SORLCUR` sequence number of the new `SORLCUR` row for the `OUTCOME` module.

All the active `SORLFOS` rows attached to the rolled learner `SORLCUR` row (the highest sequence number for each priority) are read and copied to the new outcome curriculum.

The `SORLFOS` rolled sequence number (`SORLFOS_ROLLED_SEQNO`) is updated with the new outcome `SORLFOS` sequence number.

The curriculum status on the newly created `SORLFOS` outcome rows is defaulted from `STVDEGS`. If none exists there, the delivered defaults are used.

5. If the `SORLCUR_ROLLED_SEQNO` is not blank (that is., it was previously rolled), the following may occur.
- The `SORLCUR` rows' corresponding `SORLFOS` rows are read to find rows with blank rolled sequence numbers, and the highest sequence number per priority is selected.
  - If the selected `SORLFOS` row is inactive, then it is not rolled if the same field of study type and priority were not previously rolled. (You can determine if the row was previously rolled by selecting the last rolled learner `SORLFOS` row for the same `SORLCUR` priority. If none exists, it was not previously rolled.)
  - Copy all other `SORLFOS` rows to the outcome `SORLFOS` rows for the outcomes curriculum previously rolled, (using the `SORLCUR_ROLLED_SEQNO` value of the learner `SORLCUR` row to which this `SORLFOS` row is attached). Update the `SORLFOS_ROLLED_SEQNO` field with the new outcome `SORLFOS_SEQNO` value. The curriculum status on the newly created `SORLFOS` outcome rows is defaulted from `STVDEGS`. If none exists there, the delivered defaults are used.

*Example:*

Here is an example for this step of how the `SORLCUR_ROLLED_SEQNO` and `SORLFOS_ROLLED_SEQNO` fields are used when grade roll processing is run.

A student has an English major in the `BA_UG` program:

Table	Curriculum Record
<code>SORLCUR</code>	200510, <code>BA_UG</code> , <code>ACTIVE</code> , <code>ROLLED_SEQNO</code> field is Null
<code>SORLFOS</code>	200510, <code>ENGL</code> , <code>ACTIVE</code> , <code>INPROGRESS</code> , <code>ROLLED_SEQNO</code> field is Null

Grades are rolled at end of first semester.

*For the student:*



Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is 1
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS, ROLLED_SEQNO field is 1

*For academic history:*

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, LCUR_SEQ field is 1
SORLFOS	200510, ENGL, ACTIVE, SOUGHT, LFOS_SEQ field is 1

The student changes their major to Art:

*For the student:*

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is 1
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS, ROLLED_SEQNO field is 1
SORLFOS	200510, ENGL, INACTIVE, CHANGED, ROLLED_SEQNO field is Null
SORLFOS	200510, ART, ACTIVE, INPROGRESS, ROLLED_SEQNO field is Null

The next time SHRROLL is run, the process will take into account the newly duplicated SORLFOS row for English (activity status is INACTIVE) with a ROLLED\_SEQNO field that is Null.

It will check the corresponding SORLCUR row (to find its rolled sequence number value - 1), and it will use that value to insert an SORLFOS row with a learner module of OUTCOME and an activity status of INACTIVE, and in so doing will inactivate the existing active ENGL row in Academic History for sequence number 1.

It will then take into account the next LEARNER row in SORLFOS for ART, which also has a ROLLED\_SEQNO field that is Null. It will check that this SORLFOS row also has an associated SORLCUR row with a ROLLED\_SEQNO field that is 1, and it will now insert a new SORLFOS row with a learner module of OUTCOME for a major of ART with a status of ACTIVE.

The activity status on the newly created `OUTCOME` rows will be set to `ACTIVE` or `INACTIVE` depending on the curriculum status of the corresponding General Student row which had the `ROLLED_SEQNO` field set to `Null`.

*For academic history:*

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, <code>LCUR_SEQ</code> field is 1
SORLFOS	200510, ENGL, ACTIVE, SOUGHT, <code>LFOS_SEQ</code> field is 1
SORLFOS	200510, ENGL, INACTIVE, CHANGED, <code>LFOS_SEQ</code> field is 2
SORLFOS	200510, ART, ACTIVE, SOUGHT, <code>LFOS_SEQ</code> field is 3

*For the student:*

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, <code>ROLLED_SEQNO</code> field is 1
SORLFOS	200510, ENGL, ACTIVE, SOUGHT, <code>ROLLED_SEQNO</code> field is 1
SORLFOS	200510, ENGL, INACTIVE, CHANGED, <code>ROLLED_SEQNO</code> field is 2
SORLFOS	200510, ART, ACTIVE, SOUGHT, <code>ROLLED_SEQNO</code> field is 3

## Grade Roll Package (SHKROLS) Processing

The Grade Roll Package (SHKROLS) is used to pull the graduation values from the curriculum table. The graduation information entered on the curriculum, if present, will populate the `SHRDGMR` record.

**Example:**

Graduation data exists on SGBSTDN	Graduation data exists on SORLCUR	What is rolled to SHRDGMR
Y	Y	Graduation data on SORLCUR
N	Y	Graduation data on SORLCUR

Graduation data exists on SGBSTDN	Graduation data exists on SORLCUR	What is rolled to SHRDGMR
Y	N	Graduation data on SGBSTDN
N	N	No graduation data will be rolled

The following table describes how the roll process works if the learner has two active and current learner curriculum records with the same level, college, degree, and program, and both are set to roll to academic history.

Graduation data exists on SGBSTDN	Graduation data exists on SORLCUR 1	Graduation data exists on SORLCUR 2	What is rolled to SHRDGMR
Y	Y	N	Graduation data on SORLCUR 1
Y	N	Y	Graduation data on SORLCUR 2
Y	N	N	Graduation data on SGBSTDN
Y	Y	Y	<p>If the graduation data associated with the two SORLCUR records are identical, one SHRDGMR record will be created with the SORLCUR graduation data and both curricula attached to it.</p> <p>If the graduation data associated with the SORLCUR records are different, two separate SHRDGMR records will be created, each populated with the graduation data from one of the SORLCUR records.</p>
N	Y	Y	If the graduation data associated with the two SORLCUR records are identical, one SHRDGMR record will be created with the SORLCUR graduation

Graduation data exists on SGBSTDN	Graduation data exists on SORLCUR 1	Graduation data exists on SORLCUR 2	What is rolled to SHRDGMR
			data and both curricula attached to it.  If the graduation data associated with the SORLCUR records are different, two separate SHRDGMR records will be created, each populated with the graduation data from one of the SORLCUR records.
N	Y	N	Graduation data on SORLCUR 1
N	N	Y	Graduation data on SORLCUR 2
N	N	N	It will be blank on the degree record.

The insert degree procedure in SHKROLS is called before the first curriculum record is created. It uses the curriculum values or the SGBSTDN record if the curriculum is Null. The generate API procedure is used to insert API-reported errors into the SOTPRNT table, so that SHRROLL will list all API errors on the report and continue processing the remaining grades. The `SOTPRNT_ERR_MSG` column stores the API error message.

## Build/Change Term Header

Term header information needs to be created for each term of the student's career at the institution.

This header information is created using the Term Course Maintenance Form (SHAINST). This form provides information on when grade mailers were sent and is where term GPA information is maintained. The header information is automatically created during the grade roll process using the Class Roster Form (SFASLST), the Class Attendance Roster Form (SFAALST), or during the batch Grade Roll (SHRROLL).

## Change/Maintain Grades

After the term header information has been created, each course that has been rolled from the Class Roster Form (SFASLST) may be accessed through the Term Course Maintenance Form (SHAINST).

This form maintains access to all of a student's rolled courses and grades for a specific term. Any grade changes are made here. This course and grade information will print on the student's transcript.

A grade change may also be made by accessing the Term Course Summary Form (SHACRSE). When the course that needs to be changed is flagged, the Term Course Maintenance Form (SHAINST) is used to make the change.

## Automated Incomplete Grade Processing

This processing allows an institution to automatically assign an incomplete grade code for a course when a student has not completed the coursework in the designated timeframe.

This processing assumes a course has been extended to help the student finish the assignments. Extensions can be varied in length due to level (undergraduate or graduate), circumstances (illness or family emergency), research opportunities, or institution policy. Regardless of the nature of the extension, grades that are incomplete require closure.

When an incomplete grade has been assigned, it indicates that the course has not been finished. However, a final grade may need to be assigned as a default final grade. The default final grade is a replacement grade for the incomplete grade that is assigned if no manual intervention occurs by the time the extension end date is reached. This processing recognizes incomplete grade code values and automates the conversion of the final grades.

This processing contains three main components: the grade collection process and the corresponding rules, the automated processing of unreconciled, incomplete grades, and the display of the incomplete grades.

### Processing Overview

To use this processing, your institution should review any existing policies regarding the automation of incomplete grades or plan to define such policies.

The Incomplete Grade Rules Form (SHAINCG) is used to create incomplete grade rules, and other forms are used to track default (replacement) grade and extension date information. Those forms are: SFAALST, SFASLST, SOATERM, SHAGRDE, and SHATCKN.

The Incomplete Grade Process (SHRCINC) is used to automatically change the grade from incomplete to the default, final grade on the assigned date. This process examines the date on which the incomplete grade is set to expire, and if that date has been reached or exceeded makes the appropriate grade change. If the incomplete work has been made up and the incomplete grade has been changed through normal Banner grade change processes, the default final grade would have been deactivated as part of the grade change, and no further action is taken.

The Grade Roll Process (SHRROLL) rolls the incomplete final grade and the extension date from the class roster to history. The process also validates that the incomplete grade is an active grade code for the same level as the final grade for which it is being substituted as an incomplete grade.

The self-service grade lookup displays the default, incomplete, final (replacement) grade, the expiration date, and potentially an associated comment when the student has an incomplete grade in any course. The comment, if one exists, identifies whether the extension date is constrained to be less than or equal to, or greater than or equal to the system default extension date.

When an incomplete grade is assigned as the grade for a student in any course, the system will:

- Default and require a replacement grade that the incomplete grade will be converted to on a specified future date, if the incomplete is not changed, and a new grade has not been assigned through normal grade change processes.
- Default and require the date on which the incomplete grade will expire and the default, replacement, final grade will be assigned. (A default expiration date is needed if a date has not been entered for the default replacement grade. Default grades and dates are populated automatically by the new process and can be changed by instructors, if the grade rule values are set to grant that permission.)

The **Incomplete Final Grade** and **Extension Date** fields on SFASLST and SFAALST are also used in automated incomplete grade processing, as are the **Incomplete Grade Ind** and **Incomplete Grade Default** fields on SHAGRDE, and the **Incomplete Final Grade** field on SHATCKN. The **Incomplete Final Grade** field is enabled for input based on the setting of the **Override Grade** field on SHAINCG. The value displayed is the default from the SHRGRDE table. It can be overridden by the instructor, if that permission has been granted on the incomplete grade rule. A value is required for the **Incomplete Final Grade** field when an incomplete grade is entered for a student.

The **Extension Date** field determines the expiration date, after which the replacement grade is eligible to become the final grade. This field always displays a value, based on the part-of-term data for the term on SOATERM. An extension date can be defined for a part-of-term, the full term, or neither. If no extension date has been defined for the part-of-term that matches the course, the process checks for an extension date for the full term, and if that is not found, then the end date for the full term is used. The extension date for a student can only be changed or overridden when the **Override Grade Date** radio group is set to allow that on the incomplete grade rule. The **Override Grade Date** radio group can be set to: allow any date, not allow any date override, restrict the date to on or before the default extension date, or restrict the date to on or after the default extension date.

Processing for incomplete grade entries requires that:

- A grade code value has been entered which passes the checks for being a legitimate grade and grade mode for the course.
- The entered grade code cannot be another incomplete grade type.
- The date is valid and complies with the value set for the incomplete grade rule.

## Grade Collection

Grade code values that are identified as incomplete grade types are maintained within the Grade Code Maintenance Table (SHRGRDE).

Multiple grade code values may be defined as incomplete, such as “incomplete-passing” and “incomplete-failing”. Grades are entered in SFASLST, SFAALST, or in Banner Faculty and Advisor Self-Service. When final grades have been entered, the incomplete grade rules need to be selected, in addition to the grade code values. The automated process checks the effective term records to see if incomplete grade processing is active for the term.

The process first searches for the most current rule on or before the grading term with a matching level. If none is found, then it searches for the most current rule on or before the grading term where no level is specified. That rule will be the determining processing rule. If the **Incomplete Grade Processing** check box is not selected (N), then incomplete grade processing is inactive (turned off), and all grades function as non-incomplete grades.

A default term rule can be set up for automated incomplete grade processing. You can also define multiple default rules within the effective term that differ by level. When incomplete grade processing is active (turned on) and incomplete grades have been assigned and rolled to history, the default final grade will be substituted as the final grade during the automated process, in the case that the coursework has not been completed and the grade has not been manually updated by the instructor. The instructor can override the default final grade when it has been assigned and before it is rolled, if override permission has been granted.

Even if grade codes have been defined on SHAGRDE as incomplete grades, along with default, incomplete, final grades, those default, incomplete, final grades and extension dates will not be implemented on student grade records when incomplete grade processing is inactive (turned off) for the effective rule. Only final grade codes will be recorded. Automated incomplete grade processing checks to see if an incomplete grade has been entered on a student's record (an incomplete grade is in the **Final Grade** field on SFAALST). The grade is determined to be incomplete when the **Incomplete Grade Ind** on SHAGRDE is selected (set to  $\text{Y}$ ) for the grade code attribute. The processing checks the term and level of the student for the course to see if they match the rule on SHAINCG for the effective term.

When incomplete grade processing is active for a rule for one or more levels in a term, it may not necessarily be active for all levels. Therefore, the process checks the student's level for the course. When incomplete grade processing is inactive for a rule that governs the term and course level for the student, then the fields for incomplete grade processing are skipped. When the rule record is found to be active, the additional fields for incomplete grade processing are processed along with the grade code, if it has a type of incomplete in SHRGRDE.

If the grade code is incomplete, the process checks the part-of-term dates for the term in which the work is to be completed by the student. Extension expiration dates can be selected on SOATERM for a part-of-term. If the extension date is not set for the matching part-of-term, then processing will search for an extension date for the full term (where part-of-term is 01). If an extension date is not set for the full term, the end date for the full term will be used. Instructors can override the default date extension and shorten or lengthen it as needed, if override permission has been granted.

### *Identify Incomplete Grades*

Incomplete grades are identified on SHAGRDE using two fields.

The **Incomplete Grade Ind** check box is used to specify that the grade code is an incomplete grade. The **Incomplete Grade Default** field displays the default, replacement, final grade for the incomplete grade. The **Incomplete Grade Ind** check box should always be selected (set to  $\text{Y}$ ) when a default final grade exists. If the **Incomplete Grade Ind** check box is set without the entry of a default final grade, faculty members need to have override capabilities to enter the incomplete final grades. The **Incomplete Grade Default** field can be Null, so an instructor can enter those values.

When a grade record is removed or inactivated, the system checks that the grade is not in use as a default, incomplete, final grade on another active grade record. When a user attempts to delete, remove, or inactivate any grade record on SHAGRDE, a verification check takes place. The check ensures that:

- the grade code is not used as a default final grade on any other active grade code record within SHAGRDE (SHRGRDE) for the same level, and
- the grade code is not used as an incomplete final grade on any Academic History record for its greatest sequence number for current, active grades.

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If the check finds that one of these conditions exists, an error message is displayed.

When the user attempts to populate the incomplete final grade code, it validates that:

- the grade code already exists in the SHRGRDE table,
- it is active for the level of the incomplete grade for which it is being defined,
- it is not the same grade code for which it is being defined, and
- it is not another incomplete grade code.

This criteria controls the pulldown list for the **Incomplete Grade Default** field. The grade code must be:

- active as of the most recent effective term relative to the grade code entry,
- for the same level as defined on the existing record,
- it cannot be the same grade code value as the grade code value for this record, and
- it cannot be an incomplete grade. (The **Incomplete Grade Ind** must be cleared or set to N.)

If these conditions are not met, errors will be displayed:

- If you enter a grade code value for the incomplete grade default that is not defined within SHAGRDE as an active grade code for the same level as the final grade code, an error is displayed.
- If you enter the a grade code value for the incomplete grade default that is the same as the final grade code, an error is displayed.

### *Assign Incomplete Grades*

Default final grades can be entered or defaulted at the time an incomplete grade code is assigned.

If the outstanding coursework is not completed, then the default or replacement final grade will be applied at a point after the expiration date. The defaulted grade does not take into account the effort to date made by the student for the course. The instructor can override the default final grade, if institution policy allows. This capability is maintained in the new SHAINCG rules form and the SHRINCG rules table.

For example, if the coursework has not been completed, then a default grade of “failing” can be assigned. This is an institutional default from the SHRGRDE table. However, at the time grades are entered, the instructor can acknowledge that an individual's efforts to date already meet the criteria for a passing grade, such as a “C”, but that this student has not successfully completed all the required work. Consequently, the instructor can override the default, incomplete, final grade from “failing” to a different valid grade code, such as “C”, and allow for the completion of the remaining work. Alternatively, institutional preference can be to assign different defaults for different incomplete grade codes within a level, such as incomplete-passing and incomplete-failing.



## *Assign Extension Dates*

A date is needed at the time an incomplete grade is assigned, at which point the default final grade is eligible to become the final grade, as the remaining work has not been completed by the extension date expiration.

The default extension date is stored with the term setup date for terms and parts-of-term on SOATERM. (Extensions dates can be set at the part-of-term level.)

If there is no extension date for the matching part-of-term, the process checks for a full term value designated as part-of-term 1. If part-of-term 1 has no specified extension date, the process uses the end date for the full term. The rules on SHAINCG determine if the instructor can change the extension date for the incomplete grade.

The **Incomplete Extension Date** field in the Base Part of Term block on SOATERM works as follows:

- When the process determines that the student is to be included, it checks the extension date using the part-of-term for the CRN. The course part-of-term (SSBSECT\_PTRM\_CODE) needs to match the part-of-term for the rule (SOBPTRM\_PTRM\_CODE). The corresponding term (SSASECT\_TERM\_CODE) needs to match the term for the rule (SOBPTRM\_TERM\_CODE).
- If an extension date (SOBPTRM\_INC\_EXTENSION\_DATE) exists for the part-of-term that matches the CRN, the process uses it as the default extension date. If no extension date exists for the matching part-of-term, then the process checks for an extension date on the full term. If no extension date exists, the end date (SOBPTRM\_END\_DATE) of the full term is used as the expiration date. If the part-of-term for the CRN is Null, as for open learning courses, a value of 1 is substituted which reverts to the full term value.

## *Assign Comments for Incomplete Grades*

Grade comment codes can be entered on SFASLST and SFAALST for any grade code using the list of valid values from STVGCMT.

Comments can also be entered for incomplete grades with associated comment codes on STVGCMT to justify the incomplete status. The grade comment code on STVGCMT can be up to seven characters, and the accompanying description can be up to 200 characters. Generic situations can be defined here for things such as family leave, illness, or other events.

## **Build Processing Rules**

Rules for grade collection are determined by term and level.

If your institution has not used incomplete grade automation, a delivered effective term value of 000000 can be used. Multiple rules can be established for a term, using different levels for each rule. If your rules have always been the same for all levels, then only one rule is needed for each effective term. When rules vary by level, a separate rule is needed to distinguish that rule from the default setting for all unspecified levels. The level is Null when the rule pertains to all unspecified levels.

**Example:**

- The initial overall (default) rule for the institution has a term value of 000000 and a level value of Null. Automated incomplete grade processing has been inactive.
- A single processing rule exists for term 200810.
- Term 200910 has a rule for GR (graduate level), and no other new rules.
- Term 200930 has a rule for DOC (doctorate level), and no other rules. Other rules will revert to the rule for the most recent effective date that includes the associated level.

Rule	Effective Term (required)	Level (required)	Active/Inactive	Override Grade
1	000000	Null	Inactive	
2	200810	Null		
3	200910	GR		
4	200930	DOC		
5	201010	Null		

**Example 1**

All processing for term 200720 reverts to record 1, as no entry exists for 200720, and no entries have been added after the seed data rule for 000000. No distinct rules by level exist. Incomplete grade processing remains inactivated.

**Example 2**

All processing for term 200810 reverts to record 2, as a rule exists that takes effect in 200810. No distinct rules by level exist. Therefore, all levels in 200810 are governed by record 2.

**Example 3**

All processing for term 200820 reverts to record 2, as no entry exists for 200820. No distinct rules by level exist, so all levels revert to the rule for 200810, which is the last effective rule.

**Example 4**

All processing for the graduate level of GR, starting in term 200910, reverts to record 3. However, all processing for non-graduates in term 200910 reverts to record 2, as no prior rules by level exist, so all levels revert to the rule for 200810, which is the last effective rule.

**Example 5**

All processing for the doctoral level of DOC, starting in Term 200930, reverts to record 4. All processing for graduate level GR continues to revert to record 3, and all other levels in term 200930 revert to record 2.

### Example 6

All processing for all levels except DOC and GR, starting in Term 201010, reverts to record 5. DOC continues to revert to record 4, which is the most recent record for that level, and GR continues to revert to record 3, which is the most recent record for that level.

**Note:** If a rule entry is set so that incomplete grade processing is inactive, then the **Override Grade** and **Override Grade Date** fields will have no effect, as incomplete grades within SHAGRDE will be treated as non-incompletes. However, the **Web Display** field on SHAINCG may still pertain to coursework that could have been completed for a different level or in a different time period during which incomplete grade processing may have been active.

## Automate Grade Changes

An automated process is used to update grade changes in Academic History, after the extension dates for the completion of coursework have expired.

The Incomplete Grade Process (SHRCINC) works with grade roll processing. Grades are posted to the class roster or the attendance roster and are then rolled to history, including any incomplete grade codes. The roll process can be performed manually on SFASLST or SFAALST or automatically by running SHRROLL. When the grades are rolled to history, the grade code values cannot be modified, as they could on SFASLST (class attendance roster) and SFAALST (class roster) before they were rolled. The **Incomplete Final Grade** and **Extension Date** fields are rolled to history with incomplete grades.

Grades are entered in baseline or in self-service, and grade changes may be made until the grades are rolled. After grades are rolled, grade changes can only be recorded in Academic History on SHATCKN. Incomplete grades are captured along with default final grades and extension dates on the class roster (SFAALST) and are then rolled to history with the courses. The incomplete final grade and extension date can then be maintained on SHATCKN, and those changes are not restricted by the override permissions on the grade rule, (as SHATCKN is for restricted administrative override users).

SHRCINC can be run as needed to update default replacement grades for incomplete courses with expired extensions to final grades for those courses. It is run by term, or level, or CRN. Multiple terms can be used. Reason codes (STVGCHG) can be entered to show why the grade was changed, and the reason is added to each grade entry. Grade comment codes (STVGCMT) can also be added to each grade entry. The process checks for incomplete grades (default, incomplete, final grades) and compares the system date to the grade extension date to find the expired records. You have the option of running this process in Audit Mode and then Update Mode. You can also use a future date option in Audit Mode to check the extension dates that are on file.

When a grade change is needed (SHRCINC is run in Update Mode), a new grade entry is made for the course in Academic History for the final grade. A second grade entry is automatically created after the first new entry, if grade substitution is necessary. For example, an instructor assigns a student a final grade of "Incomplete" and a default, replacement, final grade of "C". However, the student is taking the course as "Pass/Fail". The process checks the grade and the extension expiration date, and then creates a new grade change entry with a final grade of "C". It checks whether a grade substitution needs to take place. If so, then a second grade change entry is created with the final grade of "P" and a reason code of "SG". The reason code of "SG" must be used for the grade substitution, as it is hardcoded. No grade comment code is attached for the grade substitution entry.

When SHRCINC is run in Update Mode, you can recalculate the GPA. (You can also defer recalculating the GPA and perform that task as needed after checking grades on SHATCKN and then running the Calculate GPA Report (SHRCGPA) in Collector Mode.) When the GPA is recalculated, you may need to send out revised grade mailers (SHRGRDE). Check that a grade mailer entry exists in the collector table with a request type of R (revised) and a print status of Null for each student with grade changes.

When the GPA is recalculated using SHRCINC, only students that have been selected for an automated grade change resulting from an incomplete grade will be processed. The students that are processed will have their entire GPAs updated, not just the grades that are changing due to default grades. If any uncalculated grades exist for those students, those graded will be updated during the process.

SHRCINC also populates the SHRCGPA collector table used by SHRCGPA report. When SHRCGPA is run in Collector Mode, it selects records that have been defined for processing whether table entries have been populated by SHRRPTS or SHRCINC.

## Display Grades in Self-Service

Grades are displayed in Banner Student Self-Service in the Final Grades page.

When the **Web Display (Indicator)** on SHAINCG is selected (set to Y) for the rule, incomplete grades are displayed in self-service within a separate data block with the associated extension dates and the default, replacement, final grades. In Banner Faculty and Advisor Self-Service, instructors can also enter and override the incomplete final grade for the incomplete grade, in addition to override the default date, if permission has been granted on the governing incomplete grade processing rule.

## Processing Results

Grades posted to the class roster (SFAALST) are stored in the SFRSTCR table before being rolled to history.

This table handles the incomplete final (replacement) grade and the incomplete grade extension date. The existing grade comment code (STVGCMT) can be used for grade comments for incomplete grades. If a final grade is changed and posted on the class roster (SFAALST), and the prior grade was an incomplete grade, the incomplete final grade (SFRSTCR\_GRDE\_CODE\_INCMP\_FINAL) and extension date (SFRSTCR\_INCOMPLETE\_EXT\_DATE) values will be removed.

These fields can be repopulated with the entry of a new incomplete grade code. The incomplete final grade can be changed before the roll takes place, if the rule allows for this (the SHRINCG\_INCMP\_GRDE\_OVER\_IND is set to Y).

After the grades have been rolled to history, no changes can be made outside of Academic History, except for updating the grade code comment. If a grade is rolled as an incomplete grade, the associated fields cannot be maintained in Banner Faculty and Advisor Self-Service or on SFASLST (class attendance roster) and SFAALST (class roster).

The SHRTCKG table also includes the incomplete final (replacement) grade. The existing extension date will be used for incomplete grade date extensions, in addition to the existing grade comment

code (STVGCMT) for grade comments for incomplete grades. Comments can also be entered on SFASLST (class attendance roster) and SFAALST (class roster) and are rolled to history.

When an incomplete grade is rolled to and stored in Academic History, the associated incomplete final grade and extension date values will remain intact on SFRSTCR, and are transferred to history along with other data. SHATCKN also includes a field for the incomplete final grade.

The incomplete final grade and the extension date (in addition to grade comment code) can be maintained on the Academic History record for the most current grade entry. However, the incomplete final grades and extension dates are protected or disabled for all records that are not the most current. Because the extension date triggers the automated processing, this preserves an audit history. Changes to incomplete final grades can be tracked by adding a change reason (STVGCHG) and entering a new replacement grade code. The final grade entry cannot be changed, unless a new grade change entry is created.

## Steps to Implement Incomplete Grades

Use the following steps to implement automated incomplete grade processing.

### About this task

#### Procedure

1. Set up rules by effective term or effective term and level on the Incomplete Grade Rules Form (SHAINCG).
2. Set up incomplete grading extension expiration dates on SOATERM for parts-of-term.  
If you only define an extension date for the full term, the other parts-of-term will revert to that date.
3. Define incomplete grades on SHAGRDE.
  - a) Set the **Incomplete Grade Indicator** to selected (Y) for existing grade code values to be used with the automated process.  
*or*  
Insert new grade code entries for the effective term in which they will be active as automated incomplete grades.  
*or*  
Define new grade code values.
  - b) Define default final grades for the incomplete grades, unless instructors are required to enter the replacement final grades and override privileges have been set up on SHAINCG.
4. Assign incomplete grades on SFASLST or SFAALST in baseline or using Banner Faculty and Advisor Self-Service (Final Grades page and Incomplete Final Grades page) before grades are rolled.
5. Review and revise grades before they are rolled, using SFASLST or SFAALST in baseline or Banner Faculty and Advisor Self-Service (Final Grades page and Incomplete Grades Summary page).
6. Roll the grades, including incomplete grades, using SHRROLL, SFASLST, or SFAALST.

7. Review and update incomplete final grades and extension dates on SHATCKN for any grade changes.

Grade changes are limited to only the most recent grade sequence numbers.

Changes to the final grade require the insertion of a new grade sequence entry, which will supersede prior entries.

8. Run the Incomplete Grade Process (SHRCINC) to automate the grade changes.
  - a) Run the process in Audit Mode.
  - b) Review the results for grade changes.
  - c) Run the process in Update Mode to commit the changes to the database.

**Note:** If the GPAs are not calculated when SHRCINC is in Update Mode, then SHRCGPA should be run in a timely manner to reflect the grade change updates and any other updates that may be pending a recalculation.

## Forms Used with Processing

The following forms are used with automated incomplete grade processing.

### *Incomplete Grade Rules Form (SHAINCG)*

This form is used to set up the rules used for automated incomplete grade processing.

Unique rules can be created by effective term and level. The system-required term value of 000000 is delivered to reflect that incomplete grade processing is inactive (turned off) as of any prior time period. This record with this term value should exist to indicate that incomplete grading is turned off for all levels.

You can query on the following fields: **Effective Term**, **Level**, **Incomplete Grade Processing**, **Override Grade**, **Override Grade Date**, and **Web Display**. If a level is not specified, all records for the term will be retrieved. When the form is entered in query mode, you need to reset the check box fields, even if that means resetting them back to their original display states, or the query will not consider those fields. Setting the check box fields indicates that the fields are intended to restrict the query selection. The fields can be used in combination for a query.

For example, if all the check box fields are selected (set to Y) when query mode is entered, and you do not want to use those fields in the query, you can leave the settings as they are. If you want to restrict the query selection to all records for which incomplete grade processing is active (turned on), clear (set to N) the **Incomplete Grade Processing** check box, then recheck (set to Y) the field, leave the other field settings as they are, and execute the query.

Overrides can be set up on this form. Use the **Override Grade** 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, extended, both (all), or no date override can be allowed.

The system-required term value is delivered for use with SHAINCG.

Code		Description				System Required		
000000		Term for incomplete grade processing not yet activated				Yes		

Effective Term	Level	Incomplete Grade Processing	Override Grade	Override Grade Date	Web Display	User	Activity Date	System Required
000000	Null	N	Y	A (All)	Y	Not Null	Not Null	Y

### *Term Control Form (SOATERM)*

This form is used with automated incomplete grade processing.

The **Incomplete Extension Date** field in the Base Part of Term block is the extension/expiration date when incomplete final grades become eligible to replace final grades during automated processing. The date you use can vary by part-of-term. It is optional and can remain Null. The date will be Null for old term records and can be left Null for all terms when automated incomplete grade processing is not in use.

When the rules on SHAINCG indicate that automated incomplete grade processing is active for a term, with default grades for incomplete grades on SHAGRDE that can be entered or overridden by faculty members, the extension date is also defaulted.

### *Class Roster Form (SFASLST)*

This form is used with automated incomplete grade processing. The **Incomplete Final Grade** field is used to replace a final grade after the extension date to complete coursework has expired.

The **Extension Date** field displays the date when the incomplete final grade is eligible to replace the final grade. This date must be less than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Shorten* for the rule. This date must be greater than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Lengthen* for the rule. The extension date must meet the date restrictions for the rule when restrictions apply. These restrictions are relative to the default date.

These fields are activated when a grade code value for an incomplete grade is entered in the **Final Grade** field. Overrides are also permitted if the rule on SHAINCG allows overrides. The **Incomplete Final Grade** field is populated with the system value for the incomplete grade. You can enter a value in this field when the **Incomplete Grade Processing** field on SHAINCG is selected (Y). The **Extension Date** field is also populated and can be entered when the **Override Grade** field on SHAINCG is selected (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. After 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.



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### *Class Attendance Roster Form (SFAALST)*

This form is used with automated incomplete grade processing.

The **Incomplete Final Grade** field is used to replace a final grade after the extension date to complete coursework has expired. The **Extension Date** field displays the date when the incomplete final grade is eligible to replace the final grade. This date must be less than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Shorten* for the rule. This date must be greater than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Lengthen* for the rule. The extension date must meet the date restrictions for the rule when restrictions apply. These restrictions are relative to the default date.

These fields are activated when a grade code value for an incomplete grade is entered in the **Final Grade** field. Overrides are also permitted if the rule on SHAINCG allows overrides. The **Incomplete Final Grade** field is populated with the system value for the incomplete grade. You can enter a value in this field when the **Incomplete Grade Processing** field on SHAINCG is selected (Y). The **Extension Date** field is also populated and can be entered when the **Override Grade** field on SHAINCG is selected (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. After the grade has been rolled to history, the incomplete final grade and the extension date cannot be changed using these fields.

The **Grade Comment** field (STVGCMT) can be used to add comments that pertain to incomplete grades.

### *Grade Code Maintenance Form (SHAGRDE)*

This form is used with automated incomplete grade processing and accommodates incomplete grades and default, replacement, final grades.

The **Incomplete Grade Ind** check box is used to specify when selected (set to Y) that the grade code is for an incomplete grade. The **Incomplete Grade Default** field displays the default, replacement, final grade for the incomplete grade. The **Incomplete Grade Ind** field will always be selected (set to Y) when a default final grade exists. When a grade record is removed or inactivated, the system checks that the grade is not in use as a default, incomplete, final grade on another active grade record.

If the **Incomplete Grade Ind** check box is set for the grade code when the incomplete grade is entered, and a default final grade is not entered at that time, faculty members can use override capabilities to change the final grades. Prior entries for grade values on SHAGRDE will automatically have the **Incomplete Grade Ind** cleared (set to N), indicating there are no default final grades, as those entries would not have been processed as incompletes. Default, incomplete, final grades can be Null for grade codes where the **Incomplete Grade Ind** is selected, and an instructor can enter a replacement final grade when the incomplete grade is assigned.



## Course Maintenance Form (SHATCKN)

This form is used with automated incomplete grade processing.

The **Incomplete Final Grade** field is used to replace a final grade after the extension date by which the coursework should be completed has expired. The **Extension Date** field displays the date when the incomplete final grade is eligible to replace the final grade. (SHATCKN is an administrative override form, expected to have limited user access, and consequently it is not limited by the override restrictions set on the incomplete grade rule.)

The **Incomplete Final Grade** field is activated when an incomplete grade code is entered in the **Final Grade** field and incomplete grade processing is active (turned on). The **Extension Date** field is updatable for a new entry or for the most current existing entry. When a new grade sequence record is entered, the **Incomplete Final Grade** field is populated with the system default value for the incomplete grade. All incomplete, default, final grades must have associated extension dates. When the value in the **Final Grade** field is not an incomplete grade, the **Incomplete Final Grade** field is not active.

Incomplete final grades and extension dates can be changed on SHATCKN, regardless of the override setting on SHAINCG. However, after grade changes have been made, the **Extension Date** and **Incomplete Final Grade** fields will be protected for all entries except the most current entry (the entry with the highest sequence number), as these entries reflect the student's prior history. If you do not use automated incomplete grade processing, you can continue to use the **Extension Date** field.

When a final grade is entered, the system checks to see whether the grade is an incomplete grade and whether incomplete grade processing is active (turned on). The following occurs:

- When an incomplete grade is found, the **Incomplete Final Grade** field is activated, populated by default, or if populated already, that value is displayed. Also, the **Extension Date** field is populated by default if the value has not been entered.
- When the grade is not an incomplete grade, the **Incomplete Final Grade** field remains inactive.

The **Grade Comment** field (STVGCMT) can be used to add comments that pertain to incomplete grades.

## Incomplete Grade Process (SHRCINC)

This process is used to automatically update incomplete grades to final grades. If an incomplete grade is found in Academic History for any course within the specified terms, and its grade extension date is less than or equal to the current system date, it is selected for processing.

**Note:** The process scans only Academic History records. All grades on the class roster that have not yet been rolled are still considered to be in-process.

The grade code values that are displayed on SFAALST, SFASLST, and in Banner Faculty and Advisor Self-Service are only those grade codes that were last entered on the class roster. Any grades that have been subsequently updated in history are not reflected in the roster.

This process can be run by term in either Audit or Update Mode and includes reason codes for the grade changes, in addition to grade comments for the grade entries. You can restrict the process selection by level or CRN. You can include student IDs on the output and calculate GPAs

in Update Mode if you want to do so. The incomplete grade code value that is selected and the final replacement grade are also printed in the output. If grade substitution is needed, you can choose to have the grade substitution grade code printed on the report.

The grade extension date for incomplete grades is compared against the system date to determine whether a grade change needs to occur. If a grade change is needed, a new grade entry is created for the course in the student's academic history. If the system date is greater than the incomplete extension date, then a new grade entry is inserted, but with the final grade code changed from the incomplete grade entry to the replacement final grade.

The process also performs checking for grade substitution. Grade substitution can replace the updated grade with a substitute grade, based upon the grade mode associated with the student that was taking the course. A GPA recalculation is then performed when the Calculate GPA parameter is set to Y, and the process is run in Update Mode.

The process can be run in Audit Mode to forecast automated grade change results for upcoming grade conversions. The Future Date parameter can be used to forecast future results. No GPA calculation is performed in Audit Mode.

**Note:** This process does not use sleep wake processing.

### *Grade Conversion and Substitution*

The process creates a new grade revision entry in the SHRTCKG table.

The existing, current, incomplete entry is maintained in Academic History. This update is processed as a non-destructive grade change. The new entry is added as the next sequence number, and the final grade code is extracted from the incomplete final grade of the prior entry. The extension date is cleared for the new entry. The reason code comes from the Reasons Code parameter, and the current system date is used as the grade date. If a grade code comment is specified, it will be added to the new grade entry.

The default, incomplete, final grade is the assigned final grade of the new grade change entry. That may cause a second grade change entry to be posted for the grade substitution. The processing for the grade substitution is automatically invoked at the time the first grade change is posted. The reason code on the grade substitution entry (if one is needed) uses SG (substitute grade) as the reason code, and no grade comment code will appear on that entry. SG is a system-defined reason code used for substituted grade change entries. A second entry will be printed on the report output for the substitute grade change (by default) unless the Print Grade Substitutions parameter is set to N.

If grade substitution is needed for the incomplete final grade, then the substitution grade value must be reconciled to exist before the first grade change entry is posted. A final grade cannot be changed to a grade value that is inconsistent with the grade mode for which the student is taking the course, except when the grade is immediately replaced with a substitute grade value. If grade substitution is required and a substitute grade is not on file, then neither grade change will be posted, and an error message will be displayed in the output. After the grade substitution is complete, the GPA recalculation can take place, if the Calculate GPA parameter is set to Y.

## Build Academic Standing Rules

The institution's policies regarding probation and Dean's List are set up as a series of rules on the Academic Standing Rules Form (SHAACST).

Rules may be set up to place students on probation, to take them off probation, to continue probation, or to indicate suspension or dismissal. Rules are set up using minimum hour and GPA requirements. Dean's List rules are also set up using minimum hour and GPA requirements for the term.

Use the **Grades** field in the Excluded Grades block 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 block. 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.

The above-mentioned rule creation can be applied to calculate Academic Standing specific to Study Paths.

**Note:** The Dean's list standing for students is not specific to study paths and that calculation will not take study paths into account even if study paths are enabled.

## Calculate Academic Standing

The calculation of academic standing and dean's list eligibility are performed using the Calculate Academic Standing Process (SHRASTD). The rules are defined using the Academic Standing Rules Form (SHAACST).

The process permits calculation of academic standing and Dean's List eligibility independently (each has its own Y/N parameter). The process uses the highest hours that apply to a student when calculating dean's list status, thus allowing an institution to calculate various honors for full-time and part-time students. The process also checks a student's course information for excluded grades only at the level for which the dean's list rule is created. The process can be run in either update or audit mode.

First time students are retrieved, and pre-Banner hours are included. Results are displayed for a person in the Term Header information of the Term Course Maintenance Form (SHAINST) or can be viewed for selected groups of students within a term on the Academic Standing Query Form (SHASTAT).

The Academic Standing calculation for specific Study Paths will be processed and displayed on Term Course Maintenance Form (SHAINST) and Academic Standing Query Form (SHASTAT) only if the Process GPA by Study Path check box is selected in the Academic History Control (SHACTRL) page.

**Note:**

- The academic standing process uses a student's displayed GPA rather than the stored GPA when determining their academic standing.
- The Dean's list standing for students is not specific to study paths and that calculation will not take study paths into account even if study paths are enabled.

For example, if a student's GPA is calculated to be 1.987821, that is the value that will be stored. However, if the institution's GPA display rules are set up to round the GPA to three digits, the displayed GPA would be 2.000, and that is the value the SHRASTD process will use to evaluate the student's academic standing.

Academic standing on SHAACST is based on the level of the student and the GPA of those courses where the level matches that of the student when determining which rule to use.

The rules hold good for Academic Standing by Study Path as well.

**Example: Rules for Undergraduate Students**

Current Standing						Next Standing
G1	0-999.99	E	0-999.99	0.00	1.00	G1
G1	0-999.99	E	0-999.99	1.01	2.99	G2
G1	0-999.99	E	0-999.99	3.00	3.50	G3
G1	0-999.99	E	0-999.99	3.51	4.00	G4
<b>Level</b>						<b>Grade</b>
1 Undergraduate Level Course						A
1 Undergraduate Level Course						D
1 Graduate Level Course						B
<b>Term GPA</b>						<b>GPA 2.39</b>
Academic Standing Calculated =						G2
<b>Study Path-1 GPA</b>						<b>GPA 3.35</b>
Academic Standing Calculated for Study Path-1 =						G3
<b>Study Path-2 GPA</b>						<b>GPA 1.00</b>
Academic Standing Calculated for Study Path-2 =						G1

The Calculate Academic Standing Process (SHRASTD) differentiates between a zero (0.00) GPA attained as a result of receiving grades which *do not* count in GPA and a zero (0.00) GPA received as a result of receiving grades which *do* count in GPA.

#### Example: Academic Standing Rule (SHAACST)

Current Standing					Next Standing
00 (Good)	Term GPA	0.00	-	1.99	P1 (Probation)
	Cumulative GPA	0.00	-	1.99	

*Student A:*

Course	Credits	Grade	
ENGL 100	3	P (Pass)	Count in GPA = N
HIST 100	3	AU (Audit)	Count in GPA = N

	<i>Attempted</i>	<i>Passed</i>	<i>Earned</i>	<i>GPA Hrs</i>	<i>GPA</i>
Term	3.00	3.00	3.00	0.00	0.00
Cum	3.00	3.00	3.00	0.00	0.00

*Student B:*

Course	Credits	Grade	
ENGL 100	3	P (Pass)	Count in GPA = N
HIST 100	3	F (Failure)	Count in GPA = Y

	<i>Attempted</i>	<i>Passed</i>	<i>Earned</i>	<i>GPA Hrs</i>	<i>GPA</i>
Term	6.00	3.00	3.00	3.00	0.00
Cum	6.00	3.00	3.00	3.00	0.00

- When academic standing is calculated, Student A will be placed on 00 (Good), and Student B will be placed on P1 (Probation).
- In summary, the process looks for at least one course with a grade which counts in GPA when processing students with 0.00 GPAs.

The Calculate Academic Standing Process (SHRASTD) calculates term honors based upon the Dean's List rules defined on the Academic Standing Rules Form (SHAACST). The process compares the student (using the student's term hours and term GPA) against all rules for which the student has exceeded or met both the minimum hours and minimum GPA set for the rule. If multiple

rules are selected, the process chooses the rule which is a best fit (closest to but *not* less than) the term hours and term GPA of the student.

**Example:**

\* All use institutional GPA and earned hours.

Rules *	Minimum Term Hours	Minimum Term GPA	Status	
#1	12	3.75	DL	(Dean's List)
#2	12	3.50	HL	(Honor's List)
#3	12	3.00	ML	(Merit List)
#4	9	3.50	DL	(Dean's List)
#5	6	3.25	HL	(Honor's List)

Student	Hours/GPA	Status
<i>Student A</i>	15 earned hours for the term 3.29 term GPA	ML
<i>Student B</i>	12 earned hours for the term 3.75 term GPA	DL
<i>Student C</i>	11 earned hours for the term 3.35 term GPA	HL

- *Student A* will be compared against rules #3 and #5. Student A qualifies for rule #3 based upon Student A's term GPA of 3.29 being greater than or equal to the minimum of 3.00 set for the rule, and Student A's term hours being closest to but not less than the minimum of 12 on rule #3.
- *Student B* will be compared against rules #1, #2, #3, #4, and #5. Student B qualifies for rule #1 based upon Student B's term GPA of 3.75 being greater than or equal to the minimum of 3.75 set for the rule, and Student B's term hours being closest to but not less than the minimum of 12 on rule #1.
- *Student C* will only be compared against rule #5, as Student C's earned hours for the term (11) are closest to but not less than the minimum hours (6) set for the rule, and Student C's term GPA of 3.35 being greater than or equal to the minimum of 3.25 set for the rule.

When a student matches the criteria for an academic standing rule, but has no hours which count in GPA calculation for the term (for example, the student has withdrawn from all hours or audited all hours), the academic standing from the most recent past term will be carried forward into the new term.

Note that this processing requires that an existing academic standing rule be found which matches the student's information at that point in time. If no academic standing rule would otherwise apply to the student, the student's standing for the term is updated to the detail "00" standing code. The

pass-through of the academic standing from the previous term occurs only when a rule applies to a student, but the student has no hours for the term which count in the GPA.

The maximum hours in the SFBETRM record, as displayed on the Student Course Registration Form (SFAREGS), are not updated at all if the maximum hours value on the Academic Standing Code Validation Form (STVASTD) is Null (blank) for the calculated academic standing and the Calculate Maximum Registration Hours parameter option in the Calculate Academic Standing Process (SHRASTD) is used. The SFBETRM record for the student must also exist in the pre-registration future term entered in the Pre-registration Future Term parameter. No graded registration may exist for this term.

If this option is used and the calculated academic standing has a value in the **Max(imum) Hours** field on STVASTD, the value from STVASTD will overlay any value already contained in the SFBETRM record. If there is no maximum hours value for the academic standing code on STVASTD, no update will be made to the data in the SFBETRM record. Specifically, if no value is present in the **Max(imum) Hours** field on STVASTD for a new academic standing, the SFBETRM maximum hours will not be updated to "0.00".

If no value is present in the **Min(imum) Hours** field on STVASTD for a new academic standing, the SFBETRM minimum hours will be updated to zero if all other selection criteria have been met. If the value is for the pre-registration future term, and the SFBETRM minimum and maximum hours are equal to the value in STVASTD for the academic standing, the SFBETRM record will not be updated. The report will display new minimum and maximum hours values only when the SFBETRM record is updated. The academic standing code may be updated, regardless of whether the SFBETRM record minimum and maximum hours are updated.

## Calculate Academic Standing by Student Centric Period

SHRASTD also calculates academic standing by student centric period for students with an active student centric period for the term.

The student is considered to have an active student centric period for the term when the **Student Centric Period** field on SHAINST (or the column in the SHRTTRM table) has a valid value. The Academic Difficulty Rules by Student Centric Period window on SHAACST is used to maintain academic standing hours and GPA rules by student centric period.

When academic standing is evaluated for the student for the final term of the student centric period, the new standing is based on the institutional hours and GPA from all the terms associated with the student centric period. When academic standing is evaluated for the student for an earlier term in the student centric period, the most recent, previous academic standing calculated before the student centric period will be assigned as the new standing.

For a student, for all terms before the final term in a student centric period, the academic standing is rolled forward from the student's most recent term that is before the start of the current student centric period. This permits registration restrictions and maximum hours calculations to remain in effect throughout the student centric period.

When a student who has an active student centric period does not enroll in the final term of the student centric period, and academic standing is calculated for the final term, the student's standing is evaluated based on the student centric period GPA totals, but the academic standing is stored in the highest or maximum existing term header record for the student centric period.

**Note:**

- When a student does not have an active student centric period assigned, the existing term-based rules from SHAACST are used for the evaluation of academic standing.
- A student's standing for a student centric period will not be calculated based on specific study paths.

Use the Process by Student Period parameter to calculate the academic standing for student centric periods.

- When this parameter is set to Y, the process considers students who are assigned to a cycle designator and student centric period using the rules for student centric period academic standing processing.
- When this parameter is set to Y, any students who are not assigned to a cycle designator for the term are processed using baseline term academic standing processing.
- When this parameter is set to N, only baseline term academic standing processing is performed.

Use the SCPs to be Processed parameter to process specific student centric periods. Values should be valid for the term entered in the Term parameter. Valid values come from the Student Centric Period Term Control Form (SOASCPT). When the Process by Student Period parameter is set to Y, this parameter must be entered.

## Produce Grade Mailers

Grade mailers are produced by course level using the Grade Mailer Report (SHRGRDE) for students who have had grades rolled to academic history.

Revised grade mailers may also be produced when grade changes are made on the Course Summary Form (SHACRSE). Duplicate grade mailers are produced, when requested, on the Term Course Maintenance Form (SHAINST). The grade mailer lists the courses taken, credits, quality points, and grades received, in addition to transfer GPAs and term descriptions for each student.

Courses which are flagged as non-gradable (**Gradable Indicator** is cleared) on the Course Registration Status Code Validation Form (STVRSTS) will not be given the user-supplied default grade when running the Grade Mailer. Courses flagged as non-gradable (**Gradable Indicator** is cleared) which have no grades entered and exist in registration will not appear on the Grade Mailer.

The grade mailer may be created for only those courses associated with a selected campus. This is done when the campus GPA is being calculated through the Academic History Control Form (SHACTRL). The Grade Mailer Status/Error Correction Form (SHAGCOL) is used to view the status of grade mailers and to allow mailers to be re-run if there is a printer problem or other reason to re-run the job.

The hold logic for the process is such that if a person had a hold which prevented a grade mailer from being produced, and the hold has been removed, or is no longer active, the subsequent run of the grade mailer will remove the grade mailer hold information for the previous request and produce the grade mailer.

The selection of registration records for grade mailers prints those rows where the section is gradable according to the Schedule Form (SSASECT) and a combination of the following is true:



- The `SFRSTCR_ERROR_FLAG` must either be `Null` or a setting other than `D`, which means the record counts in enrollment.  
*or*
- The `SFRSTCR_ERROR_FLAG` is `D` (does not count in enrollment), but the record has already been graded (through auto grade on the `STVRSTS` record matching the `sfrstcr_rsts_code`).  
*or*
- The `SFRSTCR_ERROR_FLAG` is `D` (does not count in enrollment), but the `STVRSTS_GRADEABLE_IND` on the `STVRSTS` record matching the `SFRSTCR_RSTS_CODE` is set to `Y`.

The report will check for grade mailer type holds that are effective for a date greater than the system date and then suppress the associated grade mailer. If the hold is effective for a date less than or equal to the system date, the grade mailer may be printed. The **Grade (Hold Indicator)** is located on the Hold Type Code Validation Form (STVHLDD).

## Add/Change Degrees

Information concerning each student's degree and certificate history is entered on the Degrees and Other Formal Awards Form (SHADEGR).

This form allows you to enter the degree, college, majors, minors, status, honors, and dual degrees associated with the degree for a student. The degree information, specified as part of the student's record on the General Student Form (SGASTDN), defaults to this form. Any institutional and transfer course work taken by the student may be indicated as applying to the degree. Any courses that apply to the degree may be used to calculate degree hour and GPA data.

Degree information is automatically created for each student during the initial grade roll process. Subsequent grade rolls may create or modify degree information in academic history depending upon changes made to that information on the General Student Form (SGASTDN).

On the Degrees and Other Formal Awards Form (SHADEGR), the Institutional Course Attributes information and the Transfer Course Attributes information, may be used to view any attribute information associated with the student's course work. An indicator (\*) exists as an addition to the Institutional Course information and Transfer Course information to indicate the course for which the attributes are being displayed.

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

## National Student Clearinghouse (NSC) Degree Verification Reporting

The National Student Clearinghouse (NSC) uses reporting to collect degree information for use in a national repository to aid in the verification of student educational achievement.

This reporting provides the following benefits:

- Reduces the administrative workload and constant interruptions that verifications cause in the registrar's office.

- Makes it easy and inexpensive for employers to verify educational achievements so that misrepresentation of college credentials is virtually eliminated.
- Allows all schools, even those that may need to process only a small number of verification requests during the year, to obtain the benefits of out-sourced degree verifications.
- Allows schools to share in revenues that may be generated without having to enter into long-term, exclusive contracts.
- Helps institutions more accurately measure their performance in preparing their students to obtain degrees and certificates from other institutions.

Use the Degree Verification Process (SHRDEGV) to collect data relating to the degrees a student has completed at an institution and supply the information to the clearinghouse.

## Enter/Maintain Transfer Course Work

Information related to a student's transfer work may be entered on the Transfer Course Form (SHATRNS).

This form allows for the recording of all previously attended institutions, the level of course work, and the term in which it applies. Detail course work is entered as your institutional course equivalent and may be tied to the student's original transcript work. Transfer Hour and GPA data may be calculated on this form. The **Title** field defaults from the Catalog information if the subject and course number exist on the Catalog for the effective term entered.

The Transfer Articulation Module may also be used to enter transfer work. See the Transfer Articulation Procedures for more information.

## Add/Change Transcript Events and Comments

Significant events and narrative comments unique to a particular student are entered on the Transcript Event and Comment Form (SHATCMT).

Events will print on the student's transcript if they are so designated. Comments will print on the transcript. The comments may be specific to the level of the student or may be term specific. If term specific, they will print next to that term on the transcript.

## Enter Qualifying Papers

All original research papers or projects authorized for students as part of their degree requirements are entered using the Qualifying Paper Form (SHAQPNO).

The title of the paper and any comments or text are maintained. The paper will print on the transcript only if the paper type is so designated on the Qualifying Paper Type Code Validation Form (STVQPTP).

Several conditions must be true in order for qualifying paper titles or comments to print:

- The **Transcript Print** check box for the qualifying paper type must be selected on the Qualifying Paper Type Code Validation Form (STVQPTP).

- A value must be present in the **Acceptance Date** field on the Qualifying Paper Form (SHAQPNO) for the paper.
- The paper must be applied to an awarded degree on the Academic Non-Course Form (SHANCRS).
- The **Qualifying Papers** check box must be selected on the Transcript Type Rules Form (SHATPRT) for the transcript type being produced. If paper comments should also print for the transcript type, the **Qualifying Papers Text** check box must also be selected.

## Review Academic History Online

The Term Sequence Course History Form (SHATERM) displays summary information for a student for each term with cumulative hour and GPA totals. Both institutional and transfer work are displayed.

The Subject Sequence History Form (SHASUBJ) displays summary information for a student for each subject area with hour and GPA totals by subject. Both institutional and transfer work display.

## Print Transcript

A request to print a transcript is made on the Transcript Request Form (SHARQTC). This form allows you to specify the level of the transcript, who it will be sent to, and whether to print it immediately, to defer printing, or to send it electronically through EDI or XML.

The Academic Transcript Process (SHTRRTC) allows you to print various transcript types, each of which may include different sections of information. Future term information will print on this transcript, even if no institution data is present. The Transcript Population Process (SHRTPOP) allows production of the academic transcript for an entire population of students, without entering individual requests. The academic transcript may also be produced to allow those institutions requiring only the courses associated with a particular campus to be printed. This is done when the campus GPA is being calculated through the Academic History Control Form (SHACTRL).

Codes and descriptions of transcript types are defined on the Transcript Type Code Validation Form (STVTPRT). The specific sections of information to be printed for each transcript are defined on the Transcript Type Rules Form (SHATPRT). For example, Internal Transcripts may include all possible information, but External Transcripts may not include academic standing, term comments, and qualifying paper information. Examples of sections of information which print depending on transcript type include: transfer course detail, academic events, level comments, qualifying paper information, committee information, and college, major, and student type by term.

**Note:** SHTRRTC checks the value in the `SHTTRAN_TYPE` field. A `Null` value indicates the paper transcript should be printed. Values of `E` (EDI), `P` (XML), or `D` (PDF) are ignored, and a transcript is not printed if those electronic values exist.

The transcript also displays course history information and GPA totals by term within student centric periods. All terms with a specific student centric period on the term header record (SHRTTRM) are grouped between a student centric header line and student centric GPA statistics section on the report output. This allows an institution to provide totals for both the student centric period and terms within the student centric period. This information is displayed when the **Student Centric Period Statistics** check box is selected on the Transcript Type Rules Form (SHATPRT).

You can select continuous pagination or pagination by course level when printing transcripts for students with multiple levels of coursework. Page numbering can be reset for each course level, which is printed on a new Page 1. When the transcript type rule on SHATPRT is set to Y, regular continuous page numbering is used for the transcript. When the rule is set to N, pagination by course level is used.

## Selection of Concurrent Curricula Transcript Data

Concurrent curricula data can be selected from the concurrent curricula tables and printed on the Academic Transcript (SHRTRTC), the Electronic Data Interchange Extract (SHREDIY) or EDI transcript, and the Self-Service Transcript Page (BWSKOTRN.P\_ViewTran).

Parameters are used to allow the printing of all or parts of the primary and secondary curriculum records.

The transcript displays detailed information for curriculum records, based on the options selected on SHATPRT. The SOVLCUR and SOVLFOS views are referenced by SHRTRTC. Curriculum records can be printed by term, learner primary and secondary curriculum records can be printed, degrees awarded for primary and secondary curriculum records can be printed, and data can be sorted by department, college, and major. Primary and secondary curriculum records are printed based on the number of current and active records allowed for the module. You can use options on SHATPRT to include and exclude the printing of parts of the primary or secondary curriculum as needed.

Curriculum labels can be customized using SHATPRT. If no labels are specified in those options, the default labels used will be “Current Program” and “Secondary”. An option also exists to print the program on the transcript. You can also print the campus for the primary curriculum.

The maximum number of fields of study that can be printed on the transcript is based on the allowable current maximum established for the module. This includes field of study types that are outside of the major, minor, or concentration. Options on SHATPRT (**Major** and **Major Concentration**) are used to control the printing of concentrations, both base and those attached to majors. Concentrations attached to the major are printed under the major with a label of “Maj/Concentration”. Those concentrations attached to the base curriculum are printed after the minors and have a label of “Concentration”.

## Print Options

You can print the transcript type description without the transcript type code. You can still select the option to print the transcript type code value if you choose.

Four sets of curriculum print options exist on SHATPRT:

- Primary Learner Curriculum
- Secondary Learner Curriculum
- Primary Outcome Curriculum
- Secondary Outcome Curriculum

The print options for all four sections are the same and include the following data:

- title or label that appears above the curriculum section
- program

- degree (only available for the Learner module and does not display for the outcome)
- college
- campus
- major
- major concentrations
- minor
- concentration
- other fields of study

Please note that the primary curriculum degree for an outcome is printed with the awarded label. If the learner has multiple curriculum records on a single outcome, only the degree from the primary curriculum will be displayed.

Other print options that pertain to curriculum data, specifically the learner's primary curriculum, are the options to print the admissions term and the matriculation term.

The fields of study will always be printed in priority order within the field of study grouping. Please note that the placement of the concentrations differs from the display of fields of study on the forms that have Curriculum windows. On those forms, the concentrations attached to a major show the major but are displayed after the minors. In this setting, the "Attached to Major" label is not visible.

The following order facilitates identifying concentrations that are attached to majors:

- majors
- concentrations attached to majors will follow each major
- minors
- concentrations attached to the base curriculum
- other field of study types

**Example:**

*Learner's Primary Curriculum*

Program: BA-HISTORY BA History

Level: UG Undergraduate

Degree: BA Bachelor of Arts

Campus: MAI Main

College: AS Arts and Sciences

Major 1: HIST History

Concentration Attached to HIST: AMER American History

Major 2: ECON Economics

Minor 1: ACCT Accounting

Concentration Attached to Base: MEDI Medieval History

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Other Field of Study INTERN: USGV US Federal Government Internship (The description of INTERN on GTVLFST is Internship.)

If all print options are selected, the following data will be displayed on the transcript:

*Current Program:*

Bachelor of Arts

Program: BA History

College: Arts and Sciences

Campus: Main

Major: History

Maj/Concentration: American History

Major: Economics

Minor: Accounting

Concentration: Medieval History

Internship: US Federal Government Internship

The paper transcript (SHRTRTC) will print the primary curriculum and awarded degree curriculum if the level matches the course level that is being reported. The college and major that are printed by term come from the primary current and active curriculum. If the level does not match the course level being printed, college and "Major by Term" will not be printed.

The difference between the self-service and paper transcripts when the level of AL is selected is apparent in how the curriculum is printed. For the self-service transcript, all curriculum records are printed at the beginning of the document, but for the paper transcript, the current, active, primary curriculum record is printed at the beginning of the output pages that are reporting the courses for that level. If the degree is awarded, and the primary and secondary outcome curriculum records are at two different levels (both in the same degree sequence number), both the primary and secondary outcome curriculum records will be printed on the page with the level that matches the primary outcome curriculum. The self-service transcript reports all courses together, but the paper transcript produces separate output pages for each level.

## Using SORLMFS for Maximum Field of Study Counts

Maximum counts for all types of fields of study are recorded, not just the fields of study for the major, minor, and concentration. The maximum current and active fields of study allowed are coded for each module on SOACTRL for any field of study type.

The SORLMFS table is used to store the maximum counts per field of study type and module. The keys to the table are the module code (LMOD\_CODE) and the field of study type (LFST\_CODE). The types for MAJOR, MINOR, and CONCENTRATION are required. The table allows a count of zero, which means none are allowed for that field of study type. A value of one (1) is required for the major type, because the curriculum currently requires at least one major.

**Note:** An SOBLMOD record which defines the learner module and number of curriculum allowed *must* exist before defining fields of study counts on SORLMFS.

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## Execution of Curriculum Conversions

Curriculum conversions can be executed from transcript requests (SHRTRTC) and self-service view pages where curriculum data can be printed before any processing occurs, so that all curriculum data appears on the hardcopy output or online.

All objects in which concurrent curriculum processing is implemented will attempt to convert the learner and outcome curriculum data from the original host tables to the concurrent curricula tables. The concurrent curricula conversion will automatically be executed when SHRTRTC begins to process a transcript for a student. If the curriculum data has already been converted, the conversion process will end without completing any activity.

## Using Levels with Self-Service and Paper Transcripts

The paper transcript prints the current, active, primary learner curriculum records and the current, active, outcome primary or secondary curriculum (if it is awarded), if the level for the curriculum matches the course level that is being reported on the transcripts.

The self service transcript displays the primary and secondary learner curriculum records and the outcome primary or secondary curriculum, if the level for the curriculum matches the course level that is being reported on the transcripts. When all levels are selected in self-service, all current, active, primary and secondary curriculum records for all levels are displayed at the top of the transcript pages, before the coursework for all levels is reported.

### Example:

<i>Learner Primary Curriculum</i>	
Program:	BA History
Level:	Undergraduate
Degree:	Bachelor of Arts
College:	Arts and Sciences
Campus:	Main
Major:	History
<i>Learner Secondary Curriculum</i>	
Program:	CE Arts
Level:	Continuing Education
Degree:	Art Certificate
College:	Continuing Education
Campus:	Main
Major:	Drawing

The transcript pages that print the Undergraduate Courses report just the learner primary curriculum. The pages that print the Continuing Education courses print the learner secondary curriculum.

The undergraduate curriculum for the awarded degree is printed on the pages that report the Undergraduate Courses course level. All curriculum records for an awarded degree are printed together. In the above example, the Continuing Education curriculum is listed as a secondary curriculum to the undergraduate outcome curriculum, and it will be reported with the undergraduate outcome curriculum.

## College and Major by Term

The college that is printed for each term is taken from the curriculum that is active and current for that term, has the lowest priority, and has a level code that matches the course level reported.

The major printed is the one that is primary, active, and current for that curriculum.

## Transcript Requests

Transcript requests are entered or displayed by ID on SHARQTC, and transcript requests may not be entered without an override for a person who has holds in effect which prevent transcript production.

The Holds Exist field displays whether transcript holds exist, allows use of a List function to display holds on the Holds Query-Only Form (SOQHOLD) and is where an override can be entered. Academic standing, enrollment terms, accumulated credits, and cumulative GPA data displays by level in the Current Student Status window.

Transcript requests are displayed and can be entered in the Transcript Request section. When the section of the form is accessed, existing transcript requests will be displayed in reverse date order. Unprinted requests will display first, followed by printed requests. A transcript may be produced for a student with no graded coursework in academic history.

Please note that a student still must have history to be selected by the Transcript Population Process (SHRTPOP). Transcripts can be printed using Sleep-Wake processing or through user-initiated runs of the Academic Transcript Process (SHTRRTC).

When processing an electronic transcript, enter a valid level, a request date, the transcript type, and the number of copies. You may check the **Official (Indicator)**, or if an EDI or XML capable institution code is used, you will receive a warning when you save the record, and this indicator will be updated for you.

Electronic transcripts require the entry of a valid outside institution code for an institution that is capable of receiving electronic transcripts. Institutions are noted as being EDI or XML capable using the setting of the **Electronic** field on STVSBGI. This field determines the mode in which the transcript is to be sent. When the institution code is entered in the Transcript Destination block of the Issue Information window, the system will check to see if that institution is EDI or capable and then default in the appropriate **Output Type** value (E, P, Null).

The **Output Type** field will always be blank unless an external institution code has been entered and that institution is capable of receiving transcripts electronically using the EDI or XML file formats. When this field is Null, the transcript will be printed on paper. If the institution is EDI



capable, the system will set the **Output Type** to **E** in the Transcript Destination block of the Issue Information window. If the institution is XML capable, the system will set the **Output Type** to **P** in the Transcript Destination block of the Issue Information window.

The **Output Type** value can then be overridden by the user in the following situations:

- If the **Electronic** field on STVSBGI is **Not Null** for the corresponding **External Institution Code** value, then the user can change the **Output Type** value to **Null**. The override is only valid for that transcript request.
  - The value of **E** can only be entered for those institution codes that are marked as EDI capable on STVSBGI.
  - The value of **P** can only be entered for those institution codes that are marked as XML capable on STVSBGI.
- If the **Electronic** field on STVSBGI is **Null** for the corresponding **External Institution Code** value, then the **Output Type** value cannot be overridden.

The student's academic transcript is associated with committee information and academic events for graduate student tracking. First, committee information may be printed on the transcript if the **Print On Transcript (Indicator)** on the Committee/Service Form (SHACOMI) is selected for a specific committee *and* the Transcript Type Rules Form (SHATPRT), for the type of transcript being requested, also has the **Committees (Indicator)** selected. Second, decision and event grade may be printed along with the event on the transcript if the **Transcript Print (Indicator)** on the Academic History Event Code Validation Form (STVEVEN) is selected *and* the Transcript Type Rules Form (SHATPRT), for the type of transcript being requested, also has selected print indicators for **Academic Events**, **Academic Event Decision**, *and* **Academic Event Grade**.

All majors and concentrations within a student's degree record print in the degree awarded section, based upon the value for the **Degree Major** field on the Transcript Type Rules Form (SHATPRT). When **Degree Major** is selected (set to **Y**), all majors and concentrations in the degree record will be printed. Printing of minors is controlled by the **Degree Minor** field. When **Degree Minor** is selected (set to **Y**), all minors in the degree record will print. The order and format of majors, minors and concentrations is as follows:

Order	Format
Major	Description of Major 1, Primary Curriculum
Concentration(s)	Description of Concentration 1, Major 1, Primary Curriculum
	Description of Concentration 2, Major 1, Primary Curriculum
	Description of Concentration 3, Major 1, Primary Curriculum
Major	Description of Major 2, Primary Curriculum
Concentration(s)	Description of Concentration 1, Major 2, Primary Curriculum
	Description of Concentration 2, Major 2, Primary Curriculum

Order	Format
	Description of Concentration 3, Major 2, Primary Curriculum
Minor(s)	Description of Minor 1, Primary Curriculum
	Description of Minor 2, Primary Curriculum
Major	Description of Major 1, Secondary Curriculum
Concentration(s)	Description of Concentration 1, Major 1, Secondary Curriculum
	Description of Concentration 2, Major 1, Secondary Curriculum
	Description of Concentration 3, Major 1, Secondary Curriculum
Major	Description of Major 2, Secondary Curriculum
Concentration(s)	Description of Concentration 1, Major 2, Secondary Curriculum
	Description of Concentration 2, Major 2, Secondary Curriculum
	Description of Concentration 3, Major 2, Secondary Curriculum
Minor(s)	Description of Minor 1, Secondary Curriculum
	Description of Minor 2, Secondary Curriculum

## Name Type Hierarchy on Transcript Request

You have the option to use a name type hierarchy on a transcript request.

You can print a name on a transcript that is not the current name found on the identification record (SPRIDEN). You can identify a hierarchy of names in Banner that can be used to populate the “record of” name on the paper transcript. The Banner names that can be considered include:

- any name in the Person Identification/Name Repeating Table (SPRIDEN) that is identified by a name type
- general person legal name
- student diploma name

Two levels can be defined for the transcript name hierarchy. The top level is for the transcript type. The second level is for a person's request. If no matches are found in either of these data sources, the current identification name will be used.

Special rules processing is required for EDI transcripts (SHREDIY). That process requires that a first and last name exist. The diploma name and legal name cannot be used for the EDI transcript, as those records do not split the first and last names.

**Note:** Name hierarchy selection can only be used for EDI transcripts if the transcript type selected allows an EDI transcript to be produced.

The STVTRNS validation table is used to identify the name sources, and required values are delivered with the supported name sources. SHATPRT (transcript type) stores the name hierarchy. SHARQTC (transcript request) also stores a name hierarchy specific to the individual.

When completing a transcript request, the Options Menu provides access to SHADEGR where the degree sequences can be queried (SHADGMQ), and the diploma name can be viewed, allowing the user to select the correct degree sequence number for the diploma name in the hierarchy rules.

## SSN/SIN/TIN, ID, and Birth Date Format Masks

You have the option to select the birth date, SSN/SIN/TIN, Banner ID, or none of those to be printed on the paper or EDI transcripts.

(EDI does not transmit the SSN/SIN/TIN. It always uses the Banner ID.) (The birth date can be masked on the self-service transcript, but the SSN does not display on the self-service transcript.) Use the check boxes in the Personalization Print Options block on SHATRPT to choose the data you want to include. You can change how the SSN/SIN/TIN or Banner ID appear on the transcript using format masks. You can also change the birth date format for the paper or self-service transcript to any valid date format using the pulldown list of format masks.

### *SSN/SIN/TIN and ID*

The rules for adding in a character mask to the SSN/ID values are as follows.

- Use the character X to display data and the character \* to conceal data.
- This can be used only for display-only columns.
- This cannot be used when there is data entry involved on the column.

The following describes valid format masks for character strings such as the SSN or ID number:

Element	Example	Description
*	****	Characters are displayed as asterisks.
X	XXXXXX	Characters are displayed as normal value.

Two examples of format masks and the SSN would be:

- Value 123456789 and mask \*\*\*\*\*XXX will print as \*\*\*\*\*789.
- Value 123456789 and mask \*\*\*XXX\*\*\* will print as \*\*\*456\*\*\*.

### *Dates/Birth Dates and Times*

The following describes valid format masks for dates, such as the birth date, and times, and can be used to change how the date appears on the transcript.

Element	Example	Description
YYYY	2003	four-digit year
YYY	003	three-digit year
YY	03	two-digit year
Y	3	one-digit year
SYYYY	-2003	S adds a prefix of a - to a BC date.
Y,YYY	2,003	Year with comma in this position
BC or AD	2003AD	BC/AD indicator
B.C. or A.D.	2003A.D.	BC/AD indicator with periods
RR		Defaults to correct century. Calculates the century from a date entered by comparing the two -digit year entered with the year and century to which the computer's internal clock is set. Years 00 - 49 will be given the 21st century (the year 2000), and years from 50 - 99 will be given the 20th century (the year 1900).
MM	January = 01	two-digit month
MONTH	JANUARY	Name of month, padded with blanks to a length of nine characters
MON	JAN	Name of month, three letter abbreviation
DDD		Day of year (1 - 366)
DD		Day of month (1 - 31)
D		Day of week (1 - 7; Sunday = 1)
DAY	SUNDAY	Name of day, padded with blanks to a length of nine characters

Element	Example	Description
DY	SUN	Name of day, three letter abbreviation
J		Julian day, the number of days from January 1, 4712 BC
AM or PM		Meridian indicator
A.M. or P.M.		Meridian indicator with periods
HH or HH12	1100	Hour of the day (1 - 12)
HH24	2300	Hour of the day (0 - 23)
MI		Minute (0 - 59)
SS		Second (0 - 59)
SSSSS		Seconds past midnight (0 - 86399)
/.		Punctuation is produced in the result.
" ... "		Quoted string is produced in the result.
FM		Fill mode: assumes implied characters such as O or space, displays significant characters left justified. Allows end user's input to be shorter than the format mask. (Use in conjunction with FX to require specific delimiters.)
FX		All date literals must match the format mask exactly, including delimiters.

Two examples of format masks and for dates and times would be:

- Birth date value 01-JAN-1980 and mask 'DD-MON' will display as 01-JAN.
- Birth date value 01-JAN-1980 and mask 'Month DD' will display as January 01.

## Self-Service Request and Payment Options

Records are inserted into Accounts Receivable when charge amounts exist that are greater than \$0.00.

When an available payment option has been set up in STVWPYO that requires a self-service credit card charge and payment, both the charge and the credit will be inserted into the appropriate Accounts Receivable table when the self-service request has been completed. That insert can

occur whether the charge type is **M** (record is inserted into TBRMISD) or **S** (record is inserted into TBRACCD).

- If the charge type is **M**, then the payment option must be a credit card type, because that is the only way to ensure that payment has been collected. By definition, TBRMISD requires a payment at the same time it posts a charge.
- If the charge type is **S**, and the payment option is not a credit card type, then any charges set up for the services are not inserted into the student's account from self-service. An example of this could be "Bill My Account."
- Charges of type **S** (that are not credit card charges) are inserted into TBRACCD when you run SHRTRTC for transcript requests.

The following four conditions affect the information that is displayed on self-service request pages, based on the settings in the Self-Service Print Options window for SHATPRT.

	Conditions in Self-Service Print Options Window	Data/Message Displayed to the Student in Banner Self-Service Request Pages
1	<ul style="list-style-type: none"> <li>• Service level type is <b>M</b></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist, both credit card and non-credit card types</li> </ul>	Display only those payment options where the <b>Credit Card Indicator</b> is <b>Y</b> in STVWPYO
2	<ul style="list-style-type: none"> <li>• Service level type is <b>M</b></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist, but none is a credit card type</li> </ul>	Display Info Text error message: <i>There is no credit card payment option available, so we cannot complete your request. Please contact the Bursar or Registrar for assistance.</i>
3	<ul style="list-style-type: none"> <li>• Service level type is <b>S</b></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist that are credit card and non-credit card types</li> </ul>	Display all payment options
4	<ul style="list-style-type: none"> <li>• Service level type is <b>S</b> or <b>M</b></li> <li>• Charge is greater than \$0.00</li> <li>• No payment options exist</li> </ul>	Display Info Text error message: <i>There are no payment options available, so we cannot complete your request. Please contact the Bursar or Registrar for assistance.</i>

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## Transcript Population Process

The Transcript Population Process (SHRTPOP), which produces transcript requests for a selected population, may be used for the Academic Transcript, Electronic EDI Transcript, and XML Transcript, based upon user-specified parameters.

Selection parameters include Term, ID, Level, Advisor, Degree, Degree Status, Degree Graduation Date, College and Major. These parameters, with the exception of Term, allow multiple values. In order to have a transcript request produced, a student must have courses in academic history for some term and must have courses either in academic history or registration for the specified term.

Other parameters function differently depending upon the use of the Degree parameter. When this parameter is used, requests will be produced for only those persons who have a degree record (displayed on the Degrees and Other Formal Awards Form (SHADEGR)) and who meet other criteria. For example, when a degree code is specified and college and major are also specified, the process selects only students who have a degree record which matches on degree, college and major. When no degree code is specified, all selection is performed based upon the information contained in the person's general student record. For example, when no degree is specified, but a college or major is specified, college and major are compared with the curriculum information maintained for the student, rather than degree information which may exist.

In addition to the selection parameters, other parameters are provided to specify the type of transcript to be produced and the issued-to information to be used on the transcripts. A single transcript type must be specified for each run of the Transcript Population Process. Charges may be posted to the Accounts Receivable Module by specifying Billing Term, Billing Detail Code and Billing Amount. A final parameter allows specification of the latest term for which In-progress Courses will be printed, if the transcript type selected includes printing of in-progress work.

The Transcript Population Process populates data in a temporary table, SHTRTC. The Academic Transcript (SHTRTC) must be run to produce the actual transcripts and update the transcript requests, or the EDI Transcript Extract must be run to generate the transcripts for electronic transfer. Only one set of results from a run of the Transcript Population can be stored in the temporary table. If existing entries already exist in the temporary table, they must be purged before a new population can be extracted. Purges are performed by a parameter option in the process.

## Transcript Request Purge

The Academic Transcript Request Purge Process (SHPTRTC) will only purge the requests generated out of the Transcript Request Form (SHARQTC).

The only requests which will be processed are those requests whose date printed or EDI or XML send date is Not Null. This request process contains the following parameter selections which can further qualify the requests to be purged.

Parameter	Description
Request Date	All requests equal to or less than date entered.
Level	All requests for a particular level or all levels.
Official/Unofficial	Purge just official or unofficial or all request.

Parameter	Description
Type	Purge just a specific transcript request type or purge all types.
EDI Complete	Purge EDI transcript requests only if the EDI status is complete.

## EDI Transcript Download Processing

EDI transcript processing with EDI.Smart allows requests to be processed for all levels (AL) on the Transcript Request Form (SHARQTC). Multiple future in-progress terms and corresponding coursework are retrieved for transcripts being downloaded out of Banner.

### Electronic Data Interchange Extract (SHREDIY)

There are a number of Banner Student validation tables that use an EDI Equivalent column when a downloaded EDI transcript is created in the Banner system through the SHREDIY process. SPEEDE/ExPRESS standards require specific values to be transmitted for these elements.

EDI equivalent columns are used on the corresponding forms. As part of the implementation process for preparing to send electronic transcripts from Banner, the EDI Equivalent column in these forms should be populated with EDI values as indicated in the third party manual *A Guide to the Implementation of the SPEEDE/ExPRESS Electronic Transcript*. This manual is referred to throughout this section as the "third party manual".

If no EDI equivalent value is specified for any institution specific entries in the forms listed in the table that follows (in the "Using the Transcript Download" section), then no value will be transmitted for that element in the transcript. Please note that no validation or case sensitivity checking is performed for entries that are made in the EDI equivalent columns. This is because EDI standards may change at times that do not correspond with software releases.

For an up-to-date listing of all valid EDI values in the TS 130 Transaction Set (Electronic Academic Transcript), you may also consult the POSTSECONDARY Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

**Note:** Not all of the expanded grade codes, credit hours, and GPA data used in Banner can be transmitted through EDI.Smart. Please refer to the third party manual for acceptable field lengths.

In particular, only a three position grade code can be transmitted from Banner to EDI.Smart. Any grade code that is larger than three positions will not be transmitted.

The SHREDIY program converts Banner values for gender and Banner values for the **Repeat** field for courses to the required EDI values.

Banner values for gender are converted as follows (refer to Data Element 1068):

Banner	Gender	EDI
F	female	F



Banner	Gender	EDI
M	male	M
Blank or Null	unknown	U

Banner values for the **Repeat** field for courses are converted as follows (refer to Data Element 66):

Banner	Repeat Indicator	EDI
I	Include	R
E	Exclude	N
A	Include GPA	R

On the online transcript, a duplicate indicator is used to identify duplicate courses (same subject and course number) in the same transcript. The first occurrence of the course will not be flagged, however, any additional occurrences of the same subject and course number will display a "D" for duplicate.

**Note:** If the transcript is uploaded to the Transfer Articulation Evaluation Form (SHATAEQ), the processing of duplicate courses will be handled as required by SHATAEQ; that is, a numeric value (0 - 9) will be inserted into the **Duplicate** field in the Transfer information for all duplicates.

The **Repeat** field is used to identify repeated courses. The field may have the following values for institutional-based work:

Value	Description
Include	Include in GPA, saved to the database as <b>I</b>
Exclude	Exclude from GPA, but include only in attempted hours, saved to the database as <b>E</b>
Include GPA	Include in attempted hours and GPA, but exclude from earned hours, saved to the database as <b>A</b>
(None)	Not processed, saved to the database as <b>Null</b>

The following shows the mapping between the ANSI and Banner defined values:

Mapping based upon ANSI and Banner definitions	
ANSI	Banner
N	E
R	I
X	E

**Note:** A value of zero (0) is inserted for credit hours earned for in-progresses courses which would later be uploaded to SHATAEQ. This occurs because the field in the database is Not Null (SHRTRTK\_CRED\_HOURS).

## Using the Transcript Download

The following are the procedural steps needed to use EDI Transcript Download Processing.

### Procedure

1. Update the following existing validation forms with the appropriate EDI equivalent values. These values can be found in the third party manual under the data element numbers which are listed below.

Validation Form	Code	Data Element Number
Academic Standing Code Validation Form (STVASTD)	academic standing codes	#641
Citizen Type Code Validation Form (STVCITZ)	citizen type codes	#1066
Class Code Validation Form (STVCLAS)	class codes	#1131
Diploma Type Code Validation Form (STVDPLM)	diploma type codes	#641
Ethnic Code Validation Form (STVETHN)	ethnic codes	#1109
Institutional Honors Code Validation Form (STVHONR)	institutional honors codes	#641
Level Code Validation Form (STVLEVL)	level codes	#1142
Marital Status Code Validation Form (STVMRTL)	marital status codes	#1067
Nation Code Validation Form (STVNATN)	nation codes	#26
Residence Code Validation Form (STVRESL)	residency codes	#1073
State/Province Code Validation Form (STVSTAT)	state/province codes	#156
Term Type Validation Form (STVTRMT)	term codes	#1139

2. Create the values in the Term Type Validation Form (STVTRMT) which are appropriate for your institution. This field uses the third party manual for data element #1139.

3. Review the Transcript Type Code Validation Form (STVTPRT) to determine if a new code for EDI Transactions should be created or whether an existing code will be used.
4. Review the Transcript Type Rules Form (SHATPRT) for the Transcript Type which will be designated as the EDI Transcript type.

**Note:** The following information is *not* sent on an EDI transcript even if the boxes are selected. The EDI file layout does not support these elements:

- Issued Address
- CEU Dates
- Contact Hours
- Campus
- Term Admitted
- Term Matriculated
- Deans List
- Current College
- Current Minor
- Current Major
- Current Student Type
- Student Type By Term
- College By Term
- Transcript Type
- Student Centric Period Statistics

**Note:** Major by term is always sent. The major code value is converted to the CIPC code value maintained on the Major, Minor, Concentration Code Validation Form (STVMAJR).

5. Set the **Electronic (Indicator)** field to Y on the Source/Background Institution Code Validation Form (STVSBGI) for those institutions which are able to receive transcripts electronically.

If your institution is not using the FICE code as your source/background institution code on STVSBGI, then you will also need to load the FICE code into the **FICE (Code)** field on STVSBGI. If the source background code is the FICE code, then no value needs to be maintained in the **FICE (Code)** field.

6. Using the Academic History Control Form (SHACTRL), create a default term type and a default EDI transcript request type. These fields are both required for the production of EDI transcripts.
7. Using the values in the Term Type Validation Form (STVTRMT), update the **Term Type** field on the Term Code Validation Form (STVTERM).

Only those terms whose term type values are different than the default value on SHACTRL need to be updated. For example, if a code of "1- Full Semester" is created on SHACTRL, then only those terms which are not Full Semester need to be updated on STVTERM.

**Note:** Your institution may want to write a script to update these values.

8. Using the EDI Academic Grade Qualifier Form (SHAGEDI) and the third party manual, translate your institution's grading scheme into the required EDI format.

Before creating an EDI transcript for a student, you may want to review the student's honors information on the Degrees and Other Formal Awards Form (SHADEGR). If no EDI default has been specified, then the first institutional honor that appears will be sent for the degree.

9. Review the changes made to the Transcript Request Form (SHARQTC), and create transcript requests for institutions which have been designated as EDI institutions, and then create requests for non-EDI institutions.
10. Run the Academic Transcript (SHTRRTC) for all of the requests which have been entered.

**Note:** No printed transcript should be generated for the EDI institutions.

11. Create transcript populations using the Transcript Population Creation Process (SHRTPOP) for non-EDI transcripts, and then generate transcripts using the Academic Transcript (SHTRRTC).
12. Run the Electronic Data Interchange Extract (SHREDIY), which is used to convert the transcript information into the flat file to be read by EDI.
13. Using EDI.Smart, process the electronic transcript. Refer to the EDI.Smart documentation for further information.
14. Create transcript populations using the Transcript Population Creation Process (SHRTPOP) for EDI transcripts, then generate transcripts using the Academic Transcript (SHTRRTC).

**Note:** No printed transcript should be generated for EDI requests.

15. Run the Electronic Data Interchange Extract (SHREDIY) for the transcript population created in step #14.
16. Using EDI.Smart, process the electronic transcript.
17. An upload file will be generated from EDI.Smart, which will be used in the Reconciliation of Electronic Transcripts (SHREDIR) in the next step.
18. Run the Reconciliation of Electronic Transcripts (SHREDIR). This process will update the **Status** field in the EDI Request Details section of the Transcript Request Form (SHARQTC) with the EDI transmission status.
19. Create additional EDI transcript requests and non-EDI requests.
20. Purge transcript requests using the Transcript Request Purge Process (SHPTRTC).

**Note:** The EDI transcript requests which have not been generated should remain on the database.

## EDI Transcript Upload Processing

EDI (Electronic Data Interchange) is used to upload post-secondary transcripts into the Banner Student System for transfer articulation, in the SPEEDE/ExPRESS (Standardization of Post-

Secondary Education Electronic Data Exchange) format which is received and processed by the EDI.Smart PC application.

You need to have EDI.Smart installed and configured and the appropriate Transfer Articulation definitions completed to use this processing.

**Note:** If you are licensed for the EDI.Smart product, you should install the most current release, before implementing EDI Transcript Upload Processing.

## Processing Transcripts

When the EDI.Smart PC application has received a transcript from the sending institution that is ready for printing on the local printer, it is also ready for upload to the host.

The process on EDI.Smart that accomplishes this upload is called FLATUPLD. It produces a file known as FLAT130. This file must be moved (copied) to a destination on the host where Banner resides which you specify. This file is then parsed by the Pro\*C program SHREDIP (Upload of EDI Transcript). The parsing process scans the flat file and puts the data into interim Oracle tables in Banner.

You may review the electronic transcript activity (EDI and XML) from within Banner on the Online Transcripts Activity List Form (SHAEDIS). From this form, the ID of the student must be either matched to an existing Banner ID, or a new ID must be created to associate with the transcript. After the ID has been verified, you may establish internal tasks and processes which apply to that transcript. In addition, you may optionally send a message to another Banner user indicating actions are required in regard to that transcript. It is also possible to view the transcript as received online. The view of the transcript contains the original EDI codes transmitted for such values as student level, and dates in the format in which they were received, along with the corresponding SPEEDE/ ExPRESS date qualifier.

After completing required institution-specific procedures for transcript review, and if appropriate, you may flag the transcript as ready for transfer articulation processing. You will be alerted if an EDI or XML transcript exists for a student in the Transfer Articulation Form (SHATAEQ). If an electronic transcript exists for the ID and transfer institution in the Key Information, you will be presented with the option to load the transcript. If transfer work already exists in academic history for the student, you must unroll (delete) the work from academic history before proceeding.

You may elect to load the transcript into one attendance period or multiple attendance periods for that transfer institution. If multiple attendance periods are selected, the process will create the appropriate terms and attendance periods based on either the existing Term Code Validation Form (STVTERM) or transfer institution-specific term information created in the Transfer Effective Term Code Maintenance Form (SHADRTM). If a single attendance period is selected, you must build the transfer institution header record with an attendance period of one (1) on the Transfer Course Form (SHATRNS) before loading. After loading the transcript data, existing procedures should be used for transfer articulation evaluation and the roll to academic history.

## Concurrent Curricula and EDI Processing

The conversion of the MAJOR, MINOR, CONCENTRATION, and other field of study type codes to the EDI field of study identifier requires an external reference code on SOAXREF. The GTVLFST code and the values for MAJOR, MINOR, and CONCENTRATION are delivered as seed data.

**Note:** You *must* add non-major, minor, and concentration field of study types at your institution and associate them with one of the EDI codes.

The concurrent curricula conversion will automatically be executed when SHREDIY begins to process a transcript for a student. If the curriculum data has already been converted, the conversion process will end without completing any activity.

The EDI transcript does not include all items that are part of the learner's current curriculum. The OPS loop includes only the primary major from the primary curriculum. The DEG loop includes the degree and fields of study from the outcome record and allows multiples be included in the output file.

## Name Type Hierarchy on Transcript Request

You have the option to use a name type hierarchy on a transcript request.

You can print a name on a transcript that is not the current name found on the identification record (SPRIDEN). You can identify a hierarchy of names in Banner that can be used to populate the "record of" name on the paper transcript. The Banner names that can be considered include:

- any name in the Person Identification/Name Repeating Table (SPRIDEN) that is identified by a name type
- general person legal name
- student diploma name

Two levels can be defined for the transcript name hierarchy. The top level is for the transcript type. The second level is for a person's request. If no matches are found in either of these data sources, the current identification name will be used.

Special rules processing is required for EDI transcripts (SHREDIY). That process requires that a first and last name exist. The diploma name and legal name cannot be used for the EDI transcript, as those records do not split the first and last names.

**Note:** Name hierarchy selection can only be used for EDI transcripts if the transcript type selected allows an EDI transcript to be produced.

The STVTRNS validation table is used to identify the name sources, and required values are delivered with the supported name sources. SHATPRT (transcript type) stores the name hierarchy. SHARQTC (transcript request) also stores a name hierarchy specific to the individual.

When completing a transcript request, the Options Menu provides access to SHADEGR where the degree sequences can be queried (SHADGMQ), and the diploma name can be viewed, allowing the user to select the correct degree sequence number for the diploma name in the hierarchy rules.

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## Overall Data Requirements

The following are setup requirements which must be completed before processing the upload of EDI transcripts. Maintenance may be needed in some of these forms, particularly as an institution develops EDI trading partnerships with additional institutions.

### *Term Type Validation Form (STVTRMT)*

The Term Type Validation Form (STVTRMT) must contain the full set of valid EDI term types as defined in the third party manual (Data Element 1139 - Session Code).

These required codes and descriptions are listed below:

Code	Description
1	Full Year
2	Semester
3	Trimester
4	Quarter
5	Quinmester
6	Mini--term
7	Summer
8	Intersession
9	Long Session

### *Level Code Validation Form (STVLEVL)*

Use the **EDI Equiv(alent)** field on STVLEVL to allow institution specific level codes to be mapped to the values that may be transmitted on a transcript for the level of the coursework which is reflected in the GPA and hours.

The valid levels as defined in the third party manual (Data Element 1142 - Academic Grade of Course Level Code) that would be appropriate for post-secondary transcripts are:

Code	Description
G	Graduate
P	Professional
U	Undergraduate

Each of the above levels, if appropriate at your institution, should be mapped to only one STVLEVL code. Additional values exist for Data Element 1142 in the third party manual, but they are not relevant to this processing.

**Note:** The EDI Equivalent column used for transcript upload processing, may also be used to translate institution level codes to the appropriate EDI value(s) for level code for the transcript download. A list of the valid values can be found in the third party manual.

## Loading SPEEDE Transcripts into Banner

After the FLAT130 file produced by EDI.Smart has been uploaded to the host where Banner resides, the Upload of EDI Transcript (SHREDIP) must be executed to load the transcript data into interim Oracle tables in Banner.

The SHREDIP process can be executed through job submission or the host. To execute SHREDIP from the host, follow the instructions below.

Execute SHREDIP from the host command line using the following four parameters (which must be passed for successful execution).

The general form of the command line syntax is as follows:

Host	Command Line
UNIX	shredip <file to process> <log flag> <student RAP flag> <course RAP flag>  <userid/password>
VAX	runproc shredip <file to process> <log flag> <student RAP flag> <course RAP flag>  <userid/password>

The location and name of the data file to process will depend on where the EDI.Smart FLAT130 file was uploaded to the host system and the filename that was specified. It may be necessary to consult with technical staff at your institution to specify the location and name of the data file with the syntax that is appropriate for your operating system. The log flag may have a value of Y or N. A value of Y or N will result in some informational messages being displayed to your screen during SHREDIP processing. A value of Y will produce more extensive messages in the log file that is created during processing.

The student RAP and course RAP parameters, like the log file parameter, are specified as Y/N (Yes/No) flags on the command line. A value of Y in the Student RAP flag will process RAP segments associated with the student. A value of Y for the Course RAP flag will upload the RAP segments associated with the courses. A value of N for the Student or Course RAP flag will not process/upload the respective RAP segments.

*A specific example is:*



Host	Command Line
UNIX	shredip flat130.dat Y Y Y saisusr/ u_pick_it
VAX	runproc shredip flat130.dat Y Y Y saisusr/u_pick_it

The SHREDIP process will produce a log file named EDI01.LOG. Note that the name is uppercase. This log file contains processing messages which can be reviewed, particularly for errors. Errors which may be encountered include:

- *\*ERROR\* Cannot open log file*
- *\*ERROR\* Cannot open input file*
- *\*ERROR\* Unknown type*
- *\*ERROR\* Internal ID has changed from <xxx> to <yyy> without a HEAD record*
- *\*ERROR\* Line processing error*
- *\*ERROR\* ??Bad parms?? Too many or too few parms*
- *\*ERROR\* Unprocessable line: <nnnn>*
- *\*ERROR\* Error occurred in processing*

You may receive multiple ASUM and SSUM segments created by EDI.Smart's Banner FLAT130 processing within the same transcript document.

You can process transcripts without an ASUM record, or transcripts without an SSUM record. The level associated with the course work in the transcript is derived from the ASUM record. If no ASUM record is present, the level is then derived from the SSUM record. If neither an ASUM or SSUM record is present, the records will be rolled back, and no transcript data will be inserted to the tables. An informational message will be written to the log file if the level cannot be derived.

*For example:*

```
()**LEVEL ERROR: No ASUM or SSUM record exists to obtain level
()Student SSN: EDI000001 Student Name: Editest, Sarah M
()**** Transcript NOT processed ****
```

**Note:** The long data type display of the transcript document image displays the value of the cum/sum indicator associated with the SSUM record, to accommodate the possible receipt of multiple SSUM records.

Use the following tables and indexes:

### *SHRSUMA table*

- Column SHRSUMA\_GPA\_SEQNO is used to handle multiple ASUM records from EDI.Smart's Banner FLAT130 processing.
- Primary key index is on the SHRSUMA\_DCMT\_SEQNO and SHRSUMA\_GPA\_SEQNO columns.

## SHRSUMS table

- Columns `SHRSUMS_GPA_SEQNO` and `SHRSUMS_CUM_SUM` are used to handle multiple SSUM records from EDI.Smart's Banner FLAT130 processing.
- Primary key index is on the `SHRSUMS_DCMT_SEQNO`, `SHRSUMS_ASES_SEQNO`, and `SHRSUMS_GPA_SEQNO` columns.

Processing prevents a partial save of records processed in an individual transcript if fatal errors are encountered. If a fatal error is encountered, informational messages will be written to the log file to assist in identifying the document. No parts of the transcript processed will be saved, and processing will continue to the next transcript in the file. All records associated with a single transcript are committed only when they have all been successfully processed.

The size of the `ACKKEY_T` variable is 10 characters. This accommodates the maximum length that may be received for the corresponding EDI segment and element BGN02. This is a reference number which must have a minimum length of 4 (four) and a maximum length of 9 (nine).

The size of the `HOME_CNTRY` variable is 3 (three) characters. This accommodates the maximum length that may be received for the corresponding EDI segment and element - DMG07. This is the country of citizenship which must have a minimum length of 2 (two) and a maximum length of 3 (three).

**Note:** In the database, the columns in the SHBHEAD table accommodate the maximum values that may be transmitted as follows:

Column	Value
<code>SHBHEAD_ID_EDI_KEY</code>	9
<code>SHBHEAD_ACKKEY_T</code>	9
<code>SHBHEAD_HOME_CNTRY</code>	3

Error checking handling displays informational messages to the screen device in addition to writes them to the log file. Additional information to assist in problem identification and resolution is provided particularly when a record cannot be inserted into the database. A message is also included indicating that the transcript was not processed. Although a fatal error may be encountered before the complete processing of the transcript, the SHREDIP program will continue to read and process all the remaining records, and will report any additional errors detected, both fatal and non-fatal.

Error checking is used to validate incoming dates. Dates are examined to ensure that they can be successfully inserted into tables, where required. All dates that are not valid (by Oracle date format requirements) will cause an error/informational message to be written to the log file.

Non-critical dates will be replaced by Nulls when inserted into the tables. Critical dates that are not valid, on which Banner processing of the transcripts depends, will result in the transcript data being rolled back, and an appropriate informational message written to the log file.

Non-critical date error informational messages (transcript processed):

*Invalid HEAD dob date*

*Invalid SSUM rank date*

*Invalid ASUM rank date*

*Invalid ASES start date*

Critical date error informational messages (transcript not processed):

```
**** Transcript NOT processed **** Invalid date qualifier or ASES begin
date format
```

```
**** Transcript NOT processed **** Invalid date qualifier or ASES end
date format
```

In each case, these messages would be followed by additional detail to assist in identifying the transcript with the problem:

*Example of non-critical (non-fatal) error:*

```
()**DATE ERROR #-1839: Invalid HEAD dob date
()Student SSN: EDI000001 Student Name: ,
()ORA-01839: date not valid for month specified
```

**Note:** In the above example, SHREDIP processing has not yet reached the record which identifies the student's name, and that is why no name is displayed in this particular error message. For other date error messages that occur after the name is processed, the name will be included in the message.

Logic is used to accommodate the receipt and processing of additional Banner FLAT130 record codes created from the EDI transcript segments. Processing is successful when the following record codes may be transmitted:

Banner FLAT130 record	Corresponding TS 130 Segments
ACAD **	SST, N1, N3, N4
SNTE	NTE
DFOS	FOS
HDR3	NTE
HDR2	PCL
ANTE	NTE
IMMS	IMM
HCND	HC
SPED	SP
OPRG	OP
CREF	REF
CCSU	CSU
CNTE	NTE

Banner FLAT130 record	Corresponding TS 130 Segments
COIN	N1
DEGR	DEG
DSUM	SUM
DNTE	NTE

**Note:** \*\* The above records, with the exception of the ACAD record, are written to the log file only. Selected information from the ACAD record is written to the long data type display. Data for all of the above tables is not currently stored in Banner Oracle tables.

Although the transcript record will no longer be displayed, the data is not deleted from the database tables. It may be desirable to periodically purge transcript data from the tables populated by SHREDIP after the transcripts have been successfully uploaded to transfer articulation, and the status code for archiving the transcript has been updated to a status of complete. You may use the Electronic Transcript Upload Purge Process (SHRETRP) to delete this information.

## Note and RAP Segments

The EDI Transcript Upload Parser is used to upload Note segments and optionally, RAP segments.

Note segments identify transfer institution student information with regard to General Education Certification, repeated course work policies, credit through examination, credit for prior experiential learning, and advanced placement, in addition to additional data needed to accurately evaluate a student's transcript and determine student standing, class level, and eligibility. RAP segments identify requirements, attributes, and proficiencies of students and individual courses.

Both the Note and RAP segments are included in the long data type view of the transcript available in SHAEDIS. To make these segments easily identifiable visually, each will be preceded by a single asterisk (\*) followed by the segment name as in the following examples:

* Notes:	Course Note One Course Note Two Course Note Three (etc.)
* RAP:	General Educ Certification

The process allows you to specify whether student-specific RAP segments or course-specific RAP segments should be uploaded with the transcript data. Although RAP segments include free format alphanumeric fields for transmitting this information, academic agencies or consortiums may establish defined and approved specific field coding structures and schemes to transmit specific meanings as they relate to the student or courses. The usefulness and interpretation of RAP segment data will depend on agreements that have been established with your trading partners.

The transcript document image includes the display of all Note segments, if transmitted, and RAP segments, if selected for upload.

The command line structure for submitting SHREDIP for processing is:

```
shredip <file to process> <log flag> <student RAP flag> <course  
RAP flag> <userid/password>
```

The student RAP and course RAP parameters, like the log file parameter, are specified as Y/N (Yes/No) flags on the command line. A specific example is:

```
shredip flat130.dat Y Y Y saisusr/u_pick_it
```

**Note:** The values of the flags passed on the command line for the log file, upload student RAP segments, and upload course RAP segments are interpreted on specific platforms as uppercase or lowercase. Entry of either lower or uppercase values for the flags is forced to uppercase for purposes of program processing.

SHREDIP processing extracts prior college information from the transcript and includes the display of that information in the view of the transcript document image. (These are HDR2 and HDR3 records in the Banner130 file created by EDI.Smart.)

The data displayed in the long data type view of the transcript available in the Online Transcripts Activity List Form (SHAEDIS) displays "attempted hours" as opposed to credit hours or earned hours. The Transfer Articulation Evaluation Form (SHATAEQ) shows the uploaded attempted hours in the Transfer Courses scroll box for articulation according to the rules established on the Transfer Grade Code Maintenance Form (SHATGRD) and calculation of Transfer GPA.

## Establishing Crosswalks to Banner Values for Incoming EDI Transcript Data (TS130)

SHREDIP processing allows several TS130 coded data elements to be translated into the appropriate Banner Student values for each institution. A description of this logic, and the set-up required to build the crosswalk translations are described in the following sections.

Here is the strategy for processing and uploading electronic data from multiple sources (Web and EDI) into the Banner Student System. The EDI Cross-Reference Rules Form (SOAXREF) supports Web and electronic admissions application processing (TS189). One of the purposes of SOAXREF is to define how incoming EDI data will be translated into Banner values. A number of scripts are used to make building the SOAXREF underlying table easier, including a script which populates EDI code sets for every current valid EDI value for any field which can be used in Web admissions application processing or received in an EDI TS 189 transaction set. Further information about these scripts is included below.

Although several EDI standard data elements are transmitted in an electronic transcript, only a selected number of these elements require a translation or a crosswalk to a Banner value. The elements that require a crosswalk translation to be established on SOAXREF for transcript upload processing are:

- high school code \*
- high school graduation type

- prior college code \*, including the trading partner sending a transcript and other postsecondary work identified within a transcript
- degree code
- degree honors
- academic summary, degree, and course levels
- field of study types \*

\* Both the high school, prior college, and field of study type codes will require a qualifier to be specified in the rule on SOAXREF.

The above values are used in EDI application processing. A number of existing validation forms include EDI values, such as STVLEVL, and some of the values listed above are also used in Web and EDI admissions application processing. To assist you in creating and maintaining some of these values, scripts have been provided. These scripts extract data from existing tables and populate SOAXREF. They are designed to be able to be run as often as necessary, so that if you make changes or add additional data in validation forms, you can re-populate SOAXREF with the entire set of new values.

**Note:** You are not required to populate the EDI values in other validation tables or to use the sample scripts, but appropriate values must exist in SOAXREF before EDI transcript upload processing can begin. If you do not use the scripts, you must populate SOAXREF using other means (manual update or locally developed scripts).

If you choose to add records to SOAXREF manually, you must first add the appropriate label and description to the EDI Verification Label Validation Form (STVXLBL). These labels are normally inserted by the scripts described in the following sections. If you must add labels manually, use the label codes provided. Be careful to build the label codes exactly as listed in the chart which appears in the next section, after the instructions for Defining EDI Cross-reference Values for High Schools and College.

## Define EDI Cross-reference Values for High Schools and College

Four scripts are used to assist in building the cross-reference values for high schools and colleges.

The scripts `xrefhsch.sql` and `xrefcoll.sql` use the value in the **FICE (Code)** field of the Source/Background Institution Code Validation Form (STVSBGI) as the EDI value in SOAXREF. The scripts `xrefhsc2.sql` and `xrefcol2.sql` use the value in the **Source or Background Institution (Code)** field of STVSBGI as the EDI value in SOAXREF. You can use one or the other set of scripts to populate high school and prior college values in SOAXREF, depending upon the choices you want to make available to applicants.

For Web use, the web page requests a “school type” code and “school code type”. The school type code must be a valid value in SOAXREF for the label `SBGIQLFR`, and the values for this qualifier should be EDI-standard qualifiers for various code sets (like FICE or ACT). The school code entered must be a valid value in SOAXREF for the label `STVSBGIC` or `STVSBGIH` which is valid for the entered school code type.

If your institution chooses to use the value in the **FICE (Code)** field of STVSBGI as the code which students should use to identify a high school or college, follow the four bulleted steps below (and use the scripts `xrefhsch.sql` and `xrefcoll.sql` to populate high school and college

values in SOAXREF). If your institution has used a standard code set (like ACT or ETS codes) for school codes in STVSBGI, no additional set-up steps are required, and you can use the scripts `xrefhsc2.sql` and `xrefcol2.sql` to populate high school and college values in SOAXREF.

- Review the values in the **FICE (Code)** field on the Source/Background Institution Code Validation Form (STVSBGI).
- For US institutions, values used should be actual FICE codes. For institutions in other countries, a different code set (like Stats Canada codes) might be used. Determine the code set used for this field. Verify that value for the Label `DFLTPCOLQLFR` in Group Code `PCOL` on the Electronic Admissions Application Rules Form (SAAERUL) contains the EDI qualifier for this code set. (If FICE Codes are used in the **FICE (Code)** field on STVSBGI, the EDI value for this group and label should be 73.)

For a complete, current set of EDI values, consult the POSTSECONDARY Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

**Note:** If you use FICE codes for STVSBGI institution codes, you have not previously been required to repeat this value in the **FICE (Code)** field. For the purposes of this script, the FICE code must be in the **FICE (Code)** field.

- If FICE codes (or the values from another appropriate code set) are not present on STVSBGI, update the rows with appropriate values.
- Have your Information Services representative run the scripts `xrefcoll1.sql` and `xrefhsch.sql`, which are used to create a row in the table SORXREF for each row in STVSBGI which has a value in the **FICE (Code)** field and either `H` (High School) or `C` (College) in the **Type** field. These scripts can also use the school's city, state/province, and nation, which are maintained on the Source or Background Institution Base Form (SOASBGI) in creating the SOAXREF description which will display on the Web. Review the scripts and their options with your Information Services representative before running them. Complete instructions for customizing the scripts to reflect that your local choices are included in the comments of the scripts, which your Information Services representative can review with you. Review the results in SOAXREF for the labels `STVSBGIC` and `STVSBGIH` to see if the Descriptions appear in the way you want them to display on the Web. If not, re-run the scripts, selecting a different option for creating the Description, or update the descriptions manually.

**Note:** These scripts can be run whenever values are added to or changed on STVSBGI. All values will always be deleted from SOAXREF (table SORXREF), and the table/form is then re-populated with the current values from STVSBGI.

Several scripts were automatically executed as part of the installation process to insert rows into SOAXREF for degree level-degree codes (`STVDEGC`), high school graduation types (`HSCHRSN`), honor level codes (`HONRLEVL`), and grade or course level codes (`GRCRLEVL`). \*\* The entries that were created represented the listing of known EDI values for those data elements at that time. To update the Banner code translations for these data elements, enter the appropriate label in the key of SOAXREF, and perform a Next Block function. For each individual value, enter the appropriate Banner code in the Banner Value field on the form. Please keep in mind that additional values may be added for any of these elements, and manual updates to reflect these additions would be required on SOAXREF.

For a complete, current set of EDI values, consult the POSTSECONDARY Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

\*\* The actual scripts executed are as follows:

Label	Script
STVDEGC	ixref18.sql
GRCRLEVL	ixref31.sql
HONRLEVL	ixref32.sql
HSCHRSN	ixref33.sql

### Using Field of Study Types

The conversion of the MAJOR, MINOR, CONCENTRATION, and other field of study type codes to the EDI field of study identifier requires an external reference code on SOAXREF. The GTVLFST code and the values for MAJOR, MINOR, and CONCENTRATION are delivered as seed data.

**Note:** You *must* add non-major, minor, and concentration field of study types at your institution and associate them with one of the EDI codes.

EDI Label	EDI Qualifier	EDI Value	Standard	Web	Banner Value
GTVLFST	MAJOR	M	Y	N	MAJOR
GTVLFST	MINOR	N	Y	N	MINOR
GTVLFST	CONCENTR	C	Y	N	CONCENTRATION

All other field of study types need to be included on SOAXREF and identified by one of the following EDI values:

Value	Description
C	Concentration
E	Endorsement
G	Graduate Non-degree
L	Licensing
M	Major
N	Minor
S	Concentration
T	Teaching



<b>Value</b>	<b>Description</b>
V	Visiting Scholar

The following labels are used on SOAXREF for EDI processing.

<b>Label</b>	<b>Description</b>	<b>Processing Notes</b>
GTVLFST	Field of Study Types	Values in the Field of Study Types label are used to translate EDI field of study codes into appropriate Banner codes. Both the field of study types and their qualifiers must be specified.
STVSBGIC	EDI College Codes	Values in the EDI College Codes label are used to translate EDI college codes for postsecondary work completed at other institutions into appropriate Banner codes and to specify the college codes and their qualifier that you expect to receive from your trading partner. You must have an entry for each trading partner, and the Source/Background Institution record (SOASBGI) must exist. Both the college codes and their qualifier must be specific.
STVSBGIH	EDI High School Codes	Values in the EDI High School Codes label are used to translate EDI high school codes into appropriate Banner codes. Both the high school codes and their qualifier must be specified.
STVDEGC	Degree Level-Degree Code	Values in the Degree Level-Degree Codes label are used to translate EDI degree level codes into valid Banner codes found in the Degree Code Validation Form (STVDEGC). These values will be used only in translating prior college degrees to Banner degrees in TS130 processing. EDI Degree Level codes represent generic degree levels, (for

Label	Description	Processing Notes
		example, Baccalaureate Degree instead of Bachelor of Arts and Bachelor of Science). To translate EDI values to Banner values, you will need generic degrees codes in STVDEGC.
HSCHRSN	High School Graduation Type Codes	Values in the High School Graduation Type Codes label are used to translate the EDI type of high school diploma or certificate the student was awarded into valid Banner codes found in the Diploma Type Code Validation Form (STVDPLM). These values will be used only in translating high school graduation type to Banner diploma types in TS130 processing.
HONRLEVL	Honor Level Codes	Values in the Honor Level Codes label are used to translate Honors Level of the degree into valid Banner codes found in the Institutional Honors Code Validation Form (STVHONR). These values will be used only in translating prior college degree honors to Banner honors in TS130 processing.
GRCLRLEVL	Grade or Course Level Codes	Values in the Grade or Course Level Codes label are used to translate academic grade or course level codes into valid Banner level codes found in the Level Code Validation Form (STVLEVL). These values will be used only in translating level of work for the overall academic summary, each individual academic session summary, each individual course taken, and awarded degrees.

Both the EDI College Codes and High School Codes require qualifiers to be specified in the rules established on SOAXREF. An EDI qualifier is used to identify the content of an associated data

element. For example, college codes can be transmitted using a variety of coding structures, such as FICE codes, IPEDS codes, or ETS codes, etc. When a qualifier is associated with an incoming code, it identifies the type of code being transmitted. High school and college codes transmitted through EDI always require a qualifier to be able to identify the institution.

As an example, your trading partner may indicate that their FICE code will be transmitted for their institution identification. However, in your Banner Student database, you may have built Source/Background Institution Codes using the IPEDS coding structure. To upload the FICE code for your trading partner, and have it crosswalked or translated to the IPEDS code used in your Banner database, you would manually build the SOAXREF rule with the following format:

Label	Qualifier	Code	Disp Std	Disp Web	Description	Banner Value
STVSBGIC	73	123456	Y	N	Central Univ	654321

**Note:** 73 is the qualifier code that indicates a FICE code is being transmitted.

Before processing EDI transcripts, you must enter or update SOAXREF rules for the Labels specified in the chart above. To assist in building these rules, the following chart identifies the TS 130 segments and elements that will be translated by the SOAXREF rule, some of the expected EDI values, and the previous source in Banner used to perform the translation.

For a complete, current set of EDI values, consult the POSTSECONDARY Electronic Standards Council (PESC) website <http://www.pesc.org>, where a link is provided to EDI Implementation Guides.

TS 130 Segment	Data Element	EDI Qualifiers (not inclusive)	SOAXREF Label	EDI Values	Previous Banner Source
N1	N103 - Institutional Code Qualifier	See Data Element 66 71 - IPEDS 72 - ETS 73 - FICE CS - Stats Canada (Canadian University) ZZ - Mutually Defined	STVSBGIC	Example - Georgia State University ETS code is 2851; FICE code is 001574	STVSBGI_CODE
N1	N104 - Institution Code	See Data Element 66 71 - IPEDS 72 - ETS	STVSBGIC	Example - Georgia State University ETS code is 2851;	STVSBGI_CODE

TS 130 Segment	Data Element	EDI Qualifiers (not inclusive)	SOAXREF Label	EDI Values	Previous Banner Source
		73 - FICE CS - Stats Canada (Canadian University) ZZ - Mutually Defined		FICE code is 001574	
N1	N103 - Institutional Code Qualifier	See N1 above	STVSBGIH	Similar to above	
N1	N104 - Institution Code	See N1 above	STVSBGIH	Similar to above	
SST	SST01 - Status Reason Code	N/A	HSCHRSO	See data element 641 B18 - Standard High School Diploma B24 - General Education Development Diploma (GED) B25 - Other High School Equivalency	
PCL	PCL01 - Institutional Code Qualifier	See N1 above	STVSBGIC	See N1 above	
PCL	PCL02 - Institution Code	See N1 above	STVSBGIC	See N1 above	
PCL	PCL05 - Academic Degree Code (Highest Degree Received)	N/A	STVDEGC	See data element 1126 2.3 Associate Degree 2.4 Baccalaureate Degree	

TS 130 Segment	Data Element	EDI Qualifiers (not inclusive)	SOAXREF Label	EDI Values	Previous Banner Source
				4.2 Master's Degree	
DEG	DEG05 - Status Reason Code (Honors Level of Degree)	N/A	HONRLEVEL	See data element 641 B35 - Highest Honors B36 - Second Highest Honors B37 - Third Highest Honors	
SUM	SUM02 - Academic Grade or Course Level Code	N/A	GRCRLEVEL	See data element 1142 U- Undergraduate G - Graduate P - Professional	STVLEVEL EDI Equiv column

If an SOAXREF crosswalk rule has not been established for one of the elements identified above, an error message will display and will be written to the log file similar to this example:

*Missing record of value on SOAXREF:*

Label: STVSBGIC

Institution: 001118

Qualifier: 73

No translation for LEVEL exists on SOAXREF

Missing record or value on SOAXREF

Scripts were provided in the installation process to assist in populating the SOAXREF form. These scripts are also provided in support of Banner Student Self-Service. The same scripts can also assist in populating the SOAXREF form for EDI transcript processing.

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## XML Transcript Processing

This section describes XML transcript processing.

### Overview

You can transfer transcript data electronically from one institution to another, using XML formatted files with Postsecondary Electronic Standards Council (PESC) XML Transcript standards. XML transcripts can be sent, in addition to received. This functionality gives users a choice to print paper transcripts, use electronic transcript exchange through EDI Smart, use self-service transcripts online, or use the electronic XML transcript. For more information about the PESC/XML transcript, please visit this Website: <http://www.pesc.org> and use the link for Standards.

XML transcript processing is similar to EDI transcript processing. You need to set up supporting validation and rules, set up translation values on SOAXREF, and then you can either send a transcript by creating a transcript request or receive a transcript using sleep/wake or batch processing. The **Electronic (Indicator)** on the Source/Background Institution Validation Form (STVSBGI) can be set for each record to specify whether the institution can receive electronic transcripts, and if so, whether they should be sent through EDI or as XML formatted transcripts.

Transcript files can be produced in XML format according to the PESC/XML transcript schema. Two processes are used to import (SHRPESI) and export (SHRPESE) transcript data files between institutions in XML format. Cross-reference values to support these processes are available on SOAXREF. User-Defined Extensions (UDE) indicators on STVDSTS are used to further define the information that is to be included on the transcript. A UDE is an institutionally defined piece of the XML transcript.

**Note:** *A shell is delivered for user-defined extensions, but the contents of the shell are determined and developed by your institution.*

The XML document can be encrypted and authenticated. SHACTRL is used to store default FTP location information for where the XML transcript should be sent, in addition to transmission information for host name, remote directory, username, and password. The password information will be encrypted upon entry and will not be accessible unless it is unencrypted. The Source/Background Access Form (SOASBGA) is used to create institution-specific information that includes host name, remote directory, username, and password information for transcript transmission. The form also includes the **Use Default Location** indicator that is used to determine whether the specific information on SOASBGA or the default information on SHACTRL should be used.

Your institution can execute a process from within Banner to create an XML transcript, rather than use a separate application. The following can be performed in Banner.

- The PESC/XML Transcript Export Process (SHRPESE) is used to read the XML transcript requests from the collector file and generate the XML file for the transcripts, along with control and log file entries.
- SHARQTC is used to request XML transcripts for those institutions that are XML capable.
- SHRTPOP is used to process XML transcripts for a population selection.
- SHRETRP is used to purge XML transcript data from the appropriate tables, along with EDI transcript data.

- The PESC/XML Transcript Import Process (SHRPESI) is used to bring into an institution XML transcript files that have been received from another institution.

XML transcript processing contains the functionality to notify users of the encryption and file transfer status. The success or failure of the file encryption can be tracked. The PESC/XML Export Document Status Form (SHIEPTD) is used to track the status of XML transcripts sent by the institution. The PESC/XML Import Document Status Form (SHIIPD) is used to track the status of XML transcripts received by the institution. You can use SHARQTC to verify whether a transcript has been generated. You can view (through SHAEDIS) and print XML transcripts to preview the data.

## Process Test Scores and GPA Information

Test score data can be included in the XML transcript. The **Test Scores (Indicator)** on SHATPRT allows you to specify whether a transcript type is to have test scores included in its output. You can *only* include test score data when using an XML transcript.

GPA information can also be included in the XML transcript in rounded or truncated format. You can request an XML transcript for a specific level or for all levels per student through SHARQTC and SHRTPOP.

## Process Immunization Records

Immunization data can be included in the XML transcript. The **Immunization Data (Indicator)** on SHATPRT allows you to specify whether a transcript type is to have immunization records included in its output. You can *only* include immunization data when using an XML transcript.

Use the following forms in Banner General to set up immunization information.

- The Immunization Code Validation Form (GTVIMMU) is used to store immunization codes, such as 90701, DTP Immunization.
- The Immunization Status Code Validation Form (GTVIMST) is used to store immunization status codes, such as 1, First Inoculation.
- The Immunization Information Form (GOAIMMU) is used to maintain immunization status information for an ID, such as the immunization code and description, immunization status, immunization date, and any comments that are needed.

XML transcript processing uses the Banner Student EDI label codes from STVXLBL and the cross-reference labels and rules from SOAXREF that are also used with EDI immunization processing.

STVXLBL EDI Label Code	Description	System Required
IMMZSTAT	Immunization Status Codes	Y
IMMZTYPE	Immunization Type Codes	Y

Data for immunization records can be added manually on GTVIMMU and cross-referenced on SOAXREF. Please refer to the “Export Crosswalk Values on SOAXREF” section for a list of values that can be used on GTVIMMU.

## XML Transcripts in Banner Student Self-Service

Banner Student Self-Service can also process XML transcripts.

The Transcript Request Summary page checks the transcript request. If a student selects an institution that has been identified on STVSBGI as being able to process electronic transcripts through XML or EDI, the student has the option to request that the transcript be sent electronically or by paper. If the student chooses the electronic transcript option, and the institution is set up for XML transcripts, a type value of **P** is inserted into the Transcript Request Table (SHTTRAN).

## Security for XML Transcripts

Pretty Good Privacy (PGP) software can be used for security with XML transcripts. To use PGP, there are tasks you need to complete.

- Download the freeware for PGP at <http://www.pgpi.org/products/pgp/versions/freeware/>. (Version 6.5.8 of PGP supports RSA keys.)
- If your version includes encryption steps, update the `pgp.properties` file in both the export (SHRPESE) and import (SHRPESI) processes to use PGP encryption.
- If your version includes encryption steps, exchange the key for your institution with the key for the institution where the server is located. You need to exchange (register) keys with any institution to which you are directly transmitting files.

## XML Transcript Data Selection Using SHATPRT

The following fields on SHATPRT can be used to select data for inclusion on the XML transcript.

Under the Print Options in the main window:

- **Student Address**
- **High School**
- **Academic Events**
- **Degree GPA**
- **Qualifying Papers**
- **Qualifying Papers Text**
- **Level Comments**
- **Term Comments**
- **Course Comments**
- **Major by Term**
- **Transfer Detail**
- **GPA Statistics**
- **Academic Standing by Term**
- **Institution Totals**



- **Transfer Totals**
- **Overall Totals**
- **Test Scores \***
- **Immunization Data \***
- **College Transcript (User-Defined Extensions) \***
- **Student (User-Defined Extensions) \***
- **Academic Record (User-Defined Extensions) \***
- **Course (User-Defined Extensions) \***
- **Birth Date**

\* These fields are used *only* with XML transcripts. They are not available for paper, EDI, or self-service transcripts.

Under the Primary Outcome Curriculum in the Curriculum Print Options window:

- **Major**
- **Major Concentration**
- **Minor**
- **Concentration**
- **Other Fields Of Study**

## Use the Export and Import Processes

This section describes the import and export processes used in Banner.

### *PESC/XML Transcript Export Process (SHRPESE)*

This Java process is used to create electronic transcripts in XML format by producing a `.xml` file that can be read by the receiving institution.

It also produces `.lis` and `.log` file entries. It uses the file transfer protocol information on SOASBGA to send the transcript to an institution. The process reads XML transcript requests from the collector records and extracts those with a transcript type of `P` (PESC/XML) from the **Electronic** field on STVSBGI and a transcript type of `XML` on SHATPRT.

To use this process, a transcript must have been requested through SHARQTC or SHRTPOP (using population selection), or online using self-service. SHRPESE reads the requests from the collector file and generates the XML for the transcripts along with control and log file entries. Only official transcript requests with a send type of `P` will be processed. Transcripts may be produced for an individual with a pending request or for all requests which have been sent to the collector file. When each transcript is generated, SHRPESE will update the **Status** and **Status Date** fields in the Electronic Transcript Status information on SHARQTC. If no errors have occurred, the **Run Date** value will also be populated.

The electronic transcript status codes from STVEDIS are listed below.

---

Electronic Status Code	Description
P0	XML Request Received
P1	XML Transcript Exported
P2	XML Export had errors
P4	XML Export held for final grades
P5	XML Export held for awarded degree

---

The process allows for the use of multiple commands for SFTP and FTP when XML files are exchanged. The `shrpese.jar` file contains the option to break out and issue an operating system command. Institutions will maintain their own shell scripts to perform the SFTP or alternate transmission protocol.

This process also provides a baseline view of transmitted data that is printable in the PESC standard template format. You can view the output on the Saved Output Review Form (GJIVERO). While imported XML transcripts can be viewed on SHAEDIS, this view truncates files to 31880 characters, which does not provide readable, formatted versions of the XML file (input or output). The SHRPESE process produces an HTML readable version of the XML file contents.

### *PESC/XML Transcript Import Process (SHRPESI)*

This Java process is used to import XML transcript files into an institution from other institutions. It reads files from a server, loads them to a temporary table, renames the files (`.old`), and then loads the data to Banner using rules set up on STVDSTS.

The process checks for duplicate records in Banner. The duplicate records will be noted in the `.lis` file by file name, document ID, Banner document sequence number, and the message: *Document has already been processed*. New records will be loaded with the same information as above, but the message will read: *Transcript Document Imported*.

New records can be viewed and routed on SHAEDIS before they are imported. Matched records can be processed and verified using GOAMTCH and then articulated using SHATAEQ. The decision to load transcripts can also be made on SHATAEQ.

**Note:** Data is imported into existing Banner EDI tables. Additional UDE data is imported into new tables based on code written by the institution.

## Set Up XML Transcripts

Use the following steps to set up processing (sending and receiving) for XML transcripts.

### About this task

#### Procedure

1. Set up crosswalk values on SOAXREF with the **XML (Indicator)** selected (set to `Y`).

Please see the delivered seed data for crosswalk values.

2. Make sure an appropriate transcript type for electronic submission exists on STVTPRT.
3. Make sure the source/background code for your institution also has an FICE or CEEBACT code on STVSBGI.
4. Make sure the institution codes for PESC/XML capable colleges or high schools have an **Electronic** value of PESC/XML on STVSBGI.

**Note:** PESC/XML transcript processing does not currently support high school transcripts.

5. Create codes on STVHLWK to indicate the highest level of work to be accepted from PESC/XML capable institutions.
6. Create codes on STVTLVL to indicate the highest level of transfer work to be accepted from PESC/XML capable institutions.
7. Make sure term codes on STVTERM have assigned term type codes for any terms that are different than the default term type code in SHACTRL.
8. Set up electronic document status codes on STVDSTS.
  - *Verification of ID* - Create a status code with a priority of 1. All other indicators must be set to N.
  - *Transfer Articulation* - Create a status code with a priority that is higher than 1. Ensure that the **Transfer Articulation Indicator** is set to Y.
  - *Test Scores* - Create a status code with a priority that is higher than 1. Ensure that the **Tests (Indicator)** is set to Y.
  - *Immunizations* - Create a status code with a priority that is higher than 1. Ensure that the **Immunizations (Indicator)** is set to Y.
  - *User-Defined Extensions* - Create a status code (or codes) with a priority that is higher than 1. Ensure that the appropriate user-defined extension indicators are set to Y.
  - User-defined extensions on STVDSTS are: **Main, Student, Academic Record, and Course.**
  - *Archive Status* - Create a status code with the highest priority. Ensure that the **Archive Status Indicator** is set to Y. All other indicators must be set to N.
9. Define attendance periods for sending institutions on SHADRTM.

Each start and end date must be equated to a valid term code from STVTERM.

**Note:** Data should only be entered on SHADRTM if you want to limit the terms to be accepted from the transfer institution. If records are built on SHADRTM, only the imported student coursework that falls within those transfer session date ranges will be loaded into SHATRNS. Any terms that do not fall within the transfer session date ranges defined for the institution on SHADRTM will not be loaded. If you want to load all terms from a transcript that are defined in the STVTERM table, do not define rules for the institution in SHADRTM.

10. Select the transcript type, and set up the desired print options on SHATPRT.

SHATPRT also contains the following options for user-defined extensions. They are: **College Transcript, Student, Academic Record, and Course.**

11. Enter the default term type code and the FICE code for your institution on SHACTRL.

Also enter the FTP information, if your institution will be using a common XML exchange system, that may be used for XML transcript exchanges. An example is the University of Texas - Austin server in Austin, TX.

The default term type code causes the session type to be created in the XML document for any term codes that do not have a term type (STVTRMT).

12. Enter the characteristics for transfer institutions on SOABGTA.
13. Define grades to be accepted from transfer institutions on SHATGRD.
14. Enter source/background and FTP information for XML transcript eligible schools on SOASBGA.

If you want to use the default server that was set up on SHACTRL, check the **Use Default Location** check box on SOASBGA.

15. Make sure address information for your institution and any schools to which you are sending transcripts is defined in SOASBGI.
16. If you are using test score data, define test codes on STVTESC.
17. If you are using immunization data, define immunization codes on GTVIMMU.
18. If you are using immunization data, define immunization status codes on GTVIMST.

## Send (Export) XML Transcripts

Use the following steps to create XML transcripts for export to a receiving institution.

### About this task

#### Procedure

1. Create an *official* transcript request on SHARQTC, or use SHRTPOP to create a transcript population selection to process multiple requests. SHRPESE will only process official requests, even if the request type is *P*.
  - a) In the main window of SHARQTC, select a transcript type, number of copies, and check the **Official** box. You may also enter other appropriate information for the request.
  - b) In the Issue Information window, enter an external institution code. The output type will default from STVSBGI.

*or*

  - c) Run SHRTPOP with appropriate values in the population selection, issued to institution, and student-related transcript value parameters.
2. Run the SHRPESE export process to create an XML file for the receiving institution.

You can run this process in batch or in sleep/wake mode.

The process polls the transcript request table, reads the collector file, and selects records with an output type of *P* to be extracted as XML files and mapped to the PESC/XML standard.

The process then checks SOASBGA for the FTP information. The XML formatted files are stored on a central server.

## Receive (Import) XML Transcripts

Use the following steps to import XML transcripts from sending institutions.

### About this task

#### Procedure

1. Run the SHRPEI import process to read the XML file from the sending server.

You can run this process in batch or in sleep/wake mode.

This process will read each file in the designated location, load the data to a temporary table, rename the file to preserve it, and then load the data to Banner using the rules set up on STVDSTS.

After the system has selected the incoming record for a match in Banner, it will be loaded. If a matching record is found, use SHAEDIS to process the file.

2. Use SHAEDIS to match the record or create a new record.

To match the record:

- a) Enter the document status code associated with the ID verification for XML transcript types (STVDSTS) in the Key Block.
- b) Enter **P** in the **Pending or Complete Indicator** field to select all pending requests.
- c) Use Next Block to view the electronic transcript records.
- d) To match a record, select the record and use Next Block to access GOAMTCH.

To create a new record:

- e) Use the Options Menu and select **View Transcript** to view the XML file data before it is imported into Banner.
- f) New records have an asterisk (\*) in the untitled field to the left of the **Last Name** field.
- f) After the ID has been verified as matched or new, use the **Route Transcript** item in the Options Menu to access the Route Transcript window.
- g) Enter **C** in the **Pending or Complete Indicator** for the document routing status code that is associated with the ID verification.
- h) Enter a new record and the document routing status code for your next task, such as routing the transcript for transfer articulation.

The code must exist on STVDSTS with the **Transfer Articulation Indicator** set to **Y**.

3. Load the transcript into the Banner tables using the Electronic Transcript Load Decision Window on SHATAEQ.
  - a) Select the **Transfer Articulation Detail (SHATAEQ)** item from the Options Menu on SHAEDIS.

- b) After you have accessed SHATAEQ, use Next Block to access the **Electronic Transcript Load Decision** window.
  - c) Select the **Electronic Version** check box to upload the electronic transcript, and select the **Create Multiple Attendance Periods** check box to load transfer work for multiple attendance periods.
  - d) Select one of all of the **Override Edit, Successful, No Equivalent, and Manual** status indicators to retain articulation statuses (whether set manually or by the system) when transcripts are loaded, for records where the **Articulate Ind(icator)** is set to *Override Edit, Successful, No Equivalent, and Manual*.
  - e) Select **Load Transcript Detail** from the Options Menu, or use the **Load Transcript** button to initiate the upload of transcript data.
4. After the transcript has been loaded, perform transfer articulation on SHATAEQ.
  5. When articulation has been completed, return to SHAEDIS.
  6. Go to the Route Transcript window and create your next transcript status code to load user-defined extensions, test scores, etc., or to archive that status code information based on the setting of the **Archive Status Indicator** on STVDSTS.

**Note:** Please refer to this guide for more information on loading transcripts and transfer articulation. Please refer to the online help for more information on STVDSTS, SHATAEQ, and SHAEDIS.

## Export Crosswalk Values on SOAXREF

Labels are used during the XML transcript export process to determine values used within the document to be sent to the receiving institution. The values to be included must be cross-referenced on SOAXREF with the **XML** field selected. Some of these cross-references are also used for the import process.

**Note:** Values that are delivered and automatically loaded are not associated with a validation table for the crosswalk.

The **Banner Value** field on SOAXREF will only display a List of Values when the value in the **Label** field is a validation table. The other non-validation table labels equate to values in existing Banner validation tables and *must* be populated on SOAXREF. The Banner values *must* be valid values on the associated validation table or translation will not take place.

If a value has been crosswalked to multiple Banner values, then the Banner code with the lowest sequence number will be used on the imported file. For example, if multiple level codes are crosswalked to "UnderGraduate", the lowest sequence number will be used for the imported data to translate an "UnderGraduate" level to a Banner level. The Banner value is used first, then the electronic value is used. There is no actual sequence number on SOAXREF.

Because PESC does not use qualifier codes (like EDI processing or Banner Student Self-Service Admissions processing), a one-to-one relationship will work best for XML transcript processing. However, if a one-to-many or many-to-one relationship is set up on SOAXREF, then the process will select the translated value for the export process by Banner value and then by electronic value.

The import process does not have the same issue, as the PESC or electronic values would not be duplicated.

For example, on SOAXREF, the Banner value UG is crosswalked to the electronic values of "LowerDivision" and "Undergraduate".

*For the export process*, the Banner value would be translated to the electronic value. If the student had a course with a level of UG, it would be translated to the "LowerDivision" value.

*For the import process*, the electronic value would be translated to the Banner value. If the student had a translated level of "LowerDivision", it would be imported into Banner as UG. If the student had courses that also had the UG value associated with them, they would be translated into Banner as UG as well.

See the PESC website for a list of transcript elements used with the XML transcript export process and associated comments and details. The elements are used to determine values within the transcript to be sent to the receiving institution. EDI label codes must exist on STVXLBL.

## Import Crosswalk Values on SOAXREF

Labels are used during the XML transcript import process to determine values to be imported into the system from the transcript that was received. The values to be included must be crosswalked on SOAXREF with the **XML** field selected. Some of these crosswalks are used for the export process.

**Note:** Values that are delivered and automatically loaded are not associated with a validation table for the crosswalk.

The **Banner Value** field on SOAXREF will only display a List of Values when the value in the **Label** field is a validation table. The other non-validation table labels equate to values in existing Banner validation tables and *must* be populated on SOAXREF. The Banner values *must* be valid values on the associated validation table or translation will not take place.

If a value has been crosswalked to multiple Banner values, then the Banner code with the lowest sequence number will be used on the imported file. For example, if multiple level codes are crosswalked to "UnderGraduate", the lowest sequence number will be used for the imported data to translate an "UnderGraduate" level to a Banner level. The Banner value is used first, then the electronic value is used. There is no actual sequence number on SOAXREF.

Because PESC does not use qualifier codes (like EDI processing or Banner Student Self-Service Admissions processing), a one-to-one relationship will work best for XML transcript processing. However, if a one-to-many or many-to-one relationship is set up on SOAXREF, then the process will select the translated value for the export process by Banner value and then by electronic value. The import process does not have the same issue, as the PESC or electronic values would not be duplicated.

For example, on SOAXREF, the Banner value UG is crosswalked to the electronic values of "LowerDivision" and "Undergraduate".

*For the export process*, the Banner value would be translated to the electronic value. If the student had a course with a level of UG, it would be translated to the "LowerDivision" value.

*For the import process*, the electronic value would be translated to the Banner value. If the student had a translated level of "LowerDivision", it would be imported into Banner as UG. If the student had

courses that also had the `UG` value associated with them, they would be translated into Banner as `UG` as well.

See the PESC website for a list of transcript elements used with the XML transcript import process and associated comments and details. The elements are used to determine values to be imported into the system from the transcript that was received. EDI label codes must exist on STVXLBL.

## Use an Alternate Transmission Protocol

SHRPESE can be run using SFTP or an alternate transmission protocol. Users are not limited to only FTP processing.

### About this task

**Note:** If you choose to use the scripting method of FTP processing, you will need to create and support your own shell file for the SFTP processing of XML transcript files.

Use the following steps to set up an alternate transmission protocol.

### Procedure

1. Extract the `send.properties` files from the `shrpese.jar` file using the following command:
2. Set the following two control settings in this file:

```
send.UseAlternate=N
send.Command=sh /export/home/xmluser/sftp.shl
```

The `send.UseAlternate` variable is the switch that will determine whether to use the embedded, regular FTP transmission protocol within the `shrpese.jar` process (`general/transporter.jar`) or to use an alternate method of transmission protocol.

This flag is delivered with a default value of `N` (No), meaning the extract process will use the embedded, standard FTP process.

When the `send.UseAlternate` variable is set to `Y` (Yes), this indicates that your institution wants to use a transmission protocol other than the delivered FTP methodology.

The process will then use the second variable, `send.Command`, to run the transmission protocol of your choice. The `send.Command` variable represents the operating system path and file that will be used execute the transmission protocol of your choice.

3. After the `send.properties` file is updated with the desired settings, save the file.
4. Update the `shrpese.jar` process with the newly updated file and settings using the following command:

```
Jar -uvf shrpese.jar send.properties
```

When the `shrpese.jar` export process is run and reaches the point of transferring a file, it reads the `send.properties` file to determine which course of action to take. If the



`send.UseAlternate` variable is set to `Y`, the process will break out from the `shrpese.jar` process and issue the following operating system command.

```
sendCommand + " " + pgpFileName + " "
            + ThisJobNumber + " "
            + fileOutPath + " "
            + hostName + " "
            + userName + " "
            + passWord + " "
            + RemoteDirectory;
```

The `sendCommand` value is equal to the `send.Command` value in the `send.properties` file that was updated.

In this example, the exact values would be:

```
sh /export/home/xmluser/sftp.shl + pgpFileName + " "
    + ThisJobNumber + " "
    + fileOutPath + " "
    + hostName + " "
    + userName + " "
    + passWord + " "
    + RemoteDirectory;
```

## Results

The parameter descriptions are as follows:

Parameter	Description
<code>sendCommand</code>	Value in <code>send.properties</code> file <code>send.Command</code> variable
<code>pgpFileName</code>	XML/PGP file being sent through (S)FTP
<code>ThisJobNumber</code>	Job submission oneup number
<code>fileOutPath</code>	Path that maps where the <code>*.lis</code> files are written; the shell file can write the <code>ftp_oneup.log</code> file to same output directory as the <code>shrpese.lis/log</code> , <code>pescxml*.xml</code> files, etc.
<code>hostname</code>	Hostname from SOASBGA/SHACTRL
<code>username</code>	Username from SOASBGA/SHACTRL
<code>password</code>	Password from SOASBGA/SHACTRL
<code>RemoteDirectory</code>	Remote Directory from SOASBGA/SHACTRL

## Create Readable Output From the \*.xml File

XML files produced by SHRPESE and SHRPESEI can be transformed into alternate forms of output using an XSLT engine. This provides readable, formatted versions of the input or output files, such as HTML.

**Note:** If you choose to use the scripting method of XSLT processing, you will need to create and support your own shell file for the XSLT processing of XML transcript files.

Use the following steps to create readable output from the XML file.

### *Perform XSLT Transformation*

#### About this task

#### Procedure

1. Extract the following `xslt.properties` files from the `shrpese.jar` and `shrpesi.jar` files using the following commands:

```
jar -xvf shrpese.jar xslt.properties
```

```
jar -xvf shrpesi.jar xslt.properties
```

2. Set the following four control settings in this file:

```
xslt.Transform=Y
```

```
xslt.UseInternalXSLT=Y
```

```
xslt.XSLFileName=bwcktran.xml
```

```
xslt.Command=sh /export/home/xmluser/input/xalan.shl
```

- The `xslt.Transform` variable is the overall indicator that determines if XSLT transformation is performed, so the XML data file is transformed into an alternate, readable form.

If the `xslt.Transform` variable is set to `N`, no transformation will take place.

If the `xslt.Transform` variable is set to `Y`, then the transformation will take place, but the method of transformation is determined by the second variable, `xslt.UseInternalXSLT`.

- The `xslt.UseInternalXSLT` variable determines if the internal transformation process, `PESXMLTransformer.java`, or an external transformation process is used to perform the transformation of the XML data file into another readable form of output.

If `xslt.UseInternalXSLT` variable is set to `Y`, then the `shrpese.jar` and `shrpesi.jar` files will use the internal XSLT engine, `PESXMLTransformer.java`, to transform the XML data file into an HTML formatted output file. This method is *only* available to produce HTML formatted output.

If `xslt.UseInternalXSLT` variable is set to `N`, then the `shrpese.jar` and `shrpesi.jar` files will issue an operating system command (that is., a shell file) that is used to perform the XSLT transformation using the XSLT engine and stylesheet of your choice.

**Note:** The `xslt.Transform` variable must be set to `Y` for any of the remaining variables to be used.

- The `xslt.XSLFileName` variable is optional. It will only be used if the `xslt.UseInternalXSLT` variable is set to `N`, (using an external XSLT process to perform the transformation instead of the internal method).

If the `xslt.UseInternalXSLT` variable is set to `N`, then the `xslt.XSLFileName` variable is passed to the shell file that is responsible for performing the transformation. The variable must have a value if the `xslt.UseInternalXSLT` variable is set to `N`, but whether the shell file responsible for performing the transformation uses this value is up to the logic within the shell file itself.

The locally created shell file used to perform the XSLT transformation might have a hardcoded stylesheet value that performs the transformation, instead of using this passed parameter as the stylesheet. This value is passed to provide flexibility in the creation of locally owned XSLT shell file.

If the internal transformation process is used (`xslt.UseInternalXSLT` is set to `Y`), then the transformation process will *always* use the file name `bwcktran.xsl` for the stylesheet used to perform the transformation.

- The `xslt.command` variable is only used if the `xslt.UseInternalXSLT` variable is set to `N`. When the `shrpese.jar` and `shrpesi.jar` files reach the point in process where the transformation is to be performed, the process first reads the `xslt.Transform` variable.

If this value is `N`, then no other processing takes place with regard to XSLT. If this value is `Y`, the process then reads the `xslt.UseInternalXSLT` variable to determine if the internal XSLT engine or an external XSLT engine is used to perform the transformation.

If `xslt.UseInternalXSLT` variable is set to `N`, then the `xslt.command` variable is used. The `shrpese.jar` and `shrpesi.jar` processes will “break out” from processing and issue the following operating system command:

```
xsltcommand + " " + xmlFileName + " " +
XSLTJobNumber + " " + xsltFileName;
```

The `xsltcommand` value is equal to the `xslt.command` value in the `xslt.properties` file that was updated.

In this example, the exact values would be:

```
sh /export/home/xmluser/input/xalan.shl + " " + xmlFileName
                                         + " " +
XSLTJobNumber
                                         + " " +
xsltFileName;
```

## Results

The parameter descriptions are as follows:

---

Parameter	Description
xmlFileName	XML file you are transforming
XSLTJobNumber	Job submission oneup number
xsltFileName	Filename that maps to the xslt.XSLTFileName variable in the xslt.properties file

---

Two methods can be used to accomplish the XSLT transformation, the internal method and the external method. The internal method will only produce an HTML formatted version of the XML data file. The external method allows you to produce alternate output file formats. If you want to create a .pdf, .doc, .txt, or .xls file format for the XML transcript as opposed to a .html version, you can use the external XSLT process, accompanied by your XSL:FO stylesheet, to produce the desired output.

### *Modify the bwcktran.xsl File*

The delivered `bwcktran.xsl` stylesheet is an example or starter stylesheet used to produce a readable version of the XML transcript. Stylesheets are meant to be altered and adjusted to render the chosen output format.

#### **About this task**

Use the following steps to modify the `bwcktran.xsl` stylesheet file.

#### **Procedure**

1. Extract the `bwcktran.xsl` file from the `shrpese.jar` and the `shrpesi.jar` files using the following commands:

```
jar -xvf shrpese.jar bwcktran.xsl
jar -xvf shrpesi.jar bwcktran.xsl
```

The `bwcktran.xsl` stylesheet contains an embedded `*.css` file within the stylesheet, as denoted in the comments section of the `bwcktran.xsl` file. The `bwcktran.xsl` stylesheet contains the `web_defaultapp.css` file that is found in the `$BANNER_HOME/wtlweb/htm` directory.

The stylesheet is embedded, as opposed to being linked, to provide portability. For example, the final HTML file can be mailed to the user running the process. Therefore, any linking that is done to a `*.css` file, as opposed to embedding the file, causes any styles associated with the final HTML document to be lost.

2. Cut the existing stylesheet out of the `bwcktran.xsl` file, located between the `<STYLE>` tags, and replace it with the contents of your customized `web_defaultapp.css` code.

This will produce a final HTML document that is consistent with the self-service products running at your institution.

**Note:** For more information on specific modifications or customizations of the stylesheet to render adjusted HTML output and about using the XSL programming language, please refer to the following resource: <http://www.w3.org/Style/XSL/>.

3. Load the new or altered `bwcktran.xml` file back into the import and export processes so that when the processes are run, the stylesheet will transform the output to your new format.

Use the following commands to upload the new `bwcktran.xml` stylesheet into the processes:

```
jar -uvf shrpese.jar bwcktran.xml
```

```
jar -uvf shrpesi.jar bwcktran.xml
```

### *View Formatted Output*

The XML transcript process can produce a readable version of the XML data file.

#### **About this task**

If the XSLT process is used to produce the formatted output file, the SHRPESE and SHRPESI batch files used to launch the programs, in addition to any `*.lis` and `*.log` files produced by those processes, are then converted to HTML files.

The HTML formatted files can be viewed on the Saved Output Review Form (GJIREVO) by selecting the HTML file for the process and opening that output in a separate browser. To ensure the process produces output that can be reviewed on GJIREVO, keep the following in mind when entering job submission data on the Process Submission Control Form (GJAPCTL):

- The job or report that creates the output must be a Pro\*C program.
- It must be run under your user ID with `DATABASE` entered in the **Printer** field on GJAPCTL.

Use the following steps to view the XML transcript output on GJIREVO:

#### **Procedure**

1. Enter the name of the process that created the output in the **Process** field.
2. Enter the sequence number that identifies the specific job or report in the **Number** field.
3. Enter the file name of the output file in the **File Name** field.

Use the format `jobname_jobnumber.extension`.

Use a `.html` extension for HTML formatted output.

4. Use Next Block to view the output in the Saved Output block.

- or -

5. Select the Show Document item from the Options Menu to display the output in HTML format in a browser.
6. Click **Yes** to continue when prompted to show the file in a browser.

---

## Use Student Centric Periods on the XML Transcript

The PESCE/XML Transcript Export Process (SHRPESE) can display courses and GPAs by student centric period without term details in the `.xml` output.

**Note:** For more information on setting up and using student centric period processing, please see the “Student Centric Period Processing” procedure topic in the “Registration” chapters.

The student centric period is displayed as one continuous enrollment period that is not broken up by the terms contained in the student centric period. The term header is not displayed on the XML transcript for student centric periods. Terms are grouped within the student centric period for the student. After the last term with a student centric period has been printed, intervening terms without student centric periods are printed.

A term that is not associated with a student centric period is displayed chronologically in the `.xml` file after the end of the student centric period (which starts before that term begins) and the start of the next student centric period. For example, an intersession which is not part of a student centric period, which falls between the two terms that make up the student centric period, will be printed after that student centric period.

The student centric period data is substituted for the term data when the **Student Centric Period Statistics** check box is selected (set to `Y`) on SHATPRT. When the **Student Centric Period Statistics** check box is cleared (set to `N`), data is processed using standard term functionality.

The XML transcript reports data in three scenarios when the **Student Centric Period Statistics** check box is selected.

- When all of a student's coursework belongs to a student centric period, data is reported by student centric period for all of the student's enrollment and academic history records.
- When some of a student's coursework belongs to a student centric period and some coursework does not belong to a student centric period, data is reported by student centric period *and* by standard terms (presented as if the term is a student centric period) for the student's enrollment and academic history records.
- When none of a student's coursework belongs to a student centric period and no student centric period exists, data is reported by standard terms (presented as if the term is a student centric period) for the student's enrollment and academic history records.

**Note:** When the **Student Centric Period Statistics** check box is selected (set to `Y`) on SHATPRT, all information is presented as if it belongs to a student centric period header. Data is displayed as being in a “period”. However, the data may actually reflect term data when student centric periods are not in use or when the term does not have an associated student centric period.

The process checks the term header record (SHRTTRM) for each term in the student's academic history. When the `SHRTTRM_SCPS_CODE` is `Null` for a term, the student does not have a student centric period associated with that term. In this case, the standard term information is displayed on the transcript for the academic history information.

When a student has a registration record for a term but no term header record exists, the student centric period to which that term is associated is determined by:

- finding the general student record (SGBSTDN) that is active for the registration term

- using the student centric period cycle code (SGBSTDN\_SCPC\_CODE) from that record
- finding the record for that registration term in the SORSCPT table where:
  - that registration term matches the SORSCPT\_TERM\_CODE
  - the cycle code (SGBSTDN\_SCPC\_CODE) from the SGBSTDN table matches the cycle code (SOBSCPS\_SCPC\_CODE) in the SOBSCPS table
  - the student centric period code from the SOBSCPS table matches the student centric period code from the SORSCPT table

When the SHRTTRM\_SCPS\_CODE has a student centric period value for the term, that code is used to group the terms that belong to each student centric period. It also populates the Academic Session data on the transcript. The GPA totals and GPA information for the student centric period are used to populate the Academic Summary data on the transcript. Data for standard term information for the Academic Session and Academic Summary comes from SHRTGPA.

When the student centric period is in effect for the term and student:

- Term comments for all terms are grouped together.
- The major that is effective for the first term of the student centric period is used.
- Term statistics data comes from SHRSGPA.
- Academic standing by term data comes from the highest term header record in the student centric period.
- In-progress courses are listed at the end with the associated student centric period.
- Coursework from academic history is displayed for the associated student centric period.

Transfer coursework is not associated with a student centric period. Transfer credit is displayed at the beginning of the transcript based on the transfer attendance period entered on SHATRNS.

## Web Transcript Request Processing Set-Up

Web Transcript Request processing allows students to request official and any type of printed transcripts through the Web using Banner Student Self-Service.

The Web Transcript Request changes a manual process into a self-service function and that benefits your institution's Student Records office. The Student Records office can service exceptions and the processing of the transcripts.

Transcript requests are not created if the learner has a hold defined on SOAHOLD with a hold type that prevents transcript processing. Learners who have these types of holds will receive a message indicating as such and what action needs to be taken to clear the hold.

Please refer to the *Banner Student Self-Service User Guide* for more detailed information describing the Web processing used with this functionality.

## Instructions

Use the following steps to set up Web Transcript Request processing.

### About this task

#### Procedure

1. *Transcript Type Codes* – On STVTPRT, check the **Web Request Indicator** check box for the transcript type code(s) your institution wishes to make available to students to create requests through the self-service applications.
2. *Electronic Letter Codes* – On GTVLETR, create the letter code(s) that will be used to confirm that the Web-generated transcript request was successfully entered. You may define a separate letter code for each transcript type with the **Web Request Indicator** check box selected, or you may use the same letter code for all transcript types.
3. *HTML Letter Assignment* – On SOAELTL, add the letter code(s) created in the previous step, and associate the module value T with each.
4. *Email Letter* – On SOAELTR, create the confirmation message that will be displayed upon the successful creation of a transcript request. A customized message, which may include data from the transcript request itself, should be created for each electronic letter code entered in GTVLETR.
5. *Web Self-Service Options* – On STVWSSO, create the code(s) and associated description(s) for each type of service level a student may request through the Web. For example, you may want to set up a code for standard turn-around/standard delivery and a different code for expedited turn-around using an express delivery service. Also, you may optionally associate a charge, an issued to comment, and a printer code with each self-service option code.
  - a) Charges entered on this validation form will default into the appropriate field when the self-service option code is associated with a transcript type; however, it can be updated if necessary.
  - b) Any text entered into the **Issued To** comment field will display in the Issued To line on the printed transcript. Your institution can use this feature to provide instructions to the persons who handle the transcript after it has been printed.
  - c) A printer code associated with a self-service option code will enable the persons responsible for generating transcripts to direct all transcript requests created with that self-service option code to print on a specific printer when running SHRTRTC in sleep/wake mode.
6. *Web Payment Request Options* – On STVWPYO, create the code(s) and associated description(s) for each type of payment method your institution wishes to make available to students using this functionality.
  - a) Check the **Credit Card Indicator** check box to indicate that this payment option, when selected, should invoke the Web credit card payment process.
  - b) Enter the detail code(s) that should be associated with this type of transaction when records are written to the appropriate type of account (student or miscellaneous).
7. *Web Transcript Request Rules* – On SHAWTRR, adjust the default values on the fields to meet your institution's transcript request policies. On this form, you may place limits on:



- the number of requests a student may make per day,
- the number of transcripts (copies) that a student can ask for per request,
- the number of transcripts (copies) a student can request per day, and
- the number of free transcripts (copies) the student may request before incurring any charges.

Finally, your institution can ensure that all transcript requests will include all course levels for each student by checking the **Default course level to ALL on transcript** check box.

8. Transcript Type Rules – On SHATPRT, for each transcript type that you selected the **Web Request Indicator** check box on STVTPRT, turn on or off certain options, and associate the appropriate Web self-service option and Web payment option codes. In the Self-Service Print Options window, there are three blocks that control Web request options.
  - a) The Web Transcript Controls block has the following options:
    - **Allow Hold for End of Term Processing** – Check the check box if you want to allow students to indicate that they would like their transcript request(s) to be processed after final grades have been processed.
    - **Allow Electronic Transcripts on the Web** – Check the check box if you want to allow students to generate electronic transcript requests on the Web. Check this check box only if your institution is set up to send transcripts electronically. When this check box is selected, and the student wishes to send a transcript to another institution that is set up to receive electronic transcripts, then an option will display to generate that sort of request.
    - **Allow Hold for Degree Processing** – Check the check box if you want to allow students to indicate that they would like their transcript request(s) to be processed after a pending degree has been awarded.
    - **Electronic Letter Code** – Enter the electronic letter code created in Step 2 that you want to display on the Web upon successful creation of a transcript request.
  - b) The Service Level block has the following options:
 

Use this block to associate Web self-service options with specific transcript types. When you enter a Web self-service option code in the **Code** field, the description and charge will default from STVWSSO. The description is display only, but the charge amount may be updated if desired. The other items that can be adjusted for each code are:

    - **Type** – Use this field to determine where charges will be written in the Banner Finance system. A value of **M** results in records being written to a miscellaneous type of account. A value of **S** results in records being written to the student accounts.
    - The **Delivery Method** is required in Self-Service. A service level record must be defined on SHATPRT for each transcript type that is available for Self-Service transcript processing
    - 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.
    - **Per** – Use this field to determine whether charges will be incurred per request (**R**) or per copy (**C**). Per request charges will always be incurred and should be associated with those service options that the institution would never waive (for example, express

delivery services). Per copy charges will only be incurred after the student has reached the limit of free copies allowed before charging begins, as defined on the Web Transcript Request Rules Form (SHAWTRR).

- c) The Payment Options block is where you associate Web payment options with specific transcript types. Enter as many Web payment options per transcript type as needed.

## SHVTRE1 Banner View

This Banner view allows you to develop customized reports of transcript request data to track usage of Web transcript processing.

The key attributes of this view are:

- Personal ID Master: PIDM\_KEY
- Request Sequence Number: SEQ\_NO

Because the PIDM is an internal ID number unique to each student, the view returns one row of information for each student per request sequence number.

The following rows are in this view.

```
SHVTRE1_ACTIVITY_DATE
SHVTRE1_ADDR_NAME
SHVTRE1_CITY
SHVTRE1_COLL_CODE
SHVTRE1_CTRY_CDE_PHONE
SHVTRE1_DETC_AMOUNT
SHVTRE1_DETC_DESC
SHVTRE1_DETC_DETAIL_CODE
SHVTRE1_EDI_REQUEST_NUM
SHVTRE1_EDI_SENT_DATE
SHVTRE1_EDI_STATUS_DATE
SHVTRE1_EDIS_CODE
SHVTRE1_ERROR_IND
SHVTRE1_FIRST_NAME
SHVTRE1_HOLD_DEGR_IND
SHVTRE1_HOLD_GRDE_IND
SHVTRE1_HOUSE_NUMBER
SHVTRE1_ID
SHVTRE1_INTL_ACCESS
SHVTRE1_LAST_NAME
SHVTRE1_LEVL_CODE
SHVTRE1_MI
SHVTRE1_NATN_CODE
SHVTRE1_NO_COPIES
SHVTRE1_OFFICIAL_IND
SHVTRE1_PHONE_AREA
SHVTRE1_PHONE_EXT
SHVTRE1_PHONE_NUMBER
SHVTRE1_PIDM
SHVTRE1_PRINT_DATE
SHVTRE1_PRINTER
SHVTRE1_REQUEST_DATE
SHVTRE1_SBG_CODE
```

```
SHVTRE1_SENT_DATE  
SHVTRE1_SEQ_NO  
SHVTRE1_SESSIONID  
SHVTRE1_STAT_CODE  
SHVTRE1_STREET1  
SHVTRE1_STREET2  
SHVTRE1_STREET3  
SHVTRE1_STREET4  
SHVTRE1_SURNAME_PREFIX  
SHVTRE1_TERM  
SHVTRE1_TERM_CODE_DETC  
SHVTRE1_TERM_CODE_IN_PRG  
SHVTRE1_TPRT_CODE  
SHVTRE1_TYPE  
SHVTRE1_USER  
SHVTRE1_WPYO_CODE  
SHVTRE1_WPYO_DESC  
SHVTRE1_WPYO_RECEIPT_NUMBER  
SHVTRE1_WSSO_DESC  
SHVTRE1_WSSO_CODE  
SHVTRE1_ZIP
```

## eTranscripts Processing

eTranscripts processing allows you to use Banner Student, the Ellucian Cloud, and third party vendors to accept secure transcript orders and automate the process of fulfilling those orders.

The transcript orders are sent from the vendor to Banner Student using the eTranscripts Ellucian Cloud interface. The student orders a transcript through the vendor user interface, and the Ellucian Cloud serves as the communication broker between the vendor and the Banner ERP. The vendor handles FERPA consent, credit card payments, and institution branding for electronic transcript PDF files.

This hands free approach reduces the workload in the Registrar's Office and improves the quality and timeliness of transcript services to students and alumni, as the processing and delivery of transcripts will not necessitate human intervention for the vast majority of transcript orders.

Order status logic and transcript order status codes are used to drive the automation and transcript processing. Processing can be paused as needed, such as when a future processing request is associated with the transcript order to wait for grades to be conferred and rolled to academic history or for pending degrees to be awarded. Manual processing intervention can also take place when needed.

eTranscripts processing uses existing PESC XML schema standards. Schemas include mutually agreed upon user-defined elements. Specific standards are required for the XML College Transcript Request and XML College Transcript Response processing for CollegeTranscript, CoreMain, AcademicRecord, and TranscriptResponse. The request places the order. The response is used to send back the initial response of Order Received and is then used for all subsequent order status updates.

**Warning!** eTranscripts processing uses Banner Student 8.X functionality combined with Banner 9.X eTranscripts API functionality. You must apply the upgrade for 9.x along with Banner Student 8.x to use eTranscripts functionality.

Also, your institution must be active with the vendor Transcript Ordering Service, and the Ellucian Cloud setup must be completed.

For more information, please refer to the following documents located in the Ellucian eTranscripts documentation library in salesforce.

- eTranscripts Readiness
- eTranscripts Cloud Enablement Form
- Cloud Configuration User Guide
- Banner eTranscripts Go Live Checklist
- Banner eTranscripts SFTP Setup (third party vendor only)

## **Forms Used With eTranscripts Processing**

The following forms are used to manage and monitor eTranscripts orders.

- eTranscript Delivery Method Validation Form (STVETME)
- eTranscript PESC Transcript Purpose Validation Form (STVETPU)
- eTranscript Electronic Transcript Status Validation Form (STVETST)
- eTranscript PESC Transcript Type Validation Form (STVETTP)
- eTranscript Administrator Configuration Form (SHAETAD)
- eTranscript Transcript Request Summary Form (SHAETOR)
- eTranscript SFTP Transmission Resend Form (SHASFTP)
- eTranscript Status Summary Inquiry Form (SHIETSS)
- eTranscript PDF Printer Rule Form (SHRPDFT)
- eTranscript Rule Form (SHRTETC)

## **Tables Used With eTranscripts Processing**

The following tables are used to store data for eTranscripts orders.

- eTranscript Transcript Order Summary Table (SHBTEOT)
- eTranscript Transcript Rules Table (SHBTETC)
- eTranscript Order Request XML Table (SHRORRE)
- eTranscript PDF Printer Rule Table (SHRPDFT)
- eTranscript SFTP Transmission Resend Table (SHRSFTP)
- eTranscript Transcript Delivery Methods Table (SHRTDEL)
- eTranscript Enrollment Degree Information Table (SHRTEDI)
- eTranscript Enrollment History Programs Table (SHRTEHP)
- eTranscript Transcript Order Detail Table (SHRTEOD)
- eTranscript Summary Status Table (SHRTEOS)

- eTranscript Transcript Hold for Degree or Grades Table (SHRTHLD)
- eTranscript Transcript Level Table (SHRTLVL)
- eTranscript Transcript Types Table (SHRTTYP)
- eTranscript Transcript Order Hold Table (SHRTXHL)
- eTranscript Delivery Method Validation Table (STVETME)
- eTranscript PESC Transcript Purpose Validation Table (STVETPU)
- eTranscript Order Status Validation Table (STVETST)
- eTranscript PESC Transcript Type Validation Table (STVETTP)

### **Processes Used With eTranscripts Processing**

This following processes are used with eTranscripts processing.

- eTranscript Export Process (SHRETRN)
- eTranscript Listener Start Up Process (SHRQINI)
- eTranscript Advanced Queue Process (SHRADVQ)
- eTranscript Cloud Post Process (SHRPOST)

### **Packages Used With eTranscripts Processing**

The following packages are used with eTranscripts processing.

- eTranscript Transcript Processing Package (SHKEBLD/SHKEBL1)
- eTranscript Common Matching Package (SHKECMN/SHKECMN1)
- eTranscript Order Status Package (SHKEORS/SHKEORS1)
- eTranscript PDF Processing Package (SHKETRN/SHKETRN1)
- eTranscript XML Transcript Order Request Package (SHKEXML/SHKEXML1)

### **APIs Used With eTranscripts Processing**

The following RESTful APIs are used with eTranscripts processing.

- Find a Student API
- Find Student Transcript Restrictions API
- Get Student Ungraded Terms API
- Get Student Programs API
- Place Transcript Order API
- Update Order Cloud Status API
- System Details API

## Seed Data

The following seed data is used with eTranscripts processing.

### *eTranscript Delivery Method Validation Table (STVETME)*

Seed data is delivered for transcript delivery methods.

Code	Description
ELECTRN	Electronic
EXPCANMEX	ExpressCanadaMexico
EXPINTL	ExpressInternational
EXPRESS	Express
EXPRESSUS	ExpressUnitedStates
FAX	FAX
FAXEXP	FAXExpress
FAXMAIL	FAXMail
FAXOVERNT	FAXOvernight
HOLDFPICK	Hold for PickUp
MAIL	Mail
OVERNIGHT	Overnight

### *eTranscript PESCS Transcript Purpose Validation Table (STVETPU)*

Seed data is delivered for transcript purpose codes.

Code	Description
ADM	Admission
ADMREG	AdmissionRegistrar
ADMSESV	AdmissionService
CERTLIC	CertificationLicensure
EMPLOY	Employment
GRADADM	GraduateAdmissions
LAWSCHADM	LawSchoolAdmissions

Code	Description
MEDSCHADM	MedicalSchoolAdmissions
OTHER	Other
REG	Registrar
SCHOGRFELL	ScholarshipGrantFellowship
SCHOLAR	Scholarship
SELF	Self
SELFMPACK	SelfManagedPackage
TRANSFER	Transfer
UNDERGADM	UndergraduateAdmissions

### *eTranscript Order Status Validation Table (STVETST)*

Seed data is delivered for transcript order status codes.

**Note:** Codes for EX, GC, GF, and TC are used internally by Banner. These codes are never sent to the Ellucian Cloud or the third party transcript vendor.

Code	Description	Translation	Send to Vendor	Send to Cloud
OR	Order Received	TranscriptRequestReceived	Y	Y
NR	Needs Research		N	Y
NF	Student Not Found	NoRecord	Y	Y
AR	Attachment Needs Review		N	Y
HR	Hold for Restrictions	Hold	Y	Y
AG	Awaiting Grades		N	Y
AD	Awaiting Degree		N	Y
RG	Ready to Generate		N	Y
GC	Generation Complete		N	N
TF	Transmission Failed		N	Y

Code	Description	Translation	Send to Vendor	Send to Cloud
TC	Transmission Complete		N	N
FF	Order Fulfilled	TranscriptSent	Y	Y
FO	Offline Record Sent	OfflineRecordSent	Y	Y
CA	Order Canceled	Canceled	Y	Y
EX	Order Expired		N	N
GF	Generation Failed		N	N

### *eTranscript PESC Transcript Type Validation Table (STVETTP)*

Seed data is delivered for PESC transcript type codes.

Code	Description
COMPLETE	Complete
DENTAL	Dental
GRADUATE	Graduate
HEALTH	Health
LAW	Law
MANAGEMENT	Management
MEDICAL	Medical
PHARMACY	Pharmacy
UNDERGRAD	Undergraduate

## Banner Setup Steps

Use the following steps to set up eTranscripts processing in Banner.

### About this task

#### Procedure

1. Check that delivered seed data is available on the validation forms used with eTranscripts processing.
  - a) Verify that delivery method codes exist on the eTranscript Delivery Method Validation Form (STVETME).



- 
- b) Verify that PESC transcript purpose codes exist on the eTranscript PESC Transcript Purpose Validation Form (STVETPU).
    - c) Verify that electronic order status codes exist on the eTranscript Electronic Transcript Status Validation Form (STVETST).
    - d) Verify that PESC transcript type codes exist on the eTranscript PESC Transcript Type Validation Form (STVETTP).
  2. Define transcript types on the Transcript Type Code Validation Form (STVTPRT).
    - Existing transcript type codes can be used with eTranscripts processing. Different transcript types are only needed if different information is included in the transcript.
    - The **Web Indicator** is not used with eTranscripts processing.
    - These Banner transcript types on STVTPRT will be mapped with third party transcript types in step 9.2 - Set up transcript type rules.
  3. Use the print options on the Transcript Type Rules Form (SHATPRT) to create rules for each transcript type.
    - The print options for User-Defined Extensions must be selected for PDF transcripts. (**College Transcript, Student, Academic Record, Course**)
    - The print option for **Student Centric Period Statistics** is not available for use with PDF transcripts at this time.
    - The print options for **Test Scores** and **Immunization Data** are only used with the PESC/XML transcripts. They are not used with baseline paper or PDF transcripts.  
  
While test scores and immunizations are not included in PDF transcripts, you can add these options by creating a custom PDF template. The information exists in the XML that is used to create the PDF. However the delivered PDF template does not display the information.
    - The curriculum, personalization, and name hierarchy print options are used for PDF transcripts.
  4. Define rules for display of GPAs and quality points on the GPA Display Rules Form (SHAGPAR).
    - Rules determine whether GPAs and quality points are rounded off or truncated and define the number of positions displayed to the right of the decimal.
    - The delivered default PDF transcript displays two places after the decimal for the GPA and quality points, and the values are rounded off.
    - When rules are the same for all levels and campuses, go to the Overall Term Selection block to enter data.
    - When multiple effective term records exist, the Overall Term Selection block is used to select the rule for applied for processing.

**Note:** If you copy the delivered `shretrn_template.xml` file and customize it at your institution, be aware that if the formatting used for GPA and quality points is added to the template, this will override the controls from SHAGPAR.
  5. Define printer codes and commands for printed transcripts on the Printer Validation Form (GTVPRNT).
-

- 
6. Define a common matching source code for use with eTranscripts on the Common Matching Source Code Validation Form (GTVCMSC).
  7. Set up common matching rule sets on the Common Matching Rules Form (GORCMRL).
    - The last name, first name, and date of birth are required when students complete the vendor transcript request.
    - The student may also provide an unverified Banner ID, and a Social Security Number, but these are optional. When you are configuring your school profile with the vendor, you can require the Banner ID or SSN.

The vendor profile can require the entry of the unverified Banner ID or the SSN, so that one or the other must be filled out along with the first name, last name, and date of birth.

    - Your settings on the vendor school profile will determine your settings for the **Match on Null Data** field for the SSN and Banner ID on GORCMRL.
      - If you allow the student to enter either the SSN or the Banner ID during the ordering process, then **Match on Null Data** will be set to **Yes** for both elements.
      - If you require the student to enter both the SSN and the Banner ID during the ordering process, then **Match on Null Data** will be set to **No** for both elements.
      - If you require the student to enter only the SSN during the ordering process, then **Match on Null Data** would be set to **No** for the element.
      - If you require the student to enter only the Banner ID during the ordering process, then **Match on Null Data** would be set to **No** for the element.
    - Matching rules must be set up so that if any data element does not match, even if it is optional, there is no match for the student. For example, if the student has the option to submit either the SSN or the Banner ID during the order process, and the student includes both items, they must both be correct for a match to occur. This will help ensure that the student is the actual person placing the transcript order.
    - The eTranscripts matching process uses the data on the Name Translation Rules Form (GORNAME).
  8. Define common matching source rules and rule options on the Common Matching Source Rules Form (GORCMSC).
    - The Data Entry/Update Defaults, Hierarchy of Display, and Detail List blocks do not apply to eTranscripts processing.
    - A sample rule could be **Matching Source** of **ETRANSCRIPT**, with a description of **eTranscript Common Matching Source**.

The Options section can be set to **Match Type** of **Person**, with the **Transpose Date Month/Day** and **Transpose First Name/Last Name** indicators selected.

It is *not* recommended that the **Allow Alias Wildcard Use** and **Allow Length Override** indicators be selected.
  9. Define your rules on the eTranscript Rule Form (SHRTETC).
    - a) Set up processing rules.
      - Enter your institution's eight-digit OPEID number.

If you have a six-digit OPEID number and you are not at a branch campus, enter the last two digits as 00.
-

- Enter the default transcript type and default level that will be used if a value has not been mapped to the third party transcript type in the Transcript Types block.

AL for “All” levels is a valid value.

- Check the **Include In-Progress Courses** indicator if you want to include in-progress courses on the transcripts.

This is a global setting for all eTranscript orders.

- Enter the number of auto cancel days, 0 – 30, after which an order is automatically canceled.

If the current order status is HR – Hold for Restrictions or NF – Student Not Found, and the number of auto cancel days is exceeded, the order will become expired and will be automatically canceled.

- Enter the common matching source rule that will be used for the matching process.

b) Set up transcript type rules.

- Enter all combinations of third party transcript type, third party transcript purpose, and Banner transcript type from STVTPRT that you want to use. Your combinations should match the vendor school profile options.
- The transcript requester selects the transcript type and purpose as part of the vendor order. This mapping equates the selections to a Banner transcript type that can be produced.
- If one Banner transcript type and level will be used for all students, this setup is optional. The default transcript type and level from the Processing Rules block are used if no mapping is entered. AL for “All” levels is a valid value.

c) Set up delivery type rules.

- Enter all combinations of PESC delivery method, PESC format, and Banner send type that you want to allow students to be able to request.
- The Banner output type is the same as the output type on the Transcript Request Form (SHARQTC). The value of PDF can be selected. This value is saved to the database as D. (This is a new value on SHARQTC.)

d) Set up level rules.

- Match each third party transcript type with a Banner course level.
- This optional mapping determines the level that is used on SHARQTC.
- If transcript types and levels are not entered here, the default level from the Processing Rules block is used.
- If one Banner transcript type and level will be used for all students, this setup is optional. The default transcript type and level from the Processing Rules block can be used.
- AL for “All” levels is a valid value.

e) Set up future processing holds for degrees and grades.

- Enter a term code to hold the transcript for a degree or for grades. Only one term can be entered per future processing record.

- Enter a release date. After this date, the eTranscripts process will check daily to determine if the degree has been awarded or if grades have been rolled to academic history for the student.

After all grades for a student are in academic history or the degree has been awarded, transcript processing will continue.

10. Define transcript PDF rules on the eTranscript PDF Printer Rule Form (SHRPDFT).

- Enter a PDF template for each Banner transcript type that produces PDF output.
- Enter the printer name for each Banner transcript type that can be produced as a hardcopy (paper) output.

A transcript type can be associated with both a PDF template and a printer by entering the template and the printer name on one record.

If a PDF template is not entered or cannot be found during processing, the default template will be used.

11. Set up the file transfer and Ellucian Cloud configuration information on the eTranscript Administrator Configuration Form (SHAETAD).

- Enter the SFTP information for file transmission.
- Enter the information for the Ellucian Cloud connection.

12. Set up crosswalk values on the EDI Cross-Reference Rules Form (SOAXREF).

Order values from the SHRTEOD table need to be set up as crosswalks to the Banner values that are needed on SHARQTC. Crosswalks for state and nation values can be defined on SOAXREF for the STVSTAT and STVNATN cross-reference labels.

Verify that the **XML** indicator is selected on SOAXREF for each rule so the PESC value is translated.

13. Verify that the `create_etranscript_user.sql` script was run during the installation process to create the `ETRANSCRIPT` user value.

**Warning!** The `create_etranscript_user.sql` script should only be run for new installations of eTranscripts. If you are performing an upgrade, do not run this script.

- The `create_etranscript_user.sql` script should be run by a user with either a `BANSECR` or `SYSTEM` user account. This type of user has the necessary permissions to create other users. The script prompts the user for a password that can be entered during the process.
- The `ETRANSCRIPT` user value is required. It is used to ensure proper results when the eTranscript Export Process (SHRETRN) and the Academic Transcript (SHRTRTC) are run.
- The `ETRANSCRIPT` user value is assigned privileges for `BAN_DEFAULT_M` and `BAN_DEFAULT_Q` security. This allows you to log in to Banner and change the address type and priority defaults for the eTranscript Export Process (SHRETRN) and the Academic Transcript Process (SHRTRTC), so those values are valid for your institution.
- The `ETRANSCRIPT` value is hardcoded in the SHKEBLD package.

14. Set up user default job submission parameters on the Default Parameter Value Validations Form (GJAPDFT) for the `ETRANSCRIPT` user.

- When the `shkebld.p_call_process` is called, it inserts job submission parameters in GJBPDFT with the `ETRANSCRIPT` value. This value is used to find the default values for the eTranscript Export Process (SHRETRN) and the Academic Transcript Process (SHRTRTC).
- Defaults values cannot be overridden by a user when processes are run using queues.
- Do not change the defaults directly in the database, or the automated output generation processes could fail.
- Do not create a parameter set on GJAPDFT. The eTranscripts process does not use the parameter set value.

**Note:** It is recommended that the Print Expanded Address parameter for SHRTRTC be set to a value of 40 or greater. The vendor order page allows students to enter 40 characters in each address line.

15. Set the date to `SYSDATE` for use with the Address Selection Date parameters in SHRETRN and SHRTRTC.

This ensures that the system date is always used as the GLBLSEL address selection date.

- a) On the Parameter Definitions Form (GJAPDEF), set the **Default** field to `SYSDATE` for the parameter as a global level default value.
- b) On the Default Parameter Value Validations Form (GJAPDFT), set the **System Default** field to `SYSDATE` for the parameter as a user level default value.

Do not use the Process Submission Controls Form (GJACPTL) to set the date. When `SYSDATE` is entered in the **Values** field for a parameter, it is translated to a date value.

16. Set up advanced queuing by defining the payload, queues, and queue tables. These are found in the definition scripts included in the upgrade.

Advanced queuing is used to process orders and create the transcripts from either SHRETRN or SHRTRTC.

## Results

After an order is processed by SHRETRN or SHRTRTC, the order is saved to a queue to be picked up by the SHRPOST process. This sends the order statuses of `FF`, `FO`, and `TF` to the Ellucian Cloud and `FF` and `FO` to the vendor.

## Setup Needed for XML Output

XML transcripts can be sent using the eTranscripts process if both the sender and receiver are defined as XML-capable by the vendor. Refer to the “XML Transcript Processing” section in this chapter for further information on using XML transcripts.

### About this task

#### Procedure

1. Set up crosswalk values on SOAXREF with the **XML Indicator** selected (set to `Y`).

See the “Export Crosswalk Values on SOAXREF” topic in the “XML Transcript Processing” section in this chapter.

2. Refer to the list of SHATPRT fields that can be used to select data for inclusion on an XML transcript.

This can be found in the “XML Transcript Data Selection Using SHATPRT” topic in the “XML Transcript Processing” section in this chapter.

3. Verify that the source/background code for your institution also has an FICE code on STVSBGI.
4. Enter the default term type code and FICE code for your institution on SHACTRL.

## **eTranscripts Components and Process Flow**

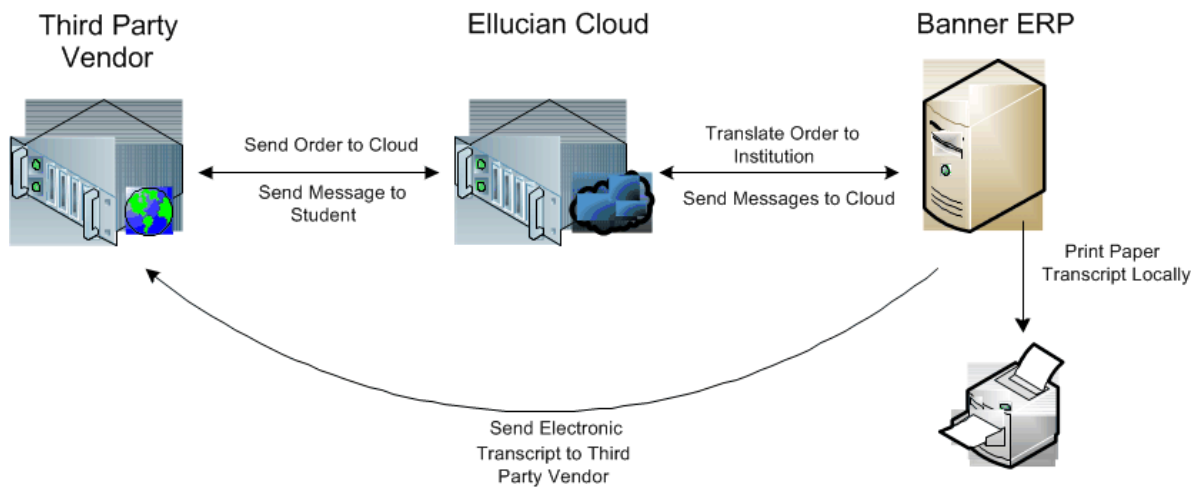
eTranscripts processing includes three components.

- Vendor Interface - This is the transcript vendor interface students or alumni use to place transcript orders.
- Ellucian Cloud - The Ellucian Cloud acts as the broker for the order. It is responsible for receiving the transcript order from the vendor, sending the order to the appropriate Banner system, requesting transcript order status updates from Banner, and sending updates (when appropriate) back to the vendor. APIs are executed during the order process and are also used to transmit the orders and provide status updates for the orders.
- Banner ERP - The Banner system receives, automates the processing of, and fulfills the transcript orders.

The communications associated with transcript order processing are always performed through the Ellucian Cloud with two exceptions. The exceptions occur when the transcript order is generated and fulfilled.

- When an electronic PDF transcript is generated, Banner sends the order directly to the vendor and bypasses the Ellucian Cloud.
- When a paper transcript is generated, the eTranscripts process directs the output to the printer defined on the eTranscript PDF Printer Rule Form (SHRPDFT).

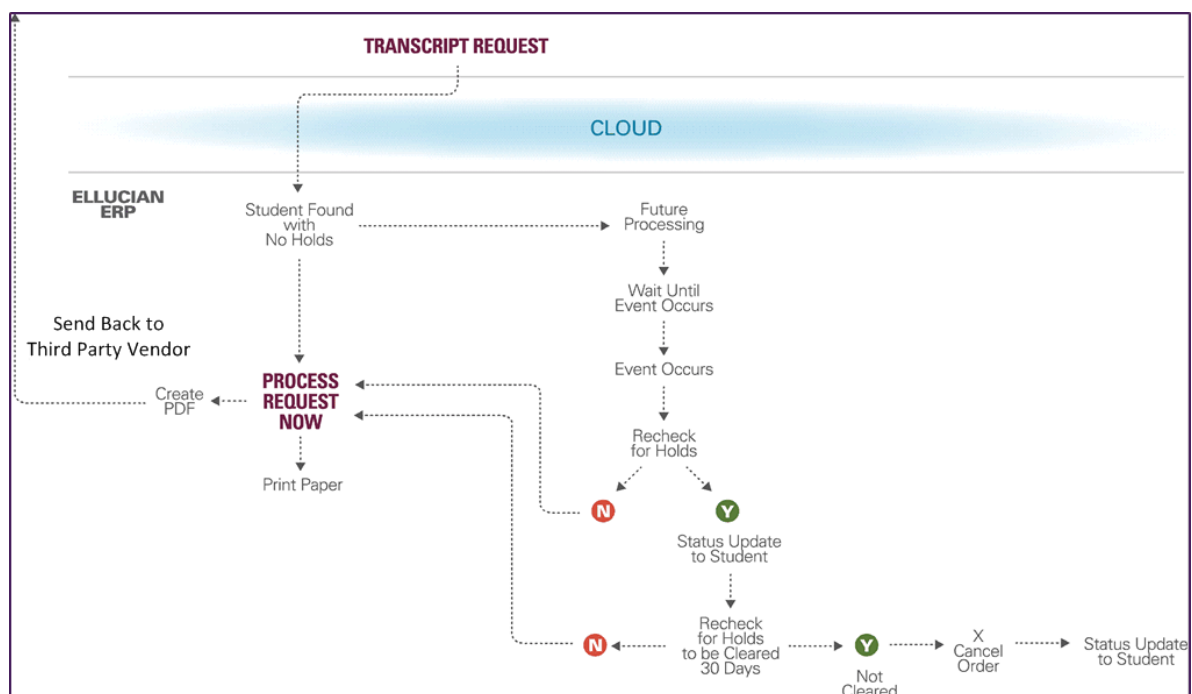
Here is the high level flow of how a transcript order is processed.



The vendor will work with the Registrar's office at your institution to configure and customize components as needed. The Ellucian Cloud uses the specific institution configuration to enable API calls between the Ellucian Cloud and the vendor, and the Ellucian Cloud and Banner. Banner contains the setup and rules used to support the receipt and processing of eTranscript orders.

## eTranscripts Request Fulfilled

Here is a high level look at how a transcript order is fulfilled.



## Setup Needed for the Vendor

Your institution will need to complete a school profile for the vendor. Specific values in the profile need to have corresponding rules in Banner to process transcript order. Profiles include but are not limited to the following types of information.

- if orders are accepted if the student has a transcript hold
- the date when records are not available for access in Banner
- which transcript hold codes in Banner are student actionable and which are school actionable
- the maximum number of attachments a student can upload
- the specific data elements the student can enter on the order form
- the data elements that are required on the order form
- what transcript purpose options can be selected on the order form
- what transcript type options can be selected on the order form
- what delivery method options can be selected on the order form
- what processing options can be selected on the order form
- configuration of informational messages displayed or sent to the student as email or text message

You should work directly with your vendor representative to ensure that all components are in place, and that you are active with the Transcript Ordering Service.

## Setup Needed for the Ellucian Cloud

You need to perform technical configuration and institution registration to use the Ellucian Cloud.

This set up is not within your Banner system, but requires completion directly in the Ellucian Cloud interface. Please note that there is both an Ellucian Cloud test server, and an Ellucian Cloud production server. In each case, you will need to validate that the APIs that are essential for eTranscripts processing are successfully communicating between the vendor and your Banner system.

### *Ellucian Cloud Configuration*

Your institution must complete the following tasks to configure the Ellucian Cloud.

#### **About this task**

#### **Procedure**

1. Deploy the WAR file to a server that allows network access between the Ellucian Cloud server and the Banner eTranscripts API server.
2. Make the APIs accessible through a range of pre-defined transmission ports.

Available ports are 80, 443, and 8100-8199.



3. If your server is behind a firewall, ensure that you modify your firewall rules to allow transactions from the following public IPs for the Ellucian Cloud:
  - 149.24.139.255
  - 54.164.111.202
  - 54.164.84.184
4. Request a login to the Ellucian Cloud by submitting an eTranscripts Cloud Enablement Form to <mailto:actionline@ellucian.com>.  
Ellucian will issue a login and password to the administrator.
5. Complete the registration setup in the Ellucian Cloud.
6. Use the two available Ellucian Cloud servers, production or test.

### *Ellucian Cloud Registration*

Your institution must be registered with the Ellucian Cloud. This requires completion of the following tasks.

#### **About this task**

#### **Procedure**

1. Fill out a form to request a login. The following user and institution information is needed.
  - administrator first name
  - administrator last name
  - administrator email
  - administrator office phone
  - institution name
  - institution OPEID Number
  - ERP type (Banner)
  - ERP username (username used to authenticate the Ellucian Cloud against the API)
  - ERP password (password used to authenticate the Ellucian Cloud against the API)
  - URL for the API
2. Receive the login and change the password.
3. Enter the following information for the Ellucian Cloud Connection:
  - username
  - institution name
  - first name
  - last name
  - email address

- phone number
- institution name
- OPEID number

The OPEID number is used by the Ellucian Cloud to direct API requests from the vendor to Banner.

- ERP URL
- ERP type
- ERP authentication name
- ERP authentication secret (password)
- poll time

This is the daily time when the Ellucian Cloud will send a request for order status updates, such as 17:30.

- vendor (preferred)

### *ERP Authentication Name*

Use the following guidelines to create the ERP Authentication Name.

- Create this user and add it in GSASECR with appropriate privileges.
- The username must have all capital letters.
- The password cannot contain special characters such as \$, #, @, and so on.
- This requires the CREATE SESSION privilege.
- This currently requires adding GUAGMNU to object security for the user.
- This is the username that the Ellucian Cloud uses to authenticate against the Banner APIs that are called by the Ellucian Cloud.

## **Place an eTranscripts Order**

Here are the options available for a student to order a transcript.

### **About this task**

- The student clicks on a link in Banner Student Self-Service.

The link is added in Web Tailor as a new menu item. Please refer to the *Banner Web Tailor User Guide* for more information.

**Note:** *No Single Sign-On (SSO) exists from Banner Self-Service to the vendor login.*

- The student clicks on a public link on the institution's website that goes directly to the vendor transcript ordering page.
- The student logs into the institution's vendor student self-service application.

- The student directly accesses the public vendor transcript ordering website or the institution-specific ordering page.

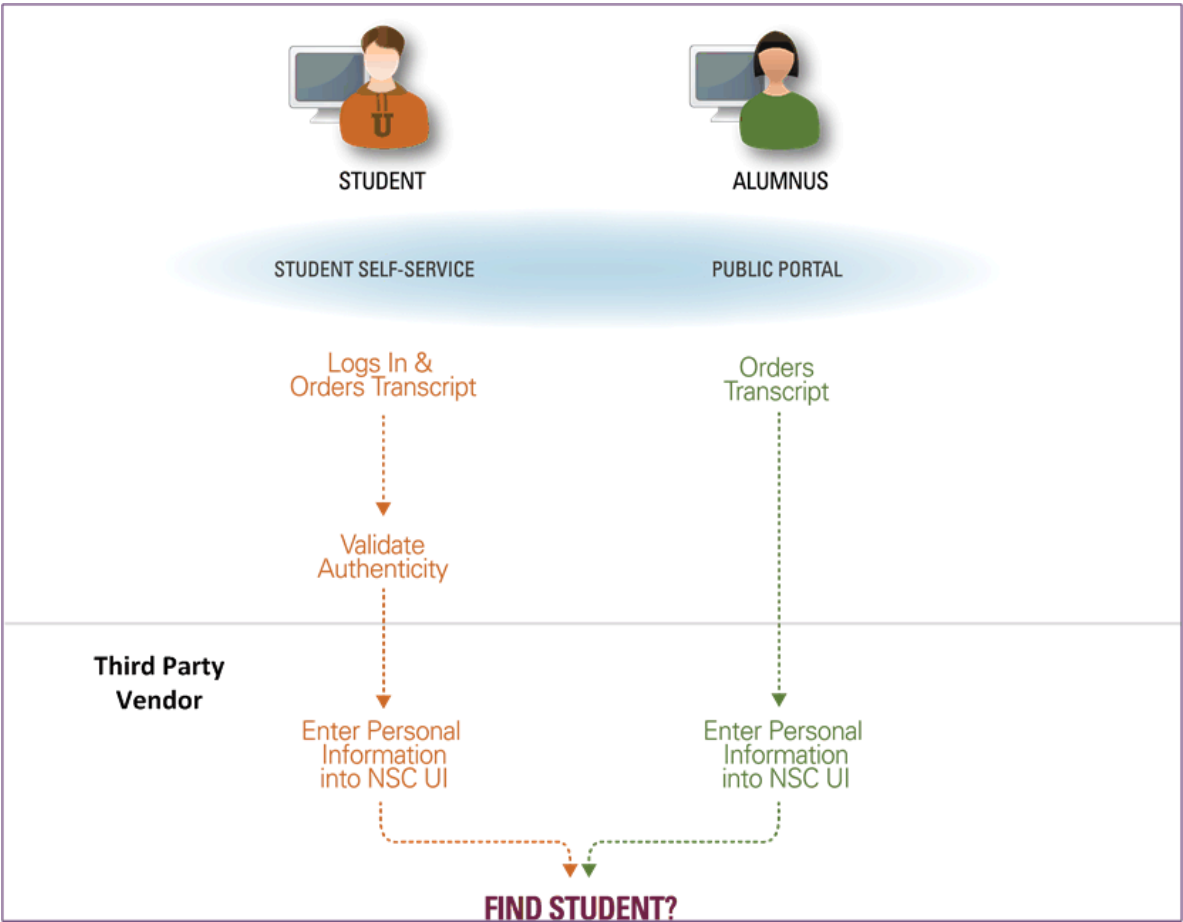
The high level steps in the order process using a vendor site are as follows. Required fields are in red with an asterisk (\*).

**Procedure**

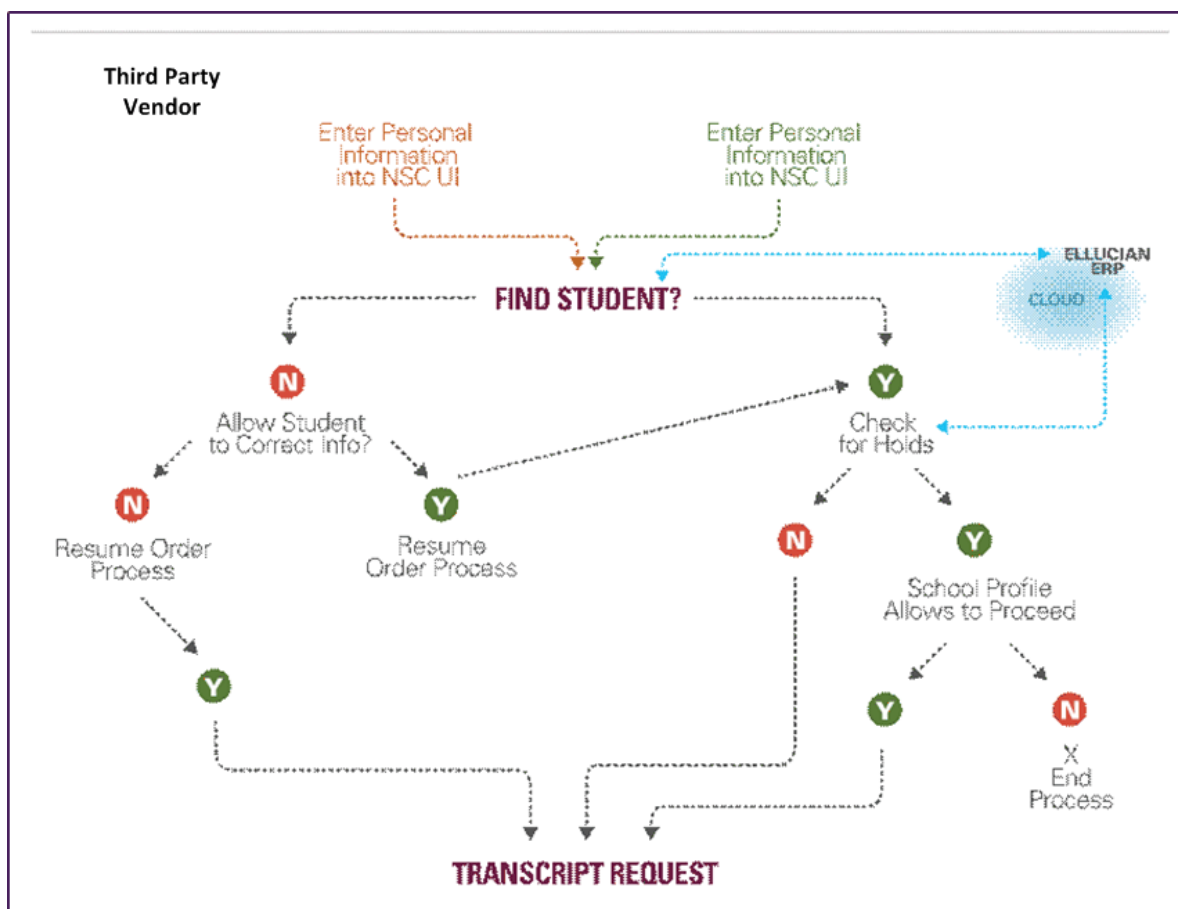
1. Enter the student's personal information.
2. Select the transcript recipient.
3. Enter the details for the transcript recipient.
4. Review the transcript order.
5. Enter credit card information for payment.
6. Sign the consent form for the order.

***Student Identification***

Here is a process flow showing how the vendor verifies the student identification of the student requesting the transcript whether the order is placed through Self-Service or through a public portal.



Here is a process flow showing how the vendor verifies the student identification when holds exist.



### Student Data Collected for the Order

The following information is provided by the student for the order. This information can be useful if an exact match is not found in Banner for the student.

- Demographic data such as a minimum of first name, last name, and date of birth is required for every order.

Student ID and SSN can be optional, but the vendor can recommend that at least one be required.

**Note:** It is also recommended that a common matching rule is created in Banner based on the required fields.

- Enrollment data such as currently enrolled or not enrolled

If not enrolled, the student may be asked to enter the years of overall attendance or years of attendance at specific institutions, in addition to degrees or certificates earned and the year in which a degree was earned.

The student can select order details for transcript purpose, processing, and delivery.

- Transcript orders can have different purposes, such as transfer, admission, employment, or scholarship.
- Processing options can be selected such as, now, after grades are posted, or after a degree is awarded.
- Delivery methods choices include hold for pickup, electronic PDF file, or mail.

## Order Processing APIs

After the student has filled out the order information and clicks on the appropriate button, such as **Next**, processing begins. The process initiates calls to one or more Ellucian Cloud APIs. The Ellucian Cloud then calls the appropriate Banner APIs.

- The Find a Student API is always called, unless the ERP is down and exception processing is needed.

When the ERP is down, the vendor sweeper job is run every 10 minutes in production checking for orders that need to be sent to the Ellucian Cloud. If the Ellucian Cloud does not respond, the process continues to attempt to send the waiting transcript orders every 10 minutes for a period of one day. After the Ellucian Cloud is back up and running, these records will be processed the next time the vendor sweeper job is run.

- The Find Student Transcript Restrictions API is only called when the Find a Student API has found an exact match in Banner and active holds exist.
- The Get Ungraded Terms API (for terms with courses that have not been graded and rolled to academic history) and the Get Student Programs API (for degrees that have not yet been awarded) are only called when a student is found in Banner, and if values are returned, allows the student to choose a future processing option for the order, if that feature is enabled at your institution.

The following APIs support real-time and automated processing of orders between the vendor, the Ellucian Cloud, and Banner.

### *Find a Student API*

This API is always called and looks for the last name and first name from SPRIDEN and the date of birth from SPBPERS. It also checks for additional required or optional data which includes the unverified student ID from SPRIDEN and the optional government issued ID (SSN) from SPBPERS.

The API calls the institution-specific common matching rule on the eTranscript Rules Form (SHRTETC) by calling the SHKECMN package. Common matching results are not displayed to the student. If a former last name was entered on the vendor order form, it will be used in the matching process if an exact match is not found using the current last name.

If an exact match is found, the Banner ID is returned internally, and the student continues with the order. The process then executes three additional APIs.

- The Find Student Transcript Restrictions API checks for any active transcript holds, such as a library fine or a balance due in Accounts Receivable. For vendor-specific processing, the vendor school profile determines whether your institution will allow the order to continue when restrictions or active holds exist. If the student may not proceed with the order, the student must exit from the order process.

Your institution-specific vendor profile also allows you to distinguish between student actionable holds which are displayed to the student and school actionable holds which are not displayed to the student. For more information about these types of holds please contact your vendor representative.

- At this point, the Get Ungraded Terms API and the Find Student Programs API could return values for future processing options for the order that can be displayed to the student if they are available.

If no match is found, or multiple possible matches are found, a `Null` value is returned internally, and the student sees a message to try again, if your institution accepts orders without a matching Banner ID. If you try again and click **Next**, you will be taken the next page to continue processing your order, and the status of your order after it is in Banner will be `NR - Needs Review`.

**Note:** When a match on any data element fails, there is no match for the student. Even when the incoming last name, first name, and date of birth are matched in Banner, if the incoming optional SSN or Banner ID are not matched in Banner, the match fails.

Active transcript holds are not selected until the order is received in Banner. No future processing options for the order are displayed to the student when no match has been found.

### *Find Student Transcript Restrictions API*

This API is called when an exact match is returned by the Find a Student API. The API checks for active transcript holds and returns the hold codes and descriptions for holds found. The student receives a message if actionable holds exist.

The `gb_hold` API finds active, current holds based on the setting of the **Transcript** indicator for the hold code on the Hold Type Code Validation Form (STVHLDD). Student holds can be viewed on the Hold Information Form (SOAHOLD) and in the Order History block of the eTranscript Transcript Request Summary Form (SHAETOR).

### *Get Student Ungraded Terms API*

This API checks for registration terms with one or more gradable courses that remain ungraded and have not been rolled to academic history.

The term code and description are returned. The list of terms is displayed on the vendor ordering page, and the student can select only one term for the transcript order.

### *Get Student Programs API*

This API returns one or more unawarded degrees and programs in a 60 position concatenation of level description, plus degree description, plus program description.

The degrees are selected from current and active curricula where that term's start and end date range on STVTERM includes the current date. For example, Undergraduate Bachelor of Arts BA-HISTORY. Multiple concatenations can be returned. The list is displayed on the third party transcript vendor ordering page, and the student can select only one pending degree.

If Banner degree records do not exist for the student (no SHRDGMR records exist), then existing active curriculum information (SORLCUR) associated with the student's learner record (SGBSTDN) will be used to obtain degree and program information that will be returned by the API. Because a term needs to be associated with a degree or program to find the appropriate SHRTETC release date, the term used is derived from the pending or sought SORLCUR outcome record on the Degree and Other Formal Rewards Form (SHADEGR).

When the SORLCUR record is not available, the term used is derived from the academic status and graduation status information on the General Student Form (SGASTDN). The **Graduation Term** field on SGASTDN must be populated in either case.

### *Determine Student Effective Term*

The `svq_sovlcur_term` view is used in this API to build a set of terms where today's date is between the start and end dates for the term, beginning with the minimum term where that is true.

For example, if today is November 15:

- Term 201410 has a start date of 15-AUG-2013 and an end date of 15-DEC-2013.
- Term 201412 has a start date of 01-NOV-2013 and an end date of 15-JAN-2014.
- If today's date is 01-DEC-2013, the data will be built starting with term 201410.

The view finds the student's current and active curricula beginning with term 201410.

The view can also find the minimum student effective term (SGBSTDN) that includes the term selected. For example, when a student has these effective terms:

- 200910 - 201110
- 201110 - 999999

The effective term selected for the student is 201110 - 999999.

The view can retrieve the following data from the selected student effective term record:

- the graduation term associated with the student effective term
- the curriculum sequence number associated with the curriculum used to retrieve the SORLCUR record(s)

If the student has more than one curriculum record, all curriculum records will be returned, but any curriculum where the degree has been awarded will not be returned to the list on the transcript vendor ordering page.

The graduation term on SHADEGR for the pending or sought outcome record is used to find the hold for degree rule for the term and to obtain the planned release date from SHRTETC. If no rule can be found for the term, the corresponding STVTERM end date is used.

When the graduation term on SHADEGR is not populated, the maximum SGBSTDN graduation term is selected to determine the release date. When the **Graduation Term** field on SGASTDN is not populated, the release date is set as the next day from the day of order submission (current date +1).

The XML response is returned with the AD order status and the planned release date. This date is used by the Ellucian Cloud to determine when the order will be selected to see if it can be fulfilled.



### *Place Transcript Order API*

This API is used to accept the transcript order for a student with a PESC transcript request (XML) from the Ellucian Cloud.

### *Update Order Ellucian Cloud Status API*

This API is used to check the current status of a particular transcript order. It accepts input of the order ID.

### *System Details API*

This API is used to check system availability, that is, whether the Banner Student 8.6.2 release is installed.

If it is installed, the API returns a value of `True` to the Ellucian Cloud. Otherwise, a value of `False` will be returned. It allows orders to be held until the system is next available.

## **API Access**

The following privileges should be defined in the Banner Administrative account for eTranscripts API access.

### **Procedure**

1. Define the Oracle Create Session privilege or the `USR_DEFAULT_CONNECT` Oracle role as the default role for the user.
2. Define the `BAN_DEFAULT_M` Oracle role as granted to the user. It does not need to be a default role, as it is password protected.
3. Define the `BANPROXY` access set in the Oracle/Banner Security Maintenance Form (GSASECR) or the `ALTER USER username GRANT CONNECT THROUGH BANPROXY`.
4. Define access to the General Menu (GUAGMNU) Banner security object using the Oracle/Banner Security Maintenance Form (GSASECR).

### **Results**

This is the minimum privilege access model for the account that can be used to execute the eTranscripts APIs.

## **Complete the eTranscripts Order**

After the processing has returned the information, the student can continue to finish the order.

### **About this task**

The next steps are:

**Procedure**

1. Select a delivery option.
2. View the order before payment.
3. Check the transcript request, and add, edit, or delete recipients.
4. Supply credit card information for payment.

Only an authorization against the student's credit card is performed at the time an order is placed. Charges are not applied until the order has been fulfilled.

5. Place the order.

**Results**

The student receives an email indicating that the order has been filled, along with the unique order ID which can be used to track the order on the vendor transcript ordering website. The order ID becomes the key to processing the order in Banner. The student can log in to the vendor website with the student's email address and order number and view the status of the order.

You can do the following in Banner for transcript orders:

- Review transcript order requests on the eTranscript Transcript Request Summary Form (SHAETOR).
- Review transcript order statuses on the eTranscript Status Summary Inquiry Form (SHIETSS).
- Review transcript order errors on the eTranscript SFTP Transmission Resend Form (SHASFTP).

**Order Transmission**

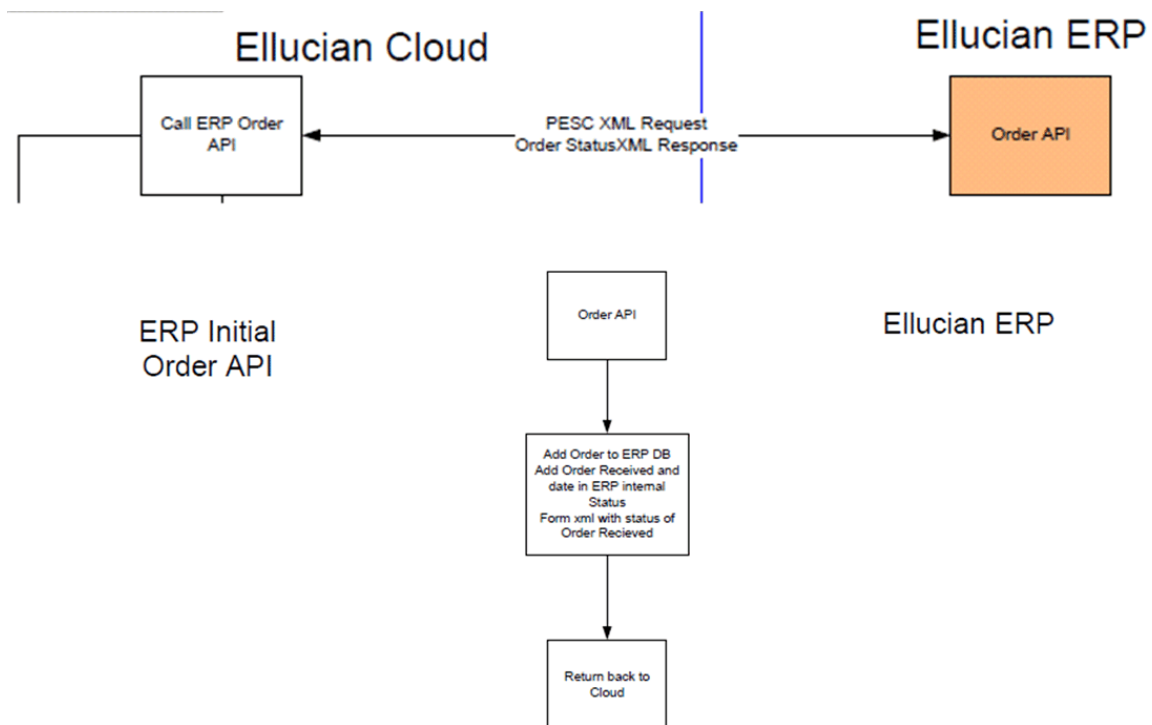
The vendor sends the PESC XML transcript request to the Ellucian Cloud, and the Ellucian Cloud passes the request to the correct Banner institution, based on the OPEID number. The transcript request contains additional XML user-defined fields that have been agreed upon by the vendor and Ellucian.

The XML is parsed and loaded into the SHRORRE temporary table. It is then further parsed and transformed before being loaded into the production tables behind the SHAETOR form. These tables are: SHBTEOT, SHRTEOD, SHRTEOS, SHRTEHP, and SHRTEDI.

Some data translations can occur during the load, such as when PESC Boolean values of `True` or `False` are loaded as `Y` or `N`. When a Banner ID is included in the order, the PIDM is retrieved and loaded to the production tables.

When the load is successful, Banner sends the full XML Transcript Response to the Ellucian Cloud, and the Ellucian Cloud sends the XML to the vendor. The response status code expected by the vendor is the order status translation "TranscriptRequestReceived".

Here is a process flow for the initial receipt of the transcript order. In this example the Ellucian ERP is the Banner System, the ERP DB is the Banner DB, and the ERP initial order API is the Banner initial order API.



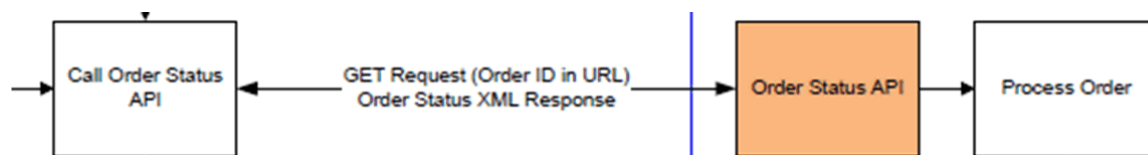
### Banner XML Processing

After Banner sends the XML with a status of "TranscriptRequestReceived", the Ellucian Cloud sends a request to retrieve the status of the order as below.

```
GET /api/transcript-orders/{order-ID} (HTTP/1.1)
```

Banner executes the SHKEORS package that evaluates transcript order statuses and returns the full Transcript Order Status XML with appropriate status updates and additional information as needed. The Transcript Order Status XML is modeled on the Transcript Request Response XML.

Here is a diagram of the XML process flow.



## Order Status Processing

Order status codes are used to identify the processing stages through which an order passes.

Not all orders will pass through the same statuses. Some statuses will require manual intervention to continue the process. The complete status history for an order is captured on the eTranscript Order Request Form (SHATEOR) and the eTranscript Status Summary Inquiry Form (SHIETSS). A set of order status codes is delivered and stored on the eTranscript Order Status Validation Table (STVETST). They should not be changed.

eTranscripts order processing is driven by order status logic (SHKEORS package) that facilitates automated order processing. The logic checks on the current order status each time the Ellucian Cloud requests an order status update. This logic does not contain any checking for the `OR - Order Received` status. The logic is used to detect each status condition is included in the package. The package also adds the new order statuses to an order's status history.

**Note:** In “test”, the Ellucian Cloud will request status updates from Banner every hour. In “production”, the Ellucian Cloud will request status updates from Banner one time a day.

When a status change has occurred, the new order status is added to the SHRTEOS table. Internal status codes are delivered for internal Banner processing and are not sent to the vendor. Some statuses are sent to the Ellucian Cloud using the two-digit internal code and are not sent to the vendor. Some statuses are sent to the Ellucian Cloud with the internal code and are then sent to the vendor using the PESC third party translation value.

In this case, the vendor sends an email or text message to the student to alert them to the current status of their transcript order. The full Transcript Order Status XML is sent with each status update to the Ellucian Cloud (and to the vendor where appropriate). The Ellucian Cloud will request a daily status update from Banner, and exceptions will be noted. If a status is not sent back to the vendor, the order is considered to be “in process”.

Statuses are selected in the following sequence by the process: expired, needs research, attachment needs review, hold for restrictions, awaiting grades, awaiting degrees, offline (manual) record sent, canceled, ready to generate with holds, ready to generate without holds.

The SHKEORS order status package is called by the Order Status API request from the Ellucian Cloud. The order status package is also called by the eTranscript Order Request Transcript Request Summary Form (SHATEOR) under the following conditions and is used to determine the next status of the order.

- The Banner ID is added to an order or changed for an order.
- The **Holds Override** check box is selected.
- The **Attachments Reviewed** check box is selected.
- The **Student Not Found**, **Cancel Order**, or **Manual** indicators are selected.

### *Order Status Sequence Exceptions*

Exceptions to XML order status updates exist for the following conditions when the order is returned to being in process with the institution.

- The status is changed from `HR` to `AG`.

- The status is changed from `HR` to `AD`.
- The status is changed from `NF` to `AR`.

The first status in each pair alerted the student to a problem with the transcript order. However, the second status did not indicate that the order is back in process. The description will be changed to "TranscriptRequestReceived" for the statuses in all cases, and the values for `<UpdateThirdParty>` and `<UpdateCloudStatus>` will be updated to `True`.

### *Ellucian Cloud Order Status Update*

When an order arrives, the Ellucian Cloud immediately requests a status update after Banner sends back the `OR - Order Received` status. The Ellucian Cloud will then send a poll one time a day for an order status update at the polling time specified in the Ellucian Cloud setup.

Daily polling occurs *except* under these conditions:

- For `AD - Awaiting Degree` and `AG - Awaiting Grades`, the request for an update will not be sent again until the day after the defined planned release date.
- For `RG - Ready to Generate`, the Ellucian Cloud waits for Banner to send back the status that comes after `RG`.
- For the following statuses: `FO - Offline Record Sent (paper)`, `FF - Order Fulfilled (electronic PDF)`, or `TF - Transmission Failed (electronic PDF)`.

### *Daily Ellucian Cloud Status Update Requests*

Banner checks the current order status against the most current status in the `SHRTEOS` table. If no change in status is found from the previous day, the XML response sends back *False* for the `<UpdateCloudStatus>` value.

For example:

- On December 2, the status is `AR`.
- The `<UpdateCloudStatus>` value is `True`.
- On December 3, the status is `AR`.
- The `<UpdateCloudStatus>` value is `False`.

The XML user-defined extension includes the elements for updating the vendor and the Ellucian Cloud.

## **Order Status Codes**

The following order statuses are used with eTranscripts processing and are explained in this section.

- `OR` - Order Received
- `NR` - Needs Research
- `NF` - Student Not Found

- 
- AR - Attachment Needs Review
  - HR - Hold for Restrictions
  - AG - Awaiting Grades
  - AD - Awaiting Degrees
  - RG - Ready to Generate
  - GF - Generation Failed
  - GC - Generation Complete
  - TF - Transmission Failed
  - TC - Transmission Complete
  - FF - Order Fulfilled
  - FO - Offline Record Sent
  - EX - Order Expired
  - CA - Canceled

### *OR - Order Received*

The `OR - Order Received` status indicates that the order data has been successfully loaded to Banner after the order information has been sent to Banner using PESC XML College Transcript Request schema. The order XML is loaded and parsed into the Banner order tables.

Banner sends the order status translation “TranscriptRequestReceived” in the Transcript Request Response XML to the Ellucian Cloud, and the Ellucian Cloud sends the XML to the vendor. Banner adds *OR* as the first record in the order status history for the order.

After the `OR` status has been communicated back to the Ellucian Cloud, the Ellucian Cloud requests an order status update, and the order status logic package (SHKEORS) determine the next status to be used. The Ellucian Cloud will request a status update for one time in a day (with some exceptions).

All statuses other than `OR` (translation of “TranscriptRequestReceived”) are created and communicated using the Transcript Order Status XML. These statuses are discussed below. A user-defined section has been created in the Transcript Order Status XML to accommodate internal statuses.

### *Example XML Data Sent to the Vendor for OR Status Updates*

```
Response for POST api/transcript-orders: institutionId=99989900,
parsedResponse=5109454-12013-11-28T08:50:00.000-05:00RequestOriginal99989900Ellucian
Banner
School827034414VendorPRODUCTION2013-11-28T08:50:00.000-05:005109454-1TranscriptReque
Banner
School99989900FalseTrueElectronicTrueTrue2013-11-28T08:50:01.000-05:00OR
```

## *NR - Needs Research*

The `NR - Needs Research` status indicates that the order has arrived without a Banner ID, and no match was found during the order process by the Find a Student API. The order status logic adds the `NR` status to the order history.

Banner sends the XML with the `NR` status to the Ellucian Cloud, but the Ellucian Cloud does not send the status to the vendor. You must research the order to determine whether a match can be found based on any additional demographic or enrollment information submitted by the student. When an exact match is found, you can update the **Banner Identification** fields in the Transcript Order Summary block of the Transcript Request Summary Form (SHAETOR). When the Banner ID is updated, the order PIDM is also set. When Banner ID is updated, order status logic is called to advance the order.

The SHAETOR form immediately determines what the next status should be and adds it to the order status history. Because the form determined that status, no updates were sent to the Ellucian Cloud or the vendor (if applicable). The next time the Ellucian Cloud polls for a status update, the last status that was sent to the Ellucian Cloud is compared to the current status. If the status has changed, Banner sends the XML with the new status to the Ellucian Cloud. If the new status is one that should be sent to the vendor, the Ellucian Cloud sends the XML with the applicable status translation to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student of the current status. If the new status is one that is not sent to the vendor, Banner sends the XML with the new status to the Ellucian Cloud, but the Ellucian Cloud does not send the status to the vendor.

Here is an example where a new status is sent to the vendor:

When the Banner ID is populated, if the status moves from `NR - Needs Research` to `HR - Hold for Restrictions`, Banner sends the XML with the `HR` status to the Ellucian Cloud and the translation of "Hold" and the hold descriptions to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor will inform the student of the holds that exist on the student's account and provide information to contact the institution to resolve the issue.

Here is an example where a new status is not sent to the vendor:

When the Banner ID is populated, if the status moves from `NR - Needs Research` to `AR - Attachment Needs Review`, Banner sends the XML with the `AR` status to the Ellucian Cloud, but the `AR` status is not one that is sent to the vendor.

### *Example XML Data Sent to the Vendor for NR Status Updates*

```
<UserDefinedExtensions><ErpStatusInfo><UpdateThirdParty>False</UpdateThirdParty><UpdateCloudStatus>True</UpdateCloudStatus><StatusDateTime>2013-11-28T07:05:02.000-05:00</StatusDateTime><StatusCode>NR</StatusCode><PlannedReleaseDate></PlannedReleaseDate></ErpStatusInfo></UserDefinedExtensions>
```

## *NF - Student Not Found*

The `NF - Student Not Found` status indicates that the order arrived without a Banner ID, and after further research, no matching student can be found.

You must check the **Student Not Found** check box in the Transcript Order Summary block of the eTranscript Transcript Request Summary Form (SHAETOR). The order status logic adds the `NF` status to the order history.

The next time the Ellucian Cloud polls for an update, Banner sends the XML with the `NF` status to the Ellucian Cloud and the translation of “NoRecord” to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student that the record cannot be found and provides information to contact the institution to resolve the issue.

The auto cancel number of days countdown is activated. The student has a specific number of days to contact the school in an effort to resolve the issue. If the number of auto cancel days elapses without a resolution, the status is updated to `EX - Expired` and then to `CA - Canceled`. The vendor will inform the student of the canceled order.

The next time the Ellucian Cloud polls for an update, Banner sends the XML with the `CA` status to the Ellucian Cloud and the translation of “Canceled” to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student that the order is canceled.

If the student contacts the institution with additional information that enables the institution to determine the Banner ID, you can update the **Banner Identification** fields in the Transcript Order Summary block of the Transcript Request Summary Form (SHAETOR). When the Banner ID is updated, the order PIDM is also set. The SHAETOR form immediately determines what the next status should be and adds it to the order status history. Because the form determined that status, no updates were sent to the Cloud or the vendor.

The next time the Ellucian Cloud polls for a status update, the last status sent to the Ellucian Cloud is compared to the current status. If the status has changed, Banner sends the XML with the new status to the Ellucian Cloud. If the new status is one that should be sent to the vendor, the Ellucian Cloud sends the applicable status translation to the vendor. The vendor informs the student of the current status. If the new status is one that is not sent to the vendor, Banner sends the XML with the new status to the Ellucian Cloud, but the Ellucian Cloud does not send the status to the vendor.

## *AR - Attachment Needs Review*

The `AR - Attachment Needs Review` status indicates that the student has submitted attachments with the order that require your review, and the **Attachments** indicator is selected in the Transcript Order Summary block of SHAETOR. The order status logic adds the `AR` status to the order history.

The `AR` status is added when it is the next applicable status when the order status update is processed. When the **Attachments** indicator is selected, the logic also checks if the **Attachments Reviewed** indicator is cleared. If the indicator is cleared, the `AR` status is inserted into the order history.

When the status that immediately precedes the `AR` status is `NF - Student Not Found`, Banner sends the XML with the `AR` status to the Ellucian Cloud, and the translation of “TranscriptRequestReceived” to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student that the order is in process.



When the status that immediately precedes the AR status is not NF, Banner sends the XML with the AR status to the Ellucian Cloud, but the Ellucian Cloud does not send the status to the vendor. The attachments are not brought into Banner with the order. You need to log into the vendor using the attachment URL provided in the Attachments Information block of SHAETOR. After the attachments have been reviewed, you can check the **Attachments Reviewed** check box in the Attachments Information block of SHAETOR to indicate that processing can continue.

**Note:** Some transactions may take longer than expected to process to completion, depending on the order status and the behind the scenes updates that take place.

For example, when the order status is updated to AR, (the **Attachments Reviewed** indicator is selected on SHAETOR), and the changes are saved, the SHKEORS order status package is called and processing continues.

SHKEORS determines whether the order is ready to be generated. If so, the SHRETRN process is run, and the PDF file is produced. Then the SHRTEOS table is updated with statuses of RG, GC, TC, and FF.

### *Example XML Data Sent to the Vendor for AR Status Updates*

```
<UserDefinedExtensions><ErpStatusInfo><UpdateThirdParty>True</UpdateThirdParty><UpdateCloudStatus>True</UpdateCloudStatus><StatusDateTime>2013-12-10T11:50:04.000-05:00</StatusDateTime><StatusCode>HR</StatusCode><PlannedReleaseDate></PlannedReleaseDate></ErpStatusInfo></UserDefinedExtensions>
```

### *HR - Hold for Restrictions*

The HR - Hold for Restrictions status indicates that active transcripts holds have been found. The order status logic adds the HR status to the order history.

Banner sends the XML with the HR status, the translation of “Hold”, and the holds to the vendor and sends the specific hold code descriptions to the Ellucian Cloud. The Ellucian Cloud then sends the XML to the vendor. The vendor will inform the student of the holds that exist on their account and provide information to contact the institution to resolve the holds.

The auto cancel number of days countdown is activated. The student has a specific number of days to contact the school in an effort to resolve the holds. If the number of auto cancel days elapses without a resolution, the status is updated to EX - Expired and then to CA - Canceled.

The next time the Ellucian Cloud polls for a status update, Banner sends the XML with the CA status to the Ellucian Cloud and the translation of “Canceled” to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student that the order is canceled.

If new holds have been added after the last holds status update occurred, the new holds and descriptions must be sent in a status update to the Ellucian Cloud and to the vendor in the order status XML. This could occur if holds existed but were cleared before waiting for grades or if a new transcript hold exists when the release date for grades is reached. The SHRXHLD table stores information about holds previously sent in XML updates for an order ID.

Current holds are compared to holds previously sent to determine if the hold information has changed or not, after the previous XML update about the *HR* status occurred. If new holds are found, the auto cancel number of days countdown is reset to the value on SHRTETC. The vendor informs the student that holds exist and provides information to contact the institution resolve the holds.

Holds can be designated school actionable or student actionable.

- School actionable holds pause processing and need to be addressed by administrative staff, but do not result in a message being sent to the student. A school actionable hold could be an academic issue that needs internal review, or when complete academic records may not be in Banner.
- Student actionable holds pause processing and need to be addressed by the student, such as fines that need to be paid.

If the student contacts the institution and resolves the holds, you have some options for how to proceed.

- You may manually select the **Holds Override** indicator in the Transcript Order Summary block of the Transcript Request Summary Form (SHAETOR). When the **Holds Override** indicator is selected, the SHAETOR form immediately determines what the next status should be and adds it to the order status history. Because the form determined that status, no updates were sent to the Ellucian Cloud or the vendor.

The next time the Ellucian Cloud polls for a status update, the last status sent to the Ellucian Cloud is compared to the current status. If the status has changed, Banner sends the XML with the new status to the Ellucian Cloud. If the new status is one that should be sent to the vendor, the Ellucian Cloud sends the applicable status translation to the vendor. The vendor informs the student of the current status. If the new status is one that is not sent to the vendor, Banner sends the XML with the new status to the Ellucian Cloud, but the Ellucian Cloud does not send the status to the vendor.

- You may update the **To Date** of the applicable holds on SOAHOLD to the current date. If you choose to do this, the order status will remain as *HR* until the next time the Ellucian Cloud polls for a status update.

When this poll occurs, the last status sent to the Ellucian Cloud is compared to the current status. If the status has changed, Banner sends the XML with the new status to the Ellucian Cloud. If the new status is one that should be sent to the vendor, the Ellucian Cloud sends the applicable status translation to the vendor. The vendor informs the student of the current status. If the new status is one that is not sent to the vendor, Banner sends the XML with the new status to the Ellucian Cloud, but the Ellucian Cloud does not send the status to the vendor.

### *Example XML Data Sent to the Vendor for HR Status Updates*

```
<UserDefinedExtensions><ErpStatusInfo><UpdateThirdParty>True</UpdateThirdParty><UpdateCloudStatus>True</UpdateCloudStatus><StatusDateTime>2013-12-10T11:50:04.000-05:00</StatusDateTime><StatusCode>HR</StatusCode><PlannedReleaseDate></PlannedReleaseDate></ErpStatusInfo></UserDefinedExtensions>
```

## *AG - Awaiting Grades*

The **AG - Awaiting Grades** status indicates that the student placing the order has requested the hold for grades future processing option. The order status logic adds the **AG** status to the order history.

When the status that immediately precedes the **AG** status is **HR - Hold for Restrictions**, Banner sends the XML with the **AG** status and a planned release date to the Ellucian Cloud, and sends the translation of “TranscriptRequestReceived” to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student that the order is in process.

When the status that immediately precedes the **AG** status is not **HR**, Banner sends the XML with the **AG** status and a release date to the Ellucian Cloud. The Ellucian Cloud does not send the XML to the vendor. The release date comes from the term submitted for the hold for grades request on the eTranscript Rule Form (SHRTETC). When the term code is missing on SHRTETC, the logic uses the term end date from STVTERM as the planned release date. The Ellucian Cloud will wait until the day after the release date before requesting daily status updates on the order. Banner logic ensures that all grades have been rolled to academic history before the order is filled.

When the transcript order is submitted with a hold for grades term, the release date is retrieved from the **Hold for Grades** data element on SHRTETC for the matching term. The **Hold for Grades** data element and the **AG - Awaiting Grades** order status include the term in the order that is sent to Banner. Both require a planned release date to be included in the XML order status that is sent back to the Ellucian Cloud. The hold for grades rule that matches the term on SHRTETC is used to send back the planned release date. The XML response is returned with the **AG** order status and the planned release date.

## *AD - Awaiting Degrees*

The **AD - Awaiting Degrees** status indicates that the student placing the order has requested the hold for degree future processing option. The order status logic adds the **AD** status to the order history.

When the status that immediately precedes the **AD** status is **HR - Hold for Restrictions**, Banner sends the XML with the **AD** status and a planned release date to the Ellucian Cloud, and sends the translation of “TranscriptRequestReceived” to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student that the order is in process.

When the status that immediately precedes the **AD** status is not **HR - Hold for Restrictions**, Banner sends the XML with the **AD** status and a release date to the Ellucian Cloud. The Ellucian Cloud does not send the XML to the vendor.

The release date comes from the term submitted for the hold for degree request on the eTranscript Rule Form (SHRTETC). When the term code is missing on SHRTETC, the logic uses the term end date from STVTERM as the planned release date. The Ellucian Cloud will wait until the date after the release date before requesting daily status updates on the order. Banner logic ensures that degree has been awarded before the order is fulfilled.

When the transcript order is submitted with a hold for degree term, the release date is retrieved from the **Hold for Degree** data element on SHRTETC for the matching term. The **Hold for Degree** data element and the **AD - Awaiting Degrees** order status both require a planned release date to be included in the XML order status that is sent back to the Ellucian Cloud. A student may request a

transcript on April 25 but will not be awarded the degree until May 14. The Ellucian Cloud does not want to ask for a daily update on the order status from April 25 until student is awarded the degree.

The planned release date reflects the date on which degrees are expected to be awarded and is associated with the maximum graduation term on SHADEGR. When the graduation term on SHADEGR is not populated, the maximum SGBSTDN graduation term is selected to determine the release date. When the **Graduation Term** field on SGASTDN is not populated, the release date is set as the next day from the day of order submission (current date +1). The Ellucian Cloud will not ask for an update on the order status until the day after the defined planned release date.

For example:

1. The student submits an order with a hold for degree term on April 25.
2. The XML response sends back an order status of AD and a `<PlannedReleaseDate>` of May 14.
3. The next request from the Ellucian Cloud for an order status will take place on May 15.
4. The Ellucian Cloud will continue to request the order status on a daily basis until the degree is awarded and the order is moved to the next status.

### *RG - Ready to Generate*

The `RG - Ready to Generate` status indicates that no issues exist with the order, and the process to fill the order can be initiated asynchronously, that is, not occurring at predetermined or regular intervals during data communication. The order status logic adds the `RG` status to the order history.

Banner sends the XML with the `RG` status to the Ellucian Cloud. The Ellucian Cloud does not send the XML to the vendor. The Ellucian Cloud does not send a daily request for an update after the `RG` status has been received. Rather the Ellucian Cloud waits to receive the next status from Banner, and the next status will be either `TF - Transmission Failed`, `FF - Order Fulfilled`, or `FO - Offline Record Sent`.

The `RG` status triggers the creation of the transcript request record (SHTTRAN) from the Transcript Request Form (SHARQTC) and in the SHKELBD package. The record can be viewed on SHARQTC. However, the order ID is not displayed. It is stored in the SHTTRAN table for internal use. The transcript request record provides the data used to produce the output based on the output type (hardcopy or electronic PDF). The order status logic then calls the `shkebl.p_call_process` package to process the order ID.

**Note:** A GPA recalculation will be performed before the transcript is produced when at least one institutional course level exists or transfer courses exist that have not yet been calculated.

Order values from the SHRTEOD table need to be set up as crosswalks to Banner values needed on SHARQTC. This cross walk for state and nation values can be done on the EDI Cross-Reference Rules Form (SOAXREF) for the STVSTAT and STVNATN cross-reference labels. Verify that the **XML** check box is selected for each rule on SOAXREF so the PESC value is translated.

When the order status is `RG`, a request is sent to the queue (advanced queuing). The queue listener looks for requests and then runs either the eTranscript Export Process (SHRETRN) and the Academic Transcript (SHRTRTC), based on the transcript type, to produce the output. (SHRETRN uses the options on SHATPRT to produce electronic PDF output. SHRTRTC produces paper

output.) The SHRADVQ listener process needs to be started by submitting the eTranscript Listener Start Up Process (SHRQINI) to enable processing of these requests.

Create user defaults for the `ETRANSSCRIPT` user on the Default Parameter Value Validations Form (GJAPDFT) for use with eTranscripts output for SHRETRN and SHRTRTC. When the `shkebld.p_call_process` is called, it inserts job submission parameters in GJBPDFT with the user value of `ETRANSSCRIPT`. This allows the appropriate transcript process to be run automatically. Do not create a parameter set on GJAPDFT. The eTranscripts process does not use the parameter set value. The value of `ETRANSSCRIPT` is created as seed data by a script and is hardcoded in the SHKEBLD package. You can change the default values for this user, but you cannot set up a different user.

**Note:** When the `ETRANSSCRIPT` parameter set is used with SHRTRTC, the Transcript Printer parameter defaults to `%`, so paper transcripts can be printed from the queue.

### *GF - Generation Failed*

The `GF - Generation Failed` status is a Banner internal only status that indicates that an error occurred during the generation of the electronic PDF transcript output before initiating the SFTP transfer of an electronic file to the vendor.

The order status logic adds the `GF` status to the order history. No XML is sent to the Ellucian Cloud or the vendor with a status update.

When the PDF generation fails, the SHTTRAN is updated, and the `.log` file displays the message *PDF Transcript not created*. You must manually create the electronic PDF file. Go to SHAETOR and query on the status of `GF` in the Key block. If failed records are returned on SHAETOR, go to SHARQTC, duplicate the specific record, and run SHRETRN from job submission to process the order manually. This will automatically place the output in the directory path specified on SHAETAD, and SFTP process will occur as part of the SHRETRN process. The SHRETRN process adds the `GF` status to the order history.

### *GC - Generation Complete*

The `GC - Generation Complete` status is a Banner internal only status that provides confirmation that the output has been generated before initiating the SFTP transfer of an electronic file to the vendor.

The order status logic adds the `GC` status to the order history. No XML is sent to the Ellucian Cloud or the vendor with a status update.

### *TF - Transmission Failed*

The `TF - Transmission Failed` status is a Banner internal only status that indicates that the electronic transmission of the file to the vendor drop box has been unsuccessful, and an error code has been returned.

Errors can be returned for bad syntax, incorrect authorization header, forbidden request, URL not found, internal server error.

The SHRETRN process adds the `TF` status to the order history. Banner sends the XML with the `TF` status to the Ellucian Cloud after the SHRETRN process is run by submitting another request to the queue to run SHRPOST. The Ellucian Cloud does not send the XML to the vendor. You can manually resend the order using the SHASFTP form. You can manually resend individual orders or all orders.

If the SFTP process fails, the `TF` status is added to the order status history. A record is written to the SHRSFTP table, and the generated PDF is stored in a BLOB column associated with order ID. You can manually resend the order using the SHASFTP form.

### *TC - Transmission Complete*

The `TC - Transmission Complete` status indicates that the electronic transmission of the file to the vendor drop box has been successful, and a success code has been returned. The SHRETRN process adds the `TC` status to the order history.

The `TC` status is a Banner internal only status that provides confirmation that the output for the electronic file has been successfully received by the vendor drop box before the Ellucian Cloud is updated that the order has been fulfilled. No XML is sent to the Ellucian Cloud or the vendor with a status update.

### *FF - Order Fulfilled*

The `FF - Order Fulfilled` status indicates that the order data has been successfully fulfilled, and the electronic file has been sent to the vendor drop box. The SHRETRN process adds the `FF` status to the order history.

Banner sends the XML with the `FF` status to the Ellucian Cloud after the SHRETRN process is run by submitting another request to the queue to run SHRPOST. The translation of “Transcript Sent” to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student that the request has been fulfilled electronically.

### *Example XML Data Sent to the Vendor for FF Status Updates*

```
<UserDefinedExtensions><ErpStatusInfo><UpdateThirdParty>False</UpdateThirdParty><UpdateCloudStatus>False</UpdateCloudStatus><StatusDateTime>2013-12-10T11:47:21.000-05:00</StatusDateTime><StatusCode>FF</StatusCode><PlannedReleaseDate></PlannedReleaseDate></ErpStatusInfo></UserDefinedExtensions>
```

### *FO - Offline Record Sent*

The `FO - Offline Record Sent` status indicates that exceptions can be made to electronic orders to fill them manually.

In this case, a hardcopy transcript is produced. (Paper transcripts are considered as fulfilled “offline”.) Either the SHRETRN process or the SHRTRTC process adds the `FO` status to the order

history. When an order is filled manually, you must check the **Manual Processing** check box in the Transcript Order Summary block on SHAETOR. The SHAETOR form adds the FO status to the order status history.

When SHRTRTC is run manually, the format XXXXXXXXX/000 must be used for the transcript request, such as 12345/09, 123456789/01, or N00014401/11.

- Positions one through nine (XXXXXXXXX) are available for the ID number. The ID number may not use the entire nine digits. It can be shorter than nine digits.
- The next position (/) is a separator. This position will float, depending on the ID length.
- The next positions (000) are available for the sequence number or transcript request number. The transcript request number may not use all three positions. It can be shorter than three digits. These positions will also float based on the length of the ID and the position of the separator.

Banner sends the XML with the FO status to the Ellucian Cloud after SHRETRN or SHRTRTC is run by submitting another request to the queue to run SHRPOST. The translation of “OfflineRecordSent” to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student that the request has been fulfilled manually (not electronically).

### *Example XML Data Sent to the Vendor for FO Status Updates*

```
<UserDefinedExtensions><ErpStatusInfo><UpdateThirdParty>False</UpdateThirdParty><UpdateCloudStatus>False</UpdateCloudStatus><StatusDateTime>2013-12-10T11:48:55.000-05:00</StatusDateTime><StatusCode>FO</StatusCode><PlannedReleaseDate></PlannedReleaseDate></ErpStatusInfo></UserDefinedExtensions>
```

### *EX - Order Expired*

The EX - Order Expired status is a Banner internal only status that indicates that the order has expired.

The order status logic adds the EX status to the order history. No XML is sent to the Ellucian Cloud or the vendor with a status update. Immediately after the EX status is added to the order history table, Banner adds a CA - Canceled status to the order history. Banner then sends the XML with the CA status to the Ellucian Cloud and the translation of “Canceled” to the vendor. Finally, the Ellucian Cloud sends the XML to the vendor.

### *CA - Canceled*

The CA - Canceled status indicates that the order has been canceled due to expiration or was manually canceled by a user.

You can manually cancel an order by selecting the **Cancel Order** check box in the Transcript Order Summary block on SHAETOR. The SHAETOR form adds the CA status to the order status history.

Banner sends the XML with the CA status to the Ellucian Cloud and the translation of “Canceled” to the vendor. The Ellucian Cloud then sends the XML to the vendor. The vendor informs the student that the order has been canceled.

### *Example XML Data Sent to the Vendor for CA Status Updates*

```
<UserDefinedExtensions><ErpStatusInfo><UpdateThirdParty>True</UpdateThirdParty><UpdateCloudStatus>True</UpdateCloudStatus><StatusDateTime>2013-12-07T13:56:44.000-05:00</StatusDateTime><StatusCode>CA</StatusCode><PlannedReleaseDate></PlannedReleaseDate></ErpStatusInfo></UserDefinedExtensions>
```

## **eTranscript Transcript Summary Status View (SHVTEOS)**

This view is used to combine order status data from the SHRTEOS table and person data from the SPRIDEN table for display on the SHIETSS form.

Order status summary and detail information is displayed on SHIETSS, in addition to the student's name and ID. Order data is sorted at the form level by student last name and order ID.

The following columns are in this view.

```
SHVTEOS_ORDER_ID
SHVTEOS_ETST_CODE
SHVTEOS_ETST_DATE
SHVTEOS_USER_ID
SHVTEOS_ACTIVITY_DATE
SHVTEOS_SURROGATE_ID
SHVTEOS_PIDM
SHVTEOS_ROWID
SHVTEOS_ID
SHVTEOS_FIRST_NAME
SHVTEOS_MIDDLE_NAME
SHVTEOS_LAST_NAME
```

## **Generate Order Output**

The eTranscript Export Process (SHRETRN) is used to produce the transcript order output in PDF format.

### **About this task**

This is a Java process that can be run from job submission (for exception processing only) by ID and sequence number, transcript type, address selection date, address priority and type, and Order ID. It is also run when a request is sent to the queue by the SHKEORS order status package to process the transcript request.



SHRETRN produces XML and PDF output. The XML output is not PESC compliant and is used for the PDF generation only. It contains Banner values instead of the PESC values produced by the SHRPESE process. A set of 50 user-defined elements is provided to accommodate the data elements from the SHATPRT print option rules.

**Note:** The SHATPRT print option for **Student Centric Period Statistics** is not available for use with PDF transcripts at this time.

A baseline PDF template file (`shretrn_template.xls`) is delivered for use with SHRETRN. An Adobe Formatting Objects Processor (FOP) tool is used to create a stylesheet. The stylesheet can be used after the data has been transformed to XML. The XML is then transformed to a PDF file. The output is not PESC XML. The actual Banner values are generated in the output for the SHATPRT data elements (print options) with the exception of student centric periods. You can create your own templates/stylesheet and link them to Banner transcript types.

eTranscripts supports the use of multiple stylesheets, but the number of different PDF output types you use depends on how your institution configures the transcript ordering page with the vendor and how the PESC transcript types and purposes are mapped to Banner transcript types.

The eTranscript PDF Printer Rule Form (SHRPDFT) is used to map the Banner transcript type to specific PDF templates for electronic PDF transmission and to specific printers for paper (hardcopy) transcripts. You can create customized templates for your institution using the baseline template as a model, and then link the templates to Banner transcript types on SHRPDFT.

SHRETRN uses SFTP transfer to automatically send the electronic PDF output to the vendor drop box. If the SFTP process fails, an automatic number of retries is built in. Three retries are attempted, each 60 seconds apart. When the retries fail, the eTranscript SFTP Transmission Resend Form (SHASFTP) displays the errors and allows you to attempt a manual resend of the files individually or in a group. A record is written to the SHRSFTP table, and the generated PDF is stored in a BLOB column.

After the electronic PDF is received by the vendor, institution branding can be added for the school's logo and an electronic signature can be displayed.

- When a PDF transcript is generated, the **Status** field in the Electronic Transcript Status section of SHARQTC is updated with existing baseline codes such as `P1 - XML Transcript Exported` or `P2 - XML Export had Errors`.
- The **Transcript Sent Date** and **Transcript Print Date** fields in the Transcript Request information are also updated.

When the PDF generation fails during the SHRETRN process, updates occur as follows:

- The **Run Date**, **Status**, and **Status Date** fields (in the Electronic Transcript Status information) are updated on the SHARQTC form and in the SHTTRAN table. The **Status** field displays *XML Transcript Exported* when the XML is generated but PDF generation fails. The **Status** field displays *XML Export had errors* when the XML generation fails.
- The statuses in the SHRTEOS table are updated to `GF` and `TF`.
- The log file contains the error message *PDF Transcript not created*.

You will need to manually process the record after the reason for the PDF generation failure has been corrected.

## Procedure

1. Access SHARQTC and duplicate the record. The `SHTTRAN_TYPE` field must be D.
2. Run SHRETRN from job submissions with the appropriate parameters.

## Transform XML to PDF

When XML content is converted to PDF output, a series of changes takes place.

At a high level, the XML document is first converted to Extensible Stylesheet Language Formatting Objects (XSL-FO) markup language using an Extensible Stylesheet Language Transformations (XSLT) stylesheet. The XSL-FO object is entered into a Formatting Objects Processor (FOP) engine, where it is converted to a PDF file.

For example, here is a sample XML file that will go through the process of XML to XSL-FO with XSLT to FOP to PDF.

```
<name>Frank</name>
```

An XSLT stylesheet is needed to convert the XML to XSL-FO, to produce the PDF file. Next, the FOP reads the generated XSL-FO document and formats it to be a PDF document.

Here is the minimal XSLT stylesheet that is needed to take the name (Frank) and produce a document that reads *Hello Frank!* The document is saved as `name2fo.xml`.

```
<?xml version="1.0"?>
<xsl:stylesheet version="1.0"
  xmlns:xsl="http://www.w3.org/1999/XSL/Transform"
  xmlns:fo="http://www.w3.org/1999/XSL/Format">
  <xsl:output method="xml" indent="yes"/>
  <xsl:template match="/">
    <fo:root>
      <fo:layout-master-set>
        <fo:simple-page-master master-name="A4-portrait"
          page-height="29.7cm" page-width="21.0cm"
          margin="2cm">
          <fo:region-body/>
        </fo:simple-page-master>
      </fo:layout-master-set>
      <fo:page-sequence master-reference="A4-portrait">
        <fo:flow flow-name="xsl-region-body">
          <fo:block>
            Hello, <xsl:value-of select="name"/>
          </fo:block>
        </fo:flow>
      </fo:page-sequence>
    </fo:root>
  </xsl:template>
</xsl:stylesheet>
```

The SHRETRN process uses this same functionality to produce the eTranscripts PDF output. XML is produced, then the `PESCXMLPdfHelper.java` file is used to transform the XML through the XSLT and XSL-FO, input the data into the FOP engine, and produce the PDF file. A default template XSLT stylesheet is delivered to format the PDF.

## Modify the PDF Template

The `shretrn_template.xml` file is the default template for eTranscripts PDF output.

You can modify the `shretrn_template.xml` file to change the format of the PDF output. To do this, rename the file with a version number such as, `shretrn_template_1_0.xml`, make your changes, and store the file in the `$DATA_HOME/student` directory. You also need to associate the modified, renamed template with the transcript type on SHRPDFT by entering the filename in the **PDF Template** field for the transcript type.

When SHRETRN is run, the process checks SHRPDFT for the transcript type and associated `.xml` template file. If the `.xml` file does not exist, the default, delivered `shretrn_template.xml` file is used to format the PDF output. If a `.xml` file is found, the process then checks `$DATA_HOME/student` directory for a `.xml` file to use. If no file is found in the directory, the `shretrn_template.xml` file is used.

You can add new fields to the PDF output by selecting the User-Defined Extensions (UDE) fields on SHATPRT (**College, Student, Academic Record, Course**). Use SQL to modify the following UDE procedures in the SHKETRN package.

- `p_main_ude_element`
- `p_student_ude_element`
- `p_acrec_ude_element`
- `p_acadsess_course_ude_element`

Additional code can be added to display more fields on the PDF transcript. As already discussed, you can copy the default template, rename the file, and make your changes. Refer to the third party manual *PESC XML College Transcript Implementation Guide* for more information about user-defined elements.

## Existing Custom Output

If your institution already has custom transcript output, you need to examine the code that calls the processes to generate paper or PDF output and make local modifications to call your custom or third party processes.

For electronic PDF, you will need to ensure that custom or third party code generates the required PDF filename convention and places the file in the required directory.

## PDF Filename

The PDF file that is generated has a required naming convention.

`Ellucian_Transcript_OPEID#_ordertracking#_timestamp`

- The OPEID number uses an eight digit format.
- The order tracking number uses the format `Order#-suborder (123456-1)`.
- The timestamp uses the format `yyyymmddhhmmss`.

For example:

Ellucian\_\_Transcript\_00123456\_1234-1\_ 20120419124512.pdf

## SFTP Setup

To set up SFTP for automated and manual transcript processing, enter the following information on the eTranscript Administrator Configuration Form (SHAETAD) for use with the vendor.

### About this task

#### Procedure

1. **Host Name**

Enter the name of the vendor's host computer or server that will accept the eTranscripts file.

2. **Username**

Enter the username or ID used to log into the vendor's host computer.

3. **SSH Directory**

Enter the location of the institution server that stores the `id_rsa` and `id_rsa.pub` identity files. The `id_rsa` file is used to dynamically generate the password for logging into the vendor's host computer.

4. **Passphrase**

Enter the passphrase used to access the identity (`id_rsa`) file.

#### Results

If the SFTP process fails, review the `.log` file for error messages, such as the `shretrn_XXXXXX.log` file in the JOBSUB directory. This directory is used for sending and resending transcript PDF files.

## Oracle Advanced Queue Processing

Advanced queue processing can be used to connect transcript printing in Banner to the vendor request for eTranscripts. The `soo_etran_payload.sql`, `squegtabe_080602_01.sql`, and `squegtabe_080602_02.sql` scripts are run during the Banner Student 8.6.2 upgrade to establish the administrative queues, queue tables, and roles for eTranscripts advanced queuing.

Queues are started with the eTranscript Listener Start Up Process. This can be run through job submission. It calls multiple occurrences of the eTranscript Advanced Queue Process (SHRADVQ) as the listener process. Queues must be restarted any time the Banner system is down.

Refer to the "Oracle Advanced Queue Processing" topic in the "Registration" chapter for more information on using advanced queues.

## GTVSDAX Rule

The `QUEUETIME` GTVSDAX rule can be used with advanced queue processing for eTranscripts to set the queue time out.

Internal Code	Internal Code Group	External Code	Description
QUEUETIME	QUEUETIMEOUT	300	SFRADVQ/SHRADVQ timeout in seconds

The `QUEUETIME` rule is used to change the timeout period for the advanced queue process. The delivered default timeout period is 300 seconds (five minutes). You need to set the rule to the timeout value you choose for the queue to work with the advanced queuing. The SOKADVQ package uses the `QUEUETIME` rule.

The `QUEUETIME` rule is equivalent to the `PIPETIME` GTVSDAX rule. The `QUEUETIME` rule states the amount of time the user is willing to wait for a response for eTranscripts processing while using the advanced queuing option, while the `PIPETIME` rule denotes the amount of time the user is willing to wait for a response for the compliance processing while using pipes processing. (Pipes processing is not supported for eTranscripts processing.)

*Advanced queuing is a requirement of eTranscripts processing. The GTVSDAX rule is not delivered with the Banner Student 8.6.2 release and must be verified during the upgrade process.*

## Oracle Object Types for eTranscripts

One new high-level, complex, Oracle object type is used that relies on dependent, lower-level object types for their creation.

The object type is `so_etranscript_payload`. This object represents the communication payload that is sent across the unique, Oracle queues also used with this processing. The two Oracle queues are: `ETRANSSCRIPT_REQUEST_Q` and `ETRANSSCRIPT_RESPONSE_Q`.

## ETRANSSCRIPT\_REQUEST\_Q

The `ETRANSSCRIPT_REQUEST_Q` object is populated when the Banner SHKEBLD package calls the SOKADVQ package to run either the SHRETRN or SHRTRTC process and produce a transcript.

This informational payload is sent from Banner across the `ETRANSSCRIPT_REQUEST_Q` queue so that the “listener process”, the eTranscript Advanced Queue Process (SHRADVQ), can submit the transcript request.

After the transcript request has been processed and the order status is updated FF or FO, the queue is also used to send a message to SHRADVQ to call the eTranscript Post Cloud Process (SHRPOST) to send the response to the Ellucian Cloud.

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Variable Name	Underlying Oracle Object Type
COMMAND_TYPE	BANINST1. SO_ETRANSSCRIPT_PAYLOAD.SF_ COMMAND_TYPE
CORRELATIONID	BANINST1.SO_ETRANSSCRIPT_PAYLOAD.SF_ CORRELATION_ID
ONE_UP_NO	BANINST1. SO_ETRANSSCRIPT_PAYLOAD.SF_ONE_UP_NO
STATUS	BANINST1.SO_ SO_ETRANSSCRIPT_PAYLOAD.SF_STATUS

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### *ETRANSSCRIPT\_RESPONSE\_Q*

The `ETRANSSCRIPT_RESPONSE_Q` object is populated by the Banner eTranscript Advanced Queue Process (SHRADVQ), the “listener process”, after the call to either SHRETRN or SHRTRTC has been executed. It can be used in the future to perform error handling routines if desired.

### *ETRANSSCRIPT\_REQUEST\_QTAB*

The `ETRANSSCRIPT_REQUEST_QTAB` object is the queue table that holds the request messages written to the queue.

### *ETRANSSCRIPT\_RESPONSE\_QTAB*

The `ETRANSSCRIPT_RESPONSE_QTAB` object is the queue table that holds the response messages written to the queue.

## Manual Transmission

The SHRETRN process generates a PDF transcript when the order status is set to RG - Ready to Generate for the first time.

SHRETRN also performs the SFTP to the vendor server location that has been defined on SHAETAD. If the transmission fails, the error message is logged in the `.log` file in JOBSUB folder, and a record is created in the SHRSFTP table for the order. The generated PDF file is stored in a BLOB column.

You can use the SHASFTP form to initiate the manual transmission of the PDF file. The PDF object is retrieved from the SHRSFTP table and sent to the JOBSUB location from where it is transmitted to the vendor server location.

## Ellucian Cloud Maintenance

When you are using the Ellucian Cloud in production, there will be a maintenance schedule for the Cloud services.

## EDI Format

eTranscripts processing supports the EDI TS130 format. EDI output is generated by taking the PESC standard XML output and translating the XML to EDI.

The translation of this data follows the PESC XML to TS130 EDI standards. More information about the translation and standards can be found on the PESC website.

**Note:** Check with your vendor on the availability of this option.

To use eTranscripts EDI functionality, you will need to map the XML values in the EDI Cross-Reference Rules Form (SOAXREF). As the XML source is translated to EDI by the eTranscripts process, be sure to map the XML values and not the EDI values.

See the "XML Transcript Processing" section this chapter for more information on using SOAXREF values with XML and EDI transcripts.

## Credits and Notations on Permanent Record

The following is a list of credits and notations, other than regular coursework, that need to be posted to a student's transcript record and suggestions as to the best place to record this information in the Academic History module.

- Removal of incompletes and changes of grade notations to an **F**.

*Suggestion:* Any grade change made through the Term Course Maintenance Form (SHAINST) may be done using the Course Maintenance item in the Options Menu, a Duplicate Record function, or Next Block functions until the Course Maintenance Form (SHATCKN) is accessed. A grade change will always be added as a new grade with a grade change reason code, with the original grade maintained as an audit trail. An incomplete or **I** grade would be maintained as the original grade, the actual grade would then be added with a grade change reason code. The most recent grade is the grade that will be used for all GPA and hour calculations, print on the transcript, and be used to determine academic standing and dean's list eligibility. You may choose to reflect the original **I** grade in the actual grade by creating a new grade on the Grade Code Maintenance Form (SHAGRDE), for example: **I/A**. The **I/A** grade would then show on the transcript to reflect that the grade had originally been incomplete.

Incompletes or other grades may be changed to **F** using the same procedure described above. An automated procedure may also be written using the Oracle tools to change **Is** to **Fs** based on certain date parameters.

- Study abroad or other outside program where the course numbers match the institution's course catalog.

*Suggestion:* Courses may be input onto a student's record directly in Academic History on the Term Course Maintenance Form (SHAINST). When entering courses for a term where there

is an existing class schedule in Banner, a Course Reference Number (CRN) must exist in the Schedule Module for each course being entered on the student's record. If no class schedule exists, but the catalog exists in Banner for the term courses are being recorded for, a valid subject and course number from the Catalog Module must be entered.

- Study abroad or other outside program where the course numbers do not match institution's course catalog.

*Suggestion:* Courses may be entered directly in Academic History on the Term Course Maintenance Form (SHAINST) if they can be converted to actual courses at the institution. This may be done using the Course Maintenance item in the Options Menu, a Duplicate Record function, or Next Block functions until the Course Maintenance Form (SHATCKN) is accessed. If they cannot be converted to actual courses at the institution, it would be best to enter the courses as transfer credit on the Transfer Course Form (SHATRNS), because transfer work does not validate against the course catalog. The subject code, however, has to be a valid subject on the Subject Code Validation Form (STVSUBJ).

- Prior Learning Experience - no grades, earned hours only.

*Suggestion:* Prior learning experience could be entered as either course specific work at the institution or as transfer credit. If it is entered as course specific work on the Term Course Maintenance Form (SHAINST), it would have to be converted to an existing course, or a dummy course and section may be set up in the Class Schedule Module. A grade must be entered, but the grade could be set up on the Grade Code Maintenance Form (SHAGRDE) as a special grade that only counts in earned hours and not in GPA hours. If the prior learning experience is entered as transfer work a valid subject would have to exist on the Subject Code Validation Form (STVSUBJ), but the course number and title would be free format. As in institutional course work a grade must be entered, but the same procedure could be followed.

- Academic Bankruptcy - GPA adjusted but course work stays on the record.

*Suggestion:* This process could be accommodated by doing a grade change on the courses that are being excused, so that the new grade does not count toward GPA hours but the course will stay on the student's record.

Course specific comments may be entered associated with each course and will print on the transcript with the course. This comment may be entered on the Course Maintenance Form (SHATCKN). This form can be accessed from the Term Course Maintenance Form (SHAINST) or the Academic History Course Summary Form (SHACRSE).

- Notations to a student's academic record - Readmitted on Academic Probation, Denied Readmission, etc.

*Suggestion:* Any notations or comments to a student's academic record may be made on the Transcript Event and Comments Form (SHATCMT). Free form comments or notations may be entered as level specific comments that will print on the student's transcript before any course work, or as term specific comments that will print with the associated term after the term header information and before the detail coursework. Coded comments may be entered as events. Events are first established on the Academic History Event Code Validation Form (STVEVEN) and may be coded, Yes (selected) or No (cleared), to print on the transcript. If the event is set to print on the transcript, it will print before the level specific comments.

- Degrees posted with honors (cum laude, etc.), and departmental honors (certified by American Chemical Society, etc.).



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*Suggestion:* Honors for a degree are entered on the Degrees and Other Formal Awards Form (SHADEGR) in the Institution Honors section or the Departmental Honors section. Institutional honors, such as cum laude, are first set up on the Institutional Honors Code Validation Form (STVHONR). Departmental honors are established on the Departmental Honors Code Validation Form (STVHOND). Honors may only be entered for a degree that has a degree status in the Degree Information, with a type of awarded (A) or pending (P) on the Degree Status Code Validation Form (STVDEGS).

- Education certification sticker or papers (with degrees).

*Suggestion:* The Qualifying Paper Form (SHAQPN0) may be used to enter the type of paper or certification which is set up on the Qualifying Paper Code Type Validation Form (STVQPTP). A title of up to four lines must be entered and unlimited text may also be associated with the paper or certification. This text may then optionally print on the student's transcript when a degree has been awarded.

- Complete withdrawal date.

*Suggestion:* This information and date may be entered as a term specific comment on the Transcript Event and Comments Form (SHATCMT).

- Exemption from writing or speech requirements.

*Suggestion:* Any type of exemption or waiver from specific degree requirements may be done in the Degree Audit Module. If degree audit is not in production, a level specific comment on the Transcript Event and Comments Form (SHATCMT) would be the best method to record this notation.

- Advanced Placement and CLEP.

*Suggestion:* Advanced Placement and CLEP credit may be entered on the Transfer Course Form (SHATRNS). A transfer institution code may be set up on the Source/Background Institution Code Validation Form (STVSBGI) for advanced placement and CLEP, or a code of 999999 with a free form description may be entered directly on the Transfer Course Form (SHATRNS). The course equivalents may be entered associated with the advanced placement or CLEP, or special subjects may be set up on the Subject Code Validation Form (STVSUBJ) and the courses may be entered for those special subjects. Grade and hour information must also be entered. Special grades or regular pass grades may be set up on the Grade Code Maintenance Form (SHAGRDE) to indicate how the advance placement and CLEP credit should be counted.

- Credit by examination.

*Suggestion:* The course for which the student is receiving credit should be entered on the Term Course Maintenance Form (SHAINST) or the Course Maintenance Form (SHATCKN), along with the grade and level applied information.

SHATCKN may be accessed from the Term Course Maintenance Form (SHAINST) or the Academic History Course Summary Form (SHACRSE). A course specific comment may then be entered to indicate that the credit for the course was received by examination.

## Repeat/Equivalent Course Rules

Repeat/equivalent course processing is controlled by the **(Repeat) Limit** and the **(Repeat) Maximum Hours** fields on the Basic Course Information Form (SCACRSE).

These fields are invoked in the Registration Module according to the status of the Registration Error Checking flags on the Term Control Form (SOATERM) and are calculated in Academic History according to the Repeat/Multiple Course Rules Form (SHARPTR).

**Note:** The **Repeat Status Code** field on SCACRSE does not control any processing. It is informational only.

### Repeat Policies

The Repeat/Multiple Course Rules Form (SHARPTR) is used to establish the institution's repeat policy.

It allows for repeated courses to be treated in two different ways (repeat limit rule or repeat hours rule) with three different course selections (last, highest, or first passing). Repeat policies may be established for repeated courses where the number of times a student may repeat is limited and repeated courses where the number of hours a student may earn in a course is limited.

- The Repeat Limit Selection Rule field on SHARPTR handles the situation where the number of times a student takes a course is limited. Repetition of the course will invoke the repeat rules specified in this column. This is specified on the Basic Course Information Form (SCACRSE) by the **(Repeat) Limit** field.
- The Repeat Hours Selection Rule field on SHARPTR handles the situation where the institution establishes a maximum number of hours that may be earned before the selection rule is used. Each rule has an associated evaluation grade that determines the minimum grade a course must have to be considered for repeat processing evaluation.
- The values in the **Repeat Limit Evaluation Grade** field and the **Repeat Hours Evaluation Grade** field on SHARPTR are the minimum grades that will be used for repeat checking, for the term, level, and selection rule. After these grades are set, courses with a numeric value less than the evaluation grade for the selection rule being used will not be considered in repeat checking.
- The more restrictive selection rule on SCACRSE for the **(Repeat) Limit** or **(Repeat) Maximum Hours** values is the rule that will be used.

### Use of Equivalent Courses in Repeat Processing

In order for equivalent courses to be evaluated, they must be established on the Course Detail Information Form (SCADETL), in the Equivalent Course block in the main window.

Equivalent courses are evaluated based upon the target course being evaluated in the repeat process for the term. If course equivalents exist on SCADETL for the term you are processing, the rules for the target course are used in repeat evaluation.

*For example,* in the Key Information of SCADETL, the **Subject** is ENGL, the **Course (Number)** is 101, and the **Term** is 199810. In the Course Equivalency window, ENGL 100 is defined as an equivalent from term 199410 to term 199760. A student has completed institutional work in

academic history for ENGL 101 for 199810 and has also completed institutional work in academic history for ENGL 100 in 199510. When running the repeat process for 199810, ENGL 100 and ENGL 101 will be evaluated, as the student completed ENGL 100 within the course equivalency start and end term associated with ENGL 101 on SCADETL.

## Course Selection Rules

The **Repeat Limit Selection Rule** and **Repeat Hours Selection Rule** fields on SHARPTR are used to define which course(s) will be included in the student's earned and passed hours when a repeat limit or repeat hours condition exists.

In establishing the rules, the following selections must be specified:

Rule G	=	Greatest or latest occurrence of the course will count
Rule L	=	Latest occurrence of the course will count
Rule F	=	First occurrence of the course with a passing grade will count
Rule H	=	Course with the highest grade will count

## Evaluation Grade

The **Repeat Limit Evaluation Grade** field on SHARPTR is used to define the minimum evaluation grade for the effective term and level.

A grade is entered from the Grade Code Maintenance Form (SHAGRDE). The Repeat/Equivalent Course Check Report (SHRRPTS) translates the grade to its numeric value, which is specified on SHAGRDE, to determine where a grade ranks.

The evaluation grade, established with a rule on SHARPTR, is the minimum value based on its numeric value in SHAGRDE that can be considered in the repeat process. All courses that do not meet the evaluation grade minimum can appear on the output for SHRRPTS, because the evaluation grade established on the repeat rule on SHARPTR determines the courses displayed on the output.

*For example*, when the **Repeat Limit Selection Rule** is set to Latest, the **Repeat Limit Evaluation Grade** defined with the rule is D, and the student has taken the course twice, the first time they received a D, and the second time received a W. According to the rule, the D grade would be included, and the W grade record would have a comment: *\*Not Updated – Check Grade*. This is due to the W grade having a numeric value less than the D grade as defined on the Grade Code Maintenance Form (SHAGRDE), and therefore, it will not be considered in repeat evaluation.

The passing grade is the grade code to be considered in evaluation when the Rule "F" (First Passing) is selected. This is established by entering a grade value in the **Passing Grade** field in the Repeat/Equivalent Course Conditions and Passing Grade Rules block of SHARPTR. An example of

how this will work is found under the topic “Example Output from SHRRPTS” which appears later in this section.

## Sample Rules

It is important to remember when using repeat limits, that a course is not seen as violating a repeat limit rule until the student actually has one more occurrence than the repeat value for that course in the student's history.

For instance, if repeat limit is one, the first and second instances of the course will count, because the course is allowed to be repeated once. The next time the course is taken, repeat processing must choose which course of the three to count. So, two will always be counted.

It is also important to remember that if the **(Repeat) Maximum Hours** field on SCACRSE is set to zero, no occurrences of the course will be included by SHRRPTS. If the student has multiple occurrences of the course, all occurrences that meet the evaluation grade (or the passing grade, when the First Passing rule is used) will be excluded.

Using the following Course Information, an example follows which uses each of the Repeat Limits, Repeat Maximum Hours, Selection rules, and Passing Grade rules. The example course is a three credit hour course, and the evaluation grades are all set to D.

Course Repeat 1	F
Course Repeat 2	D
Course Repeat 3	A *
Course Repeat 4	A *
Course Repeat 5	C
Course Repeat 6	B

\* When the **Repeat Hours Selection Rule** is set to *Highest*, and two course selections have equally high grades, the earlier attempted course is selected.

When the **Repeat Hours Selection Rule** is set to *Greatest* or *Latest*, and two course selections have equally high grades, the latest attempted course is selected.

**This example uses Greatest and Latest.**

Repeat Limit - Null	Using Repeat Limit Selection Rule	Greatest or Latest
Repeat Maximum Hours - Null		
Course 4 would be included.		
Repeat Limit - 0	Using Repeat Limit Selection Rule	Greatest or Latest
Repeat Maximum Hours - Null		

---

Course 4 would be included.

---

Repeat Limit - Null	Using Repeat Limit Selection Rule	Greatest or Latest
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---

Repeat Maximum Hours - 7

---

Courses 3 and 4 would be included.

---

Repeat Limit - 0	Using Repeat Limit Selection Rule	Greatest or Latest
------------------	-----------------------------------	--------------------

---

Repeat Maximum Hours - 7

---

Course 4 would be included.

---

Repeat Limit - Null	Using Repeat Limit Selection Rule	Greatest or Latest
---------------------	-----------------------------------	--------------------

---

Repeat Maximum Hours - 0

---

No courses would be included.

---

Repeat Limit - 0	Using Repeat Limit Selection Rule	Greatest or Latest
------------------	-----------------------------------	--------------------

---

Repeat Maximum Hours - 0

---

No courses would be included.

---

Repeat Limit - 2	Using Repeat Limit Selection Rule	Greatest or Latest
------------------	-----------------------------------	--------------------

---

Repeat Maximum Hours - Null

---

Courses 3, 4, and 6 would be included.

---

Repeat Limit - 2	Using Repeat Limit Selection Rule	Greatest or Latest
------------------	-----------------------------------	--------------------

---

Repeat Maximum Hours - 0

---

No courses would be included.

---

Repeat Limit - 2	Using Repeat Limit Selection Rule	Greatest or Latest
------------------	-----------------------------------	--------------------

---

Repeat Maximum Hours - 12

---

Courses 3, 4, and 6 would be included.

---



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---

Repeat Limit - 2	Using Repeat Limit Selection Rule	Greatest or Latest
Repeat Maximum Hours - 6		
Courses 3 and 4 would be included.		

---

**This example uses Highest and Latest.**

Repeat Limit - Null	Using Repeat Limit Selection Rule	Latest
Repeat Maximum Hours - Null		
Course 6 would be included.		

---

Repeat Limit - 0	Using Repeat Limit Selection Rule	Latest
Repeat Maximum Hours - Null		
Course 6 would be included.		

---

Repeat Limit - Null	Using Repeat Hours Selection Rule	Latest
Repeat Maximum Hours - 7		
Courses 5 and 6 would be included.		

---

Repeat Limit - 0	Using Repeat Limit Selection Rule	Latest
Repeat Maximum Hours - 7		
Course 6 would be included.		

---

Repeat Limit - Null	Using Repeat Hours Selection Rule	Latest
Repeat Maximum Hours - 0		
No courses would be included.		

---

Repeat Limit - 0	Using Repeat Hours Selection Rule	Latest
Repeat Maximum Hours - 0		
No courses would be included.		

---

Repeat Limit - 2	Using Repeat Limit Selection Rule	Latest
Repeat Maximum Hours - Null		
Courses 4, 5, and 6 would be included.		
Repeat Limit - 2	Using Repeat Hours Selection Rule	Latest
Repeat Maximum Hours - 0		
No courses would be included.		
Repeat Limit - 2	Using Repeat Limit Selection Rule	Latest
Repeat Maximum Hours - 12		
Courses 4, 5, and 6 would be included.		
Repeat Limit - 2	Using Repeat Hours Selection Rule	Latest
Repeat Maximum Hours - 6		
Courses 5 and 6 would be included.		
Repeat Limit - Null	Using Repeat Limit Selection Rule	Highest
Repeat Maximum Hours - Null		
Courses 3 or 4 would be included. *		
Repeat Limit - 0	Using Repeat Limit Selection Rule	Highest
Repeat Maximum Hours - Null		
Courses 3 or 4 would be included. *		
Repeat Limit - Null	Using Repeat Hours Selection Rule	Highest
Repeat Maximum Hours - 7		
Course 3 and 4 would be included.		

Repeat Limit - 0	Using Repeat Limit Selection Rule	Highest
Repeat Maximum Hours - 7		
Courses 3 or 4 would be included. *		
Repeat Limit - Null	Using Repeat Hours Selection Rule	Highest
Repeat Maximum Hours - 0		
No courses would be included.		
Repeat Limit - 0	Using Repeat Hours Selection Rule	Highest
Repeat Maximum Hours - 0		
No courses would be included.		
Repeat Limit - 2	Using Repeat Limit Selection Rule	Highest
Repeat Maximum Hours - Null		
Courses 3, 4, and 6 would be included.		
Repeat Limit - 2	Using Repeat Hours Selection Rule	Highest
Repeat Maximum Hours - 0		
No courses would be included.		
Repeat Limit - 2	Using Repeat Limit Selection Rule	Highest
Repeat Maximum Hours - 12		
Courses 3, 4, and 6 would be included.		
Repeat Limit - 2	Using Repeat Hours Selection Rule	Highest
Repeat Maximum Hours - 6		
Courses 3 and 4 would be included.		



**This example uses First Passing.**

Repeat Limit - Null	Using Repeat Limit Selection Rule	First Passing
Repeat Maximum Hours - Null		
Passing Grade - C		
Course 3 would be included.		
Repeat Limit - 0	Using Repeat Limit Selection Rule	First Passing
Repeat Maximum Hours - Null		
Passing Grade - C		
Course 3 would be included.		
Repeat Limit - Null	Using Repeat Hours Selection Rule	First Passing
Repeat Maximum Hours - 7		
Passing Grade - C		
Courses 3 and 4 would be included.		
Repeat Limit - 0	Using Repeat Limit Selection Rule	First Passing
Repeat Maximum Hours - 7		
Passing Grade - C		
Course 3 would be included.		
Repeat Limit - Null	Using Repeat Hours Selection Rule	First Passing
Repeat Maximum Hours - 0		
Passing Grade - C		
No courses would be included.		
Repeat Limit - 0	Using Repeat Hours Selection Rule	First Passing
Repeat Maximum Hours - 0		
Passing Grade - C		
No courses would be included.		

Repeat Limit - 2	Using Repeat Limit Selection Rule	First Passing
Repeat Maximum Hours - Null		
Passing Grade - C		
Courses 3, 4, and 5 would be included.		
Repeat Limit - 2	Using Repeat Hours Selection Rule	First Passing
Repeat Maximum Hours - 0		
Passing Grade - C		
No courses would be included.		
Repeat Limit - 2	Using Repeat Limit Selection Rule	First Passing
Repeat Maximum Hours - 12		
Passing Grade - C		
Courses 3, 4, and 5 would be included.		
Repeat Limit - 2	Using Repeat Hours Selection Rule	First Passing
Repeat Maximum Hours - 6		
Passing Grade - C		
Courses 3 and 4 would be included.		

## GPA Calculation Indicator

The **Repeat Limit GPA Calculation (Indicator)** field on SHARPTR determines how the repeated course will be treated in the hours and GPA calculation. *S* specifies that only courses selected based upon the selection rule will be included. *A* specifies that all courses will be included.

### *S - Selected Course*

The course(s) selected to be excluded based on the rule specified above will have the following settings done.

It will be marked with the **Repeat Limit GPA Calculation (Indicator)** field set to *E* (Excluded), and the hours associated with the course will be deducted from the Term and Overall Hours Passed,

Hours Earned, GPA Hours, Quality Points, and GPA calculations. The credit hours will be left in the Hours Attempted calculation.

### *A - All Courses Count in GPA*

The course(s) selected to be excluded based on the rule specified above will be marked with the **Repeat Limit GPA Calculation (Indicator)** field set to **A**, and the hours associated with the course will be deducted from the Term and Overall Hours Passed and Hours Earned.

The credit hours will be left in Hours Attempted, GPA Hours, Quality Points, and GPA.

### *Notes*

- For either selection rule, the courses that are not excluded will be marked with the **Repeat Limit GPA Calculation (Indicator)** field set to **I** (Included), and all hours will be counted in the Term and Overall Hours Passed, in addition to the GPA calculations.
- Those courses having a grade with the **Count in GPA** box selected on the Grade Code Maintenance Form (SHAGRDE) will be excluded in the repeat process and marked with an **E** on the Repeat/Equivalent Course Check Report (SHRRPTS).
- Be sure to run the Calculate GPA Report (SHRCGPA) for *both* the collector file and for all students at the end of the term when utilizing repeat processing.

## **Implementation of the Repeat/Equivalent Course Check Process**

To use repeat/equivalent course checking, you must set the indicators on SHARPTR.

### **About this task**

#### **Procedure**

1. **Level Indicator** – Check this box to use course level in repeat processing.

If the **Level Indicator** is cleared, then course levels will not be compared.

This indicator allows institutions to select the courses used for matching on the course levels. If the **Level Indicator** is selected, then course levels are compared and must match to be selected for the repeat process.

2. **Title Indicator** – Check this box when the title on a course must match to be considered a repeat.

If the **Title Indicator** is cleared, all course work with the same subject and course number will be considered in the evaluation based upon the additional repeat/course equivalent rules established, even if the titles are different.

This indicator is used by institutions who re-use course numbers, e.g., a previous course completed (MATH 101 Calculus) with the same subject and course number was an entirely different course with a different course title (MATH 101 Trigonometry). In this situation, institutions would not want to consider these courses in the repeat process evaluation.

---

The title check will be based upon the course title established in the Course Maintenance Form (SHATCKN). (This is the course title that is stored in the SHRTCKN table.) When checking the title using registration repeat checking, additional tables are referenced when looking at courses that are in progress or graded but not rolled to history.

If the **Title Indicator** is selected, the repeat process will evaluate the courses completed by the student. If the course title which appears on SHATCKN for the previous course work being evaluated is *different* than the course title on the target course being evaluated, the previous course work will not be used in repeat evaluation. This record will display on the output for SHRRPTS with the following comment: *\*Not Considered – Diff Title*. Review of these types of records will only occur if there are at least two records that have the same course title.

3. **Schedule Type Indicator** – Check this box to if the course schedule type must match to be considered a repeat.

If the **Schedule Type Indicator** is cleared, all courses with a schedule type or Null schedule type will be considered in repeat evaluation.

Institutions have the option to consider courses to be evaluated to match on the schedule type of each course. If this indicator is selected, then courses to be considered in evaluation will only be those course records with matching schedule types. For those courses that do not have a matching schedule type or a Null schedule type, the record will display on the output for SHRRPTS with the following comment: *\*Not Considered – Diff Schd Type*, meaning they are not used in the evaluation of the repeat process.

If you choose to use this option and have converted some academic history detail from your legacy system, you may need to re-evaluate the value of the schedule type on these records on the Course Maintenance Form (SHATCKN).

Remember that a Null schedule type will not be considered in evaluation if you choose this option.

4. **Transfer Course Indicator** – Check this box to consider transfer courses in repeat processing.

If the **Transfer Course Indicator** is cleared, repeat processing will not consider any transfer work in processing.

For institutions that leave the **Transfer Course Indicator** cleared, but need to know the entire academic history record, use the Print Transcript Work parameter on the Repeat/Equivalent Course Check Report (SHRRPTS) to print transfer work of the same subject and course number. Valid values for the Print Transfer Work parameter are Y or N. If this parameter is set to Y, transfer work will display at the end of the institutional course work for the student for the same subject and course number. Each transfer record printed will have the comment: *\*TRANSFER – Not Evaluated*. This transfer work data is strictly informational and is not used in processing or evaluation. If the parameter is set to N, transfer work will not print on the output of SHRRPTS.

The output for SHRRPTS prints the results in one sort order, alphabetically by last name. The sort of the records associated with each student will be as follows: if the course work is considered, (that is, the course is included or excluded from repeat processing), unless the course fails the minimum grade value, this information will appear first in term order. Institutional courses with Repeat Messages such as *\*Not Considered – Diff Schd Type* or *\* Not Considered –Diff Title* will appear next, and then transfer work is displayed.

5. **Passing Grade** – Select a grade from SHAGRDE.

This rule establishes the minimum passing grade that must exist to consider the record for evaluation in the repeat process used when the Rule "F" (First Passing) is selected. If the **Passing Grade** field is used, you must enter a grade code established on the Grade Code Maintenance Form (SHAGRDE). Only one passing grade can be defined for the Repeat/Equivalent Course Check Report (SHRRPTS).

Any grade code with a numeric value equal to or greater than the minimum passing grade will be used in evaluation of the repeat processing rules in academic history when using the first passing rule. The course will be included first, then the process will choose no passing grades in ascending order, starting with the earliest rows.

## Example Output From SHRRPTS

Here are examples from SHRRPTS

### *Greatest or Latest*

The course ACCT 2333 on SCACRSE is defined with a start term equal to 199510 and an end term equal to 999999. The repeat limit is 3 on the SCACRSE record.

For the term being evaluated, 200010, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rule set up.

Selection Rule	G
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	cleared
Title Ind	selected

A student, Ed Hyde, completed ACCT 2333 with a grade of F in term 199510 and earned a grade of A in terms 199810 and 200010. The results of processing SHRRPTS are as follows:

*Ed Hyde*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
200010	20023	ACCT	2333	1	L	A	UG	3.00	I SYSTEM
199810	10023	ACCT	2333	1	L	A	UG	3.00	I SYSTEM
199510	10157	ACCT	2333	1	L	F	UG	3.00	E SYSTEM

ACCT 2333, taken in term 199510, was not considered in the repeat process due to the grade of F not being equal to the evaluation grade of D as defined in the rules on SHARPTR. Because the evaluation grade is set to D and the repeat limit is 3, CRN 10023 and CRN 20023 were included in the repeat evaluation process.

### *First Passing Grade*

#### **Example A:**

The course ACCT 2333 on SCACRSE is defined with a start term equal to 199510 and an end term equal to 999999. The repeat limit is Null on the SCACRSE record.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rule set up.

Selection Rule	F
Evaluation Grade	F
GPA Calc	S
Schedule Type Ind	cleared
Passing Grade	D
Title Ind	selected

A student, Ed Hyde, completed ACCT 2333 with a grade of F in term 199510 and earned a grade of A in term 199810. The results of processing SHRRPTS are as follows:

*Ed Hyde*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10023	ACCT	2333	1	L	A	UG	3.00	I SYSTEM
199510	10157	ACCT	2333	1	L	F	UG	3.00	E SYSTEM

ACCT 2333, taken in term 199510, was considered in the repeat process due to the grade of F being equal to the minimum grade defined on the rules on SHARPTR. Because the minimum passing grade is set to D, CRN 10157 was excluded in the repeat evaluation process.

#### **Example B:**

Example B is the same as Example A above, except the evaluation grade on the rules on SHARPTR is set to D.

The course ACCT 2333 on SCACRSE is defined with a start term equal to 199510 and an end term equal to 999999. The repeat limit is Null on the SCACRSE record.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	cleared
Passing Grade	D
Title Ind	selected

A student, Ed Hyde, completed ACCT 2333 with a grade of F in term 199510 and earned a grade of A in term 199810. The results of processing SHRRPTS are as follows:

*Ed Hyde*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10023	ACCT	2333	1	L	A	UG	3.00	
199510	10157	ACCT	2333	1	L	F	UG	3.00	*Not Updated – Check Grade

ACCT 2333, taken in term 199510, was *not* considered in the repeat process due the grade of F *not* being equal to the evaluation grade defined on the rules on SHARPTR. Therefore, CRN 10157 was not considered in the repeat evaluation.

No repeat message is displayed for the course taken in term 199810, as no updates would take place in Academic History based on the evaluation grade for term 199510.

Use the Print Repeated Courses Only parameter in the Repeat/Equivalent Course Check Report (SHRRPTS). When this parameter is set to **Y**, the report will not print the course information in this example, as the courses are not considered and will not be updated by repeat processing. When this parameter is set to **N**, the report will continue to print the information as shown in the example above.

#### Example C:

For the term being evaluated, 199810, SHARPTR has:

Level	UG
Selection Rule	F
Evaluation Grade	F
GPA Calc	S

Repeat Limit	Null on SCACRSE records
Passing Grade	C
Title Ind	cleared
Level Ind	cleared

SHRRPTS is run for Term 199810, Level UG, in Report Mode, with List Transfer Work set to Y.

*Corey Charles - Repeat Limit Null*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10017	ENGL	1201	1	L	F	UG	3.00	I SYSTEM
199410	SG016	ENGL	1201	6	L	F	UG	3.00	I SYSTEM

If a grade with a numeric value below a C is earned for 199810, the student has not received a passing grade at any time for that course. The course is included in the repeat process. All grades will still count toward the GPA calculation.

#### Example D:

For the term being evaluated, 199810, SHARPTR has:

Level	UG
Selection Rule	F
Evaluation Grade	F
GPA Calc	S
Repeat Limit	3 on SCACRSE records
Passing Grade	C
Title Ind	cleared
Level Ind	cleared

SHRRPTS is run for Term 199810, Level UG, in Report Mode, with List Transfer Work set to Y.

*Stuart Anderson - Repeat Limit 3*



Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10187	PHED	101	1	L	F	UG	2.00	I SYSTEM
199410	110	PHED	101	2	I	A	UG	2.00	I SYSTEM
199410	111	PHED	101	3	L	A	G	2.00	I SYSTEM
199410	112	PHED	101	1	L	B	UG	2.00	I SYSTEM

The repeat limit for PHED 101 on SCACRSE is set to three. Therefore, all records are included in the repeat process. CRN 10187 for term 199810 is *included* in the repeat process, because the grade of F is below the minimum grade for first passing being equal to C. Therefore, according to the process rules, all grades below the minimum value of the first passing grade are still included in the GPA calculation.

#### Example E:

For the term being evaluated, 199810, SHARPTR has:

Level	UG
Selection Rule	F
Evaluation Grade	F
GPA Calc	S
Repeat Limit	3 on SCACRSE records
Passing Grade	C
Title Ind	cleared
Level Ind	cleared

SHRRPTS is run for Term 199810, Level UG, in Report Mode, with List Transfer Work set to Y.

*Karen Black - Repeat Limit 3*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10196	PHED	101	3	L	A	UG	2.00	I SYSTEM
199810	10197	PHED	101	2	L	F	UG	2.00	E SYSTEM

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10198	PHED	101	1	L	F	UG	2.00	E SYSTEM
199510	10169	PHED	101	4	L	D	UG	2.00	I SYSTEM
199510	10172	PHED	101	1	L	D	UG	2.00	I SYSTEM
199510	10171	PHED	101	2	L	F	UG	2.00	I SYSTEM
<i>Transfer Work:</i>									
199410		PHED	101			A	UG	2.00	* TRANSFER: Not Evaluated

The Repeat process will evaluate the records by first looking for passing grades, then the system will include those grades where no passing grades exist. In this case, CRN 10196 for 199810 was used first, then CRN 10172 for 199510, and then CRN 10169 and CRN 10171 for 199510. As these grades are still below the evaluation value of the C grade defined on the first passing rule, they are included in the GPA calculation. CRN 10197 and 10198 were *excluded* due to the *repeat limit* being set to three.

#### Example F:

For the term being evaluated, 199810, SHARPTR has:

Level	UG
Selection Rule	F
Evaluation Grade	F
GPA Calc	S
Repeat Limit	3 on SCACRSE records
Passing Grade	C
Title Ind	cleared
Level Ind	cleared

SHRRPTS is run for Term 199810, Level UG, in Report Mode, with List Transfer Work set to ☐.

*Heather Jones - Repeat Limit 3*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10196	PHED	101	3	L	A	UG	2.00	I SYSTEM
199810	10197	PHED	101	2	L	F	UG	2.00	E SYSTEM
199810	10198	PHED	101	1	L	F	UG	2.00	E SYSTEM
199610	10124	PHED	101	1	L	D	UG	2.00	E SYSTEM
199610	10122	PHED	101	3	L	F	UG	2.00	E SYSTEM
199610	10123	PHED	101	2	L	F	UG	2.00	E SYSTEM
199510	10169	PHED	101	4	L	D	UG	2.00	I SYSTEM
199510	10172	PHED	101	1	L	D	UG	2.00	I SYSTEM
199510	10170	PHED	101	3	I	F	UG	2.00	E SYSTEM
199510	10171	PHED	101	2	L	F	UG	2.00	I SYSTEM
<i>Transfer Work:</i>									
199410		PHED	101			A	UG	2.00	* TRANSFER: Not Evaluated

For this example, the first passing grade which was included was CRN 10196 for 199810. Then the process will now choose the no passing grades in ascending order starting with the earliest rows. Next, if additional records exist for the same term, the selection is random as to which are included. On this example, CRNs 10171, 10169, and 10172 were used.

### *Schedule Type Processing*

#### **Example A:**

The course PHYS 101 on SCACRSE is defined with a start term equal to 199510 and an end term equal to 999999. The repeat limit is Null on the SCACRSE record.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

---

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	cleared
Passing Grade	D
Title Ind	selected

---

A student, Elizabeth Johnson, completed PHYS 101 with an grade of D in term 199510 and a grade of C in term 199810. The results of processing SHRRPTS are as follows:

*Elizabeth Johnson*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10204	PHYS	101	1	I	C	UG	4.00	E SYSTEM
199510	10173	PHYS	101	1	C	D	UG	4.00	I SYSTEM

---

CRN 10204 of PHYS 101 is set equal to E (Excluded) in the repeat process, because the first grade completed is equal to the passing grade (the D grade) on SHARPTR. In addition, the **Schedule Type Indicator** is cleared. Therefore, both sections of the courses were used in evaluation.

#### Example B:

The course MATH 101 on SCACRSE is defined with a start term equal to 199510 and an end term equal to 999999. The repeat limit is Null on the SCACRSE record.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	selected
Passing Grade	D
Title Ind	cleared

---

*Andrew Wright*

---

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10204	MATH	101	1	I	C	UG	4.00	
199510	10173	MATH	101	1		D	UG	4.00	* Not Considered - Diff Schd Type

MATH 101, completed in term 199510, was not considered in evaluation due to the course having a Null schedule type.

No repeat message is displayed for the course taken in term 199810, as no updates would take place in Academic History based on the different schedule type.

Use the Print Repeated Courses Only parameter in the Repeat/Equivalent Course Check Report (SHRRPTS). When this parameter is set to Y, the report will not print the course information in this example, because the courses are not considered and will not be updated by repeat processing. When this parameter is set to N, the report will continue to print the information as shown in the example above.

### Optional Printing of Transfer Work

Respond to the parameters of SHRRPTS as follows to have transfer work print on the output.

Parameter	Value
Term Code	199810
Level Code	UG
Report or Update	R
Print Transfer Work	Y

#### Example:

*Edward Benjamin*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10195	ACCT	1102	1	L	A	UG	3.00	I SYSTEM
199510	10168	ACCT	1102	1	L	F	UG	3.00	E SYSTEM

*Transfer Work:*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199610		ACCT	1102			D	UG	3.00	* TRANSFER: Not Evaluated

A student, Edward Benjamin, completed ACCT 1102 in term 199610 as transfer work. This course will appear on the output as information only. Transfer work is not used in the evaluation of repeat processing.

If the **Transfer Course Indicator** on SHARPTR is cleared, Edward Benjamin's course will appear on the output as information only. Transfer work is only used in the evaluation of repeat processing when the **Transfer Course Indicator** is selected.

If transfer work was set to be used, the output would appear as with other repeat processing output, and the SHATRNS and SHATAEQ records will be updated to show the Included, Excluded, or Averaged result of the processing and the source of the update (System, Manual, or Null).

### *Handling of Courses With Different Titles*

#### **Example A:**

The course BIOL 1205 on SCACRSE is defined with a start term equal to 199410 and an end term equal to 999999. In 199410, the course title was Biology 1. Effective for term 199710, the course title was changed to Microbiology. This was changed in the course catalog on SCACRSE effective for term 199710. The repeat limit is Null on the SCACRSE record.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	cleared
Passing Grade	D
Title Ind	selected

*Walter Washington*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10013	BIOL	1205	1	L	A	UG	4.00	E SYSTEM

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199710	10010	BIOL	1205	2	B	C	UG	4.00	I SYSTEM
199410	10034	BIOL	1205	1	C	C	UG	4.00	* Not Considered - Diff Title

Because the course title was changed in 199710, the course BIOL 1205 completed in 199410 was *not* considered in the repeat evaluation due to the different course title and the indicator on SHARPTR. The **Title Indicator** is selected, so that repeat processing will check for this course title change.

#### Example B:

Using the same example as above but changing the **Title Indicator** to cleared, results in the course for term 199410 being used in the evaluation of the repeat process.

*Walter Washington*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10013	BIOL	1205	1	L	A	UG	4.00	E SYSTEM
199710	10010	BIOL	1205	2	B	C	UG	4.00	E SYSTEM
199410	10034	BIOL	1205	1	C	C	UG	4.00	I SYSTEM

#### Course Equivalency

##### Example A:

For the following example, HIST 135 and POL 135 are equivalents of each other as defined on SCADETL with a from term equal to 199510 and a to term equal to 999999. The courses on SCACRSE are defined with an effective start term equal to 199510 and an end term equal to 999999. The repeat limit is Null on the SCACRSE records.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D

---

GPA Calc	S
Schedule Type Ind	cleared
Passing Grade	D
Title Ind	cleared

---

*MaryBeth Anderson*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10191	POL	135	1	B	A	UG	3.00	E SYSTEM
199510	10163	HIST	135	1	L	B	UG	3.00	I SYSTEM

---

Both POL 135 and HIST 135 are used in the repeat process evaluation, because the target course being evaluated in 199810 is POL 135. POL 135 has HIST 135 defined as a course equivalent on SCADETL within the start and end term range associated with this equivalency.

#### Example B:

For this example, MA 135 Calculus which had been offered from 199410, was changed to course number MA 150 Calculus, effective for term 199810. The course MA 135 on SCACRSE is defined with an effective start term equal to 199410 and an end term equal to 199720. The course MA 150 on SCACRSE is defined with an effective start term equal to 199810 and an end term equal to 999999.

For this example, MA 150 has MA 135 defined as an equivalent effective for the 199810 term. On SCADETL, for MA 150 for term 199810 in the Course Equivalency window, MA 135 is an equivalent course with a from term equal to 199410 and a to term equal to term 199720. The repeat limit is Null on the SCACRSE records.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	L
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	cleared
Passing Grade	D
Title Ind	selected

---

*Julie Farley*

---



Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199810	10123	MA	150	1	B	A	UG	3.00	I SYSTEM
199510	10145	MA	135	1	L	D	UG	3.00	E SYSTEM

Both MA 135 and MA 150 are used in the repeat process evaluation, because the target course being evaluated in term 199810 is MA 150. MA 150 has MA 135 defined as a course equivalent on SCADETL within the start and end term range associated with this equivalency.

### *Courses With Multiple Repeat Messages*

There may be occurrences where a course has more than one repeat message associated with it. The output will display the first message that occurs, based on the order of processing.

### *Handling of Courses With Different Courses Levels*

#### **Example:**

BIOL 111 at course level UG has been offered from the term 199806. This was changed to course number BIOL 101 at course level GR in 199809. On SCADETL for course BIOL 101 effective for 199809, BIOL 111 was defined as an equivalent for start term 199806 to end term 999999.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	cleared
Passing Grade	D
Title Ind	selected
Level Ind	cleared

*Aleena Smith*

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199809	98102	BIOL	111	1	L	A	UG	3.00	I SYSTEM

Term	CRN	Subject	Course	Section	Sched Type	Grade	Level	Hours	Repeat Message
199806	6001	BIOL	101	1	L	F	GR	3.00	E SYSTEM

Both BIOL 111 and BIOL 101 are used in the repeat process evaluation, because the target course being evaluated in 199809 is BIOL 111. BIOL 111 has BIOL 101 defined as a course equivalent on SCADETL within the start and end term range associated within this equivalency, and as the **Level Indicator** on SHARPTR is cleared, the course levels do not need to match to be considered for repeat evaluation.

## Expanded Credit Hours and GPA Fields

Your institution can expand credit hour values assigned to individual courses and control how GPA values are displayed in the system, on the Web, and on printed reports.

Specifically, you can make the following decisions:

- You can use 100- point grading scales and define 10,000-point requirements for programs and courses.
- When determining how GPA values should be displayed for your students, you can also decide whether the values should be truncated or rounded off, in addition to how many decimal places should be displayed.
- If you want to continue to use values that are truncated to two decimal places, your values will display as per usual.
- You can set up your GPA and quality point display rules by level and campus.

The expanded fields are defined as follows:

- Credit hours fields use the format 9,999.999.
- Grade codes fields use up to six positions or XXXXXX.
- Quality point fields for grade codes use the format 999.999.
- Numeric values fields for grade codes use the format 999.
- GPA fields store and display values up to the format 99,999,999,999.9999999999.
- Quality point fields store and display values up to the format 99,999,999,999.999999.

## Field Sizes

Field sizes are based on the field usage. Fields are categorized as having data for an individual course, a term summary, or a cumulative summary.

For SHAGRDE, for example, the field expansion is as follows:

---

Column	Traditional Size	Expanded Size
Grade Code	XXX	XXXXXX
Quality Points	99.99	999.999
Numeric Value	99	999

For individual courses, the field expansion is as follows:

Column	Traditional Size	Expanded Size
Credit Hours	99.99	9999.999
Quality Points	99.99	9999999.999999 *
Grade Code	XXX	XXXXXX
Numeric Value	99	999

\* This is based on 9999.999 X 999.999.

For term summary records, the field expansion is as follows:

Column	Traditional Size	Expanded Size
Credit Hours	999.99	999999.999
Quality Points	9999.99	999999999.999999 **
GPA	9999.999999	999999999999.999999999

\*\* This is based on 9,999,999.999999 from an individual course X 50 courses per term.

For full summary records, the field expansion is as follows:

Column	Traditional Size	Expanded Size
Credit Hours	999.99	99999999.999
Quality Points	99999999.99	99999999999.999999 ***
GPA	9999.999999	9999999999999.999999999

\*\*\*This is based on the largest credits possible for 20 terms X the largest points possible per course.

## Set up Rules on SHAGPAR

Use the GPA Display Rules Form (SHAGPAR) to set up rules for your institution that will determine how grade point averages (GPAs) and quality points will be displayed for the various segments of your student population.

You can create overall GPA display rules or display rules for level and campus GPAs. You can query on the GPA display rules based on the effective term, or course level, or course campus combination(s) entered in the Key Block.

### Processing

The GPA display rule selection process works as follows:

1. Get the term selection code for the level code: **F** (First) or **L** (Last) term of coursework or **M** (Most recent rule) from the Level Term Selection block.  
If no record exists, get the term selection code from the Overall Term Selection block.
2. Get the student's GPA rule term.  
If the term selection code is **F**, get the term code from the student's first term GPA record for that level in academic history.  
If the term selection code is **L**, get the term code from the student's last term GPA record for that level in academic history.  
If the term selection code is **M**, set the student's GPA rule term code to 999999.
3. Get the appropriate GPA rule.
  - a. If a campus GPA is to be displayed, use the GPA display rule from the Campus GPA Rules block where the student's course campus and level codes match those of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.  
If no rule exists in the Campus GPA Rules block, use the GPA display rule from Level GPA Rules block where the student's course level code matches that of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.  
If no rule exists in the Level GPA Rules block, use the GPA display rule from the Overall GPA Rules block with the highest effective term code that is less than or equal to the student's GPA rule term.
  - b. If a level GPA is to be displayed, use the GPA display rule from the Level GPA Rules block where the student's course level code matches that of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.  
If no rule exists, use the display rule from the Overall GPA Rules block with the highest effective term code that is less than or equal to the student's GPA rule term.

*For example:*

An institution's GPA display rules are set up as follows:

<i>Overall Term Selection</i>	Use student's first term is selected.
-------------------------------	---------------------------------------

Overall GPA Rules	GPA Values	Quality Point Values
Term 000000	Display Code = Round	Display Code = Truncate
	Display (2) spaces after decimal	Display (2) spaces after decimal
<i>Level Term Selection</i>		
Level GR	Use student's last term is selected.	
Level LW	Use most recent display rule is selected.	
Level UG	Use student's first term is selected.	
Level GPA Rules	GPA Values	Quality Point Values
Level GR - Term 200010	Display Code = Round	Display Code = Round
	Display (4) spaces after decimal	Display (2) spaces after decimal
Level GR - Term 199610	Display Code = Truncate	Display Code = Truncate
	Display (2) spaces after decimal	Display (2) spaces after decimal
Level LW - Term 200210	Display Code = Truncate	Display Code = Truncate
	Display (9) spaces after decimal	Display (2) spaces after decimal
Level LW - Term 199510	Display Code = Truncate	Display Code = Truncate
	Display (2) spaces after decimal	Display (2) spaces after decimal
Level UG - Term 200110	Display Code = Round	Display Code = Round
	Display (3) spaces after decimal	Display (3) spaces after decimal
Level UG - Term 199710	Display Code = Round	Display Code = Round
	Display (4) spaces after decimal	Display (4) spaces after decimal
Level UG - Term 199410	Display Code = Round	Display Code = Round
	Display (2) spaces after decimal	Display (2) spaces after decimal

Campus GPA Rules		GPA Values		Quality Point Values		
Campus -Level - Term		Display Code = Round		Display Code = Truncate		
CEN - UG - 199410		Display (4) spaces after decimal		Display (2) spaces after decimal		
Campus -Level - Term		Display Code = Round		Display Code = Round		
EST - UG - 199410		Display (4) spaces after decimal		Display (3) spaces after decimal		
Campus -Level - Term		Display Code = Round		Display Code = Round		
NOR - UG - 199410		Display (6) spaces after decimal		Display (4) spaces after decimal		
Student A			All courses: Level UG			
First Term 199610			BIOL, CHEM = Campus CEN			
Last Term 200220			ENGL, FREN, POLS = Campus EST			
Subject and Course	Credit Hours	Campus	Grade	Quality Points	Credit Hours * Quality Points	
BIOL 100	3.5	CEN	B-	2.667	9.3345	
CHEM 120	4.0	CEN	A	4.000	16.0000	
ENGL 105	3.5	EST	A-	3.667	12.8345	
FREN 201	4.0	EST	B+	3.333	13.3320	
POLS 121	3.0	EST	B	3.000	9.0000	
	18.0				60.5010	
Level: UG		Campus: CEN		Campus: EST		
	GPA	Quality Pts	GPA	Quality Pts	GPA	Quality Pts
Stored:	3.361166666	60.501	3.377933333	25.3345	3.349190476	35.1665
Displayed:	3.36	60.50	3.3779	25.33	3.3492	35.167
Student B			All courses: Level LW and Campus WST			
First Term 199710						
Last Term 199920						

Subject and Course	Credit Hours	Campus	Grade	Quality Points	Credit Hours * Quality Points
LAW 611	125.000	WST	P	100.000	12500.000000
LAW 632	175.000	WST	HP	120.000	21000.000000
LAW 643	125.000	WST	LP	80.000	10000.000000
	425.000				43500.000000

Level: LW			Campus: WST	
	GPA	Quality Pts	GPA	Quality Pts
<i>Stored:</i>	102.352941176	43500.000	102.352941176	43500.000
<i>Displayed:</i>	102.352941176	43500.00	102.352941176	43500.00

**Note:** The campus GPA and quality points are in the same format as the level as there are no rules specified for the campus code.

<i>Student C</i>	All courses: Level CE and Campus SOU
<i>First Term 200010</i>	
<i>Last Term 200220</i>	

Subject and Course	Credit Hours	Campus	Grade	Quality Points	Credit Hours * Quality Points
PSYC 100	7500.000	SOU	B- / C+	375.125	2813437.500000
MATH 121	7500.000	SOU	C / C-	245.175	1838812.500000
ENGL 110	7500.000	SOU	A- / B+	475.175	3563812.500000
	22500.000				8216062.500000

Level: CE			Campus: SOU	
	GPA	Quality Pts	GPA	Quality Pts
<i>Stored:</i>	365.158333333	8216062.5	365.158333333	8216062.5
<i>Displayed:</i>	365.16	8216062.50	365.16	8216062.50

**Note:** In the absence of display rules for the campus and level codes, the overall rule applies.

## Forms and Reports/Processes That Select SHAGPAR Rules

The following list of objects (forms, reports, and processes) impacted by the GPA Display Rules Form (SHAGPAR) includes logic describing how the objects will select the correct rule from the form.

**Note:** Only those objects that display system-generated GPA and quality point (as opposed to manually entered) data require logic to select the correct display rule.

Objects	GPA/Quality Point Data Displayed	Rule Selection Logic
SHAINST SHAPCMP SHARQTC SHASUBJ SHATERM SHATRMC SHATRNS	The following data are displayed for these objects: <ul style="list-style-type: none"> <li>Grade code quality points</li> <li>Level GPA /quality points</li> <li>Campus GPA/quality points</li> </ul>	Rule processing is as follows: <b>First:</b> Get the term selection code for the level code from the Level Term Selection block - <b>F</b> (First) or <b>L</b> (Last) term of course work or <b>M</b> (Most recent).  If no record exists for the level code, get the term selection code from the Overall Term Selection block.
SHAINST SHAPCMP SHARQTC SHASUBJ SHATERM SHATRMC SHATRNS	The following data are displayed for these objects: <ul style="list-style-type: none"> <li>Grade code quality points</li> <li>Level GPA /quality points</li> <li>Campus GPA/quality points</li> </ul>	<b>Second:</b> Get the student's GPA rule term. <ul style="list-style-type: none"> <li>If the term selection code is <b>F</b>, get the term code from the student's first term GPA record for that level in academic history.</li> <li>If the term selection code is <b>L</b>, get the term code from the student's last term GPA record for that level in academic history.</li> <li>If the term selection code is <b>M</b>, set the student's GPA rule term code to 999999.</li> </ul>
SHAINST SHAPCMP SHARQTC SHASUBJ	The following data are displayed for these objects: <ul style="list-style-type: none"> <li>Grade code quality points</li> <li>Level GPA /quality points</li> </ul>	<b>Third:</b> Get the appropriate GPA rule. <ul style="list-style-type: none"> <li>If a campus GPA is to be displayed, use the</li> </ul>



Objects	GPA/Quality Point Data Displayed	Rule Selection Logic
SHATERM SHATRMC SHATRNS	<ul style="list-style-type: none"> <li>Campus GPA/quality points</li> </ul>	<p>GPA display rule from the Campus GPA Rules block where the student's course campus and level codes match those of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.</p> <ul style="list-style-type: none"> <li>If no rule exists in the Campus GPA Rules block, use the GPA display rule from the Level GPA Rules block where the student's course level code matches that of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.</li> <li>If no rule exists in Level GPA Rules block, use the GPA display rule from the Overall GPA Rules block with the highest effective term code that is less than or equal to the student's GPA rule term.</li> <li>If a level GPA is to be displayed, use the GPA display rule from the Level GPA Rules block where the student's course level code matches that of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.</li> <li>If no rule exists, use the display rule from the Overall GPA Rules block with the highest effective term code that is less than or equal to the student's GPA rule term.</li> </ul>
SHATAEQ	Term GPA/quality points	The logic will be the same as for the forms listed above

Objects	GPA/Quality Point Data Displayed	Rule Selection Logic
		except when the student being processed does not have any term GPA records in academic history. When this is the case, the effective term(s) on the attendance period(s) will be processed as if they already existed in the Term GPA Table (SHRTGPA).
SFRENRL SHRTAEQ	The following data are displayed for these objects: <ul style="list-style-type: none"> <li>Level GPA /quality points</li> <li>Term GPA</li> </ul>	The logic will be the same as for the forms listed above (SHAINST, etc.) with the exception that displaying a campus GPA is not an option.
SHRGPAC	The following data are displayed for this object: <ul style="list-style-type: none"> <li>Level GPA /quality points</li> <li>Term GPA/quality points</li> <li>Campus GPA/quality points</li> </ul>	The logic will be the same as for the forms listed above (SHAINST, etc.).
SHRGRDE	The following data are displayed for this object: <ul style="list-style-type: none"> <li>Grade code quality points</li> <li>Level GPA /quality points</li> <li>Term GPA/quality points</li> <li>Campus GPA/quality points</li> </ul>	<p>The logic will be the same as for the forms listed above (SHAINST, etc.). However, the values in the Campus Process Request and Campus to be Processed parameters will control whether or not grade mailers will be produced for specific course campuses.</p> <ul style="list-style-type: none"> <li>If the value in the Campus Process Request parameter is <b>Y</b>, the process should attempt to find GPA display rules in the Campus GPA Rules block first.</li> <li>If the value in the Campus Process Request is <b>N</b>, the process should attempt to find GPA display rules in the Level GPA Rules block first.</li> </ul>
SHTRTC	The following data are displayed for this object: <ul style="list-style-type: none"> <li>Grade code quality points</li> </ul>	The logic will be the same as for the forms listed above (SHAINST, etc.). However, the values in the Campus

Objects	GPA/Quality Point Data Displayed	Rule Selection Logic
	<ul style="list-style-type: none"> <li>Level GPA /quality points</li> <li>Term GPA/quality points</li> <li>Campus GPA/quality points</li> </ul>	<p>Selection Indicator and Campus Selected parameters will control whether or not transcripts will be produced for specific course campuses.</p> <ul style="list-style-type: none"> <li>If the value in the Campus Selection Indicator parameter is Y, the process should attempt to find GPA display rules in the Campus GPA Rules block first.</li> <li>If the value in the Campus Selection Indicator parameter is N, the process should attempt to find GPA display rules in Level GPA Rules block first.</li> </ul>

## GPA Calculation Process

The calculation process is used by forms that initiate the GPA calculation or display system-related GPA data.

### About this task

Forms and processes that display system-related GPA data must be able to select the correct rule from the GPA Display Rules Form (SHAGPAR).

The calculation process does the following:

- Handles pre-Banner hours
- Calculates GPA by subject
- Calculates an overall term GPA
- Calculates a degree GPA
- Calculates an institutional GPA for a given level and term
- Calculates a campus GPA for a given level, term, and campus
- Calculates a transfer GPA where the transfer term equals any valid term code

**Note:** Only those objects that display system-generated GPA and quality point (as opposed to manually entered) data require logic to select the correct display rule.

The calculation process does *not* involve any rounding or truncating.

The GPA calculation is processed as follows:

**Procedure**

1. The credit hour values of courses with grade codes where the GPA divisor hours indicator is selected are multiplied by the quality points value associated that grade code.

*For example:*

<b>Subject and Course</b>	<b>Credit Hours</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Credit Hours * Quality Points</b>
BIOL 101	1000.00	AAAAAA	400.00	400000.000000
ENGL 103	1500.00	BBBBBB	300.00	450000.000000
SPAN 201	2000.00	AAABBB	350.00	700000.000000

2. The products of these calculations are summed.

*For example:*

<b>Subject and Course</b>	<b>Credit Hours</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Credit Hours * Quality Points</b>
BIOL 101	1000.00	AAAAAA	400.00	400000.000000
ENGL 103	1500.00	BBBBBB	300.00	450000.000000
SPAN 201	2000.00	AAABBB	350.00	700000.000000
<i>Total GPA Hours</i>	4500.00		<i>Total Quality Points</i>	1550000.000000

3. This sum is divided by the total number of credit hours from those courses included in step 1.

*For example,*

<b>Subject and Course</b>	<b>Credit Hours</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Credit Hours * Quality Points</b>
BIOL 101	1000.00	AAAAAA	400.00	400000.000000
ENGL 103	1500.00	BBBBBB	300.00	450000.000000
SPAN 201	2000.00	AAABBB	350.00	<u>700000.000000</u>
<i>Total GPA Hours</i>	4500.00		<i>Total Quality Points</i>	1550000.000000
$150000.000000 / 4500.00 = 344.444444444 \text{ (GPA)}$				

4. The entire value from the preceding calculation is stored.

*For example:*

The GPA 344.444444444 is stored in the SHRTGPA table.

## Calculate GPA Using SHRCGPA

Calculation of grade point averages is performed using the stand-alone GPA Calculation Process (SHRCGPA). SHRCGPA calculates (or re-calculates) both term and cumulative grade point averages for the selected term and group of students.

You can use population selection or you can select all students for the term, students whose histories have been rolled, or students whose information has been fed to a collector file. The process also calculates a student's GPA by student centric period, level, and type (institutional, transfer credit, and overall) for terms that are part of a student centric period.

SHRCGPA is controlled by two parameters, term and selection. There are three options for selection:

A	All. The term GPA will be calculated or recalculated for all students who have rolled enrollments for the specified term.
R	Rolled. The term GPA will be calculated or recalculated for students who have had sections rolled to Academic History or enrollment/grade changes made in Academic History for the specified term.
C	Collector. All students who have had courses excluded by the Repeat/Equivalent Course Check Process (SHRRPTS) will have term GPAs calculated or recalculated for all terms with excluded courses, regardless of the specified term.

All three selection options will calculate or recalculate appropriate term and level GPAs.

## Calculate GPA by Student Centric Period

GPA processing can calculate a student's GPA by student centric period for terms that are part of a student centric period.

When a student changes the student's cycle (either retroactively or for the current, in-progress term), a warning is displayed that existing student centric period records will be deleted, and the GPA needs to be recalculated.

When the cycle designator is changed on SGASTDN or SFAREGS after the student has existing academic history records, the `Cycle Designator does not agree with existing Academic History message` is displayed. When the student centric period value is entered, altered, or deleted on SHAINST, the GPA and totals for the student centric period will be automatically recalculated, and the `GPA recalculation completed message` is displayed.

A student centric GPA is stored by level and type. The types include Institutional (I), Transfer Credit (T), and Overall (O). The transfer credit GPA is a combined GPA for all transfer work within the student centric period. Even though transfer work has been accepted for an effective term within the

student centric period, it will only be included in the GPA by student centric period if the student has an institutional academic history term header record for that effective term.

When GPA calculation is called by SHATRNS or SHATCKN, or when recalculation is performed on SHAINST, the student's GPA will be calculated by student centric period, if the student centric period data element in the academic history term header record has a student centric period value.

## Calculate Campus GPA

It is possible for the institution to calculate a campus GPA based on the course level and course campus using SHRCGPA.

This is an optional process which is controlled through the **Process Campus GPA** check box on the Academic History Control Form (SHACTRL). If the institution decides to calculate the campus GPA, the Calculate Campus GPA Process (SHRCONV) must be run after checking the box on SHACTRL.

This conversion process creates a campus GPA record for each student that has a term GPA record. This process will create a number of records on the database and may take some time to complete.

**Warning!** No users may be on the system while the calculation is in process.

The Campus GPA Process may also be disabled by unchecking the **Process Campus GPA** check box on the Academic History Control Form (SHACTRL). When cleared, all of the existing campus GPA records on the database are deleted, and no forms or reports which use the campus GPA will display the information.

**Warning!** Again, no users should be on the system while the campus GPA records are being deleted.

The Course History by Term and Campus Form (SHATRMC) is available when the campus GPA has been calculated. This form displays the campus GPA information for the level selected. The main window of the form displays the cumulative campus GPA and hours information. The Term GPA and Course Detail Information window details the GPA information on a term-by-term basis.

The following is an example of a campus GPA calculation:

The student has courses for term 199101 in the following course levels and course campuses:

Level	Campus	Hours	Grade	Points
01	1	3.00	B	9.00
01	1	4.00	A	12.00
01	2	3.00	C	6.00
02	1	3.00	A	12.00
02	2	1.00	B	3.00

Hence, the student will have the following Campus GPA information (using a 4.0 GPA scale):

---

Level	Campus	Hours	GPA
01	1	7.00	3.00
01	2	3.00	2.00
02	1	3.00	4.00
02	2	1.00	3.00

## Recalculate GPA

Use the GPA Recalculation Report (SHRGPAC) to recalculate the GPA for all terms for each student.

When GPA calculation is called by SHATRNS or SHATCKN, or when recalculation is performed on SHAINST, the student's GPA will be recalculated. When terms have been recalculated, then all levels for each student are recalculated. Students may be selected for GPA recalculation using one of three methods:

- The user has previously created a population selection file.
- The user enters a term, and if no population selection file exists, and the user does not select individual students, all students enrolled in the term will be processed.
- The user will be prompted for individual student IDs.

The process also recalculates a student's GPA by student centric period, level, and type (institutional, transfer credit, and overall) for terms that are part of a student centric period.

## End of Term

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

### About this task

#### Procedure

1. Build grades using the Grade Code Maintenance Form (SHAGRDE). The grade, including the information to determine which hours it counts in: earned, attempted, or passed, and whether it counts in the GPA, is defined on this form. Valid grading modes are also identified.

**Note:** Grades only need to be created once.

2. Build substitute grades using the Grade Code Substitution Form (SHAGRDS). For example, if a student taking a course with a pass/fail grading mode is given a B grade, that B may be substituted with a P grade.

**Note:** Substitute grades only need to be created once.

3. Enter grades in the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST).

4. Roll grades to Academic History using the Grade Roll Process (SHRROLL), or by checking the **Roll** box on the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST), and saving.
5. Use the Repeat/Multiple Course Rules Form (SHARPTR) to set up rules to determine what courses are considered repeats and how they will be used in the GPA calculation.
6. Run the Repeat/Equivalent Course Check Process (SHRRPTS) to flag courses that are repeated based on the rules set up on SHARPTR.
7. Run the Calculate GPA Process (SHRCGPA) to re-calculate GPAs for students who took courses.
8. Run the Calculate GPA Process (SHRCGPA) to calculate GPAs based on the term and the selected group of students. Groups of students can include those whose information has been fed into a collector file, only those whose academic histories have been rolled, or all the students for the term.
9. Set up academic standing rules relating to the institution's policies in probation and Dean's List on the Academic Standing Rules Form (SHAACST).
10. Run the Calculate Academic Standing Process (SHRASTD) to calculate the academic standing for the selected term and group of students.
11. Produce grade mailers in batch mode by using the Grade Mailer Process (SHRGRDE). Student's grades must have either been entered manually or through the Grade Roll Process (SHRROLL).
12. Build continuant term rules on the Continuant Terms Rule Form (SOACTRM). These rules allow you to determine which terms constitute consecutive enrollment.
13. Run the Student Type Update Process (SHRTYPE) to automatically update the student type on the General Student record based on the rules created on the Continuant Terms Rule Form.

## IPEDS Report Procedures

The following Integrated Postsecondary Education Data System (IPEDS) reports are supported in Banner.

SHRIRES	IPEDS First Time Residency Report
SHRIACT	IPEDS Total Activity Report
SHRICIP	IPEDS Completions Report
SHRIPDS	IPEDS File Generation Process
SHRIAGE	IPEDS Summary by Age Report
SHRIETH	IPEDS Race/Ethnic Status Report - (Fall Enrollment Report)
SHRIGRS	Graduation Rate Survey Report
SHRIOMS	Outcome Measures Report



## Ethnicity Use Definition for IPEDS

The following information should be used for the building and maintenance of the tables used to prepare ethnicity data entry within the Banner Human Resources System for EEO reporting, and within the Banner Student System for IPEDS reporting.

The forms used are the Race Rules Form (GORRACE), the Ethnic Code Rules Form (PTRETHN), and the Ethnic Code Validation Form (STVETHN). The Ethnic Code Rules Form (PTRETHN) and the Race Rules Form (GORRACE) are used to report counts of individuals to the federal government based on ethnic background.

The Ethnic Code Validation Form (STVETHN) is used to identify individuals at a low level ethnic value, that is., breakdowns of ethnicity. Examples of this would be Apache, Blackfoot, and Sioux as ethnic values in the Ethnic Code Validation Form (STVETHN). The codes associated with these values are then cross-referenced into the Banner Human Resources and Banner Student Systems against the Ethnic Code Rules Form (PTRETHN) and Race Rules Form (GORRACE) respectively, for proper federal ethnic values. Therefore, each of the codes mentioned above would cross-reference to a code that indicates "Native American".

With this methodology, it is then permissible to use low level university-specific descriptions on the Ethnic Code Validation Form (STVETHN), while maintaining the proper federal values on the Ethnic Code Rules Form (PTRETHN) and the Race Rules Form (GORRACE).

When dealing with individuals who are "internationals", it is important to note that the Banner Student System IPEDS First Time Residency Report (SHRIRES) will not even consider the individual's ethnic code if a row exists in the Person International Information Table (GOBINTL), *and* a code exists in the **Visa Type** field on GOAINTL that relates to a visa type code on STVVVYP where the **Non-Resident** field is selected (set to Y), and the visa **Start Date** and **End Date** values from GOAINTL are current as of the creation of the IPEDS data. This indicates that the individual is a non-resident alien, and the IPEDS report processes them as such and does not look at ethnicity.

**Warning!** The process of maintaining the Ethnic Code Validation Form (STVETHN) between two areas such as the Banner Human Resources System and the Banner Student System needs to be coordinated so that agreed upon values are used where appropriate, *but under no circumstances should values, after entered, be changed on a regular basis to coincide with reports.*

## Multi-Race and Ethnicity Reporting

The SHRIACT, SHRICIP, SHRIETH, and SHRIGRS IPEDS reports use the new ethnicity code, and students are reported based on their responses to two questions on the multiple race and ethnicity online survey.

Reports display two or more races for students who report multiple races on the online multiple race and ethnicity survey. The multiple races are displayed when the ethnicity reported is not Hispanic, and two or more races from multiple race categories (such as Asian and White) are selected. The multiple races are converted to a value of "two or more races".

Reports display "Unknown" for students who did not complete the online multiple race and ethnicity survey. A non-response is equivalent to the race and ethnicity being unknown. When a student selects an ethnicity of Non-Hispanic and does not select a race, that student will be reported as unknown.

Non-resident aliens are reported as “NRA”, and the race and ethnicity data is not considered.

### *SHRIPDS Processing*

SHRIPDS uses an ethnicity code to collect ethnicity data for students. Ethnicity is recorded as Hispanic, Non-Hispanic, or Non-Resident Alien.

When a student selects Hispanic for the ethnicity, that ethnicity is reported, but no race selection is reported. When a student selects Non-Hispanic for the ethnicity, and a race selection is indicated, the race selections are reported. When a student selects Non-Hispanic for the ethnicity, and does not select a race selection, the ethnicity and race are reported as unknown.

SHRIPDS also collects multiple race information for students. GORRACE entries for each student are selected for an ethnicity of Non-Hispanic and two or more races. The multiple race selections are converted to a value for “two or more races”.

The process will also display a value of “unknown” for a student who did not respond to the multiple race and ethnicity survey or who selected an ethnicity of Non-Hispanic but did not select a race. When a student selects an ethnicity of Hispanic, the race is not reported. When a student selects an ethnicity of Non-Hispanic, the selected race is reported.

### *Reporting Categories*

The IPEDS reporting categories used by the Web upload files are as follows.

<b>Reporting Categories</b>	<b>Web Upload Values</b>
Nonresident alien	1
Hispanic/Latino	2
American Indian or Alaska Native	3
Asian	4
Black or African American	5
Native Hawaiian or Other Pacific Islander	6
White	7
Two or more races	8
Race and ethnicity unknown	9
Grand total	10
The grand total is generated in the export file. Do not include it in the import file.	

## *Data Conversion for Uploads*

A common procedure is used to convert the multiple race and ethnicity data for a single person after the biographical information for existing ethnicity has been updated to the new ethnicity through the various upload processes in Student, such as SRTLOAD and SARETMT.

The old ethnicity codes are loaded to Banner and converted to the new ethnicity and race code fields. The load and conversion process takes place in one step. The conversion of multiple race and ethnicity data is run from within the upload process if the old ethnicity code exists and the new race and ethnicity do not exist. Some processes, like the data load, only use the ethnicity and do not load the race information. Those processes have not been modified in Banner or by the vendor to include the new multiple race and ethnicity data.

## **IPEDS First Time Residency Report (SHRIRES)**

In the IPEDS First Time Residency Report (SHRIRES), the students are categorized based on the award category of their degree in their student record.

First-time students (where student type matches requested type) who are registered in the requested term and whose general student level matches the requested level, will be reported by state, which is determined by the student's address type.

A population of students is selected using the following criteria:

1. Student validly registered for the term being processed.
2. Student has a general student record with an effective term that is less than or equal to the term being processed and which has a degree code that is valid on the Degree Code Validation Form (STVDEGC), and the category code on the STVDEGC matches the category code(s) you requested. The general student level must match your requested level code(s). Student must have a student type which matches your requested first-time freshman code(s) and cumulative credit hours which do not exceed the parameter limit you have set.

The Degree Award Category Code Validation Table (STVACAT) is used to classify degree codes (that is., B.A. = Bachelor of Arts) into award categories. Required codes for the STVACAT Table are included in the table definitions and should be used. Use the parameter selection to specify which Degree Award Categories are to be used for the report.

The Degree Code Validation Form (STVDEGC) uses the Degree Award Category Code Validation Form (STVACAT) to identify the category that the degree code belongs to, such as Bachelor's, Master's, Doctoral.

### **Example:**

<b>Degree Code</b>		<b>Degree Category</b>
BS	Bachelor of Science	24

Students are counted in the HS Grad/Year column if they have a high school graduation date on the High School Information Form (SOAHSCH) that falls within the user-specified parameter dates.

Transfer hours are used in the calculation of student classification. For example, if a student has 60 transfer credits and 20 institutional credits, then 80 credits will be used to determine their class standing.

### *SHRIRES Web Upload*

Use the Report Format parameter to create hardcopy output only, a comma-delimited file only, or both formats during the same run.

This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file. The Report Format parameter is required. Enter 1 to produce hardcopy output. Enter 2 to produce output in a Web upload file format. Enter 3 to produce both formats. 3 is the default.

**Note:** When running this report from job submission, the Web upload file name will be in the format `shrires_wu_#####.txt`, where ##### is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: <http://www.nces.ed.gov/ipeds/>, or contact the IPEDS helpdesk at 1-877-225-2568.

### *Key Pair Value File Format*

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

The NCES Unit ID value should be the one entered on SHACTRL.

## **IPEDS Total Activity Report (SHRIACT)**

In the IPEDS Total Institutional Activity Report (SHRIACT), both credit hours attempted in a 12-month period and unduplicated headcount of students are generated in the grand totals for the report. All students with at least one course recorded for credit will be counted for the period specified by the parameters.

This report looks at the information maintained in Academic History, not in Registration. Therefore, if a course has not yet been rolled to history, it will not be reported. For each course that falls within the period specified by the parameters, total credit hours and contact hours will be reported in the grand totals. If there is no enrollment in a course, the course will not be reported in the grand totals.

Contact hours are calculated by adding the term contact hours together (lecture, lab and other), as defined in the Basic Course Maintenance Form (SCACRSE), and multiplying that number by the number of students enrolled in the course.

Contact Hours = (Lecture hours + Lab hours + Other Hours) x # of students enrolled in course

The unduplicated headcount is calculated by taking those students that have at least one degree credit course in their academic history record on the Course Summary Form (SHACRSE). Students are reported according to their student level. If students have more than one level during a year, the

students are counted by the level they are in the last term of the report, based on the user-defined parameters.

**Example:**

Report Start Date	July 1, 2003
Report End Date	June 30, 2004
200301	Fall Term
Student's Level 01	Undergraduate
200302	Spring Term
Student's Level 02	Graduate
Student will be counted as a graduate student.	

SHRIACT reflects course information that has been rolled to Academic History and applied to the level in the Institutional Course block of SHADEGR used for this report. Active registrations do not impact the figures represented in the file.

Total activity reporting (SHRIACT) includes Part E - Retention Data of First Time Undergraduates from Fall to Fall, which requires that schools report the percentage number of full-time, first-time undergraduates who are retained from one fall term to the next. (Part-time percentage is determined separately.) Retention is counted as fall to fall only. This data is reported with the spring submission and is no longer included with the 12-month enrollment data submitted in the fall (see below).

A person in the full-time cohort does not have to remain full-time to be counted as retained. For example, if Cohort A is enrolled in fall 2003 as full-time but is part-time in fall 2004, that student is counted as retained. Institutions are required to report the percent of students who are in a fall, full-time, first-time undergraduate cohort who have subsequently enrolled in the next fall term. Institutions must report the same data for the fall, part-time, first-time undergraduate cohort. Part E is also included in the Web Upload File, to report first-time fall cohorts who returned the following fall.

The NCES does not collect the First Year Retention data with the same submission as the 12-Month Enrollment Report or the Unduplicated Count and Instructional Activity Report, both of which are produced using SHRIACT. As SHRIACT generates the required data for both reports, it is necessary to run SHRIACT in the fall and spring to produce the different data that is required.

Beginning with the Fall 2007 submissions, the Unduplicated Count and Instructional Activity data is collected in the Fall. To generate the report for the Fall, run SHRIACT with the parameters used for first-year retention data set to Null, thus producing no retention data. These parameters are: Effective Term of Fall Cohort, Retention Term of Fall Cohort, Full-time Fall Cohort Code, and Part-time Fall Cohort Code.

The First Year Retention Rate will be collected in the Winter (optional) and Spring submissions beginning in 2008. The actual cohort values and number of exclusions will be reported, and the retention percentages will be calculated by the NCES system. To generate the report for the Winter and Spring, run SHRIACT with the first-year retention parameters populated with your institution's

values to produce the first year retention data. These parameters are: Effective Term of Fall Cohort, Retention Term of Fall Cohort, Full-time Fall Cohort Code, and Part-time Fall Cohort Code.

**Note:** You need to include any level codes that were formerly used for First-Professional in the list of level codes for Graduate.

Multiple values can be entered in the Effective Terms of Fall Cohort parameter and the Retention Terms of Fall Cohort parameter. This allows your institution to process multiple effective terms and multiple retention terms by student centric period.

For 2012-2013 enrollment reporting, graduate level credit activity, Doctor Degree Professional credit hours, and FTEs are reported in the July 1 to June 30 period using Part B - Instructional Activity. The race/ethnicity categories that have been optional after Fall 2008 are required for reporting.

**Note:** If your institution reports data for students whose degree level qualifies as Doctor's Degree Professional, the FTE data must be handled manually.

The Doctor's Professional Practice hours are reported separately from the graduate level activity total. In Banner, the STVACAT code for Doctor's Degree - Professional is 45. Because the NCES collects the FTE for the Doctor's Degree Professional practice separately, and each institution has a different method for calculating an FTE, and Banner does not calculate FTEs while producing the total activity data, users need to manually calculate the FTE on the form for this piece of data. To assist users in reporting the FTE for the Doctor Degree - Professional Practice, the SHRIACT report calculates and uploads the total credit hour activity. After the data is uploaded, the user needs to make the FTE calculation, or alternatively, revise the Web upload value before performing the upload.

Please refer to the "FTE Calculations" topic under the "SHRIACT Web Upload" section for more information on using FTEs with the Web upload file.

### *SHRIACT Web Upload*

The report produces a control page with the parameter values and the number of records processed, and a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

**Note:** When running this report from job submission, the Web upload file name will be in the format `shriact_wu_#####.txt`, where ##### is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

The SHRIACT Temporary Table (SHRTACT) is used internally within SHRIACT to accumulate data for the Web upload file creation. When the process is completed, the contents of this table are deleted.

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: <http://www.nces.ed.gov/ipeds/>, or contact the IPEDS helpdesk at 1-877-225-2568.

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### *Key Pair Value File Format - Fall Data Collection, 12 - Month Enrollment Section*

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The Student Level code comes from the applicable SHRDGMR record and is matched against the code(s) entered in the run parameters.
- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Undergraduate Credit Hours is stored on SHRTCKG.
- The Contact Hours is the sum of the lecture, lab, and other hours from SCBCRSE.
- The Graduate Credit Hours is stored on SHRTCKG.
- The Representative Year selection is based on a comparison between term dates as defined on STVTERM and dates entered in the run parameters.

### *Key Pair Value File Format - Winter/Spring Data Collection, Enrollment Section*

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The CIP Code is CIP code defined on STVCIPC.
- The Student Level code comes from the applicable SHRDGMR record and is matched against the code(s) entered in the run parameters.
- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.
- The Full-Time Fall Cohort is the sum of the students in the cohort in SGASADD.
- The Full-Time Exclusions is the sum of the cohort exemptions in SGASADD.
- The Full-Time Students Retained Through Fall is the difference between the number of students in the cohort minus the number of cohort exemptions in SGASADD.
- The Part-Time Fall Cohort is the sum of students in the cohort in SGASADD.
- The Part-Time Exclusions is the sum of the cohort exemptions in SGASADD.
- The Part-Time Students Retained Through Fall is the difference between the number of students in the cohort minus the number of cohort exemptions in SGASADD.

**Note:** If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as suggested by the NCES.

**Note:** If there is zero enrollment for any category (student level, age, state) the line does not have to be included in the import file. For Part C, HS=1 and 2 are not mutually exclusive categories. If first-time students who graduated from high school in the past 12 months are reported (HS=2) for any state, then also report those students as all first-time students (HS=1). Sort Order: UNITID,SURVSECT,PART.

### *Race/Ethnicity Values*

The Web upload values used for the race/ethnicity types can be found on the NCES site: <https://surveys.nces.ed.gov/ipeds/>. These values are associated with values in Banner on the Race Rules Form (GORRACE).

**Note:** If a student is a non-resident alien, then only the alien status is counted, and race is disregarded. The non-resident alien status is determined by the current visa type established on the International Information Form (GOAINTL), where the current visa type code on the Visa Type Code Validation Form (STVVTYPE) has the **Non-Resident (Indicator)** selected (set to Y), and where the visa **Start Date** and **End Date** values from GOAINTL are current as of the creation of the IPEDS data.

### *FTE Calculations*

SHRIACT separates out the credit hour activity for students at the graduate level whose degrees use the STVACAT code of 45 (Doctor Degree-Professional).

The raw total value of all the credit hour activity is reported in the Web upload file for the purpose of manually calculating the FTE for these courses.

The calculation used is: Credit Hour Activity of a Course = Course Credit Hour Value \* Number of Students Enrolled for Credit.

This value is *not* an FTE value. It is reported only for this segment of the graduate level hours.

When SHRIACT is run, the RDOCFTE field is passed in the Web upload file. It contains a number that represents the total of the credit hour activity for STVACAT level 45 students. This is *not* the FTE calculation. You will *still* need to convert this raw credit hour value to an FTE value, based on how FTEs are calculated at your institution.

For example:

UNITID=123456, SURVSECT=E1D, PART=B, CREDHRSU=23100., CONTHRS=3700., CREDHRSG=1200.,  
**RDOCFTE=160**

You can either perform the calculation and then edit the Web upload file or upload the value and manually convert it on the form. Do not leave the RDOCFTE value as passed in the Web upload file.

Here is an example of this scenario.

- You have ten students working at the Doctor's Degree - Professional level.
- Ten students, with each student in four, four credit hour courses, equals 160 total credit hour activity.



- The FTE calculation is based on a semester, 4-1-4 plan, or other calendar type.
- The FTE calculation is: Graduate total credit hour activity divided by 24.  
(FTE calculations for different institutional practices are available on the NCES/IPEDS reporting website.)
- You must convert the 160 credit hour total activity to  $160/24 = 6.667$ .

## IPEDS Completions Report (SHRICIP)

The IPEDS Completions Report (SHRICIP) provides degree and award information on degrees conferred by the institution within the user-specified timeframe.

These degrees are broken down by degree level. Only degrees with a degree status on the Degree Status Code Validation Form (STVDEGS) with an **Awarded Indicator** of A (for awarded) are included in the Web upload file.

The following degree award categories are included:

- 21 - Less than one year certificate
- 22, 25 - At least one but less than four year certificate
- 23 - Associate's Degree
- 24 - Bachelor's Degree
- 41, 43- Post-Baccalaureate Certificate and Post Master's Certificate
- 42 - Master's Degree
- 44, 45, 46 - Doctor's Degree

**Note:** All designated CIP Codes are included in the file.

The following age categories are used:

- Under 18
- 18-24
- 25-39
- 40 and above
- Age unknown

The following degrees are excluded from SHRICIP:

- degrees and awards conferred by branches of your institution located in foreign countries
- honorary degrees and awards

The report collects the total number of students who have earned degrees or certificates by race/ethnicity, gender, and age. These three types of data are reported separately. The report also indicates whether the program is available to be completed entirely through distance education. This information is collected by the CIP code and award level.

The SHRICIP Web Upload File contains four parts.

- Part A: Completions - CIP Data

- 
- Part B: Completions - Distance Education
  - Part C: All Completers
  - Part D: Completers by Level

### *Part A: Completions - CIP Data*

This section produces the specified CIP data for the degree award categories.

### *Part B: Completions - Distance Education*

This section is used to report whether the CIP code and award level are being reported for a distance education program.

On the Completions form, the **This program is offered as a distance education program** check box with values of **Yes** or **No** is used for this determination. SHRIPCIP can produce the Web upload file with this field set to **No**. However, you can remove this value from the Web upload file if having it set to **No** is not useful. SHRIPCIP passes a value that always sets this field to **No** for all CIP data being reported. You can manually change those records that qualify as distance education.

This determination of what constitutes distance education will vary from institution to institution. Banner does not contain a specific field for this data or a rule for degree completion that specifies if a degree with a CIP code and level qualifies as distance education. Please refer to the NCES definitions of distance education for more information at this site: <https://surveys.nces.ed.gov/ipeds/>

When setting the check box, consider the following information from the NCES:

- If the program for the award level is offered for completion exclusively through distance education, respond **Yes**.
- If more than one program is reported under a CIP code by award level, and any of those programs are offered as distance education, respond **Yes**.
- If the option exists for students to complete the program exclusively through distance education by CIP code and award level, but no students used the option, respond **Yes**.

### *Part C: All Completers*

This section reports totals for all completers by race and gender.

### *Part D: Completers by Level*

This section reports all completers by level, race/ethnicity, and gender. It includes a field for the number of students who are completers, based on their age at the time the degree/certificate was awarded.

- If the student's race/ethnicity is unknown, the student is counted in the race/ethnicity unknown grouping.
- If the student does not have the gender populated, the student's degree is not counted.

- If the student does not have an age calculated, the student is counted in the age unknown grouping.

The age at time of completion is calculated as the difference between the graduation date in the degree record on SHADEGR (degree sequence number for the curriculum with the major for the degree) and the student's date of birth.

If completions have been reported in a prior reporting year, and no completions exist for that CIP code in the current year, and the program is still offered at the same award level, the record must be submitted using zeros.

**Note:** The file produced by SHRICIP will not produce any data for CIP codes when no completions exist for the date range in which the report is run. These records will need to be *manually* updated.

### *SHRICIP Web Upload*

The report produces a control page with the parameter values and the number of records processed, in addition to a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

The Web upload is processed as follows.

- For the first major (MAJORNUM1), the report reflects those students who have completed their studies toward a particular certificate or degree and have been denoted as awarded (SHRDGMR\_DEGS\_CODE = AW) in Academic History. (These translate to NCES Award Levels 1, 2, 3, 4, 5, 6, 7, 8, 9, 17, 18, 19.)
- For the second major (MAJORNUM2), file entries are created for students who have been awarded an Associate Degree, Bachelors Degree (or equivalent), Masters Degree, or Doctoral Degree. (These translate to NCES Award Levels 3, 5, 7, 17, 18, 19.) The second degree can be recognized by the secondary major in the curriculum record.

**Note:** When running this report from job submission, the Web upload file name will be in the format `shricip_wu_#####.lis`, where ##### is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: <http://www.nces.ed.gov/ipeds/>, or contact the IPEDS helpdesk at 1-877-225-2568.

### *Key Pair Value File Format, Completions Section*

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The First or Second Major comes from the SHRDGMR record for the student.
- The CIP code is the code (as defined on STVMAJR) that is associated with the major in the secondary curriculum or the second major in the primary curriculum. The CIP codes are defined on STVCIPC.

- The Award Level comes from the STVACAT code assigned the applicable curriculum record. The degree code is defined on STVDEGC.
- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.

**Note:** If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as suggested by the NCES.

The following criteria apply:

- The selection comes first from the Base Curriculum Rules Table (SOBCURR) where the degree code corresponds to a degree code (STVDEGC) that is assigned to a corresponding degree category code (STVACAT). Please see the Award Values section which follows for degree category equivalent information.
- When entering a value for the Report Term parameter in SHRICIP, consider that the process will use the latest set of curriculum records (SOBCURR) that are locked and effective up to and including the term entered in the Report Term parameter. For example, when the Report Term parameter is set to 200010, it will not select curriculum records that are effective for term 200020.
- After the base rules are selected, the Curriculum Rules Major Table (SORCMJR) is analyzed. The process will select the appropriate effective term major code which is “linked” to the curriculum base rule. In addition, the major code is only selected if it has a valid corresponding STVCIPC code associated with it in STVMAJR, where in STVMAJR the column STVMAJR\_VALID\_MAJOR is equal to Y.
- For example, the Report Term parameter is equal to 200010; if a curriculum base rule is effective for term 200010, this curriculum base rule will be selected. If one of the associated majors linked to this base rule is effective for term 200020, and has a valid corresponding STVCIPC code associated with it in STVMAJR where in STVMAJR the column STVMAJR\_VALID\_MAJOR is equal to Y, this major code will not be used in this report.

### *CIP Code Table*

Valid CIP codes are listed in Classification of Instructional Programs (CIP) 1990 Version which is available at this web site: <http://nces.ed.gov/ipeds/>.

### *Award Values*

The following values are used for the award levels.

Web Upload Value	IPEDS Category Description	Banner Value on STVACAT
1	Less than one year certificate	21
2	At least one but less than four year certificate	22, 25

Web Upload Value	IPEDS Category Description	Banner Value on STVACAT
3	Associate's Degree	23
4	Bachelor's Degree	24
5	Post Baccalaureate and Post Master's Certificate	41, 43
6	Master's Degree	42
7	Doctor's Degree	44, 45, 46

### *Race/Ethnicity Values*

The Web upload values used for the race/ethnicity types can be found on the NCES site: <https://surveys.nces.ed.gov/ipeds/>. These values are associated with values in Banner on the Race Rules Form (GORRACE).

**Note:** If a student is a non-resident alien, then only the alien status is counted, and race is disregarded. The non-resident alien status is determined by the current visa type established on the International Information Form (GOINTL), where the current visa type code on the Visa Type Code Validation Form (STVVTYPE) has the **Non-Resident (Indicator)** selected (set to Y), and where the visa **Start Date** and **End Date** values from GOINTL are current as of the creation of the IPEDS data.

### **IPEDS File Generation Process (SHRIPDS)**

The IPEDS File Generation Process (SHRIPDS) is an extract process that is used to produce the Enrollment Summary of Students by Age (SHRIAGE), the Enrollment Summary by Racial/Ethnic Status (SHRIETH), and the Enrollment Summary by First Time Residency (SHRIRES).

This process, which creates a table, must be run before running any of these reports. A control report, which lists the parameters used, is also produced from this process.

SHRIPDS is the IPEDS report extract process. This process must be run before producing the three dependent reports. A file of individual and communal statistics is created which is used by SHRIAGE, SHRIETH, and SHRIRES.

These following three reports retrieve data needed for the Fall Enrollment Report:

Report	Part	Description
SHRIETH	Parts A and D	Enrollment Summary by Racial/Ethnic Status
	Part G	Enrollment Summary by Distance Education
SHRIAGE	Part B	Enrollment Summary of Students by Age

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Report	Part	Description
SHRIRES	Part C	Enrollment Summary by First-Time Residency (Freshman)

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A population of students is selected by SHRIPDS using the following criteria:

- Student is validly registered for the term being processed.
- Student has a general student record with an effective term that is less than or equal to the term being processed and which has a degree code that is valid on the Degree Code Validation Form (STVDEGC).

For each student retrieved, a record is created and inserted into the SHRIPDS file for later use by the reports.

IPEDS rules dictate that a student may only be counted one time in the ethnicity section if the student is a non-resident alien. A check is made to determine if this is the case, and if it is, the ethnicity is set to reflect this condition.

The student's sex indicator is captured. The student's age is calculated using the student's birthday and user-entered date (default today's date), and the appropriate age column is determined.

The process gathers first year, second year, third year, and fourth year statistics based either upon credit ranges or calculated student classification. Parameters allow entry of one or more student classification codes which, when using online job submission, are validated against the Class Code Validation Form (STVCLAS). When class code values are entered in these parameters, the specified class codes determine which row a student will be reported in, in the IPEDS Web upload file. The credit hour parameters which have been used to control the first year, second year, etc., determination are still required. However, if values are entered in any class code parameters for a given year, the class code instead of the credit hour value is used to determine the row in which a student is reported.

A calculation is done to determine whether or not the student is full-time or part-time based on the following criteria:

- Valid undergraduate registered hours for the process term are equal to or greater than the credit hours designated as full-time undergraduate (parameter for Full-Time Undergraduate Hours).
- Graduate full-time or part-time hours are calculated the same way. Use the Graduate level parameters to count all student levels and categories that were formerly counted in First-Professional. First-Time First-Professionals must now use the student type code for First-Time Graduate.

Additionally, data is gathered and indicators set if the student is enrolled in all remedial courses, all foreign campuses, all off-campus, and all audit courses. All of a student's registered courses are examined for remedial attributes (those supplied through parameter).

Reporting counts are broken down by undergraduate, non-degree/certificate seeking undergraduate, and graduate levels, and are then further subdivided by whether the students are enrolled exclusively in distance education or only in some courses that are considered to be distance education. They are also separated into groups by location, such as in-state, out-of-state, and outside the United States.

The IPEDS reports work the same as other Banner reports. If run through job submission, editing of data with system table ties is done. If run interactively, no system table editing done.

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**Note:** The other IPEDS reports (SHRIACT, SHRICIP, SHRIGRS) are stand alone reports that can be run without running SHRIPDS first.

### *Campus Codes*

The process looks at the student's individual registered courses when considering the parameters for Foreign Campus Code and Off-Campus Code. Schools won't necessarily build courses that are offered at a foreign campus, but the student might be assigned to a foreign campus.

Each user is allowed to decide for themselves which (if any) of their campus(es) meet the criteria, and enter them through this parameter. If all the courses in which a student is registered match the parameter supplied data, then an appropriate switch is set. This works the same way for the off-campus codes.

### *Student Centric Periods*

SHRIPDS processes information based on terms that are part of student centric periods.

SHRIPDS is run by term using the Process Term parameter. When the Process by Student Period parameter is also used, the process checks the rules on SOASCPT to determine which student centric period includes the value entered in the Process Term parameter as the last term. All term codes that are part of the student centric period are considered, as is the order in which the terms fall within the student centric period.

After the student centric period and the associated terms have been identified, each student record that shows enrollment in any term in the student centric period is read for reporting.

- If the student is registered in all terms of the student centric period, the following occurs:
  - Enrollment hours are summed from all terms in the student centric period in which the student is enrolled, using the existing rules in base SHRIPDS processing.
  - Student centric period rules for time status are used and combine the enrollment hours for all the terms in the student centric period.
  - The general student record is used for the lowest term in the student centric period in which the student has registration. The process reports the student's class, type, level, and category.
  - Registration records for all terms in the student centric period are used to determine remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses.
  - Academic standing status rules are used. If the student is new, the system assumes a standing of 00. For continuing students, the system pulls the standing from the previous term's academic standing in the **End of Term Academic Standing** field in the Term Header block on SHAINST. (If there is no standing, the system assumes 00.) If an override standing has been entered for the term on SGASTDN, the system will use the override standing.
- If the student is not registered in all terms of the student centric period, the student's registration records are reported for terms included in the student centric period using these rules:

- The general student record is used for the lowest term in the student centric period in which the student has a registration record. This determines time status, student class, type, level, and category.
- Student registration records are used for all terms of the student centric period. This determines remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses.

See the following example.

A student is registered in a term that falls within a student centric period.

- Student centric period 2009A is composed of terms 200910 and 200920.
- The student is not included in the student centric period, but is registered in two terms (terms 200910 and 200930), and term 200910 is included in student centric period 2009A.
- Registration is reported for term 200910, because term 200910 is included in student centric period 2009A.
- Registration in term 200930 is not reported, because term 200930 is not included in student centric period 2009A.

### *Distance Education*

When either the Campus Code, Schedule Type, or Instructional Method parameters are used, distance education is processed for reporting.

SHRIPDS looks at the enrolled students by level for existing courses in the SFRSTCR and SSBSECT tables where the courses contain one of the report parameter values for schedule type, instructional method, or campus. Also, when at least one of those parameters is used, the Address Type, State or Province, and Nation Code parameters are required.

If the Campus Code, Schedule Type, or Instructional Method parameters are not used, the Address Type, State or Province, and Nation Code parameters are skipped, and an error is recorded in the log file for the report.

TO PROCESS DISTANCE EDUCATION, ADDRESS TYPE, STATE AND NATION ARE REQUIRED.

lp: Error - no default destination available.

Here is a processing example with the following settings:

- Campus Code parameter set to D, Distance
- Schedule Type parameter set to W, Web
- Instructional Method parameter set to ONL, Online

Courses in the SFRSCTR table are used to determine whether they are counted or not counted as distance education by SHRIPDS. These are OR conditions. If more than one parameter is used for defining the distance education courses, there are multiple ways a course can be considered as a distance education course.



Course	Number	Description	Campus	Schedule Type	Instructional Method	Count as Distance Education
ARTH	200	Art History	D	L	Null	Yes
MATH	200	Math I	M	L	ONL	Yes
ECON	200	Micro Economics	M	W	Null	Yes
PSYC	200	Psychology I	D	W	ONL	Yes
HIST	200	History	M	L	Null	No

When enrolled students are found through SHRIPDS, the process then determines if the students are enrolled exclusively in distance education, enrolled in some distance education courses, or not enrolled in any distance education courses. The Web upload file created using SHRIETH displays these conditions as ENROLL\_EXCLUSIVE, ENROLL\_SOME, or NOTENROLL. The course must have an STVRSTS code that is set to count in enrollment for the PIDM and term. The CRN must have a value from SSBSECT defined in the Campus Code, Schedule Type, or Instructional Method parameters qualifies as a distance education course.

Counts are defined by level for undergraduate degree seeking students, undergraduate non-degree seeking students, and graduate students. Information for enrollment for distance education courses appears in Part G of the Web upload file for SHRIETH.

### *Student Location*

When a student has been defined as having exclusive enrollment in distance education courses, processing then determines the student's location based on an address hierarchy and address date.

Students can be in-state, out-of-state but within the U.S., have an unknown state within the U.S., or be outside of the U.S. The Web upload file displays these conditions as INUS, INUS\_NOTPPS, INUS\_UNKNOWN\_STATE, or OUTSIDEUS. The Address Selection Date, Address Type, State or Province, and Nation Code parameters are used for this data.

The Address Selection Date parameter allows for reporting for a date within an enrollment period. Therefore the address for the student should be current as of the date specified in the parameter.

The Address Type parameter allows for a hierarchy of address types the process can search for. If a student does not have any of the address types entered, or the student does not have any addresses in the SPRADDR table, the record is populated into the location unknown row on the IPEDS form/Website so the enrollment counts for distance education will still be accurate. When the state for the student is unknown but the nation code is known, the student is reported as state unknown, located in the United States.

When a student has an address type but the nation code is Null, the address is assumed to be in the United States. When the nation for the address type is equal to the value in the Nation Code parameter, the address is considered to be in the United States. When the nation for the address type is not equal to the value in the Nation Code parameter, the address is considered to not be in the United States.

A student can have an address record with a state/province value, and still be in a non-United States location such as Canada. Therefore, when the nation code is populated in student address data, it is best to define the nation code or codes that would be considered to be in the United States, and so avoid errors in processing this information for the report.

## IPEDS Summary of Students by Age (SHRIAGE)

The IPEDS Summary by Age Report provides a breakdown of registered students by CIP Code within the Department of Education age categories.

The CIP Code associated with the student is derived from the student's major code (STVMAJR) from SORLCUR and SORLFOS. The information on this report coincides with the data on the Enrollment Summary by Racial/Ethnic Status (SHRIETH). The information is broken down as follows:

Undergraduate Degree Seeking	Rows	01–06	of SHRIETH for full-time students
All Other Credit Undergraduates	Row	07	of SHRIETH for full-time students
Graduate Students	Rows	11–13	of SHRIETH for full-time students

This report generates student counts by age, gender, and full-time/part-time status according to CIP Code. It also creates Part B of the EF Survey Section.

### *SHRIAGE Web Upload*

Use the Report Format parameter to create hardcopy output only, a comma-delimited file only, or both formats during the same run.

This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file. The Report Format parameter is required. Enter 1 to produce hardcopy output. Enter 2 to produce output in a Web upload file format. Enter 3 to produce both formats. 3 is the default.

**Note:** When running this report from job submission, the Web upload file name will be in the format `shriage_wu_#####.txt`, where ##### is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: <http://www.nces.ed.gov/ipeds/>, or contact the IPEDS helpdesk at 1-877-225-2568.

## Key Pair Value File Format - Winter/Spring Data Collection, Fall Enrollment Section

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The Age Category is the date calculated by SHRIPDS, based on the student's birth date and the value in the Birth Date parameter. If no student birth date is recorded, the value *unknown* is displayed.
- The Student Level is the level of the appropriate general student record compared to the values entered in the parameters for SHRIPDS, which must be run before running SHRIAGE.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.

**Note:** If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as suggested by the NCES.

## IPEDS Race/Ethnic Status Report (SHRIETH) - Fall Enrollment

The Race/Ethnic Status Report generates the racial/ethnic breakdown of the selected students and may be used to complete Part A of the Enrollment Summary Report.

Statistical information is generated on the race/ethnic background of students by CIP code. The text file reports statistics only on the CIP codes specified and provides data for Part A of the EF Survey Section and Part D, for the total number of students enrolled.

Undergraduate students are classified by student type, degree category, and level. For example, if a first time undergraduate freshman has a degree category of Masters of Business then the undergraduate freshman will be counted in the Undergraduates Enrolled for Credit because the undergraduate freshman's degree category does not meet the parameter specified undergraduate degree categories.

For the Ethnic Status Report (SHRIETH), students must be registered in the requested term. Subject areas for the students are determined by the CIPC code on the CIPC Code Validation Form (STVCIPC) for each student's major, which is in the student's learner curriculum record. These major codes are defined on the Major, Minor, Concentration Code Validation Form (STVMAJR).

The ethnic category for a student is determined by the **New Ethnicity Code** value maintained on the General Person Form (SPAPERS). The `SPBPERS_ETHN_CDE` value is used to track ethnicity for Hispanic, non-Hispanic, or non-resident alien ethnicities. Race categories are defined on the Race Rules Form (GORRACE) using the **Regulatory Race (Code)** value that is associated with the **Institution Race (Code)** value. The `GORRACE_RRAC_CODE` value is used to report race categories.

If a student is a non-resident alien, then only the alien status is counted; race is disregarded. The non-resident alien status is determined by the current visa type established on the International Information Form (GOAINTL), where the current visa type code on the Visa Type Code Validation Form (STVVVYP) has the **Non-Resident (Indicator)** selected (set to Y), and where the visa **Start Date** and **End Date** values from GOAINTL are current as of the creation of the IPEDS data.

The Degree Award Category Code Validation Table (STVACAT) is used to classify degree codes (that is., B.A. = Bachelor of Arts) into award categories. Required codes for the STVACAT Table are included in the table definitions and should be used.

Students are categorized in this report using user-specified parameter selections.

**Example:**

- Full-time versus part-time hours for undergraduates and graduates is a parameter selection.
- Undergraduate and graduate degree categories are user selected.

Unlimited categories are available.

Graduate categories should include those categories formerly used for First-Professional, in addition to all Doctoral categories.

- First-Time students are determined by user-selected student types for undergraduates and graduates.

Unlimited student types are available.

- Level codes for undergraduates and graduates are user specific.

Unlimited level codes are available.

- The credit hour range for a first year student is user-defined.
- You may specify the student types used for unclassified students.

The Degree Code Validation Form (STVDEGC) uses the Degree Award Category Code Validation Form (STVACAT) to identify the category that the degree code belongs to, that is., Bachelor's, Master's, Doctoral.

**Example:**

Degree Code	Degree Category
BS - Bachelor of Science	24

*First-Time Freshmen* are students classified as freshman by the Student Type Validation Form (STVSTYP) when their category matches the user-entered category, and their level matches a freshman, user-entered, undergraduate level.

*Other First Year* students are classified as transfer-in, degree or certificate-seeking undergraduates.

*Sophomores* are classified as students who have more than the maximum number of freshman hours and less than the maximum number of hours designated for a sophomore through the parameter selection of second year credit hours.

The students whose earned credit hours are greater than or equal to the user-specified freshman credit hours and less than the user-specified sophomore credit hours are counted as sophomores.

**Example:**

<b>Freshman Credit Hours</b>	=	<b>30</b>
<b>Sophomore Credit Hours</b>	=	<b>60</b>
<b>Junior Credit Hours</b>	=	<b>90</b>
Student A has 30 hours	=	Sophomore
Student B has 29 hours	=	Freshman
Student C has 60 hours	=	Junior

*Juniors* are classified as students who have more than the maximum number of sophomore hours and less than the maximum number of hours designated for a junior through the parameter selection of third year credit hours.

*Seniors* are classified as students who have more than the maximum number of hours designated for a third year student.

*Unclassified* students are students that have a student type equal to the parameter selected as unclassified student type.

Transfer hours are used in the calculation of student classification. For example, if a student has 60 transfer credits and 20 institutional credits, then 80 credits will be used to determine their class standing.

Those students who have dropped or withdrawn from all of their classes will not be included in the file. The process examines the **Count in Enrollment** box on the Course Registration Status Code Validation Form (STVRSTS). If all of the course statuses are flagged as "Do not count in enrollment" or cleared, then the student is not included in the file.

The totals for full-time degree/certificate-seeking undergraduate students, part-time degree/certificate-seeking undergraduate students, and first-time non-degree/certificate-seeking undergraduate students are reflected in the counts.

Part D is used to generate a new record for the number of students enrolled. Only one record is required.

Part G is used to report the number of students enrolled in distance education courses.

### *SHRIETH Web Upload*

The report produces a control page with the parameter values and the number of records processed, in addition to a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

**Note:** When running this report from job submission, the Web upload file name will be in the format `shrieth_wu_#####.txt`, where ##### is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: <http://www.nces.ed.gov/ipeds/>, or contact the IPEDS helpdesk at 1-877-225-2568.

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### *Key Pair Value File Format - Winter/Spring Data Collection, Fall Enrollment Section (Part A)*

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The CIP Code is the sum of all the STVMAJR CIP codes.
- The Student Level is the level of the appropriate general student record compared to the values entered in the parameters for SHRIPDS, which must be run before running SHRIETH.
- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.

**Note:** If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as suggested by the NCES.

### *Key Pair Value File Format - Winter/Spring Data Collection, Fall Enrollment Section (Part D)*

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

The NCES Unit ID value should be the one entered on SHACTRL.

**Note:** If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as suggested by the NCES.

## **Graduation Rate Survey Report (SHRIGRS)**

The Graduation Rate Survey (GRS) Report collects data on the numbers of undergraduate students entering an institution as full-time, first-time, degree/certificate seeking students.

The GRS requires institutions to collect and generate data on a particular cohort code. The GRS applies only to those institutions that are eligible for Federal student financial assistance and enroll full-time, first-time, degree/certificate seeking undergraduate students.

Reporting is by race/ethnicity and gender, length of time to completion, number still persisting, and number transferred to other institutions. The report requires an institution to take a snapshot of these students for a particular year (cohort) and then again after 150% of normal time has elapsed.

Beginning with the Spring 2008 submissions, the NCES has eliminated Sections V and VI that collected data on students who received athletically related student aid. (The related parameters are

no longer used and should not be populated.) Institutions are no longer required to report this data to IPEDS, but are still required to disclose this data, as specified in the Student Assistance General Provision Regulations (34 CFR 668) which implemented the Student Right-to-Know Act. An item has been added for the URL which can be used to report this disclosure.

**Note:** Although the GRS is part of the IPEDS reports, you do not have to run the IPEDS File Generation Process (SHRIPDS) before running the Graduation Rate Survey Report (SHRIGRS).

The GRS is published in four versions:

Version	Institution
GRS1	4-year institutions
GRS2	2-year public institutions
GRS2A	2-year private institutions
GRS3	less than 2-year institutions

### *Setting Up the Report*

Use the following steps to implement the Graduation Rate Survey report.

#### **About this task**

#### **Procedure**

1. Update the following validation forms with your institution's codes:

- a) Cohort Code Validation Form (STVCHRT)

Define your institution's cohort codes for the Graduation Rate Survey Report (SHRIGRS) on this form. Populate the following fields for each cohort code: **Cohort Code**, **Description**, **Start Term**, **End Term**, **Degree Level**, and check (set to Y) the **Print Indicator**.

When defining your cohorts, it is important that the start term represents the fall term for the fall cohort or the beginning term for the full year cohort of the year in which the students entered the institution. The end term represents the last term in which the students could have completed or graduated from their respective programs.

The degree level code on STVCHRT is associated with the award category code on the Degree Code Validation Form (STVDEGC) to ensure that the degree level is valid. If the award category code is not indicated, the bachelors degree code is the default.

The **Print Indicator** must be selected for those cohort codes that are to be included in the Graduation Rate Survey report (SHRIGRS). Cohort codes may be used for both the Graduation Rate Survey report and for tracking other types of populations of groups.

**Note:** Separate cohorts should be created for each program that is not part of your normal program timeframe. For example, if you are a four year institution and offer mainly four year programs, but have five year programs, then a separate cohort should be created for each program. If you are a two year institution and offer mainly two year programs, but have three year programs, then a separate cohort should be created for each program.

Students are considered to be completers if they have received their degree, diploma, or certificate, and the degree or award is actually conferred within 150% of normal time.

For example, if your institution offers an associate degree which normally is two years in completion length, students will have three years to complete the requirements for the degree. If your institution offers a baccalaureate degree which is normally four years in length, students will have six years to complete the requirements. If your institution offers a baccalaureate degree which is five years in length, students will have seven and one half years to complete the requirements. If a student is admitted with the intention of pursuing an associates degree and is part of an associate cohort, but decides to pursue a bachelors degree, the student will remain in the associate cohort in which they were admitted.

The following is a list of the term codes and timeframes that are used in the examples provided.

Academic Year	Fall Term Code	Spring Term Code	Summer Term Code
01-02	200210	200220	200240
02-03	200310	200320	200340
03-04	200410	200420	200440
04-05	200510	200520	200540
05-06	200610	200620	200640
06-07	200710	200720	200740

*Example 1:*

For an institution which offers a two year associate degree and four year baccalaureate programs, the cohort codes for the entering Fall class for 2001 might be defined as follows:

Cohort Code	Description	Start Term	End Term	Degree Level	Print Incl.
01ASSOCIATE	Fall 2001 Associate	200210	200440	AS	Y
01BACHELOR	Fall 2001 Bachelor	200210	200740	BA	Y

Therefore, students entering the associate cohort in the fall of 2001 will be given until the end of the summer for the academic year 2003-2004 to complete their degree level program. Students entering the bachelor cohort in the fall of 2001 will be given until the end of the summer of the academic year 2006-2007 to complete their degree level program.



*Example 2:*

For an institution which offers only a two year degree, the cohort code for the entering fall class for 2001 might be defined as follows:

<b>Cohort Code</b>	<b>Description</b>	<b>Start Term</b>	<b>End Term</b>	<b>Degree Level</b>	<b>Print Incl.</b>
01ASSOCIATE	Fall 2001 Associate	200110	200440	AS	Y

## b) Cohort Reason Code Validation Form (STVCREA)

Use this validation form to define reasons for excluding a student from a cohort code. For the purpose of calculating the Graduation Rate Survey graduation rates, an institution may inactivate a student's cohort code, and therefore, remove the student from the cohort, if they leave the institution for one of four reasons:

- Are deceased or totally and permanently disabled,
- To serve in the armed forces,
- To serve with a foreign aid service of the Federal Government, such as the Peace Corps,
- To serve on official church missions.

## c) Withdrawal Reason Code Validation Form (STVWRSN)

Use this validation form to define the codes that your institution uses to record the withdrawal reason for those students who transfer out. A transfer-out is a non-completer who has transferred to and enrolled in another eligible institution within 150% of normal time for their program. Tracking also needs to occur for those students who attend a less than two year institution and left for a job in a related field. Because the GRS requires institutions to determine the type of institution that a student has transferred to, less than 2- year, 2-year, 4-year or higher, your codes should refer to these categories.

The withdrawal reason codes are assigned to the student on the Term Course Maintenance Form (SHAINST). If the withdrawal reason or transfer institution codes are added or changed for the student on SHAINST, the corresponding withdrawal information (SARADAP table) is not automatically updated. To make the corresponding adjustment, access the student's admissions record on the Admissions Application Form (SAAADMS), if a SAAADMS record exists for the term.

The transfer institution codes are assigned on the Term Course Maintenance Form (SHAINST) and are based on the term code that is less than or equal to the term in the Enrollment Term parameter.

*Example:*

The following codes could be used to designate the withdrawal reason.

<b>Code</b>	<b>Institution/Reason</b>
T1	Less than a 2-year institution
T2	2-year institution

---

Code	Institution/Reason
T4	4-year institution or higher
J1	Left for a job related to the student's study

---

- Associate students with a cohort code for an effective term on the Additional Student Information Form (SGASADD). There are two ways to do this.

The first is to add an individual student to a cohort online, using the Additional Student Information Form (SGASADD). A student must have a student ID for an effective term to be associated with a cohort code.

The second is to add multiple students to a cohort using the batch Cohort Load Process (SGRCHRT). This process uses population selection, and should be run to update the student's general student cohort codes for the specified effective term. (Cohort codes may be loaded by a batch process into a person's existing recruiting, admissions, general student, or academic history record.)

A student should be included in the cohort if they enter an institution as a full-time, first-time, degree/certificate seeking, undergraduate student during either the fall term of a given year or between September 1 and August 31 of the same academic year. Students who enroll during the summer, but fail to enroll in the fall should not be included. Transfer students should not be included in your cohort.

- Track students who have withdrawn due to transfer or study related job.

The Graduation Rate Survey reporting requires institutions to track students who either transfer out to an eligible institution or leave the institution for a job related to their field of study, within 150% of normal time for their program. To count a student as a transfer out, you must verify that the student has enrolled at an eligible institution. "Enrollment" is defined under 34 CFR 668.2 of the Student Assistance General Provisions as the "Status of a student who has completed the registration requirements (except for the payment of tuition and fees) at the institution the student is attending." "Eligible institution" refers to an institution that is eligible for Title IV funds. You must also determine the type of institution that the student has transferred to: less than 2-year, 2-year, 4-year, or higher.

Withdrawal codes for transfer to an eligible institution or leaving for a job related to the student's field of study (GRS3 version only) are entered in the **Withdrawal Reason** field on the Term Course Maintenance Form (SHAINST). The **Withdrawal Reason** field is validated against the Withdrawal Reason Code Validation Form (STVWRSN), where codes are updated and maintained. The transfer institution codes for the institution to which the student has transferred are entered on the Term Course Maintenance Form (SHAINST). Codes for the **Transfer Institution** field are queried and selected from the Source/Background Institution Query-Only Form (SOISBGI). Codes are updated and maintained on the Source/Background Institution Code Validation Form (STVSBGI).

**Note:** The data in these fields will be used for the Graduation Rate Survey reporting and will not control any system processing. These fields may be used to support other local processing needs as appropriate.

- Track students who leave in good academic standing.

Students who did not transfer out, but left the institution in good academic standing within 150% of normal time, must be reported. Good academic standing is defined as "the minimum quality

point average or grade point average your institution requires for graduation". This is required for the two year institutions that must complete the GRS2 and GRS2A versions of the report. The academic standing code is taken from the SHRTTRM record, which records the end of term academic standing. Academic standing codes are created and maintained on the Academic Standing Code Validation Form (STVASTD).

**Note:** If the **End of Term Academic Standing** field is Null on SHAINST, information will not be reported for this requirement.

### *Student Centric Periods*

The following parameters can be used with student centric periods.

- Start Term parameter - Enter the minimum start term of the student centric period to be processed.
- End Term parameter - Enter the maximum end term of the student centric period to be processed.
- Enrollment Terms parameter - The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.

### *SHRIGRS Web Upload*

The report produces a control page with the parameter values and the number of records processed, in addition to a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

**Note:** When running this report from job submission, the Web upload file name will be in the format `shrigrs_wu_#####.txt`, where ##### is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: <http://www.nces.ed.gov/ipeds/>, or contact the IPEDS helpdesk at 1-877-225-2568.

### *Key Pair Value File Format*

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

This report uses key pair value file formats for four year institutions, two year institutions, and less than two year institutions.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.

## Outcome Measures Report (SHRIOMS)

The Outcome Measures Report (SHRIOMS) is the IPEDS report which collects data for award completion and enrollment status from degree granting institutions. As of 2017, the Outcome Measures Report no longer uses Fall Term cohort reporting. Schools should only report using the Full Year Cohort option.

Data is now required for four undergraduate cohorts and eight undergraduate subcohorts at three points in time: four years, six years, and eight years after the students entered the reporting institution.

The first submission of this updated report will be for the entering cohort year of 2009-2010. The four year status date for the 2009-2010 cohort year is August 31, 2013. The six year status date for the 2009- 2010 cohort year is August 31, 2015. The eight year status date for the 2009-2010 cohort year is August 31, 2017.

Additionally, institutions must report the number of students who received a Pell Grant award during the covered period of July 1, 2009 through June 30, 2010. Students who receive a Pell Grant during the covered period will be included in the Pell Grant Recipients sub-cohort within their respective Cohort. Students who do not receive a Pell Grant during the covered period will be included in the Non-Pell Grant Recipients sub-cohort within their respective Cohort. Each student will be counted only once.

The four cohorts and their respective sub-cohorts of degree/certificate seeking undergraduates are:

- First-Time, full-time entering (FTFT)
  - Pell Grant Recipients
  - Non-Pell Grant Recipients
- First-time, part-time entering (FTPT)
  - Pell Grant Recipients
  - Non-Pell Grant Recipients
- Non-first-time, full-time entering (NFTFT)
  - Pell Grant Recipients
  - Non-Pell Grant Recipients
- Non-first-time, part-time entering (NFTPT)
  - Pell Grant Recipients
  - Non-Pell Grant Recipients

The report includes parameters for each of the four cohort categories. You do not need to use all four parameters to run the report.

A new summer term parameter is included for reporting schools where summer begins an academic year. Students who begin in the summer, and are assigned a cohort code will be included in respective cohort and sub-cohort counts when this parameter is populated.

Multiple cohorts can be entered. The start dates for the cohort as listed on STVCHRT will be used for the Start Term unless the Summer Term parameter is populated. If the Summer Term is populated, the start date of the summer term will be used as the starting point to collect the cohort/

pell information. The last day of the End Term entered in the End Term parameter will be used as the end point for collecting the Pell/cohort data.

You can also create a detail output file that contains the Banner ID, Student Name, Cohort Code, Pell Recipient (Y/N), Exclusion Code, Transfer Out Code, Student Status, Highest Degree Earned at 4 Years, Award Date at 4 Years, Highest Degree Earned at 6 Years, Award Date at 6 years, Highest Degree Earned at 8 Years, and the Award Date at 8 Years.

Students are to be counted only one time, regardless of whether the student has data that would put the student into other categories. The processing order is: exclusions, awarded, still enrolled, and enrolled another. If a student has a degree awarded and an exclusion code, the student will be counted as awarded. However, the exclusion code will be included in the detail output file. If the student has an exclusion code and has not been awarded a degree, the student will be counted as excluded. If a student is counted as awarded, that student will not be counted as still enrolled. If the student is still enrolled, that student will not be counted as enrolled another.

**Note:** This IPEDS report is standalone. Although SHRIOMS is part of the IPEDS reports, you do not have to run the IPEDS File Generation Process (SHRIPDS) before running SHRIOMS.

## *Setting Up the Report*

Use the following steps to implement the Outcome Measures Report (SHRIOMS).

### **Procedure**

1. Update the Cohort Code Validation Form (STVCHRT) with your institution's codes.

Define your institution's cohort codes. Populate the **Cohort Code**, **Description**, and **Start Term** fields for each cohort code.

When defining your cohorts, it is important that the start term represents the beginning term for the full year cohort of the year in which the students entered the institution.

**Note:** The end term represents the last term in which the students could have completed or graduated from their respective programs. However, for outcome measures reporting, the end term is not used to process any data related to graduation.

2. Update the Cohort Reason Code Validation Form (STVCREA) with your institution's codes.

Define reasons for excluding a student from a cohort code. For the purpose of calculating the number of students in the exclusion count, an institution may inactivate a student's cohort code, which removes the student from the cohort, if the student leaves the institution for one of four reasons:

- Student is deceased or totally and permanently disabled.
- Student is serving in the armed forces.
- Student is serving with a foreign aid service of the Federal Government, such as the Peace Corps.
- Student is serving on an official church mission.

3. Update the Withdrawal Reason Code Validation Form (STVWRSN) with your institution's codes.

Define the codes that your institution uses to record the withdrawal reason for those students who transfer out. A transfer-out is a non-completer who has transferred to and enrolled in another eligible institution. The withdrawal reason codes are assigned to the student on the Term Course Maintenance Form (SHAINST).

**Note:** Per NCES IPEDS requirements for outcome measures, institutions should only use reason codes which indicate that a student has transferred to a separate institution, and that institution has confirmed the student's subsequent enrollment.

4. Associate students with a cohort code for an effective term on the Additional Student Information Form (SGASADD). There are two ways this can be accomplished.
  - Add an individual student to a cohort on SGASADD.  
A student must have a student ID for an effective term to be associated with a cohort code.  
or
  - Add multiple students to a cohort using the batch Cohort Load Process (SGRCHRT).  
This process uses population selection and should be run to update the student's general student cohort codes for the specified effective term. (Cohort codes may be loaded by a batch process into a person's existing recruiting, admissions, general student, or academic history record.)

### *Reporting Details*

This section reviews how students are included in the reported counts.

#### *Cohort count*

The cohort count (Part A) consists of the total number of students in each respective cohort and whether or not they received the Pell Grant during the covered period of July 1, 2009 – June 30, 2010.

Students who received the Pell Grant are counted in the Recipient Type 1 category, students who did not receive the Pell Grant are counted in the Recipient Type 2 category. Additionally, Excluded students who did/did not receive the Pell Grant are also included.

Students are included in the Cohort count when they have the following:

- One of the cohort codes entered in the cohort parameters that matches the SGRCHRT record
- SFBETRM enrollment record or SHRTGPA institutional academic history record for terms between the term entered in the Start Term parameter (or if the Summer term is included in the parameters, then the Summer term)
- Student has a Pell Grant that has a paid amount > 0 are included in the Recipient Type = 1 counts
- Students who do not have a Pell Grant, or have a Pell Grant paid amount < = 0 are included in the Recipient Type = 2 counts

The cohort parameters are:

- 
- Full-Time First-Time Cohort
  - Part-Time First-Time Cohort
  - Full-Time Non-First-Time Chrt
  - Part-Time Non-First-Time Chrt

### *Exclusion count*

Prerequisite - The student must be associated with a reason code on the Additional Student Information Form (SGASADD).

Students are included in the exclusion count when they have the following:

- one of the cohort codes entered in the cohort parameters that matches the SGRCHRT record
- SFBETRM enrollment record or SHRTGPA institutional academic history record for terms between the term entered in the Start Term parameter and the term entered in the End Term parameter.
- one or more of the exclusion codes entered in exclusion code parameters that matches the SGRCHRT record for terms between the term entered in the Start Term parameter (or Summer Term parameter, if populated) and the term entered in the End Term parameter.
- student does not have a degree awarded

The exclusion parameters are:

- Excl Code -- Disabled/Deceased
- Excl Code -- Armed Forces
- Excl Code -- Foreign Service
- Excl Code -- Church Mission

### *Awarded count*

Prerequisite - The student must have a degree status on the Degrees and Other Formal Awards Form (SHADEGR) with the **Awarded** indicator selected for the degree status code on the Degree Status Code Validation Form (STVDEGS).

Students are included in the awarded count when they have the following:

- one of the cohort codes entered in the cohort parameters that matches the SGRCHRT record
- SFBETRM enrollment record or SHRTGPA institutional academic history record for terms between the term entered in the Start Term parameter (or Summer Term parameter, if populated) and the term entered in the End Term parameter
- SHRDGMR awarded degree record for a term that is greater than or equal to the cohort effective term and less than the date entered in the Four Year, Six Year, or Eight Year Status Date parameter.

Per IPEDS Outcome Measures Survey requirements, the highest awarded degree is counted.

The Web Upload file has four sections: Part A, which includes cumulative counts, Part B that counts awarded students up to the four year status date, Part C that counts awarded students up

to the six year status date, and Part D that counts awarded students up to the eight year status date.

Awarded counts are cumulative. For example:

- Student A and Student B are both in Cohort 1 for term 301010.
- Student A receives a Bachelor's degree awarded on 15-MAY-2013 (which is before or equal to the four year status date) and also receives a Pell grant during the covered period of July 1, 2009 to June 30, 2010
- Student B receives a Bachelor's degree awarded on 15-MAY-2015 (which is after the four year status date and before or equal to the six year status date and also receives a Pell grant during the covered period of July 1, 2009 to June 30, 2010
- The Awarded count for Cohort 1 in the four year lines (Part B) of the Web Upload file will be 1.

```
UNITID=123456, SURVSECT=OM1, PART=B, LINE=1, RECIPIENT TYPE=1,
COHORT=1, EXCLUSION=0, AWARD_BACHELORS=1
```

- The Awarded count for Cohort 1 in the six year lines (Part C) of the Web Upload file will be 2.

```
UNITID=123456, SURVSECT=OM1, PART=C, LINE=1, RECIPIENT TYPE=1,
COHORT=2, EXCLUSION=0, AWARD_BACHELORS=2
```

- The Awarded count for Cohort 1 in the eight year lines (Part D) of the Web Upload file will be 2.

```
UNITID=123456, SURVSECT=OM1, PART=D, LINE=1, RECIPIENT TYPE=1,
COHORT=2, EXCLUSION=0, AWARD_BACHELORS=2
```

Awarded counts reflect the highest degree earned at the status date. For example:

- Student A earns both an Associate's and Bachelor's degree by the four year status date. The Bachelors degree will be the only degree reported because it is the highest degree earned by the four year status date. The Bachelor's degree will be reported for the four year, six year, and eight year status dates counts.
- Student B earns a Bachelor's degree by the four year status point, and an Associate's degree by the six year status point. The Bachelor's degree will be reported for the four year, six year, and eight year status dates because it is the highest degree the student has earned by the six year status date.
- Student C earns an Associate's degree by the four year status date, a Bachelor's degree by the six year status date, and a Certificate by the eight year status date. The Associate's degree will be reported at the four year status date, and the Bachelors degree will be reported at the six year and eight year status dates because the Bachelors degree is the highest degree earned at the six year and eight year status dates. The Certificate would never be reported in this example.

### *Still enrolled count*

Students are included in the still enrolled count when they have the following.

- one of the cohort codes entered in the cohort parameters that matches the SGRCHRT record



- SFBETRM enrollment record or SHRTGPA institutional academic history record for terms between the term entered in the Start Term parameter (or Summer Term parameter, if populated) and the term entered in the End Term parameter
  - SFBETRM enrollment record for any terms entered in the Enrollment Terms parameter
- The still enrolled count is only included in the eight year lines (Part D) of the Web Upload file, per IPEDS Outcome Measures Survey requirements.

### *Enrolled another count*

Prerequisite - The student must be associated with a withdrawal reason code on the Term Course Maintenance Form (SHAINST).

**Note:** Per NCES IPEDS requirements for outcome measures, institutions should only use reason codes which indicate that a student has transferred to a separate institution, and that institution has confirmed the student's subsequent enrollment.

Students are included in the enrolled another count when they have the following:

- one of the cohort codes entered in the cohort parameters that matches the SGRCHRT record
- SFBETRM enrollment record or SHRTGPA institutional academic history record for terms between the term entered in the Start Term parameter (or Summer Term parameter, if populated) and the term entered in the End Term parameter
- one or more of the values entered in the Transfer Out Reason Code parameter that matches the SHRTTRM record and are on or before the maximum enrollment term entered in the Enrollment Terms parameter

The enrolled another count is only included in the eight year lines (Part D) of the Web Upload file, per IPEDS Outcome Measures Survey requirements.

### *Student Centric Periods*

The following parameters can be used with student centric periods.

- Start Term parameter - Enter the minimum start term of the student centric period to be processed.
- End Term parameter - Enter the maximum end term of the student centric period to be processed.
- Enrollment Terms parameter - The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.

**Note:** A student will be reported when the student has a cohort code that matches the parameter values entered, and an SFBETRM enrollment record or SHRTGPA institutional academic history record for terms between the term entered in the Start Term parameter and the term entered in the End Term parameter.

## Web Upload

The report produces a control page with the parameter values, in addition to a comma-delimited file for the Web upload.

This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file. You have the option to produce a file of detailed records for the students contained in the web upload file. This can be used to review the data before uploading the file.

**Note:** When running this report from job submission, the Web upload file name will be in the format `shrioms_#####.txt`, where ##### is the run sequence number.

The detail file name will be in the format `shrioms_#####.csv`, where ##### is the run sequence number.

## Academic Standing Rules Processing

Academic Standing Rules are built by level and college on the Academic Standing Rules Form (SHAACST).

This allows the institution to create different academic standing rules for undergraduate liberal arts students vs. graduates and different rules for the Music College vs. the Business School. If college is not used by your institution for determining academic standing then a wild card college of 99 can be used. If this wild card is used then no other specific college rules can be created.

The above-mentioned rule creation can be applied to calculate Academic Standing specific to Study Paths.

An Academic Standing Rules Query Form (SHQASTR) can be accessed from the Key Information after entering a level, to see the rules which have been created.

There are three sections on the Academic Standing Rules Form (SHAACST).

- The first section is the Academic Difficulty Rules information. This section is used to create the rules the institution uses when determining probation and dismissal. Rules for updating the student's status to good standing after being on probation are also created in this section.
- The second section is the Dean's List information. This section is used to determine if the student is eligible for the dean's list based on the rules established.
- The third section is the Excluded Grades information. This section defines, for the dean's list rules selected, what grades will disqualify a student from meeting a rule.

Use the **Grades** field in the Excluded Grades block 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 block. 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.

The following outlines the fields used by the Academic Difficulty Rules.

- Term - Term during which rules take effect
- Status - Student's current academic standing

If the student is new, the system assumes a standing of 00. For continuing students, the system pulls the standing from the previous term's academic standing in the **End of Term Academic Standing** field in the Term Header information of the Term Course Maintenance Form (SHAINST). (If there is no standing, the system assumes 00). If an override standing has been entered for the term on the General Student Form (SGASTDN), the system will use the override standing.

- Sequence Number - Academic standing rule sequence number

Used to distinguish different rules for the same selection criteria. Will be used in priority order. If a student matches the first rule (sequence 1), then the system will use that standing. For example, if there are two different rules for determining probation, one based on term GPA and the other on cumulative GPA, then you can create the first rule using term GPA, and the second using cumulative GPA.

- Probation Indicator - Indicator for preventing registration if selected

Probation indicator defaulted from the Academic Standing Code Validation Form (STVASTD) when retrieving current status.

- Term Hours Low/Term Hours High - Minimum and maximum attempted term hours

Low and high term hours the student is registered for from the Registration Form (SFAREGS). Used to create different rules for part-time and full-time students.

- Cumulative Hours Low/ Cumulative Hours High - Minimum and maximum cumulative hours based on type

Includes transfer hours earned.

- Type - Type of cumulative hours

Type of cumulative hours used to determine if student is eligible for rule.

Valid values are:	A - Attempted
	E - Earned
	P - Passed
	G - GPA Hours

Type is only limited within term and status.

- Term Institutional GPA From/To - Minimum and maximum GPA for the rule if institutional term GPA is used to determine academic standing

If term GPA is not used, fields are left blank.

- Cumulative Institutional GPA From/To - Minimum and maximum GPA for the rule if institutional cumulative GPA is used to determine academic standing

If institutional cumulative GPA is not used, fields are left blank. If used in conjunction with term GPA, student's GPA for term and cumulative consideration must fall within appropriate ranges.

- Cumulative Overall GPA From/To - Minimum and maximum GPA for the rule if institutional plus transfer (overall) GPA is used to determine academic standing

May be useful for students admitted on probation. If institution and transfer cumulative GPA is not used, fields are left blank. If used in conjunction with either or both of the other GPA ranges, student must comply with all rules to attain next standing.

- Status - Next academic standing code

This is the academic standing the student attains if the student meets all the requirements for the specified rule.

There are no restrictions on using varying hour types on different GPA selections for different rules, except within term and status.

There are three parameter options which control the update to maximum hours on the Calculate Academic Standing Report (SHRASTD).

- Calculate Maximum Hours? Y/N
- Pre-registration Future Term? (This is the term to which you want the new maximum hours to apply.
- Maximum Hours Update/Audit? U/A (The process may be run in Audit mode to determine who would be updated with new maximum hours.)

In order for an update to maximum hours to occur, the following items must also be considered:

- The Calculate Academic Standing Process (SHRASTD) must be requested and run in Update mode.
- An E-term record must exist for the designated pre-registration future term.
- There may be no graded sections as part of the student's registration for the future term designated.

The report lists all students selected for academic standing updates. Two columns on the report display the maximum hours information.

The Max Prev column (Previous Maximum Hours) reflects the current (before update) value in the **Maximum Hours** field on the Student Course Registration Form (SFAREGS) of the future term designated.

The Hrs New column (New Maximum Hours) reflects the value associated with the newly calculated academic standing (as defined on the Academic Standing Code Validation Form (STVASTD)), which will be used to update the **Maximum Hours** field on the Student Course Registration Form (SFAREGS) for the future term.

If Previous Max Hours and New Max Hours are equal, neither value will print. Also, if there is no pre-registration for the future term designated, the report will present the Max Hours that will be assigned if/when the student registers for the future term designated.

## Progress Evaluation Processing and Combined Academic Standing

You can track students' progress (and regression) in addition to their academic standing using progress evaluation processing.

You can define progress evaluation codes and rules by which those codes will be assigned to students, in addition to combined academic standing codes and rules that are based on the existing

academic standing codes and the progress evaluation codes. As such, the combined academic standing code is a single value that reflects a student's academic standing and progress evaluation.

Forms in the General Student, Registration, and Academic History modules are used to capture and display the progress evaluation data.

### **Combined Academic Standing Code Validation Form (STVCAST)**

This form allows you to create and define valid combined academic standing codes. The combined academic standing code is defined by a combination of an academic standing code and a progress evaluation code.

### **Progress Evaluation Code Validation Form (STVPREV)**

This form allows you to create and define valid progress evaluation codes.

### **Student Course Registration Form (SFAREGS)**

This form displays the progress evaluation (PREV) code, the combined academic standing (CAST) code, and the associated descriptions for the student, in addition to the academic standing.

Override codes and terms will display if available, and you may update (override) an existing code using these fields. The fields have been added to the Student window of SFAREGS, which is accessed using the Update Student's Term Information item from the Options Menu, when you are in the Registration Information block.

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

The logic within baseline registration, telephone registration, and Web registration considers whether or not a student's combined academic standing (CAST) code has any registration restrictions or limitations associated with it. If it does not, or if the student does not have a combined academic standing (CAST) code, the registration process will also consider whether or not the academic standing (ASTD) code has any registration restrictions or limitations associated with it.

As such, your institution should carefully consider whether or not to place registration restrictions or limitations on both sets of codes (CAST and ASTD). It is recommended that you associate registration restrictions or limitations with one set of codes or the other, not necessarily both.

## **General Student Form (SGASTDN)**

This form displays the progress evaluation (PREV) code and the combined academic standing (CAST) code for the student, in addition to the activity dates and descriptions for these fields in the Academic Status window.

Override codes, descriptions, and override terms for the PREV and CAST codes are also in this window. These fields provide override capability for possible restrictions placed on students based on their combined academic standing and progress evaluation status.

The Study Path tab displays PREV and CAST codes for specific study paths of students for the latest term.

## **General Student Summary Form (SGASTDQ)**

This form displays the progress evaluation (PREV) code and the combined academic standing (CAST) code for the student. Override codes for the PREV and CAST codes are display only fields.

This form also displays PREV and CAST codes for selected study path of the student.

## **Academic Standing Rules Form (SHAACST)**

This form includes the rules for progress evaluation (PREV), the progress evaluation grade exclusions, and the combined academic standing (CAST) rules.

Three windows allow the creation and definition of the rules used by the Progress Evaluation Process (SHRPREV). The rules are used to assign progress evaluation codes and combined academic standing codes to student records.

The windows are:

- Progress Evaluation Rules window
- Progress Evaluation Grade Exclusion window
- Combined Academic Standing Rules window

### ***Progress Evaluation Rules Window***

The Progress Evaluation Rules block is used to create rules that will determine which progress evaluation code to assign to the students being processed. Fields within the rules allow for defining the population to which they apply. These fields include program, campus, degree, major, and student type.

This window is accessed using Next Block or the Progress Evaluation Rules item in the Options Menu.

### *Progress Evaluation Grade Exclusion Window*

The Progress Evaluation Grade Exclusion window is used to create a list of grade codes that will cause a course bearing one of these grades to be excluded from those that count towards positive progress.

This window is accessed using Next Block or the Progress Evaluation Grade Exclusions item in the Options Menu.

### *Combined Academic Standing Rules Window*

The Combined Academic Standing window is used to create and define rules using academic standing codes assigned to the student(s) by the Academic Standing Process (SHRASTD) and progress evaluation codes assigned to the student(s) by the Progress Evaluation Process (SHRPREV).

A rule should be created for each possible combination of academic standing code and progress evaluation code. This window is accessed using Next Block or the Combined Academic Standing Rules item in the Options Menu.

### **Term Course Maintenance Form (SHAINST)**

This form displays the progress evaluation code and the combined academic standing code of the student, in addition to the activity dates and descriptions for these fields.

This form also displays PREV and CAST codes for selected study path of the student.

### **Subject Sequence History Form (SHASUBJ)**

This form displays the progress evaluation (PREV) code and the combined academic standing (CAST) code of the student in the Current Standing block. Override codes and descriptions for the PREV and CAST codes are display only fields.

This form also displays PREV and CAST codes for the selected study path of the student.

### **Term Sequence Course History Form (SHATERM)**

This form displays the progress evaluation (PREV) code and the combined academic standing (CAST) code of the student in the Current Standing block. Override codes and descriptions for the PREV and CAST codes are display only fields.

This form also displays PREV and CAST codes for the selected study path of the student.

## Progress Evaluation Process (SHRPREV)

This process is used to calculate progress evaluation and combined academic standing codes and print a report of the results. The process can be run in update or audit mode.

Before running this process, make sure valid codes have been set up on STVPREV and STVCAST, and that valid rules have been set up on SHAACST (for the SHRCAST, SHRPREV, and SHRPRGE blocks).

This process is also used to calculate progress evaluation codes for specific Study Paths. Institutions can view progress evaluation codes specific to a Study Path in the SHRPREV output report file.

The Calculate Academic Standing Report (SHRASTD) should be run at least one time in update mode for the term code being processed before SHRPREV is run. This is to make certain that student academic standing codes have been assigned.

When SHRPREV is run, the `PREV_CODE` value is first derived from the override progress evaluation code displayed on the General Student Form (SGASTDN) for the most recent term before the term processed, if one exists. Next, it is derived from the end of term progress evaluation code displayed on the Term Course Maintenance Form (SHAINST) for the most recent term before the one being processed, if one exists. If there is no end of term progress evaluation code displayed on SHAINST for the most recent term before the one being processed, a value of "00" (Good Standing) will be assumed.

The following error messages may be displayed on the output, if the process is unable to calculate progress evaluation and combined academic standing codes for the student:

- *No Student record*
- *No Term Course Header Record*
- *No CAST Rule for Student*
- *No PREV Rule for Student*

The Progress Evaluation Process (SHRPREV) takes grade changes into account when determining the percentage of courses the student has completed and then assigning progress evaluation status codes for the term. The process also considers transfer hours as included in cumulative hours, when cumulative hours are selected for progress evaluation rule qualification as defined in the academic standing rules. Future term hours are included when progress evaluation rules are assigned, so that the student's hours are considered up to and including the term for which the process is run, instead of just the overall cumulative hours for that student.



## Audit pages

### Student Academic Status Audit Inquiry (SHISASA) page

Institutions can view the audit history of academic standing, progress evaluation, and combined academic standing statuses for a student in the **Student Academic Status** section in SHISASA page.

If study paths are enabled for institutions, the academic progress information that is specific to the study path is also available. The **Study Path** field is visible only when the **Process GPA by Study Path** indicator is checked in the Academic History Control (SHACTRL) page.

Audit records are displayed in this page if:

- There is a change in the academic standings.
- Processes SHRASTD & SHRPREV are run, the date on which the processes are run is recorded.
- Processes SHRASTD & SHRPREV are run, the date on which the processes are run is recorded.

Audit records for study paths are captured the same way, if study paths are enabled.

Manual overrides to academic standings are displayed in the **Student Academic Status Overrides** section.

This is a query-only page that may be accessed directly from the menu.

## Satisfactory Academic Progress

Federal regulations require that institutions monitor the academic progress of each student who applies for federal financial assistance.

Institutions must certify that students are making satisfactory academic progress towards earning their degrees. The determination of satisfactory academic progress (SAP) must be made at least one time in a year and before the financial aid office disburses any federal aid funds for the subsequent semester.

More information on Federal requirements can be found at the following Website: <http://www.ifap.ed.gov/>

SAP determination uses CAPP compliance to check whether a student is successfully completing coursework for a degree. This in turn allows the student to remain eligible for federal financial aid, including Title IV funding. Students must maintain a specific cumulative GPA and complete a specific percentage of all attempted courses (earned credits) to be considered to have made satisfactory academic progress. The SHISAPP form and SHRSAPP and SHRSARJ tables are used with batch CAPP compliance processing to capture the data used for checking satisfactory academic progress. Satisfactory academic data can be purged using the SMPCSAP process.

To use SAP functionality, you must have CAPP set up so you can run batch compliance. Please refer to the *Banner Student CAPP Handbook* for information on using CAPP compliance.

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## Process Flow

Here is an overview of the process flow for satisfactory academic progress. This assumes CAPP has been set up and is in use for compliance processing.

### About this task

#### Procedure

1. Access the Compliance Default Parameters Form (SMADFLT).
  - a) Set the **Default Code** to `BATCH`.
  - b) Check the following indicators under Additional Compliance Data:
    - **Create Unused Courses and Attributes**
    - **Create Rejection Records**
2. Run the Batch Compliance Process (SMRBCMP).
  - a) Set the Create SAP Data Y/N parameter set to `Y`.

This value is inserted into the Person Collector Table (SPRCOLR) for use with SMRJOBS.
  - b) Use a population selection.

Population selection *must* be set up on SMRBCMP and used for satisfactory academic progress. When only a few records are needed, you can create a manual population selection.
3. Compliance records are created with data for satisfactory academic progress.
4. The Satisfactory Academic Progress Course Data Table (SHRSAPP) and the Satisfactory Academic Progress Course Rejection Reason Table (SHRSARJ) are populated with data for satisfactory academic progress.
  - The SHKCSAP package and SHKCSA1 package body are used to retrieve data from CAPP and insert it into the tables. This package is called when SMRBCMP is run.
  - The SMRJOBS process is called when SMRBCMP is run. When the Create SAP Data Y/N parameter is set to `Y`, SMRJOBS calls processing which calculates the GPA and inserts the data into the SHRSAPP table.
5. Review satisfactory academic progress data for the selected students on the Satisfactory Academic Progress Review Form (SHISAPP).

You can view information for curriculum and used course GPA summary data, used course details, unused course details, and rejection reasons for unused courses.
6. Run the SAP Purge Process (SMPCSAP) when appropriate to remove the compliance data for satisfactory academic progress from the SHRSAPP and SHRSARJ tables.

You can run this process for a date range, for IDs, in Audit Mode or Update Mode, and choose to produce summary or detail information.

The Compliance Purge Process (SMPCPRG) does not purge compliance data created for satisfactory academic progress.

## Rejection Reasons

Rejection reasons for unused courses are stored in the SHRSARJ table. This table is a child table of the SHRSAPP table. It is populated when the SHRSAPP\_REJECTION\_IND column is set to Y. Rejection reasons can be viewed in the Rejection Reason window on the SHISAPP form.

If a course is marked as used, and the same course (CRN) also has rejection reasons for other areas/groups, the course is not populated a second time in the table as not used with rejection reasons. The course will not appear twice in the table when the CRN or the transfer identity is the same. (Transfer identity includes the transfer institution sequence number, the transfer institution attendance period sequence number, and the transfer equivalent course sequence number.)

A repeated course that is not used will only be populated one time in the table as unused, with the reason of "repeated course", provided your institution uses Banner Student repeat processing that populates data using the include/exclude/all repeat indicators. Duplicate instances of the same subject and number that are not coded as repeats by Banner repeat processing are not identified in any specific way in this table.

When the Batch Compliance Process (SMRBCMP) is run, courses can be rejected for various reasons. Here is a list of rejection reasons and descriptions used with SMRCMPL and SMRBCMP that can affect satisfactory academic progress.

Error Message	Description
<i>Invalid Campus/Coll/Dept</i>	The course does not meet the campus, college, or department requirement in the Course/Attribute Attachment block or the Course/Attribute Exclusions block of the Area Requirements Form (SMAAREA) or the Group Requirements Form (SMAGROP).
<i>Outside Term Range</i>	The course was taken outside of the must take in or after term and must take before term range in the Course/Attribute Attachment block or the Course/Attribute Exclusions block of the Area Requirements Form (SMAAREA) or the Group Requirements Form (SMAGROP).
<i>Exceeded Year Rule Limit</i>	The year limit (also called year rule) requirement in the General Requirements or the Course/Attribute Attachment blocks of the Area Requirements Form (SMAAREA) or the Group Requirements Form (SMAGROP) or the General Requirements block of the Program Requirements Form (SMAPROG) has been exceeded.
<i>Outside Credits Per Crse Range</i>	The course credits are outside the minimum credits per course and the maximum credits per course range in the Course/Attribute Attachment block of the Area Requirements

Error Message	Description
	Form (SMAAREA) or the Group Requirements Form (SMAGROP).
<i>Detail Min Grade Not Met</i>	The minimum grade requirement in the Course/Attribute Attachment block of the Area Requirements Form (SMAAREA) or the Group Requirements Form (SMAGROP) has not been met.
<i>Group Min Grade Not Met</i>	The minimum course grade in the General Requirements block of the Group Requirements Form (SMAGROP) has not been met.
<i>Area Min Grade Not Met</i>	The minimum course grade in the General Requirements block of the Area Requirements Form (SMAAREA) has not been met.
<i>Program Min Grade Not Met</i>	The minimum course grade in the General Requirements block of the Program Requirements Form (SMAPROG) has not been met.
<i>Detail Addl. Level Not Met</i>	The include level requirement in the Include/Exclude Course/Attribute Levels in Requirement block of the Area Requirements Form (SMAAREA) or the Group Requirements Form (SMAGROP) has not been met.
<i>Group Addl. Level Not Met</i>	The include level requirement in the Include/Exclude Course Levels block of the Group Requirements Form (SMAGROP) has not been met.
<i>Area Addl. Level Not Met</i>	The include level requirement in the Include/Exclude Course Levels block of the Area Requirements Form (SMAAREA) has not been met.
<i>Program Addl. Level Not Met</i>	The include level requirement in the Include/Exclude Course Levels block of the Program Requirements Form (SMAPROG) has not been met.
<i>Intentionally Excluded</i>	The course is excluded in the Course/Attribute Exclusions block of the Area Requirements Form (SMAAREA) or the Group Requirements Form (SMAGROP).
<i>Invalid Course Level</i>	The course level is excluded in the Include/Exclude Levels block of the Area Requirements Form (SMAAREA), the Group Requirements Form (SMAGROP), or the Program Requirements Form (SMAPROG).

Error Message	Description
<i>Group Restricted Subj/Attr</i>	The course or course attribute is restricted in the Restricted Subjects/Attributes block of the Group Requirements Form (SMAGROP).
<i>Area Restricted Subj/Attr</i>	The course or course attribute is restricted in the Restricted Subjects/Attributes block of the Area Requirements Form (SMAAREA).
<i>Program Restricted Subj/Attr</i>	The course or course attribute is restricted in the Restricted Subjects/Attributes block of the Program Requirements Form (SMAPROG).
<i>Group Restricted Grade</i>	The course grade is restricted in the Group Restricted Grades block of the Group Requirements Form (SMAGROP).
<i>Area Restricted Grade</i>	The course grade is restricted in the Area Restricted Grades block of the Area Requirements Form (SMAAREA).
<i>Program Restricted Grade</i>	The course grade is restricted in the Program Restricted Grades block of the Program Requirements Form (SMAPROG).
<i>Transfer Course Not Allowed</i>	The use of transfer courses is not allowed in the Course/Attribute Attachment block of the Area Requirements Form (SMAAREA) or the Group Requirements Form (SMAGROP).
<i>Exceed Max Transfer Cred/Crse</i>	The transfer credits or courses exceed the maximum allowed in the General Requirements block of the Program Requirements Form (SMAPROG), the Area Requirements Form (SMAAREA), or the Group Requirements Form (SMAGROP).
<i>Exceed Max Non-Trad Cred/Crse</i>	The credits or courses with non-traditional grades exceed the maximum allowed in the General Requirements block of the Program Requirements Form (SMAPROG), the Area Requirements Form (SMAAREA), or the Group Requirements Form (SMAGROP).
<i>Targeted to Diff Area/Group</i>	The course is targeted to a different area or group on the Student Targets, Waivers, and Substitutions Form (SMASADJ).
<i>Test Score Not Met</i> (SMRCMPL only)	The test score requirement in the Course/Attribute Attachment block of the Area Requirements Form (SMAAREA) or the Group Requirements Form (SMAGROP) has not been met.

Error Message	Description
<i>Concurrency Not Met</i> (SMRCMPL only)	The concurrency requirement has not been met.
<i>Repeated Course</i> (SMRCMPL only)	The course has been repeated.
<i>Repeat Limit Exceeded</i> (SMRCMPL only)	The course repeat limit has been exceeded.
<i>Prerequisite Not Met</i> (SMRCMPL only)	The course prerequisite has not been met.

## Student Type Update Procedures

The Continuant Terms Rule Form (SOACTRM) is used to establish the rules for how the existing student type, maintained on the General Student Form (SGASTDN), will be updated to the **Next Student Type**, which is maintained on the Student Type Validation Form (STVSTYP).

The form is used to establish the rules for consecutive enrollment. These rules may change over time and may be different for different student types, so the keys to the table are term and student type. Terms which are continuant to the key term by student type are built on the table. An unlimited number of terms may be specified as continuant. For example, a new freshman may become a continuing student after two terms, but a transfer student becomes a continuing student after one term.

The Student Type Update Process (SHRTYPE) automatically updates the student type based on the rules established on SOACTRM. This process should be run after the courses have been rolled to history at the end of the term using SHRROLL. If the **Next Student Type** field is `Null` on the Student Type Validation Form (STVSTYP) then no update of the student type occurs.

The student must have an enrollment status on the Student Course Registration Form (SFAREGS) that permits registration for the update process to occur. The enrollment status on SFAREGS must have the **Prevent Registration** box on the Enrollment Status Validation Form (STVESTS) cleared.

SHRTYPE can be run for a rules term, an update term, in audit or update mode, can process student type for a learner curriculum, and process student type by student centric period rules.

The option to use student centric period rules to determine student type allows you to update student type based on a student's enrollment in a student centric period, instead of enrollment by term. The student type in effect on the general student record (SBGSTDN) for the first term in the student centric period will be used for reporting for the duration of the student centric period.

The Process by Student Period parameter is used to consider student centric period rules when determining the student type.

- When this parameter is set to `Y` and the student has a cycle designator (general student record) or student centric period (academic history record) in effect for the update term, the SOACSCP rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.

- When this parameter is set to **Y** and the student does not have a cycle designator or student centric period in effect for the update term, the SOACTRM rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.
- When this parameter is set to **N**, the current SOACTRM rules are used, even if the student has a cycle designator or student centric period in effect for the update term.

### Examples

The following are examples of how the student type update process will function.

### Continuant Terms Rules

Key	Student Type	Continuant Terms		
199101	B	199004	199003	199002
199101	A	199004	199003	199002
199101	D	199101		
199101 - Fall 1991		B - New Freshman		
199004 - Summer 2 1990		D - Transfer Student		
199003 - Summer 1 1990				
199002 - Spring 1990				

If you run the Student Type Update Process (SHRTYPE), then each student's academic history will be examined. SHRTYPE looks for either an enrollment record or academic history in the rules term *and* academic history for any of the terms listed in the Continuant Term information of the Continuant Terms Rule Form (SOACTRM). If the process is being run for Rules Term 199101 with an Update Term of 199102 and the new freshman students are registered for courses (have an enrollment record) and have at least one course on their Term Course Maintenance Form (SHAINST) for either term 199004, 199003, or 199002, then the students will have their student statuses updated. The transfer students who took courses in 199101 will have their student types updated automatically, because the courses have been rolled to history for term 199101.

The following are the entries in the Student Type Table for the examples below:

Student Type		New Student Type
A	Returning Freshman	C
B	New Freshman	C
C	Continuing	
D	Transfer	C
E	Adult/Continuing Ed	

**Example 1:**

John Smith has a student type of B on John's general student record for term 199101. Term 199101 is the first term John has ever registered. John has no academic history information for the continuant terms. John's student type will not change.

**Example 2:**

Ann Jones has a student type of B for term 199101 on Ann's general student record. Ann took two courses in term 199003 which exist on SHAINST and has registered for a course in term 199101. Following the rules on SOACTRM, a new general student record will be created for Ann with an effective term of 199102 and a student type of C.

**Example 3:**

Hope Lance has a student type of C for term 199101 on Lance's general student record. As no new student type value is maintained on the Student Type Validation Form (STVSTYP) for the student type of C, then no update is performed.

**Note:** No rules need to be built on SOACTRM for student types which will not be updated through the Student Type Update Process (SHRTYPE).

**Example 4:**

Joe Stein has a student type of A for term 199101 on Joe's general student record. Joe took courses in term 199004 which exist on SHAINST and has registered for courses in term 199101. Following the rules on SOACTRM, Joe's student type should be updated to a C for term 199102. Joe already has a general student record for term 199102, so it will be updated with the new student type of C.

**Example 5:**

Mike King has a student type of D for term 199101 on Mike's general student record. Mike took courses in term 199101 which exist on SHAINST and has registered for courses in term 199101. Following the rules on SOACTRM, Mike's student type should be updated to a C for term 199102.

**More Example Process Steps**

Here is another example of the student type update process.

**About this task**

*The scenario is:*

- Grades have been rolled to history for the Fall 1995 term (e.g., 199510).
- You want to update the student type of these students to the appropriate code (as defined on STVSTYP) for the Spring 1996 term (e.g., 199520).

*Perform the following steps:*



### Procedure

1. Access SOACTRM.
2. In the Key Block, enter the term code in the **Term** field for which you have just completed end-of-term processing. (In this example, you would enter 199510.)
3. Enter the valid student type code(s) to be updated in the **Student Type** field.  
This data so far should select those students who have registration records *and* at least one institutional academic history record for the term 199510.
4. Use Next Block to access the Continuant Term block.
5. Use the **Continuant Term** field to further narrow your selection of the population by entering those term(s) for which the student(s) must have at least one institutional record in academic history.  
In this example, you only want to select those students for update who have academic history records for the Fall 1995 term, so you would enter 199510 again here.  
  
**Note:** Based upon your institutional policy, if you need to add more than one term code here, this would be an *OR* condition.
6. Save your changes, and exit SOACTRM.
7. Access job submission, and run SHRTYPE.
  - a) Enter the term you entered in the Key Block of SOACTRM in the Rules Term parameter. (For this example, you would enter 199510.)
  - b) Enter the term code to be used to update the student type on SGASTDN for the general student record in the Update Term parameter. (For this example, you would enter 199520.)
  - c) Enter A (Audit) in the Mode parameter to verify that the report is selecting the correct population. After you have verified the output, you can run the process in Update Mode.

## Electronic Gradebook - Define Sub-Components

Electronic gradebook functionality is used to define, enter, and view sub-components. This section discusses the definition of sub-components and components defined for CRN (section) and how they are used to calculate the grade.

Please refer to the *Banner Student Self-Service User Guide* and the *Banner Faculty and Advisor Self-Service User Guide* for more detailed information describing the Web processing used with this baseline functionality.

### Overview

You can create and maintain the definition of the gradable components for a CRN of a course (section), in addition to the grade scale to be used for grade calculations for the CRN.

You can also define additional rules for the component definition and define components at a layer lower than the gradable component, that is the sub-component level. The sub-component marks must be defined in relation to a component so that they may be used by the system to calculate the component mark.

- Components may have AND/OR logic or rule-based logic to allow for sub-set selections (for example, three of five, etc.) and best of logic (for example, best two out of four, etc.) to be used for the calculation of a section mark. Sub-components may also use the same facilities for the calculation of component marks. Each sub-component or component has a minimum passing mark. Component and sub-component data entry is sequenced to allow the AND/OR and the best of logic to function properly.
- The specific grade scale to be used can be identified at the sub-component and component levels and factored into the overall final grade calculation for the CRN (section) for the student. This includes both the numeric and alphabetic marking processes.
- Each sub-component or component may have deadline dates for submission of work, in addition to a definition of maximum time (number of days) work can be late. Calculation of a sub-component or component mark can degrade the percentage mark by a number of days, to a minimum mark, specifically no higher than the cap mark identified for the sub-component or component itself.
- Weighting at the sub-component and component levels is formatted to 999.99.
- A maximum (cap) on the resit mark at the sub-component or component levels can be set, and a maximum number of resits allowed on a sub-component and on a component can also be defined. (Manual administration is required to ensure that a student has not reached the maximum number of resits before they are allowed to actually take a resit.)
- When CRNs (sections) are rolled from one term to another using SSRROLL, a sub-component will not be rolled unless the component to which it is attached is set to be rolled.

## Forms and Process Used

- SHAGRUL - Used to define the rules to be associated with the grade book calculations.
- SHARTYP - Used to define rule types to be associated with grade book rules.
- SHARPAR - Used to define parameters to be associated with the rule type functions.
- SHAGSCH - Used to define a grade scale for use in the grade calculation procedure and to draw a relationship between a percentage and a letter grade.
- SOATERM - Used to store default late rules and resit rules for components and sub-components and to define midterm and final deadline date entry capabilities.
- SHAGCOM - Used to assign grade scales and define components and sub-components.
- SSRROLL - Used to roll gradable components and sub-components.

## Sample Data

The Gradebook Rule Type Definition Table (SHBRTYP) and grade rule are delivered with two pre-defined rules types, rule type parameters, and the associated procedures. Please see the sample data which follows.

---

### Late Rule

---

Rule Type Data

---

<b>Late Rule</b>	
Rule Type Name	LATE
Description	Late mark degradation
System-required	Y
<b>Parameter Data</b>	
First day percentage degradation per day	
First day actual percentage degradation per day	
Late cap mark in percent	
Max number of late days	
Percentage degradation per day	
Actual mark degradation per day	
<b>Resit Cap Rule</b>	
Rule Type Data	
Rule Type Name	RESIT
Description	Resit cap mark calculation
System-required	Y
<b>Parameter Data</b>	
Resit cap in percent	
Max number of resits allowed	

## Late Rule Function

The late rule function is used in the calculation of component and sub-component grades.

The procedure uses the due date from `SHRSCOM_DUE_DATE` or `SHRGCOM_DUE_DATE` and the submission dates from `SHRSMRK_COMPLETION_DATE` or `SHRMRKS_COMPLETION_DATE` to identify students who have submitted work that is considered late. If an extension date exists on `SHRSMRK` or `SHRMRKS` for a student, then this is used instead of the due date. If there is a value in the parameter for first day degradation by percentage or first day actual mark degradation (if both are entered, percentage will take precedence), these values are used. They are then accumulated with the parameter values for actual mark or percentage (if both are entered, percentage will take precedence) for each additional day the work is late up to the maximum number of days the work is late.

If no first day values are present, then each day the work is late accumulates using the second set of parameters only. The mark is then degraded by the total amount, either by percentage or

actual mark, down to the minimum late mark. If an alpha grade has been entered on the Web, the default score defined on SHRGRSC is used to calculate the degraded value, and it is then mapped back to the appropriate alpha grade. The resulting score is stored in `SHRSMRK_PERCENTAGE` or `SHRMRKS_PERCENTAGE` with a grade change code of `DL`. The parameter values are always stored as percentage values in the rule definitions. Therefore if the mark entered is an alpha grade, then the numeric median value is selected from the relevant grade scale. If a numeric mark is entered, the percentage value is calculated using the Out of value to give a percentage.

Here are two examples of the Late Rule Function.

**Example 1:**

First day percentage degradation of 10%.

Percentage degradation of 5% per day.

Late cap = 40%

Max Late days = 5

Student has mark of 60% and is 5 days late.

Mark will be degraded by 30%, (60% - 18%).

Final mark = 42%

**Example 2:**

Percentage degradation of 5% per day.

Late cap = 40%

Max Late days = 5

Student has mark of 60% and is 10 days late.

Mark will be degraded by 50%, which will then require capping to the late cap value (60% - 30%).

Final mark = 40% capped to late cap value.

**Resit Rule Function**

The procedure uses the grade change codes with the **Resit Indicator** set to `Y` to identify students with resits. It then applies the resit rule from either `SHRSCOM` or `SHRGCOR`, which in turn looks at `SHAGRUL` for the necessary parameter values.

It selects a count of existing resits for the sub-component/component and checks this against the parameter value for maximum number of resits. If this check is passed, the procedure goes on to check the mark entered against the parameter value for the resit cap. If the entered mark is greater than the resit cap value, then the mark is degraded back to the resit cap value with a grade change code of `CR`. If the mark is not capped, the mark is stored with a grade change code that is chosen by the user. The resulting score is stored in `SHRSMRK_PERCENTAGE` or `SHRMRKS_PERCENTAGE`.

The parameter values are always stored as percentage values in the rule definitions. Therefore, if the mark entered is an alpha grade, the numeric median value is selected from the relevant grade scale. If a numeric mark is entered, the percentage value is calculated using the Out Of value to give a percentage.

Here are two examples of the Resit Rule Function.

**Example 1:**

Max no of resits = 2

Resit cap mark = 40%

Students first resit attempt is marked with 60 out of 120 = 50%.

This is capped to the max resit mark of 40% and mapped back to a mark of 48.

**Example 2:**

Max no of resits = 2

Resit cap mark = 40%

Students third resit attempt is marked with 60 out of 120 = 50%.

Process recognizes that too many attempts to resit have been made, and this is reported using an error message.

## Best of Processing

Here is an example of Best of processing.

*Best of ... Example:*

A section is made up of seven components.

All weightings are assumed as equal in this example.

The best...of value for the section is 3.

The component definition table looks as follows:

Name	Sub-Set Logic	Mark	Weight	Out of
Comp 1	OR	45	1	100
Comp 2	OR	40	1	100
Comp 3	OR	70	1	100
Comp 4	OR	55	1	100
Comp 5		40	1	100
Comp 6		50	1	100
Comp 7		85	1	100

Please remember that this sub-set and best of logic requires the component definitions to be entered in the correct sequence order.

The above example would translate as follows:

Comp 6 and 7 will be included in the overall section calculation, as the components directly above (Comp 5 and 6 respectively) have no sub-set logic implied and therefore default to AND logic. This allows a combination of Best of and Must Include.

Then the best (highest) three components from Comps 1, 2, 3, 4, and 5 will be used, as each component directly above has OR logic applied.

Therefore the over all section mark would be:

(the best three from Comps 1, 2, 3, 4, and 5) + Comp 6 + Comp 7.

For this example, the marks from Comps 1, 2, and 4 (highest three from Comps 1- 5) plus Comp 6 and 7 would match this criteria giving the following final mark:

---


$$(45 + 70 + 55) + 50 + 85 = 61$$


---

5

---

## Subset Processing

Here is an example of Subset processing.

### *Subset Example:*

A section is made up of seven components.

All weightings are assumed as equal in this example.

The best...of value for the parent section is blank.

The component definition table looks as follows:

Name	Sub-Set Logic	Mark	Weight	Out of
Comp 1	OR	45	1	100
Comp 2	OR	40	1	100
Comp 3	AND	70	1	100
Comp 4	OR	55	1	100
Comp 5		40	1	100
Comp 6	OR	50	1	100
Comp 7		85	1	100

Please remember that this sub-set and best of logic requires the component definitions to be entered in the correct sequence order.

The above example would translate as follows:

The best...of value for the parent section is blank. Therefore, all OR logic will default to best 1 of.

(Take the best 1 of Comps 1, 2, and 3) AND (the best 1 of Comps 4 and 5) AND (the best 1 of Comps 6 and 7.)

For this example, Comp 2 (highest from Comps 1- 3) plus Comp 4 (highest from Comps 4 and 5) plus Comp 7 (highest from Comps 6 and 7) would match this criteria giving the following final mark:

---

$$(70) + (55) + (85) = 7$$

---

3

---

## Electronic Gradebook - Enter Sub-Components

Electronic gradebook functionality is used to define, enter, and view sub-components. This section discusses the entry of sub-components and how they are used to calculate the grade.

Please refer to the *Banner Student Self-Service User Guide* and the *Banner Faculty and Advisor Self-Service User Guide* for more detailed information describing the Web processing used with this baseline functionality.

### Overview

You can define security through several methods and use the Web for the entry of the component marks for a student.

You can also define additional rules to apply security to those who may have permission to enter marks. Marks may be entered at the sub-component level. Entry and changes to marks are maintained by the system using an audit trail.

- Marks may be entered for the student for the sub-components defined for the CRN (section). Where there are no sub-components, the marks may be entered for the components defined for the CRN (section).
- Entry of sub-component, and where applicable, component marks is performed through the Web in Banner Faculty and Advisors Self-Service.
- No mark will be calculated for a component if required sub-component marks are missing, and no final grade will be calculated for a CRN (section) if a required component mark is missing, except where exemptions have been entered, and except where a subset of value has been entered for the parent section or component.
- Degraded late marks are calculated like simple interest. Percentage or actual deductions are made from the original mark and are not compounded each day.

### Forms and Processes Used

- STVROLE - Used to define roles inherent to the institution.
- SOAROLE - Used to assign one or multiple roles to an individual.

- STVGCMT - Used to define institutional comments that can be associated with a student's final mark.
- SFAALST - Used to enter grade codes and comments.
- SFASLST - Used to enter grade codes and comments.
- SHATCKN - Used to enter grade codes and comments.
- SOAFAPC - Used to attach a process code (and thereby grant Web access if attribute or advisor type checking is turned on) to a faculty attribute or advisor type.
- STVGCHG - Used to indicate if grade change codes have resit or exemption status for the mark entered.
- SHRROLL - Used to roll components and sub-components when there is no value for the grade date.
- SFPREGS - Used to purge components and sub-components from registration records before coursework is purged.
- SSPSCHD - Used to purge components and sub-components records for a section before the section is purged.

## Sample Data

Two system-required codes are delivered for the Grade Change Validation form (STVGCHG). The codes are **CR** (Capped Resit) and **DL** (Degraded Late Mark).

Two roles are delivered for the Role Definition Validation Form (STVROLE). The roles of **F** (Faculty Member) and **A** (Advisor) provide all users who are set up in SIAINST as faculty members and advisors with a role description on SOAFAPC.

## Electronic Gradebook - View Sub-Components

Electronic gradebook functionality is used to define, enter, and view sub-components. This section discusses the viewing of sub-components and components and the associated grades.

Please refer to the *Banner Student Self-Service User Guide* and the *Banner Faculty and Advisor Self-Service User Guide* for more detailed information describing the Web processing used with this baseline functionality.

### Overview

You can view the component marks for a student using Banner Student Self-Service and Banner Faculty and Advisors Self-Service. You can also review the system-maintained audit trail of changes to the sub-component and component marks.

- You have the ability to historically view marks for the student for the sub-components defined for CRN (section).
- Students and appropriate staff can view only the current mark for the sub-component or component through the Web.



- Appropriate staff members are given permission to view the history of sub-component and component marks in Banner.
- The Class Roster Report (SFRSLST) is used to identify students who are missing final grades and therefore, the sub-component and component marks that are related to that final grade.

## Forms Used

- SHATCKN - Used to view component grades and their history, in addition to sub-component grades and their history.
- SFAREGS - Used to create a set of records associated with the student for all courses where gradable components have been defined, in addition to records for all sub-component definitions associated with the component records for the section.

## Setting Up Sleep/Wake Processes

**Note:** The following Banner systems and processes are valid for the Sleep/Wake processing described in this section:

### Banner Student

Report/Process	Description
SFRSCHD	Student Schedules
SHRTRTC	Academic Transcript

### Accounts Receivable Module

#### About this task

Report/Process	Description
TGRRcpt	Account Receipt
TSRCBIL	Student Billing Statement (Invoices)
TGRMISC	Miscellaneous Receipt

#### Procedure

1. Define printer and print command on the Printer Validation Form (GTVPRNT). In the **(Printer) Code** field, enter a name to reference each specific printer that may be used for printing output from sleep/wake processing. In the **Comment (Printer Command)** field, enter the correct operating system print command as it would normally be entered from the command line prompt, substituting an @ (at sign) as the place holder for the filename to be printed.

Operating System	Print Command
UNIX example:	lp -d talaris1 @
VMS example:	print/queue=ln01 @

- On the appropriate System Distribution Initialization Information Form (SOADEST for Student or TOADEST for Accounts Receivable), enter the printer code from GTVPRNT that should be identified with the collector table rows that will be inserted to the appropriate tables when online application forms create a request for output that can be generated by sleep/wake processing.

**Note:** The collector tables are as follows:

Process	Collector Table
SFRSCHD	SFRCBRQ
SHRTRTC	SHTTRAN
TGRMISC	TBRCMIS
TGRRCP	TBRCRCP
TSRCBIL	TBRCBRQ

- On the Process Submission Control Form (GJAPCTL), for the valid sleep/wake jobs listed previously, enter the correct response for the parameter that specifies that the job should be processed for collector table entries. Refer to the documentation for each specific process to determine the appropriate response in each case (correct responses may be COLLECTOR, Y, %, etc.).

In addition, each sleep/wake job has a printer code parameter. You must specify exactly the same code for this parameter answer that was entered on either SOADEST or TOADEST. A value of Y should be entered for the run in sleep/wake mode parameter, and a number of seconds should be specified for the sleep/wake interval (cycle) for each process.

**Note:** Do not enter the printer code in the top section of GJAPCTL; only enter it in the parameter section of the form.

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

**Example:**

Select:	SARADAP_PIDM
From:	SARADAP

Next, enter the Selection Rules for the population of records you would like to see.

**Example:**

SARADAP_TERM_CODE_ENTRY	'200010'	AND
SARADAP_LEVL_CODE =	'UG'	

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view or modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.

## Purge Process

The following purge process is part of the Academic History module.

### Transcript Request Purge (SHPTRTC)

This process must be run to purge the Banner transcript requests from the system. Transcript requests are defined as “official”, “unofficial”, or “both”.

Within this criteria, several purge options are available:

1. Purge by request date
2. Purge by level
3. Purge by TPRT type

A transcript must have been requested through the use of the Transcript Request Form (SHARQTC) to be purged through this process. Purging of electronic transcripts by EDI transcript status is optional.

## Transfer Articulation Procedures

This section discusses using transfer articulation.

### Transfer Articulation Validation Tables

Two transfer articulation validation forms are used to control processing.

The first is the Calendar Type Code Validation Form (STVCALD). This form enables you to build the multiplier which will be used when it is necessary to convert from one type of calendar to another. An example of this would be a semester hour school which takes courses in from quarter hour schools. In this case, the quarter hour school gave 4.5 credits for the course where the semester hour school only gives 3 credit hours. To accomplish this, the sending school would have to have a calendar type code which has a multiplier of .667 ( $4.5 \text{ quarter credits} \times .667 = 3.00 \text{ semester credits}$ ).

The second validation table is the Transfer Articulation Course Status Validation Form (STVTAST). This form indicates whether the transfer course is active or inactive. Multiple active and inactive course statuses may be used. For example, an inactive course status may be PN - Pending Department Authorization.

### Transfer Articulation Institution Creation

The Transfer Articulation Institution Form (SOABGTA) maintains all the information about the transfer institution based on effective term.

'From' and 'To' terms are provided on all sections of the form so that the data is maintained as it changes over time. This is handled in the same manner as the effective terms in the Catalog module.

For example, if the calendar type of an institution changes from semester to quarter in 1991, then a record for 1990 indicating a semester calendar type and a record for 1991 indicating a quarter calendar type can be created. This allows all courses being presented for transfer in 1990 to be articulated under a semester calendar and all courses being presented for transfer in 1991 to be articulated under a quarter calendar.

The transfer level information is very important to the transfer articulation process. This section maintains the valid levels of work which will be presented for transfer from the sending institution. This level is used in establishing the valid grades and the way which the grades should be handled in transfer GPA calculations. Again, this section contains a from and to term to maintain changes over time.

## Transfer Articulation Grading Schemes

A grading scheme must be created for each transfer institution.

The grading scheme is the valid set of grades which the sending school uses when grading its courses. To ease the data entry process, use the **Default Institution** field in the Key Information of the Transfer Grade Code Maintenance Form (SHATGRD). This allows the grades from one school to be copied to another school through the transfer institution code.

For example, the University of XYZ uses a plus/minus grading scheme (A, A-, B-, B, etc.) which has been created on SHATGRD. Now the University of ABC is being created, and they have the same grading scheme as University of XYZ. The transfer institution code from the Source Background Institution Validation Form (STVSBGI) for XYZ would be entered as the default institution when creating the grades for University of ABC. Then any adjustments, deletions, or additions which may need to be made can be done on the form.

The default grading logic on the Transfer Grade Code Maintenance Form (SHATGRD) works such that when grades are defaulted from the default institution, the effective term of the grade will be the effective term from the Transfer Articulation Institution Form (SOABGTA). Only the grades for the levels established on SOABGTA will be copied. For example, a new institution (University of ABC) is being created for effective term 199301, and only level 02 has been set up as a valid transfer level code on SOABGTA. The default institution (University of XYZ) has both level 01 and 02 grades which became effective in 199201. When the default copy occurs, only the level 02 grades will be copied, and all the effective terms will be 199301.

The **Count in Attempted**, **Passed**, **Earned**, and **GPA** fields on SHATGRD are used to calculate the GPA for the transfer institution. The **Institution Grade** and **(Grading) Mode** are used for performing an automatic grade code conversion when articulating the transfer work. For example, some schools convert all grades during the articulation process to a standard transfer grade such as T, regardless of what grade the student received at the sending school. The **Num(eric) Value** field is used to determine and calculate the minimum grade criteria when articulating courses.

## Creating the Transfer Institution Courses

The sending institution's courses may be entered on either the Transfer Institution Catalog Entry Form (SHATATC) or the Transfer Course Articulation Form (SHATATR).

SHATATC allows for the display and maintenance of the sending institution's course catalog which will be used when articulating courses. As some courses articulate differently for different degree programs, a program code has been provided in the Key Information. Transfer course work may be articulated under a specific program or without a program code. If a program code is used, then the specific course equivalencies associated with the program code will be used in articulation. This allows a course to be articulated differently under different programs. A Null (blank) Program Code indicates this is the default or standard program code which should be used. The following outlines how these program codes can be used.

Null (blank) Program Code		X00001 Program Code	
ARTS	001	ANTH	405
BIOL	001	BIOL	001

Null (blank) Program Code		X00001 Program Code
ENGL	001	
HIST	001	

A student being articulated under program code X00001 who takes ANTH 405, BIOL 001, and ENGL 001 will use the transfer course equivalencies under program code X00001 for ANTH 405 and BIOL 001. Because no course equivalencies have been established for ENGL 001 under program X00001, the Null Program Code (the default) will be examined to determine if a course equivalency exists for ENGL 001.

Because ENGL 001 exists in the Null Program Code, then the course will be articulated as specified under the Null Program Code. Using this example you see that only the exceptions under a degree program should be built as separate transfer course equivalencies. There would be no reason to build ENGL 001 under program code X00001 if it articulates the same way under the Null Program Code.

**Note:** Program codes are an optional processing feature. If your institution does not articulate courses differently under different programs, then all course equivalencies are built under the Null Program Code.

The effective term associated with the transfer course is used when creating or changing the equivalent courses over time. For example, ACCT 101 from the sending institution is created with an effective term of 199001. In 199101, ACCT 101 becomes ACCT 51 at the sending institution. SHATATC would look as follows:

Eff term	Subj	Course	St
199001	ACCT	101	AC
199101	ACCT	101	IN
199101	ACCT	51	AC

The same type of process would occur if ACCT 101 from the sending institution for term 199001 was equivalent with ACCT 51 at the receiving institution but as of 199101 the course equivalency would change to ACCT 1001.

Eff term	Subj	Course	St	Course equivalency (on SHATATR)
199001	ACCT	101	AC	ACCT 51
199101	ACCT	101	AC	ACCT 1001

Multiple transfer courses may be grouped together when creating course equivalencies. This is done through the use of the group connector and a primary indicator.

For example, remedial English 001, 002, and 003 must all be taken to get credit for English 010 at the receiving institution. The SHATATC form would look as follows to perform this function.

Group		Subject	Course
CD	P		
01	Y	ENGL	001
01		ENGL	002
01		ENGL	003

A user-defined group code (01 in this example) is used to join these three courses together. These courses will then be treated as a unit when the articulation occurs. If the student does not take all courses within the group, then *no* course equivalency is given.

The **Primary (Group Indicator)** is used to indicate the primary course within the group. A primary indicator *must* be specified on all groups. The primary indicator is used when performing the grade code conversion during the articulation process.

You may have the same course appear in multiple groups which may have different equivalencies. The following is an example of this method of grouping:

### Transfer Course

Group	P	Effective Term	Level	Subject	Course	Credits
01	Y	199101	01	BIOL	300	3.00
01		199101	01	BIOL	300L	0.00
01		199101	01	BIOL	300G	1.00

### Equivalent Course

Subject	Course	Credits
BIOL	3000	4.00

## Creating the Transfer Institution Equivalency

Equivalent courses are added and maintained on the Transfer Course Articulation Form (SHATATR). Equivalent courses may be singular, such as ACCT 101 is equivalent to ACCT 51, or multiple, such as ENGL 050 and ENGL 051 are equivalent to ENGL 100.

An *OR* condition is also available so that PSYC 101 or BIOL 101 may be equivalent to PSYC 110. In an *OR* condition, the first course will be used as the default when performing the articulation process.

Parenthesis may also be used when creating course equivalencies to group together the appropriate course equivalencies. An example of multiple course equivalencies follows:

Transfer Course		
STAT	101	
Equivalent Course		
A/O	Subj	Crse
	STAT	101
O	ACCT	101
O	( MATH	050
A	MATH	051

This course equivalency states that STAT 101 is equivalent with:

STAT 101 or ACCT 101 or (MATH 050 and MATH 051)

As stated before, STAT 101 will be used as the default when articulating STAT 101.

Equivalent course comments may be added and maintained for each course in the Institution Course Comments window for any equivalent course on SHATATR.

Use a List function from the **Subject** field in the Equivalent Course section of SHATATR to see the valid subjects and a Count Query Hits function to see existing courses which are in the catalog for the effective term.

When a transfer course has a range of possible credit values defined in the transfer catalog, the system determines the number of credits assigned to the equivalent course as follows:

- If the Credits Used field in Equivalent Course block of SHATATR is Not Null, that value is assigned to the equivalent course.
- If the **Calendar Type and Multiplier** field for the institution defined in SOABGTA is Not Null, the equivalent course credits are calculated by multiplying the transfer course's credits (as entered in SHATAEQ) by the value in the **Calendar Type and Multiplier** field.
- If the value in the **Calendar Type and Multiplier** field on SOABGTA for the institution is Null, the value entered for the transfer course (as entered in SHATAEQ) is assigned to the equivalent course.

## Transfer Course Attributes

Transfer Articulation Course Attributes may be associated with institutional courses in the Transfer Articulation module.

The Transfer Course Articulation Form (SHATATR) contains an Institution Course Attribute window. This window stores the attribute information associated with the transfer and equivalent course. When an equivalent course which exists on the course catalog is entered on the Transfer Course Articulation Form (SHATATR), the course attributes from the Catalog module will default to the institution course.

If the institutional course does not exist on the catalog, then you have the option of adding the course attributes on the Institution Course Attribute window of SHATATR. Attribute information



entered on SHATATR will default to the Transfer Articulation Evaluation Form (SHATAEQ) when the transfer course information is entered.

Institutional attributes may also be added or modified on an individual student basis on the Transfer Articulation Evaluation Form (SHATAEQ). These institutional course attributes are also included on the roll to academic history and will display on the Transfer Course Form (SHATRNS) for the institutional course work through the Institutional Equivalent Course Attributes section. This section is used to record the attribute information associated with the equivalent course. There is an indicator (\*) on the Institutional Equivalent Course Detail section to designate the course for which attributes are being displayed.

The Transfer Articulation Attributes Form (SHATRТА) allows the attributes to be entered for courses in the transfer articulation process. All of the key data must be entered before entering course attributes. The Key Information includes: **ID, Institution, Attendance Period, Term, Level, Subject** and **Course** (Transfer Course Details), in addition to **Subject** and **Course** (Institutional Equivalent Details).

This form may also be accessed through the **Transfer Articulation Attribute** item in the Options Menu or a **Duplicate Record** function from the Transfer Articulation Evaluation Form (SHATAEQ). This is a much easier method for entering course attributes than accessing SHATRТА directly.

These attributes may be updated by the Transfer Articulation Module on SHATAEQ during the Grade Roll Process (SHRROLL). Attributes maintained on SHATRТА will automatically roll to academic history and will display on the Transfer Course Form (SHATRNS).

## Transfer Course Title

A function exists on the Transfer Articulation Evaluation Form (SHATAEQ) to add the course title associated with the Transfer Course and the Institution Equivalent Course information. After it is entered, this title will roll with the transfer course information to the Transfer Course Form (SHATRNS).

The **Duplicate** field on the Transfer Articulation Evaluation Form (SHATAEQ) indicates that the same subject and course for the same term are being transferred. This field will allow for each duplicate course to be articulated to its equivalent instead of performing a one to many articulation.

## Performing Transfer Articulation for Students

Now that all the course equivalencies have been created, the transfer students can be loaded, and their course work may be articulated.

This is done on the Transfer Articulation Evaluation Form (SHATAEQ). Transfer course work may be articulated under a specific program or without a program code. If a program code is used then the specific course equivalencies associated with the program code will be used in articulation.

The transfer courses which the student is presenting are entered in the Transfer Scroll Box. If the transfer courses being entered do not exist on the Transfer Institution Catalog Entry Form (SHATATC), a message is generated and you may, using the **Subject** field **Search** feature (Option List - Define New Course) or performing a Count Query Hits function, transfer to the Transfer Course Articulation Form (SHATATR) to enter the transfer and equivalent course information. Use the **Subject** field **Search** feature (Option List - View Transfer Catalog) or perform a List function to view the existing transfer courses which have been created.

After all the transfer courses have been created, you may perform the articulation by selecting the **Perform Articulation** item in the Options Menu or performing a Duplicate Item function.

**Note:** This will articulate all the courses in the window.

After it is complete, the Equivalent Scroll box will display the equivalent courses, and the **Articulate Ind(icator)** will be automatically set to `Successful` on the courses for which articulation occurred. A setting of `No Equivalent` indicates that no articulation occurred, either because no equivalency was created, the minimum grade has not been met, or not all courses in a group exist.

Courses can be articulated individually by selecting **Articulate** in the Articulate Ind(icator) field and performing a Next Item function. An articulation may be overridden by selecting **Override Edit** in the Articulate Ind(icator) field and then entering the equivalency information on the course. Courses can be articulated manually by selecting **Manual** in the Articulate Ind(icator) field and performing a Next Item function.

To create a one-to-many articulation directly on SHATAEQ, enter the Transfer Course information scroll box. Select **Manual** in the **Articulate Ind(icator)** field, then proceed to the Course Equivalent information.

To enter the next course equivalence, use Next Record. This automatically copies the transfer information on the previous record into this current record. Your cursor will be on the **Subject** field in the equivalence side of the record, and you may now enter the course equivalence.

If you have finished entering a many-to-one entry and want to enter additional articulations, use Next Record or select the next record, then use Clear Record. This will clear all transfer data except for the attendance period, term, and level data. Your cursor will be in the **Group** field, and you can may enter your data.

When courses are grouped, and articulation is performed manually by selecting **Articulate** in the **Articulate Ind(icator)**, the primary grouped courses will have this field automatically updated with a setting of `Successful`, and all other courses in the group will be updated with a setting of `No Equivalent`.

After transfer courses have been entered, the Equivalent Course GPA section of SHATAEQ will display the hours and GPA information. The institution hours and GPA information will display after the articulation occurs.

This transfer articulation information may be moved to academic history whenever the evaluation is complete. This move is processed by selecting **Roll to History** in the **History Indicator** field in the Equivalent Course GPA/Roll to History window on SHATAEQ.

To enter or adjust this transfer course work, you must manually adjust it on SHATRNS or delete the courses from academic history and roll them back to transfer articulation. This is done by selecting **Delete from History** in the **History Indicator** field on in the Equivalent Course GPA/Roll to History window of SHATAEQ. This window is accessed from the Options Menu or through a Previous Block function.

The courses may then be unarticulated, by selecting the **Perform Unarticulation** item in the Options Menu or performing a Next Primary Key function in the Transfer Institution Equivalent information, and re-articulated either with the additional courses or under a different program code. The roll to history is then performed again to move the courses back to academic history.

**Note:** When the courses are in transfer articulation then no adjustments or entries may be performed on SHATRNS. When the courses are in academic history, no adjustments or entries may be performed on SHATAEQ. Also, equivalent courses on SHATAEQ do *not* print on the transcript until they are rolled to history.

## Performing Unarticulation

To perform unarticulation, select the Perform Unarticulation item in the Options Menu or perform a Next Primary Key function in the Transfer Institution Equivalent information.

Records with a value of `Successful` will be set to `(None)` when they are unarticulated. Records with a value of `Override Edit` cannot have unarticulation performed. If you want to unarticulate a record with a setting of `Override Edit`, you must first change the value to `Unarticulate`, and then perform unarticulation. After you set the value to `Unarticulate`, and then perform unarticulation, the value of `Unarticulate` is automatically set to `(None)`, and the record is unarticulated. All records with a value of `(None)` are not considered for unarticulation, because no articulation was performed.

To unarticulate one course at a time on SHATAEQ, select `Unarticulate` in the **Articulate Indicator** field, and then use **Next Item**. After you perform a Next Item function, there is an automatic save of the unarticulation. If you attempt to perform unarticulation on a record that is a one-to-many entry or a many-to-one entry, unarticulation will be performed on *all* records associated with that entry.

## Graduation Procedures

This section discusses graduation processing.

### Graduation Processing

Graduation processing is used to monitor the graduation and diploma information associated with the degree being awarded to the student, in addition to the creation of ceremonies being held and tracking those individuals who are attending the ceremonies.

This is done through the use of application and query forms, in addition to mass entry and update forms which provide an efficient way to enter and update degree, diploma, and ceremony attendance data.

All graduation forms review the student's hold information and inform you if the student has a graduation hold on their record. The Holds Query-Only Form (SOQHOLD) is accessed from most of the graduation forms. These holds may be overridden to continue processing when necessary.

Mass entry forms are used to search on data, perform updates, and then display the results. Search and update criteria are user-defined and include student and curriculum elements where appropriate. Population selection can be used. The selected students can be reviewed and their updates processed immediately, or the updates can be held for later processing in job submission using a batch process. An audit form is used to view processing results for the mass entry forms.

The mass entry forms allow you to enter search and query criteria to select IDs for update. Depending on the mass entry form used, the parent records of selected IDs can have specific values updated, in addition to a pending letter inserted in SUAMAIL. Search and update validation is performed using mass entry column codes from the Mass Entry Column Validation Form (STVMECL). Updates can be submitted immediately on the mass entry form or held for batch processing using the Process Mass Entry Report (SORMEBP).

Immediate and pending updates can then be viewed on the Mass Entry Audit Form (SOAMAUD). Result messages are captured when updates occur and can be reviewed directly on the mass entry form at the time of the update and on the mass entry audit form after the updates are submitted in batch. Reviewing update result messages allows for failed inserts and updates to be resolved. The Purge Mass Entry Audit Process (SOPMAUD) is used to delete mass entry audit records.

When updates occur or when updates are held for batch submission, mass entry forms retain the user ID, date and timestamp, search and update criteria, and IDs, which are selected for audit purposes. When the forms are used for query only, no updates are processed, and audit information is not collected.

## Set Up Graduation Information

Graduation information for a student is entered using the Degrees and Other Formal Awards Form (SHADEGR) or the Mass Entry Graduation Form (SHAMDEG). SHAMDEG allows the entry of graduation information which can then be viewed using SHADEGR.

The Degrees and Other Formal Awards Form (SHADEGR) supports the entry and maintenance of graduation data in the Graduation Information. When data is entered in the **Graduation Term** field, the **Graduation Year** field is populated. The section also contains graduation date, status, and fee information. The section is accessed for entry or update of graduation information using a Duplicate Item function from the Degree Information or by tabbing through the fields.

The Departmental Honors and Institutional Honors sections of SHADEGR each have the **Print on Transcript** and **Print on Commencement Report** fields. When either of these fields is selected, the appropriate honors will print on the student's transcript or commencement report.

The Degree Summary Form (SHADGMQ) displays summary information about all the degrees which a student is seeking or which have been awarded. Graduation term and status are part of the information that is displayed.

## Mass Enter Graduation Information

You can search for and update degree records on Mass Entry Graduation Form (SHAMDEG) when a degree record exists for the student on SHADEGR. The search uses criteria associated with SHADEGR, except for the graduation application status code, which is associated with the degree record on SHAGAPP.

Degree records returned by the search can update SHADEGR graduation information. Updates will take place, regardless of any holds the students may have. Updates will also take place whether or not data previously existed on SHADEGR for the degree sequence number in the Results window that is selected for update.

The **Authorize** field on SHADEGR is updated when changes are made on SHAMDEG. This field displays the user ID of the person who updated the graduation status for the student.

Fees can be added on SHAMDEG and viewed on TSAAREV when no previous charges have been applied on SHADEGR. When a fee is added on SHAMDEG and a fee already exists on SHADEGR, the new fee will not be charged, and no new TSAAREV record is created during the mass update. A message is displayed that the fee has already been applied. You must select **Charge Fee** or **Waive Fee** from the **Fee** radio group to access the other fee fields.

When a student has a degree outcome status of awarded, (the **Awarded Indicator** on STVDEGS is set to **Awarded** for the degree status code), graduation criteria (term, status, year, date) and fees selected for the mass update will not be applied. A message is displayed that the degree has been awarded, and updates are not allowed. Mail submission updates will also not be processed.

When the outcome status is changed, the existing curriculum status code for the field of study is updated to the new curriculum status code based on the rules on STVDEGS and SORCSTS. When the graduation status is changed, and the **Update Next Degree Status** check box is selected (set to **Y**) for the graduation status rule on STVGRST, the outcome status on SHADEGR is updated based on the STVGRST rule.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried before the manual entry of records.

### *Graduation Status Validation*

The Graduation Status Validation Form (STVGRST) is used to create and update graduation statuses.

These statuses are used to update the student's degree record with any statuses related to graduation, such as needed approval or monies owed. The **Update Next Degree Status** check box is used to indicate whether the student's degree status is to be automatically updated when the graduation status is entered or modified. This field works in conjunction with the **Next Degree Status** field, which is maintained on the Degree Status Code Validation Form (STVDEGS). If the graduation status indicates an update to degree status, and a next degree status code is present on STVDEGS, it will be substituted and the record updated.

### **Set Up Diploma Information**

Diploma information for a student can be entered using the Diploma Form (SHADIPL) or the Mass Entry Diploma Form (SHAMDIP). Mass updates of diploma information can be accomplished using the Mass Update Diploma Form (SHAMUDI).

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

- Order date, mailed date, and pickup date for the diploma.
- Diploma fee information which allows the institution to charge a fee for the diploma.
- Diploma name and address information. The diploma name defaults from the legal name, and if none is specified, from the current name, and may be updated on this form. This information is stored as the diploma name and does not change unless you modify the field. Changes to

the student's name on the General Person Identification Form (SPAIDEN) have no effect on this field.

- Awarding institution information is used if the institution awards degrees under multiple names. A default value can be set up on the Graduation Default Control Form (SHAGRDD).

The Awarding Institution Validation Form (STVINNM) is used to create and update awarding institution codes. These codes represent the school, college, or institution awarding the diploma.

- The ceremony where the student is planning to receive their diploma can be attached to a diploma and will allow for the automatic update of the pickup date when the cap and gown are returned. The student must be registered in the ceremony for the date to be updated on the diploma record.
- Diploma comments can also be maintained.

## Mass Enter Diploma Information

The Mass Entry Diploma Form (SHAMDIP) will present search results for use with mass entry when a degree record exists for the student on SHADEGR and no diploma record exists on SHADIPL.

Updates will insert diploma records in SHADIPL and optionally insert ceremony records on SHACATT. Updates will take place, regardless of any holds the students may have. When a SHADIPL record exists based on the search criteria entered, those records will not be presented by a search and cannot be updated using SHAMDIP.

In order for the update criteria ceremony and ceremony term entered on the SHAMDIP to be processed successfully on SHADIPL, a ceremony attendance record (SHACATT) must exist, or the update of the ceremony and ceremony term will fail. SHADIPL also requires that the SHACATT record exist. SHAMDIP provides the option to create the ceremony/ceremony term record on SHACATT to update SHADIPL.

When the **Create Ceremony Attendance** check box is selected (set to ☒) , a ceremony attendance record is inserted in SHACATT for the term and ceremony on SHAMDIP. The record on SHACATT will have the ceremony, ceremony term, and activity date. Additional ceremony information may be added to the record when mass ceremony attendance updates are performed on SHAMUCA. The ceremony and term are also updated on SHADIPL when the **Create Ceremony Attendance** check box is selected. The ceremony attendance information may be viewed on the Ceremonies By Attendee Query Form (SHACPRQ).

Fees updated on SHAMDIP are always new fees. You must select ☐ Charge ☐ Fee or ☐ Waive Fee from the **Fee** radio group to access the other fee fields. Fee information can be viewed on TSAAREV.

**Note:** When a diploma address type is included in the update criteria, the active mailing address from SPAIDEN (SPRADDR) is updated, but the address type is not updated or displayed on SHADIPL.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried before the manual entry of records.



## Mass Update Diploma Information

You can search for and update diploma records on the Mass Update Diploma Form (SHAMUDI) when a diploma record exists for the student on SHADIPL.

Records returned by the search can have the diploma record (SHADIPL) updated. Updates will take place, regardless of any holds the students may have. Updates will also take place whether or not data previously existed.

In order for the update criteria ceremony and ceremony term entered on the SHAMUDI to be processed successfully on SHADIPL, a ceremony attendance record (SHACATT) must exist, or the update of the ceremony and ceremony term will fail. SHADIPL also requires that the SHACATT record exist. SHAMUDI provides the option to create the ceremony/ceremony term record on SHACATT to update SHADIPL.

When the **Create Ceremony Attendance** check box is selected (set to ☒) , a ceremony attendance record is inserted in SHACATT and SHADIPL for the term and ceremony on SHAMUDI. The record on SHACATT will have the ceremony, term, and activity date. Additional ceremony information can be added to the record when mass ceremony attendance updates are performed on SHAMUCA.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried before the manual entry of records.

## Set Up Ceremony Information

The Ceremony Form (SHACRMY) is used to create and maintain ceremony information. There are no restrictions as to what constitutes a ceremony. Ceremony types are defined on the Ceremony Validation Form (STVCERT). Examples of ceremonies might be: Spring Graduation, College of Business Diploma Ceremony, or Awards Dinner.

The ceremony information can be associated with the event information in the Location Management module. This is done by entering a valid event in the **Event** field. Events cannot be created using this form. If an existing event from the Event Form (SLAEVNT) is entered, the site, building, room, date, and time data will default in and cannot be changed on SHACRMY. If the **Event** field is left blank, you are able to enter or change the event information. The site code must exist on the Site Code Validation Form (STVSITE) to be entered. Buildings and rooms are not validated. First and second choice locations are available for events.

Other information available on this form includes:

- Maximum student tickets and maximum non-student tickets information is used to indicate how many tickets may be given to an individual.
- The maximum capacity is the maximum capacity of the ceremony.
- The required dress code specifies the type of attire to be worn, based on values from the Ceremony Dress Validation Form (STVDRES).
- Unlimited accommodation attributes may be entered for a ceremony, and these special accommodations are shared with the Location Management module.
- Unlimited ceremony comments can also be maintained.

The Ceremony Query Form (SHACRMQ) is a stand alone query form which is used to display all existing ceremonies for an institution. Select the **View Ceremony [SHACRMY]** item in the Options Menu to access the Ceremony Form (SHACRMY) to view or update specific information for a particular ceremony. Select the **Ceremony Attendance Detail [SHACATQ]** item to access the Ceremony Attendance Query Form (SHACATQ) to query information on attendees for a ceremony.

## Set Up Ceremony Attendance Information

After the ceremony has been created, the attendees for the ceremony are entered using either the Ceremony Attendance Form (SHACATT) or the Mass Entry Ceremony Attendance Form (SHAMCAT). The Mass Entry Diploma Form (SHAMDIP) and the Mass Update Diploma Form (SHAMUDI) may also be used to add ceremony information.

The Ceremony Attendance Form (SHACATT) is used to create and maintain ceremony attendance records for an individual. The person does not need to be a student to attend a ceremony. A record will exist for each unique ceremony that the attendee will attend. Information maintained on this form includes cap, gown, and hood types and sizes, in addition to order, pickup and return dates.

Ceremony attendance can be for a student or a non-student. If the non-student is a faculty member, then the Faculty Degree Information Form (SIAFDEG) may be accessed to examine the faculty member's institution and degree information. This may be useful in determining which hood type should be ordered for the ceremony.

The Attendee Size Classification Rules Form (SHASIZE) is an optional rules form which defines sizes and ranges that are utilized by SHACATT.

## *Ceremony Attendance Validation*

Three validation forms support setting up ceremony attendance information.

- The Measurement Validation Form (STVMEAS) is used to indicate the valid units of measurement for height, weight, and head size.
- The Academic Dress Type Validation Form (STVTYPE) is used to indicate the valid types for cap, gown, and hood orders.
- The Academic Dress Size Validation Form (STVSIZE) is used to indicate the valid sizes for caps and gowns.

## Mass Enter Ceremony Attendance Information

The Mass Entry Ceremony Attendance Form (SHAMCAT) will present search results for use with mass entry when a degree record exists for the student on SHADEGR, and no ceremony record exists on SHACATT for the ceremony and term entered in the update criteria.

An update ceremony and term are required for any updates to occur. The ceremony and ceremony term will be inserted on SHACATT. Updates will take place, regardless of any holds the students may have.

The search can be refined by requesting that a graduation application exist on SHAGAPP and that the response for ceremony attendance be considered. When the **Select Graduation Application** check box is selected (set to ☒) , the records returned by SHAMCAT must also have an associated



SHAGAPP record. The graduation application record must in turn have a ceremony attendance value that matches the setting of the **Attend Ceremony** radio group on SHAMCAT. When the **Select Graduation Application** check box is cleared (set to N), the value of the **Attend Ceremony** radio group is not considered by the search.

When a student has a degree record with an assigned ceremony and term on SHACATT, a second record cannot be added for the same ceremony and term. The record will not be inserted, and a message will be displayed that the ceremony already exists and updates will not take place.

Fees cannot be applied a second time for the ceremony and ceremony term on SHACATT. Fees cannot be updated or changed. You must select **Charge Fee** or **Waive Fee** from the **Fee** radio group to access the other fee fields. Fee information can be viewed on TSAAREV.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried before the manual entry of records.

The Ceremony Attendance Query Form (SHACATQ) is a stand alone query form that is used to display detail information for a ceremony and its attendees. The **Attending** field in the Key Information of SHACATQ calculates and displays the number of persons attending the ceremony. If the **Diploma** box is selected, it indicates that this ceremony is the one where the attendee will receive their diploma. The check box may be cleared by accessing the Diploma Form (SHADIPL) and removing data from the **Ceremony** and **Term** fields. Only one diploma can be awarded per degree.

From SHACATQ, select the Ceremony Attendance [SHACATT] item in the Options Menu to access the Ceremony Attendance Form (SHACATT), or select the View/Update Diploma [SHADIPL] item in the Options Menu to access the Diploma Form (SHADIPL), if more attendee detail is desired. When information is changed or updated on SHACATT or SHADIPL, the modifications will be reflected on SHACATQ.

The Ceremonies By Attendee Query Form (SHACPRQ) is a stand alone query form which displays all ceremonies for which an attendee is registered. Select the **Update Ceremony Detail [SHACATT]** item in the Options Menu or perform a Count Query Hits function to access the Ceremony Attendance Form (SHACATT), or select the **Update Diploma Detail [SHADIPL]** item in the Options Menu to access the Diploma Form (SHADIPL), to view or modify attendance or diploma information. When information is updated on SHACATT or SHADIPL, the modifications will be reflected on SHACPRQ.

## Mass Update Ceremony Attendance Information

You can search for and update ceremony attendance records on the Mass Update Ceremony Attendance Form (SHAMUCA) when a ceremony attendance record exists for the student on SHACATT.

Update criteria on SHAMUCA updates ceremony attendance records on SHACATT and diploma information on SHADIPL. The **Diploma Pickup Date** is updated on SHADIPL when the ceremony and term in the search criteria match the student, and the **Diploma Pickup Date** is entered in the update criteria. Updates will take place, regardless of any holds the students may have.

Updates for cap and gown sizes are based on the rules on SHASIZE. If measurements exist on SHACATT that meet SHASIZE rules, cap and gown size values will default when they are updated on SHAMUCA. When SHASIZE rules exist that meet the student's measurements for cap or gown, the cap or gown cannot be updated without calculating the sizes.

The cap, gown, and hood information can be applied to the order, pickup, and return dates as needed. A type for cap, gown, or hood must already exist on the Ceremony Attendance Form (SHACATT) or be indicated in the appropriate type field to cause an update when a date is changed. If an order date is entered for a cap, and the participant's cap type is blank, then the participant's cap order date would not be changed.

If a record was created for a participant and only reflects the fact they have been registered to attend a ceremony but lacks detail information such as cap or gown type, this information can be added or updated as needed. Tickets can be updated and added to existing cap, gown, and hood information. Number of tickets and diploma pickup dates can also be updated.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried before the manual entry of records.

## Create Graduation Rules

The Graduation Default Control Form (SHAGRDD) is used to set up height, weight, and head size information, which can be used on the Ceremony Attendance Form (SHACATT), and the awarding institution default value, which is used on the Diploma Form (SHADIPL).

The Attendee Size Classification Rules Form (SHASIZE) creates a table of sizes and ranges which is used by the Ceremony Attendance Form (SHACATT) to determine ceremony attendee cap or gown size, based on the attendee's height, weight, and head size. When these rules are established, they default the appropriate cap or gown size into the Attendee Information section of SHACATT when cap or gown type is present. You can override the rules.

## Update Degree Status

The Degree Status Update Report (SHRDEGS) updates the degree status and the student status based on user defined criteria.

This report may be run in either Audit or Update Mode. The report allows an institution to quickly update all those students whose degree status is pending to awarded. It also allows the institution to set a student status which may prohibit future registration from occurring.

The update of degree status is controlled by the selected parameter values. For example, you supply the current degree status in addition to the new degree status. Only those students with the current degree status will be selected for processing. Other optional selection parameters include: Graduation Term, Graduation Year, Graduation Status, Degree Code, Campus, and Level. The student status to be used for the update may be specified along with the effective term to update the general student record.

## Produce Commencement Report

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

Students are printed in last name alpha order within a certain date range as specified in the parameters. A graduation date must exist in the **Graduation Date** field on the Degrees and Other Formal Awards Form (SHADEGR) to be included in the report. The report also includes graduation information. The parameter selections which support this include: Graduation Term Selection, Graduation Year Selection, and Graduation Status Selection.

## Produce Commencement Attendance Report

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

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

## Self-Service Graduation Application Processing

Eligible students who expect to complete a course of study can apply to graduate on institution-specified dates through Banner Student Self-Service.

Eligibility is determined based on existing learner and outcome curriculum records. Graduation application processing reviews the student's curricula and other eligibility criteria and matches them against user-defined rules to determine which students can apply through self-service.

Submitted applications can be controlled to create outcome and degree records using the curriculum selected for graduation. The ability to create degree and outcome curriculum records from self-service graduation applications works in conjunction with manual curriculum roll processing.

## Set Up Processing in Baseline

Do the following to set up baseline forms for use with graduation application processing in self-service.

### Procedure

1. Set up graduation application status codes on STVGAST.
  - a) Select the **Active Indicator** for active status codes.
  - b) Select the **Web Indicator** for status codes to be used in self-service.
2. Set up graduation application display rule codes on STVGADR.

3. Build graduation application display rule selection rules on SHAGADS in process order.  
These rules determine which graduation application display rule is used.
4. Build graduation application display rules on SHAGADR.  
These rules tell self-service which graduation application pages to display, what date to request from the student, and whether degree and diploma records are created or updated.
  - a) Add overall self-service controls for the rule.
  - b) Add graduation date availability information for the rule.
  - c) Add diploma name and address information for the rule.
  - d) Add payment options for the rule.
5. Build graduation application eligibility rules on SHAGELR.  
These rules determine whether the student has the required curriculum, general student, or academic history and GPA data required by the institution to apply to graduate. These rules also determine if the curriculum for self-service graduation applications must be from the `LEARNER` module or the `OUTCOME` module or can be from either module.
  - a) Set up curriculum information for the rule.
  - b) Set up general student information for the rule.
  - c) Set up academic history information for the rule.
  - d) Set up a level to use for GPA and earned hours for the rule.
  - e) Set up the institutional and overall minimum GPA and hours for the rule.
6. Set the **Self-Service Graduation Term Control** field on SHACTRL to define which curriculum terms are displayed in Self-Service for the graduation application.
7. Review the graduation application that was submitted through self-service on SHAGAPP.
  - a) Update, delete, or inactivate the application as needed.
  - b) Use the **Create/Update Degree Record** button to update the degree and diploma records for an active application.

*or*
8. Enter the graduation application, curriculum, and diploma information for a new application when SHAGAPP is accessed from SGASTDN, SFAREGS, or SHADEGR.
9. Use the **Create/Update Degree Record** button to create the degree and diploma records for the new, active application.

## Use Apply to Graduate in Self-Service

Banner Student Self-Service pages are used for eligible learners to apply to graduate or complete a course of study.

Links in the Student Records Menu are used with graduation application processing. The Apply to Graduate link initiates the process. The View Application to Graduate link allows students, faculty, and advisors to view submitted applications.

You must define who is eligible to submit an application and complete a degree based on existing outcome or learner curriculum records. You must also specify when applications can be submitted. You must determine what information to display to the student and define which degree or diploma data you want to collect from the self-service graduation application.

Using a self-service process to initiate the application to complete a degree provides graduation processing for deans, registrars, advisors, and other administrators. A separate process is used to control creation of the outcome records which streamlines and assists with manual corrections of final degree records. The student can also view any active graduation applications.

### *Curriculum Selection Page*

This page is used to choose the curriculum and degree for the graduation application.

If the learner does not have graduation holds and meets at least one self-service graduation eligibility rule, and the current and active curriculum for the learner has a minimum of one institutional academic history record (SHRTTRM) or registration record (SFRSTCR), and no existing graduation applications or awarded degrees are associated with the record, and display rules exist for that curriculum, the graduation application process will continue. The curriculum information comes from the SORLCUR/SORLFOS curriculum tables.

### *Graduation Date Selection Page*

This page displays the curriculum information selected by the student, in addition to the graduation term, date (day/month/year), and graduation year information that can be selected for the graduation application. The graduation date information comes from the Graduation Date Availability window on SHAGADR.

### *Graduation Ceremony Selection Page*

This page allows the user to verify the learner's attendance at any graduation ceremony that is associated with the completion of the degree or course of study.

If the graduation date/term/year selected has the **Ceremony** check box selected (in the Graduation Date Availability window on SHAGADR) to request this information, this data will be displayed. If indicator is not selected, the student will continue either to the Diploma Information pages or to the Graduation Charge and Payment page if graduation fee charging has been established. If diploma information or charging information is not requested, the student will proceed to the Graduation Application Summary page.

### *Diploma Name Selection Page*

This page is displayed when the **Display Page** check box is selected (set to  $\text{Y}$ ) for the graduation application display rule in the Diploma Name block (in the Diploma Name/Address Options window) on SHAGADR.

The user can determine which name is to be displayed (current or alternate name and diploma name), which part of the middle name is to be displayed, and which parts of the name are to be displayed, such as a suffix.

If you allow the learner to select and edit the diploma name, all names on file will be displayed in a pulldown list on this Web page. When one name is selected and the learner continues, you can also allow editing of any portion of the name. The information can be updated if the **Edit** check box is selected (set to  $\text{Y}$ ) in the Diploma Name block on SHAGADR. When the learner uses the **Continue** button on this Web page, a new page will be displayed where the fields that are enabled for editing can be updated. This name will populate the diploma data in the Graduation Application Table (SHBGAPP).

**Note:** The **Full Legal Name** field value on SPAIDEN is never used for self-service diploma name information. This field is a single-name field that has been concatenated, and therefore, cannot be broken into first, middle, last, and suffix columns for display or editing in self-service.

### *Diploma Mailing Address Selection Page*

This page is displayed when the **Display Page** check box is selected (set to  $\text{Y}$ ) for the graduation application display rule in the Diploma Mailing Address block (in the Diploma Name/Address Options window) on SHAGADR.

You can also display existing diploma mailing address information for the curriculum selected, by checking the **Display** check box in the Diploma Mailing Address block. If the **Edit** check box is selected (set to  $\text{Y}$ ) in the Diploma Mailing Address block, the available addresses selected may also be edited. The system displays the current address by default, but the student can change it for diploma mailing.

### *Graduation Charge and Payment Page*

This page is displayed in the following conditions.

- When the **Charge Graduation Fee** check box is selected (set to  $\text{Y}$ ) in the Processing Controls block (in the Payment Options window).
- When the **Create/Update Degree** check box is selected (set to  $\text{Y}$ ) in the Overall Self-Service Graduation Application Controls block (in the main window) for the graduation application display rule on SHAGADR.

Payment options information comes from the Payment Options block on SHAGADR.

### *Graduation Application Summary Page*

This page displays the curriculum, graduation term, graduation date, diploma name, address information, and any charges and payments for the graduation application. The student can verify the information and then submit the graduation application.

### *Confirmation Letter Page*

This page displays the graduation confirmation letter for the graduation application rule that was entered in the **Confirmation Letter** field in the main window on SHAGADR.

If the confirmation letter uses a Banner Student Object:Access view (such as `AS_STUDENT_DATA`), for a confirmation letter with the **Module** value of `S` (on `STVELMT`), GTVSDAX entries needed by that view should be changed from `UPDATE ME` to an actual value. If this is not done, the confirmation letter will cause an error to be displayed in Banner Self-Service such as:

```
ORA-06502: PL/SQL: numeric or value error: character string buffer too
small
ORA-06512: at "BANINST1.F_CONCAT_SGRSPRT", line 40
```

This occurs because no sport code was defined for the `STDNSPRT` rule on GTVSDAX for the view.

Please refer to the *Banner Student Object:Access Reporting Guide* for more information on views used with Banner Student.

## **Build Graduation Application Status Codes**

Graduation application status codes are maintained on the Graduation Application Status Validation Form (STVGAST). These status codes are used by the Graduation Application Form (SHAGAPP) and indicate the status of the graduation application that is submitted through the graduation application self-service pages.

## **Build Graduation Application Display Rule Codes**

Graduation application display rule codes are maintained on the Graduation Application Display Rule Code Validation Form (STVGADR). These display rule codes are used on the Self-Service Graduation Application Display Rules Form (SHAGADR) to define how the graduation application Web pages are displayed to the learner in self-service.

Some sample rule codes might be:

- `UGASMSP` - Undergraduate Arts Science Main Spring
- `GRBUDFA` - Graduate Business Downtown Fall
- `UGBACHS` - Undergraduate Bachelors Spring
- `DEFAULT` - Default Rule



## Build Graduation Application Display Rules

Graduation application display rules are maintained on the Self-Service Graduation Application Display Rules Form (SHAGADR).

These display rules are used to specify the settings used for display and update of graduation application information in self-service. Controls can be set up for overall self-service display, graduation date availability, diploma name and mailing address display and edit, and payment options for application fees. Use the **Copy** button in the Key Block to copy the settings from one rule to another.

### *Payment Options*

The billing term is determined by checking the last SHRTTRM record, the last SFRSTCR record, or the most recent SGBSTDN record.

If you check the **Charge Graduation Fee** 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.

### *Charges for Application Fees*

The user will not be prevented from entering a graduation fee for that new graduation application.

- When a degree sequence is created manually
- A graduation fee is assessed using SHADEGR
- If a graduation application is created at a later time using the **Apply to Graduate** button in the Curriculum window for an *unrolled learner curriculum record*

This fee can be entered, because the process does not check that a degree record with an outcome curriculum that could match the learner curriculum (matches on college, level, degree, and program) already had a graduation fee applied.

It is recommended that when degree records are created, the graduation fees are assessed *after* the learner curriculum record has been rolled. It is also recommended that degree sequences are not created manually before the learner curriculum records are rolled. As the **Roll to Outcome** button allows degree creation without requiring that the grade roll take place, learner and outcome records can be kept current and consistent.

For more information on using the **Roll to Outcome** button, refer to the “Manual Curriculum Roll Processing” section in this chapter.

**Warning!** Users are cautioned that changes made to curriculum records close to graduation may not be available to students for selection from self-service, if those curriculum records have not been rolled to outcome through the grade roll process (SHRROLL).

Processing looks for a curriculum record with the highest associated academic history record (SHRTTRM). Therefore, curriculum changes (such as changes to fields of study) made after the



last grade roll, but before the next grade roll when graduation applications can become available through self-service, are only displayed for those curriculum records for the term of the last grade roll to history.

Major changes should be updated through the grade roll procedures or maintained on the most current and active outcome curriculum record, if records are not rolled to academic history before allowing students to access self-service graduation.

A graduation fee cannot be created from Banner Student Self-Service unless the **Create/Update Degree** check box is selected (set to  $\forall$ ) on SHAGADR. After the graduation application is submitted, fee information on that record cannot be updated on SHAGAPP, and the display only **Fee (Status)** option group for the degree sequence in SHADEGR is set to `Fee Charged`.

## Use Graduation Application Display Rule Selection

Graduation application display rule selection criteria are maintained on the Graduation Application Display Rule Selection Form (SHAGADS).

These selection rules are used to determine how the application process will assign a self-service graduation display code to a student's curriculum record. When the self-service graduation application process does not find a SHAGADS rule that matches any current, active curriculum for a student, no curriculum records will be available for selection on the Graduation Application Summary page.

You can define or query prioritized selection rules for use with the graduation application display rules. At least one graduation application display selection rule must be associated with at least one graduation application display rule code for that rule to be used in the self-service processing. Multiple graduation application selection rules can be created for the same graduation application display rule code.

You must specify a unique process order for each selection rule that is defined. The process order is the order in which the selection rules will be considered. You can then specify the graduation application display rule code and any combination of optional curriculum elements for the rule. This allows you to control the display and update of self-service data when a curriculum rule is found that matches a select rule code for a graduation application.

When a student uses the self-service graduation application process, the information displayed in self-service is based on the graduation application display rule on SHAGADR. This means that one specific rule will be used for that student's curriculum. The graduation application process checks the display rule selection data on SHAGADS for process order from lowest to highest, to determine if the student curriculum record contains data that matches the rule data. When a matching record is found, the graduation application display rule code on that record is the rule used for displaying curriculum information in self-service.

If the student qualifies for at least one eligibility rule, then processing will continue to determine how the curriculum and graduation application information is to be displayed. When eligibility is considered, student holds, outcome status for the degree sequence (cannot be "awarded"), and term code selection for the curriculum (based upon the highest academic history (SHRTTRM) or registration (SFRSTCR) record for the curriculum) are also considered before the curriculum is displayed.

The following criteria apply to the selection rule processing:

- Only one selection rule will be matched for the learner and the degree combination of curricula.

Either a learner curriculum record or outcome curriculum records will be processed. A matching select rule *must* be found in order for the curriculum to be displayed.

Select rules are searched in process number order to find a match to the student's current and active curriculum records.

- All the defined fields must match the selection. Blank fields will be ignored.
- The selection data is considered as included. There are no exclude capabilities.
- The selection data is not active or inactive. Records can be deleted as needed.
- The selection data does not have begin or end dates.
- For a curriculum record with a module code of `LEARNER`, only one record is considered. A select rule is found for this one curriculum.
- For a curriculum record with a module code of `OUTCOME`, *a set of curriculum records can exist*. The select rule is found that matches one of the records in the set.

The primary curriculum is examined to see if a matching select rule exists. If a match is found, that select rule is used. If no match is found, the first secondary curriculum is selected against each select rule until a match is found. When a match is found, the process stops. If no match is found, the next secondary curriculum is selected.

Here is a summary of the selection rule processing:

1. The student's record is selected for holds. Graduation holds will prevent the student from using the self-service graduation application process.
2. The student's current and active curriculum records are gathered, and each is compared to the SHAGADS rules using the processing order that has been determined for the rules.
3. When a matching select rule is found, the process stops, and the display rule that is found is used for that curriculum.
4. Eligibility checking takes place to see if a single eligibility rule exists that passes for the student. Eligibility checking can define whether the curriculum module must be `LEARNER` or `OUTCOME` or can be from either module in the eligibility rules.
5. The learner curriculum record is examined to see if any curriculum records exist that are available for graduation application selection. Learner curriculum records are restricted by term.
6. When an SHRTTRM record exists in academic history, the maximum SHRTTRM term associated with that curriculum is used as the learner term.

*or*

- If no academic history term exists, and an SFRSTCR record exists in registration, the maximum SFRSCTR term associated with that curriculum is used as the learner term.

*or*

- If neither an academic history nor registration term record exists, the learner curriculum is *not* available for graduation application selection.
7. When no current, active, curriculum data matches any selection rule criteria, an error message is displayed, and the student will not be able to submit a graduation application in self-service.

Restrictions are as follows:

- The learner module curriculum cannot be used if it has been rolled.

- The curriculum cannot have an active graduation application associated with it.
- An eligibility rule must match the curriculum.
- Graduation dates must be available on the date the student attempts to apply for graduation.

When the student's outcome curriculum records are examined:

- Processing determines the most recent outcome term.
- The degree sequence for that curriculum cannot have an outcome status of "awarded".
- The curriculum cannot have an active graduation application associated with it.
- Each curriculum record in the degree sequence must also be eligible for graduation.
- Graduation dates must be available on the date the student attempts to apply for graduation.

The processing order for the rules is important, as selection rules can be created that use common criteria. For example, you could have two selection rules such as:

- Rule A defines a level and campus code.
- Rule B contains the same level code in the definition, but instead of using a campus code, it selects the rule using a college code.

You may want the process matching to stop as soon as a curriculum is found with the matching campus code. If the student's curriculum record does not have a matching campus code, then the rule with the college code rule can be used. To do this, you can assign the process order of 10 on the rule with campus code, which is rule A, and you can assign the process order of 15 on the rule with college code, which is rule B. In this case, if a student has a curriculum record that matches the level, college, and campus for both rules A and B, the display of graduation dates, diploma options, and so on, is based on rule A, for the lowest numeric processing order or the first selection rule found.

### *Example of display rule selection data order:*

In this example, the display rule selection data is selected in priority, ascending order: 10, 20, 999.

Processin Order	Display Rule	Level	Campus	College	Degree	Program	Major	Depart ment
10	UG-BS- ART	UG			BS		ART	
20	UG-BS	UG			BS			
999	DEFAULT							

Selection rule 10 with display rule UG-BS-ART is the selected rule when the learner has a curriculum record with a level code of UG, a degree code of BS, and major/field of study code of ART.

If the learner data matches this selection rule criteria, no additional analysis is needed, and the graduation application display rule settings specified for UG-BS-ART are used for the graduation

application process for the learner/curriculum. If the learner data does not match the selection rule criteria, the next priority selection rule (20) will be selected.

Selection rule 20 with display rule UG-BS-ART is the selected rule when the learner has a curriculum record with a level code of UG, a degree code of BS, and as multiple curriculum records are considered at the same time as a set, all current and active outcome records in the set must be matched.

If the learner data matches this selection rule criteria, no additional analysis is needed, and the graduation application display rule settings specified for UG-BS are used for the graduation application process for the learner/curriculum. If the learner data does not match the selection rule criteria, the next priority selection rule (999) will be selected.

Selection rule 999 with display rule DEFAULT is the selected rule when the learner has an active, current curriculum record.

If no learner data matches any selection rule criteria, an error message is displayed, and the learner cannot submit the graduation application in self-service.

## Use Graduation Application Eligibility Rules

Graduation application eligibility rules are maintained on the Graduation Application Eligibility Rules Form (SHAGELR).

These rules determine who is eligible to apply for graduation using Banner Student Self-Service graduation application pages. Students whose general student, curriculum, and academic history records match the restrictions created in an eligibility rule can apply to graduate in self-service. At least one eligibility rule must be met for each current/active SORLCUR record in the curricula set in order for the learner to be allowed to submit a graduation application through self-service. Rules can be queried and are ordered by rule number.

Eligibility rules allow users to decide if the curriculum used for graduation must be from the LEARNER module, the OUTCOME module, or can be from either. You can determine if the eligibility rules that are created apply to students with specific curriculum data and then set any general student criteria, academic history criteria, required level-specific GPA and earned hours criteria, and institutional or overall level GPA and hours data restrictions.

**Note:** The term used to evaluate the general student data is the maximum SFRSTCR term for the student. If this does not exist, the maximum SGBSTDN term is used. The term used to evaluate the academic history data is the most recent SHRTTRM term.

When a student selects the Apply to Graduate menu option in Banner Student Self-Service, all current and active curriculum records are examined. If an existing learner curriculum has not been rolled to history or an outcome curriculum has not already been awarded, and no active graduation application exists for the curriculum, the process checks for eligibility. One eligibility rule needs to be met so the student can apply for graduation.

The following criteria apply to the eligibility rule processing:

- One and only one eligibility rule must be matched for the curriculum record or curriculum record set. For outcome curriculum records, the set that includes primary and secondary curriculum data does not have to use the same eligibility rule for all records in the set.

- All the defined fields on the eligibility rule must match the curriculum record. Blank fields will be ignored.
- The eligibility data is considered as included. There are no exclude capabilities.
- The eligibility data is not active or inactive. Records can be deleted as needed.
- The eligibility data does not have begin or end dates.
- Eligibility rules are assigned one-up numbers.
- It is not necessary to have a graduation application select rule that matches the eligibility rule. The eligibility rule can be defined at a more specific level than the select rule.

## Use Graduation Application Sequence Numbers

The **Graduation Sequence** field on SGASTDN, SFAREGS, SHADEGR, and SOIHCUR and the **Graduation Application Sequence** field on SHAGAPP are used to display the graduation application sequence number on the curriculum record for the learner (SGASTDN, SFAREGS) and outcome (SHADEGR) curriculum records.

Graduation application sequence numbering tracks the graduation application sequence number for the learner and outcome curriculum records. When a graduation application is submitted, the application number is generated as a one-up number and is stored with the curriculum record (SORLCUR) that was used to generate the application.

Only one active graduation application can exist for a curriculum. However, multiple curriculum records may be associated with the same graduation application. This situation occurs because a degree has multiple curriculum records associated with it, but that degree record was generated by the same application where the learner curriculum records have matching elements such as level, college, degree, and program.

## Restrict Curriculum Term Selection

You can use the **Self-Service Graduation Term Control** field on the Academic History Control Form (SHACTRL) to define/restrict which terms are displayed for selection in Banner Self-Service for the graduation application.

The student can select from terms for the graduation application based on the rule selected in the **Self-Service Graduation Term Control** field. The rule can be set to: all terms, the latest academic history term, the latest registration term, or the latest academic history term and the latest registration term.

This term restriction prevents any/all terms in which the student had registration records or academic history from being displayed for selection. Therefore, a student cannot select a term and curriculum record from an earlier registration period or term of academic history after a curriculum change had been made. In some institutions, this earlier curriculum record may no longer be valid for use with a graduation application.

**Note:** Eligibility processing on SHAGELR works as usual with the term control.

### *All terms*

A student can select any term in which registration or academic history records exist, even if the curriculum has changed and is no longer current in the latest term of attendance.

The curriculum that is displayed is still dependent on the setting of the SHAGELR module control (Learner, Outcome, or Either).

When the Apply to Graduate option is selected in Banner Student Self-Service, the **Select a Term** field on the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) displays a list of any term with any curriculum that is current and active for that term.

### *Latest academic history term*

A student can select only the last term in which grades were rolled to academic history (the term on SHRTTRM). The curriculum that is displayed is still dependent on the setting of the SHAGELR module control (Learner, Outcome, or Either).

When the Apply to Graduate option is selected in Banner Student Self-Service, the **Select a Term** field on the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) displays only the latest term for which the student has an SHRTTRM record with the curriculum that is current and active for that term.

### *Latest registration term*

A student can only select a term using the latest term in which the student is registered for classes.

This prevents a student from graduating based on a curriculum that is associated with earlier terms and consequently for a curriculum that may have been changed after the prior term of registration. The curriculum that is displayed is still dependent on the setting of the SHAGELR module control (Learner, Outcome, or Either).

When the Apply to Graduate option is selected in Banner Student Self-Service, the **Select a Term** field on the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) displays only the latest term for which the student has an SFBETRM record with the curriculum that is current and active for that term.

### *Latest academic history and registration term*

A student can select from two terms, the latest registration term and the latest academic history term. The curriculum that is displayed is still dependent on the setting of the SHAGELR module control (Learner, Outcome, or Either).

When the Apply to Graduate option is selected in Banner Student Self-Service, the **Select a Term** field on the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) displays the latest term for which the student has an SFBETRM record *and* the latest term for which the student has an SHRTTRM record, with the curriculum that is current and active for that term.

---

## Maintain Graduation Applications

Graduation application information that is submitted in self-service is maintained on the Graduation Application Form (SHAGAPP).

This form is used to review and update the information while the graduation application is active. You can also delete an application, change the status of an application, or view an inactive application. New graduation applications can be submitted from this form when it is called from SGASTDN, SFAREGS, and SHADEGR, as these forms will pass the selected curriculum and field of study information. The curriculum information cannot be changed.

Fee information for the application is interdependent. The detail code, fee amount, billing term, and fee date need to be entered for the fee to be applied to the application. However, fee information cannot be entered if an outcome curriculum record exists.

Diploma name and address mailing information can be viewed and updated for an active graduation application. This information is used to create or update the diploma record when the **Create/Update Degree Record** button is selected. This information will not be displayed, if it has not been entered in self-service.

Use the **Create/Update Degree Record** button to create a degree record and an outcome curriculum record when the graduation application has been submitted from self-service. If the curriculum associated with the application has not been rolled, this button will perform the roll to outcome (academic history). When no degree record exists for the matching curriculum data that is attached to the active graduation application, a new degree record is created. If a degree record exists, it is updated using the values from the application. The application can be reviewed and then manually updated on SHAGAPP when it has been approved. This button is inactive when the graduation application is inactive.

Graduation applications for the learner are queried by graduation application number in descending order. The graduation application number is assigned when the application number is submitted. This sequence number is stored on the curriculum record. A curriculum will have only one active associated graduation application at a time.

New graduation applications can be created using the **Apply to Graduate** button from SGASTDN, SFAREGS, and SHADEGR. After a graduation application is created from SGASTDN and SFAREGS, if the curriculum has not yet been rolled to outcome (academic history), the **Apply to Graduate** button remains enabled. (The **Apply to Graduate** button also remains enabled in SHADEGR.) These forms allow you to toggle between the Curriculum window and the associated graduation application sequence. If an existing graduation application is called from SGASTDN, SFAREGS, or SHADEGR, only the specifically associated graduation application will be queried. Curriculum information cannot be changed from SHAGAPP.

If an existing graduation application is called from SGASTDN, SFAREGS, or SHADEGR, only the specifically associated graduation application will be queried. When SHAGAPP is called from SGASTDN, SFAREGS, or SHADEGR, a new graduation application can be created, but the curriculum information cannot be changed. You cannot create a graduation application from SFAREGS or SGASTDN when the learner curriculum record has already been rolled to outcome (academic history).

If a student wants to withdraw or cancel an application (such as application 1), it can be inactivated using the status code on STVGAST. After an application has been inactivated, it cannot be modified. The curriculum record associated with the application is not inactivated or updated in the curriculum



tables (SORLCUR and SORLFOS). The student is now eligible to submit a new application for the same curriculum.

When the new application is submitted, and the application number in the SORLCUR record is replaced with new application number (application 2). Application 2 is now associated with the curriculum record that previously was associated with application 1. When application 1 is viewed on SHAGAPP, the curriculum associated with it is no longer displayed, the **Active Indicator** is cleared, and the **Create/Update Degree Record** button is inactive.

#### **Example:**

A learner submits graduation application 1 for the curriculum record of BA/UG/ARTS. The application status is submitted/active. The SORLCUR record is updated to set the graduation application sequence number to 1. (This update to SORLCUR is *not* a non-destructive update.)

The learner then withdraws the application, so the application status on SHAGAPP is changed to withdrawn/inactive. No SORLCUR update is performed. The associated SORLCUR record still has the graduation application sequence number set to 1.

The learner submits graduation application 2 for the same curriculum record of BA/UG/ARTS. The application status is submitted/active. The SORLCUR record is updated to set the graduation application sequence number to 2.

SORLCUR information associated with graduation application 1 is overwritten. The curriculum information for graduation application 1 is no longer used in processing, although graduation application 1 still exists in the SHBGAPP table.

## **Use Apply to Graduate**

The **Apply to Graduate** button is used to create graduation applications from learner and outcome curriculum records on SGASTDN, SFAREGS, and SHADEGR.

This button is masked on SOILCUR. This button is active on learner curriculum records in SGASTDN and SFAREGS when the graduation application sequence number is Null for the curriculum record. When a previous graduation application exists for a curriculum record (whether the record is active or inactive), that application must be deleted before the button can be enabled. Just inactivating the application will not allow you to create a new application.

Only one active graduation application can exist for a curriculum record, but multiple curriculum records may have the same graduation application. This can only occur on the outcome curriculum record, which groups primary and secondary curricula together when an application is created for a degree sequence where more than one outcome curriculum record has been associated with it.

The process behind the button used to create the graduation application executes the Graduation Application API (`sb_gradapp`) and updates the graduation sequence number on SORLCUR. The user can then update the graduation application information on SHAGAPP. The graduation application can be created using the graduation application selection display rule code from self-service. However, not all graduation applications are created using self-service. The process that creates applications from baseline does not check any selection rules. Only self-service graduation applications use the selection display rule codes. When a baseline application is created, the user needs to fill in all the graduation application data manually on SHAGAPP.

Outcome curriculum records are created as follows when all significant curriculum elements match the graduation application. When multiple, current, active learner curriculum records exist with



same level, college, degree, and program, and the **Apply to Graduate** button is selected, or the application is submitted through self-service, all the curriculum records with the same level, college, degree, and program are grouped together with that single application and graduation application sequence number. This takes place because only one degree is ever created with the same level, college, degree, and program when the learner curriculum records are rolled to the outcome record.

The exception to this scenario is when a graduation application already exists for the matching degree sequence, and then a new degree record is created. It is possible that an institution has already applied a graduation fee to a degree sequence. In order to prevent adding another graduation fee for the same degree sequence, a new degree sequence will be created, even when the college, level, program, and degree match. Users are cautioned about creating graduation charges from self-service when learner curriculum elements may change for the student, such as when only the major is changed (college, level, degree, and program are not changed), after graduation fees have already been applied to the degree sequence.

In the case where a student has applied to graduate and a degree sequence with that graduation application is created, that outcome curriculum record (and learner curriculum record if it was rolled) will not be available for selection from the self-service graduation pages, because the application exists and is active.

If the student changes majors for the same degree (college, level, degree, and program are unchanged), when the user attempts to duplicate or update the learner curriculum record to add the new major, the system asks if the graduation application should be copied to the new curriculum. If no, then the new graduation application needs to be created using the **Apply to Graduate** button. The new curriculum record will not be eligible for application through self-service until the student registers, is graded, and grades are rolled to history. Therefore, it is recommended that graduation applications are copied and updated if necessary at the time the major change is processed. This may occur if a student changes a major in the term that is closest to the intended graduation term, but after the degree sequence and graduation application already exist.

When it is necessary to remove one of the curriculum records from the application, the user needs to delete the existing graduation application with the two matching curriculum records, and inactivate the learner curriculum record on SGASTDN or SFAREGS. Another option is to modify one of the significant elements on the curriculum record (level, college, degree, program), so the two curriculum records are no longer a match. Then the application can be created. The user can delete the degree record and the associated outcome curriculum record where the two matching curricula existed and can use the manual roll process to create the correct degree record with only one rolled curriculum record per degree.

### *Apply to Graduate on SGASTDN and SFAREGS*

The **Apply to Graduate** button in the Curriculum window of SGASTDN and SFAREGS is used as follows.

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

The button does not insert diploma information into the graduation application. This button is only enabled if the learner curriculum record is current and active. The button is not enabled when the

learner curriculum record has been rolled to history, when the graduation application is attached to an awarded degree, or when the graduation application is inactive. When a graduation application exists, the button opens SHAGAPP in update mode for that graduation application.

### *Apply to Graduate on SHADEGR*

The **Apply to Graduate** button is used on SHADEGR to create a graduation application from an outcome record with an **Outcome Status** of SO (Sought).

All current and active curriculum records for the outcome will be included in the graduation application, when that application is created. When outcome curriculum is copied, the graduation application sequence is copied to the new record.

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

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

## **Use Application Sequencing with Curriculum**

Graduation application sequencing works with curriculum records as follows.

- The graduation application must always have an associated curriculum.
- That curriculum must be current and active.
- If none of the student's curriculum records are current, the status of the graduation application must be inactive unless the curriculum has been rolled to outcome (academic history), or the curriculum is an outcome curriculum and the degree has been awarded.

Using the **Replace** button in the Curriculum window automatically changes the graduation application status code to inactive, unless the curriculum was rolled and the associated degree awarded. The **Duplicate** and **Update** buttons prompt the user to copy the graduation application sequence number to the new current application. If the sequence number is not copied, then the application is made inactive. If the curriculum record has been rolled to outcome (academic history) and the associated degree has an awarded status, the sequence number will not be copied to the new curriculum record. You cannot delete a curriculum record if a graduation application exists.

## *Replace on SGASTDN*

When the graduation application sequence number is populated for an unrolled learner curriculum record, a message is displayed that the graduation application will be inactivated.

The user can then choose to continue or cancel the replacement process. If you continue, the new curriculum record is created with the graduation sequence number set to Null, and the previous graduation application is made inactive. If you do not continue, the replacement process is canceled.

The delete process for SGBSTDN uses the SOBCTRL processing that determines if the learner curriculum record with the same term must be deleted. An alert is shown if the SGBSTDN record being deleted is not the last general person record. This allows the user to delete the curriculum record in addition to the learner curriculum record, or not. The message *Warning: Curriculum data may exist for term. Review curricula and delete if necessary* displays three buttons: **Delete Learner and Curricula**, **Delete Learner**, and **Show Curricula and Cancel**.

When the **Delete Learner Curriculum** check box is selected in the Curriculum Rules window on SOACTRL, the **Delete Learner** button is not displayed in the warning message. The user must select either **Delete Learner and Curricula** or **Show Curricula and Cancel**. When the **Delete Learner and Curricula** button is selected, and one of the existing curriculum records is current for a future SGBSTDN effective term, a warning will be displayed, and the user can cancel the delete action.

You cannot delete an SGBSTDN record if a current curriculum record exists for the term, and it has an unrolled graduation application. If the SGBSTDN record is the last record being deleted, it cannot be deleted if it has any associated curriculum records with unrolled graduation applications (existing graduation application sequence numbers).

## *Duplicate and Update on SGASTDN and SFAREGS*

When a graduation application sequence of 1 has been created for a learner curriculum in SGASTDN or SFAREGS, using the **Duplicate** button or the **Update** button does the following.

It displays a Copy Graduation Sequence alert window with the following buttons used to:

- **Copy** the graduation application sequence number to the new current application
- **Inactivate** it
- Create a **New Priority**

The alert only appears when the graduation application is active, the curriculum has not been rolled, and the curriculum is current and active.

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

When the **Inactivate** button is used, the original graduation sequence 1 for the original curriculum is inactivated (the status in SHAGAPP is set to the *system-required, inactive, application*

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

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

### *Replace, Duplicate, and Update on SHADEGR*

The **Replace**, **Duplicate**, and **Update** buttons work differently on SHADEGR than on SGASTDN.

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

### *Deleting General Student and Degree Records*

You can delete a general student record (SGBSTDN) when a graduation application exists for the curriculum, but you cannot delete the curriculum record. You cannot delete a general student record when a current curriculum record has an associated graduation application sequence number and the curriculum record is being deleted.

When a degree or outcome record (SHRDGMR) is deleted, the associated graduation application is also deleted.

### *Student Type and Sequence Number*

When SHRTYPE is run, the process copies the graduation application sequence number to the new learner curriculum record when the student type is changed. This will not happen if the curriculum record has been rolled to history and the associated degree has been awarded.

### *Admissions Decision and Sequence Number*

During the admissions decision process, if a graduation application exists, the graduation application is inactivated, unless the curriculum record has been rolled to history and the associated degree has been awarded.

### *Student Status and Sequence Number*

When the student status is changed on SGASTDN or SHADEGR, the graduation application sequence number is copied to the new curriculum record, unless the curriculum record has been rolled to history and the associated degree has been awarded.

### *Purging Curriculum Records with Sequence Numbers*

When SOPLCPG is run, curriculum records are not purged if a graduation application sequence number exists and the graduation application record exists. The same is true for the Curriculum API (sb\_curriculum) processing.

## **Create a Graduation Application Record**

When the learner completes the graduation application and submits it, the data entered is written to the Graduation Application Table (SHBGAPP) and the Graduation Application API (sb\_gradapp). The following data is used to create the record.

<b>Column</b>	<b>Value When Initially Submitted</b>
SHBGAPP_PIDM	PIDM associated with the learner who submitted the graduation application
SHBGAPP_SEQNO	One-up number for the number of graduation applications submitted by the learner
SHBGAPP_ACTIVE_IND	Y (selected)
SHBGAPP_REQUEST_DATE	Date the graduation application was submitted
SHBGAPP_GAST_CODE	Status of the graduation application determined by the graduation application display rule application and the status when submitted
SHBGAPP_GAST_DATE	Date of the application status

Column	Value When Initially Submitted
SHBGAPP_USER_ID	ID of the user who last updated the record
SHBGAPP_ACTIVITY_DATE	System date
SHBGAPP_GADR_CODE	Display rule used when run from self-service
SHBGAPP_GRAD_DATE	Selected graduation date
SHBGAPP_GRAD_TERM_CODE	Selected graduation term code
SHBGAPP_GRAD_ACYR_CODE	Selected graduation year
SHBGAPP_GRAD_ATTEND_CDE	Code used to indicate if the learner plans to attend the graduation ceremony
SHBGAPP_LAST_NAME	Last name to use for the diploma name
SHBGAPP_FIRST_NAME	First name to use for the diploma name
SHBGAPP_MI	Middle name to use for the diploma name
SHBGAPP_NAME_SUFFIX	Suffix to use for the diploma name
SHBGAPP_STREET1	Street line one for the diploma address
SHBGAPP_STREET2	Street line two for the diploma address
SHBGAPP_STREET3	Street line three for the diploma address
SHBGAPP_CITY	City for the diploma address
SHBGAPP_STAT_CODE	State code for the diploma address
SHBGAPP_ZIP	ZIP code for the diploma address
SHBGAPP_NATN_CODE	Nation code for the diploma address
SHBGAPP_TERM_CODE_DETC	VARCHAR2 (6)
SHBGAPP_DETC_DETAIL_CODE	VARCHAR2 (4)
SHBGAPP_DETC_AMOUNT	NUMBER (12, 2)
SHBGAPP_DETC_DESC	VARCHAR2 (30)
SHBGAPP_FEE_DATE	DATE
SHBGAPP_TRAN_NUMBER	NUMBER (4)
SHBGAPP_WPYO_RECEIPT_NUMBER	NUMBER (8)
SHBGAPP_DATA_ORIGIN	VNUMBER (8)

## Create and Update Academic History Records

Degree and diploma records can be created or updated during the graduation application process. The process also checks the status codes of graduation applications for curriculum records that are to be archived.

### *Degree Records*

A degree record (SHRDGMR) can be created automatically when a self-service graduation application is submitted (based on the graduation application display rule) or on demand from SHAGAPP, SGASTDN, or SFAREGS.

A degree record can be updated from SHAGAPP using the **Create/Update Degree Record** button. A new degree record is only created when one does not already exist that matches on college, level, degree, and program, or if those curriculum elements match, but a graduation application already exists.

### *Diploma Records*

A diploma record (SHBDIPL) can be created or updated when the graduation application is submitted (based on the graduation application display rule) or automatically from SHAGAPP. A new diploma record is only created when one does not already exist for the degree sequence.

### *Curriculum Archive Records*

When an SORLCUR record is moved into the curriculum archives (SORHCUR), if the process detects an active graduation application, the application status will be set to inactive.

## Graduate Student Tracking Procedures

This section discusses using graduate student tracking.

### Graduate Student Tracking Overview

The main components used in the tracking of graduate student information are assistantship, fellowship, and internship information, dual degree data, multiple advisors, committee information, non-course processing, and the academic transcript.

Please note that the majority of the forms and processing may be used for all student populations and can accommodate other institutional needs besides tracking the graduate student population. All of the forms related to this processing are found in either the General Student module or Academic History module menu options.

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## Processing Assistantship, Fellowship, and Internship Information

This processing component of graduate student tracking allows you to record a range of data related to assistantships, fellowships, and internships.

The data includes (but is not limited to) such things as effective term range, type, source of funds, stipend, supervisor, tasks, task coordinator, comments, and more. Multiple assistantships, fellowships, and internships may be set up for a person or a student.

The primary form in this component is the Assistantship/Fellowship/Internship Form (SGAASST). The keys to this form include the **ID** (dependent upon an identification record only, which allows information to be recorded for non-students in addition to students), **Effective Term**, **Category**, and **Type** fields, all of which are required in the Key Information before entering data in the other sections of the form.

The **Category** field has the hard coded options **A** (Assistantship), **F** (Fellowship), or **I** (Internship). The **Type** field is validated against the Assistantship/Fellowship/Internship Type Validation Form (STVG Typ). Examples of types may include teaching assistantship, arts fellowship, nursing internship, lab assistantship, etc.

The Assistantship/Fellowship/Internship Form (SGAASST) includes two windows of data (Information section of the main window and the Tasks and Comments window). All of the data on the form is from and to term driven; this allows you to capture and track changes over time. To make changes to data, the from term in the section of the form must be equal to the effective term in the Key Information (similar to the way changes are made to courses in the Catalog module).

In order to track changes and create a new effective term record for any of the information, you must enter the new effective term in the Key Information and then press the Maintenance button or perform a Duplicate Record function in the section of the form where the change is to be made. You may query for all existing records related to a specific assistantship, fellowship, or internship by using the Assistantship/Fellowship/Internship Query Form (SGAASSTQ), which is accessed from the Key Information using the **ID** field **Search** feature, and selecting **View Existing A/F/I Info (SGAASSTQ)** from the Option List.

The Comment section of the form allows you to create free format comments related to the assistantship, fellowship, or internship. In addition, there is an **Origin (Code)** (validated against the Originator Code Validation Form (STVORIG)) and an **Origin Date**.

The second form related to assistantship, fellowship, and internship information is the Assistantship/Fellowship/Internship Query Form (SGAASSTQ), a stand alone query form that may be accessed from the Key Information of the Assistantship/Fellowship/Internship Information Form (SGAASST) or through the **A/F/I Summary** item on the Options Menu from anywhere on SGAASST.

SGAASSTQ allows you to query for existing assistantship, fellowship, or internship information based upon one or more of the following pieces of data: **Recipient ID**, **Recipient Name**, **Term**, **Category**, **Type**, **Status**, **Program**, **Catalog Term**, **Level**, **Degree**, **College**, **Major**, and **Department**.

In addition, you may view or update the Assistantship/Fellowship/Internship Form (SGAASST) for a specific record by selecting the **A/F/I Information** item in the Options Menu or performing a **Count Query Hits** function from the **Recipient ID** field on the Assistantship/Fellowship/Internship Query Form (SGAASSTQ).



## Creating Multiple Advisors

This processing component allows you to assign an unlimited number of advisors to a student. The advisor information is effective term driven, allowing you to track and maintain changes to the information over time.

The primary form in this component is the Multiple Advisors Form (SGAADVR). The keys to this form are the **ID** and **Term** fields. **ID**, **Name** (untitled), and **Advisor Type** (optional) are also entered, in addition to the ability to designate an advisor as primary using the **Primary Indicator**. The advisor ID must be set up as a valid advisor on the Faculty/Advisor Information Form (SIINST). The **Advisor Type** field is validated against the Advisor Type Validation Form (STVADVR), which may include such values as program advisor, peer advisor, athletic advisor, dissertation advisor, etc. The primary advisor is displayed on the Student Course Registration Form (SFAREGS). Therefore, one advisor should always be designated by you as the primary advisor.

The Multiple Advisors Form (SGAADVR) may also be accessed from the General Student Form (SGASTDN). Perform a Duplicate Item function from the **New Term** field of the main window of SGASTDN to view SGAADVR.

## Tracking Dual Degree Information

Dual Degree information (such as JD/MBA) is tracked in the system through the General Student Form (SGASTDN) and the Degrees and Other Formal Awards Form (SHADEGR).

The dual degree information may be entered or viewed on either form by selecting the appropriate tab to display the Dual Degree data. The data which may be created for the dual degree includes the **Degree**, **Level**, **College**, **Department**, and **Major** fields. You may enter any combination of degree and level, in addition to college, department, and major. The system does not allow you to enter a level, college, department, or major without a degree. After entering the dual degree information, you may perform an Exit function from the Dual Degree data to return to the General Student Form (SGASTDN) or the Degrees and Other Formal Awards Form (SHADEGR).

Dual Degree information which is created on the General Student Form (SGASTDN) creates dual degree information for that degree record on the Degrees and Other Formal Awards Form (SHADEGR) during the grade roll process, in both the online grade roll or the batch grade roll. Dual degree information is a part of the processing which the system performs when creating degree records on SHADEGR. If any of the dual degree information is changed through the General Student Form (SGASTDN), the next time the Grade Roll (SHRROLL) is run, the system updates the existing degree record with the new dual degree data on the Degrees and Other Formal Awards Form (SHADEGR).

This is similar to the way the system updates (does not create) the existing degree record if primary curriculum major or any secondary curriculum information is changed on the General Student Form (SGASTDN). The system creates a new degree record during the Grade Roll (SHRROLL) on the Degrees and Other Formal Awards Form (SHADEGR), *only* if the level, primary curriculum degree, or primary curriculum college on SGASTDN does not match an existing degree record in academic history.

**Note:** As a result of the processing described above, schools that use dual degree information for students with existing degree records need to create the dual degree information only on the General Student Form (SGASTDN). The system automatically attaches that information to the existing degree record on the Degrees and Other Formal Awards Form (SHADEGR) for those students during the next grade roll process.

If the student has no remaining grades to be rolled (that is., the student has already graduated or withdrawn from your institution), or if you want the information to be available immediately, you need to create the dual degree information on both the General Student Form (SGASTDN) and the Degrees and Other Formal Awards Form (SHADEGR).

## Setting Up Committee/Service Information

This processing allows you to set up committee or service information which is affiliated with a person (such as a dissertation committee) or that is stand alone, with no person affiliation (such as a long-range planning committee).

Committee member information may be tracked. Various query options exist for committee information. In addition, committee information may be printed on a student's transcript at your request.

**Note:** The Banner Human Resources System makes use of the service aspect of the committee forms. An example of a committee/service type they might use could be a community recycling project.

The primary form in this component is the Committee/Service Form (SHACOMI). The key to this form is **Committee/Service Type** field and optionally, the **Associated ID** field. A committee type may be set up without an ID, but an ID may not be set up without a committee type. The **Committee/Service Type** field is validated against the Committee/Service Type Validation Form (STVCOMT) and may include such values as dissertation committee, academic appeals committee, thesis review committee, long range planning committee, or curriculum review committee.

The **Transcript Print Switch** may be selected for each committee type created on STVCOMT that you want to print on student transcripts. You may view all existing committees on the Committee/Service Inquiry Form (SHICOMQ) by selecting the **Committee/Service Inquiry** item from the Options Menu, selecting **List Existing Comm/Serv (SHICOMQ)** from the Option List for the **Committee/Service Type** field, or by performing a Count Query Hits function from the Key Information of SHACOMI. The **Associated ID** field is dependent upon an identification record only; therefore, committees may be affiliated with persons outside of the general student population.

The Committee/Service Form consists of two windows: the Committee/Service Information window (or main window) and the Committee/Service Comment window.

The Committee/Service Information window allows you to record general information about the committee, to record information about an unlimited number of committee members. The Committee/Service Comments window allows you to record an unlimited number of free format text comments related to the committee.

If the committee is affiliated with a valid student ID on the Committee/Service Form (SHACOMI), it may be set up as a non-course (or part of a non-course) and applied to a degree for a student on the Academic Non-Course Form (SHANCRS). Use the **Non-Course Information** item in the Options Menu to display the Academic Non-Course Form (SHANCRS). This allows you to record

the committee as a non-course (or part of a non-course). You may also give the committee a degree audit non-course requirement code (NCRC) and apply it to a degree for the student.

Committee information may be queried in a variety of ways through the use of three stand-alone query forms: the Committee/Service Inquiry Form (SHICOMQ), the Committee/Service By Person Inquiry Form (SHICMID), and the Committee/Service Member Inquiry Form (SHICMBQ).

- The Committee/Service Inquiry Form (SHICOMQ) allows you to search for existing committees based upon the committee type, person ID or name affiliated with the committee, home college, home department, committee status, date initiated, and dissolved date. Committee member information for all of the committees found in a given query displays on the form in the Committee/Service Members section. As you scroll through the committees displayed after a search is executed, member data changes to correspond with the selected committee. If you perform a Next Block function to the Committee Members section, a greater than sign (>) is placed next to the committee to which the members belong.
- The Committee/Service By Person Inquiry Form (SHICMID) allows you to search for existing committees by the ID of the person or student affiliated with the committee. The form displays information about the committee in the Committee/Service Identification Data section and about the committee members in the Committee/Service Member Data section for the committees retrieved during a given search. As you scroll through the committees displayed after a search is executed, member data changes to correspond with the selected committee. If you perform a Next Block function to the Committee/Service Member Data section, a greater than sign (>) is placed next to the committee to which the members belong.
- The Committee/Service Member Inquiry Form (SHICMBQ) allows you to search for committee members based upon the member ID, member name, role, member status, member college, member department, participation from and to dates, and committee type.

Use the Event Form (SLAEVNT) to create and schedule meetings for the committee(s) on SHACOMI. Select the **Schedule Meetings** item from the Options Menu to access SLAEVNT. The one-up event number is automatically generated. The **Event Description** appears with the name of the committee. The **Committee or Service Indicator** is populated (selected) by the system, because this event was established through the SHACOMI. This data cannot be updated.

After you are on SLAEVNT, use the **Schedule** item in the Options Menu or a **Next Block** function from the Event Information window to access the Meeting Times window to set up the start and end dates, day of the week, beginning and ending times, building, and room for the committee meeting. Use the **Committee/Service Information** item in the Options Menu to return to SHACOMI.

## Using Non-Course Processing

Non-Course processing may be set up in conjunction with a student's academic history, while also being connected to degree audit processing.

Non-courses may be set up in academic history for any combination of qualifying paper, committee, and academic event. Non-courses may also be applied toward a student's degree record and are displayed in the same manner as courses.

The primary form in this component is the Academic Non-Course Form (SHANCRS). The key to this form is a valid student ID. The form is comprised of the Academic Non-Courses information and the Degree Applied information.

The Academic Non-Courses information allows you to create an unlimited number of non-course records. In addition, every academic non-course which is created here also displays (as an exact match of that information) on the Academic Non-Courses window of the Degrees and Other Formal Awards Form (SHADEGR) for each degree record the student may have. An academic non-course record may be comprised of a combination of data such as paper, committee, and event.

The Degrees Applied information allows you to apply an academic non-course created in the Academic Non-Courses section of the form with an unlimited number of degree records which may exist for the student. If you perform a **Next Block** function from the Academic Non-Courses information, the system places an asterisk (\*) next to the academic non-course to indicate the record to which the Degree Applied section is connected. You may access the Degree Summary Form (SHADGMQ) using the **(Applied Degree) Number** field **Search** feature or by performing a List function. In addition, after you apply an academic non-course to a degree, the system selects the **Apply Non-Course Work to Learner Outcome** check box for that record in the Non-Course window of the Degrees and Other Formal Awards Form (SHADEGR) for the degree to which it was applied.

This processing functions in a manner similar to the way the system sets the **Applied to Learner Outcome** flag for courses on the Degrees and Other Formal Awards Form (SHADEGR) during the Grade Roll (SHRROLL). You may change the **Apply Non-Course Work to Learner Outcome** to cleared. If you delete the "degree applied to" information on the Academic Non-Course Form (SHANCRS), the setting of the **Apply Non-Course Work to Learner Outcome** flag is also removed for that non-course record in the Non-Course window of the Degrees and Other Formal Awards Form (SHADEGR). However, if you change the **Apply Non-Course Work to Learner Outcome** flag from selected to cleared on a record in the Non-Course window of SHADEGR, the record remains on the form, but the Degree Applied section of SHANCRS no longer contains that information.

In addition to creating non-courses directly on the Academic Non-Course Form (SHANCRS), the same information may be created through accessing the Academic Non-Courses window on either the Committee/Service Form (SHACOMI), the Qualifying Paper Form (SHAQPNO), or the Transcript Events and Comments Form (SHATCMT). Select the **Non-Course Information** item from the Options Menu or perform a **Duplicate Item** function from SHAQPNO or SHATCMT to access the Academic Non-Course Form (SHANCRS). Select the **Non-Course Information** item from the Options Menu to access SHACOMI.

## Associating Academic Transcript With Committees and Events

The student's academic transcript is associated with committee information and academic events for graduate student tracking.

Committee information may be printed on the transcript if the **Print on Transcript (Indicator)** on the Committee/Service Form (SHACOMI) is selected for a specific committee *and* the Transcript Type Rules Form (SHATPRT), for the type of transcript being requested, also has the print indicator selected for **Committees**.

Decision and event grade may be printed along with the event on the transcript if the **Transcript Print (Indicator)** on the Academic History Event Code Validation Form (STVEVEN) is selected *and* the Transcript Type Rules Form (SHATPRT), for the type of transcript being requested, also has the print indicators selected for **Academic Events**, **Academic Event Decision** and **Academic Event Grade**.

## Graduate Student Tracking Implementation Instructions

Use these instructions to set up and use graduate student tracking.

### Create Assistantships, Fellowships, and Internships

Use the following steps to create assistantship, fellowship, and internship information.

#### About this task

#### Procedure

1. Create assistantships, fellowships, and internships values on the following validation forms:

STVTASK	Assistantship/Fellowship/Internship Task Validation Form
STVSOFF	Assistantship/Fellowship/Internship Source of Fund Validation Form
STVGSTA	Assistantship/Fellowship/Internship Status Validation Form
STVGTYP	Assistantship/Fellowship/Internship Type Validation Form

2. Create an assistantship for a student on the Assistantship/Fellowship/ Internship Form (SGAASST) by entering the following information.
  - a) Enter data in the **ID**, **Effective Term**, **Category**, and **Type** fields in the Key Information.
  - b) Enter data in the **Status**, **Supervisor**, **Source of Funds**, **FTE**, **Minimum Course Load**, **Maximum Course Load**, and **Required Hours** fields in the A/F/I Information section of the form.
  - c) Populate the **Degree**, **Level**, **College**, **Major**, and **Department** fields by selecting the Degree Summary item in the Options Menu or performing a Count Query Hits function to view the student's degree record or records, and perform a Select function on any of the degree records.
  - d) Enter several tasks related to the assistantship in the Task and Comments window. Assign a coordinator who is a faculty member to one of the tasks and a coordinator who is not a faculty member to another task. Leave at least one task with no coordinator assigned to it.
  - e) Enter a multiple line comment with an originator code in the Comment section.
  - f) Save the data you have entered and then perform a Rollback function.
  - g) Enter a new effective term in the Key Information.
  - h) Create a new effective term record in the Information section by pressing the Maintenance button and selecting Copy Information from the Option List or by performing a Duplicate Record function.

- i) Change one or more pieces of data in the Information section, and then perform a Save function.
3. Perform a query on the Assistantship/Fellowship/Internship Query Form (SGAASTQ) for the assistantship you created.

**Note:** The two records are displayed, one for each effective term record that you created.

4. Select the Assistantship/Fellowship/Internship Information item in the Options Menu or perform a Count Query Hits function on either record to view the assistantship on the Assistantship/Fellowship/Internship Form (SGAASST).

## Create Multiple Advisors

Use the following steps to create multiple advisor information.

### About this task

#### Procedure

1. Create advisor type values on the Advisor Type Validation Form (STVADVR).
2. Create an advisor and an advisor type for a student by either:
  - a) accessing the Multiple Advisors Form (SGAADVR) and entering the appropriate data, or
  - b) from the General Student Form (SGASTDN), performing a Duplicate Item function from the **New Term** field to access SGAADVR. Enter an advisor and an advisor type, and designate a primary advisor.
3. Add a second advisor and advisor type on SGAADVR.
4. Perform a Rollback function on SGAADVR, and enter a different term in the Key Information than the term used on the General Student Form (SGASDTN).
5. Press the **Maintenance** button and select Copy Advisor Information from the Option List or perform a Duplicate Record function in the Advisors information, and delete the primary advisor.
6. Perform a Save function, and note the message the system displays regarding the primary advisor.

## Create Dual Degree Data

Use the following steps to create dual degree information.

### About this task

#### Procedure

1. Select the Academic and Graduation Status, Dual Degree tab to display the Dual Degree information to create, view, or update dual degree data.
2. Enter a dual degree and any combination of level, college, department, or major.

3. Exit from the window and perform a Save function.
4. Register the student for a course, grade the course, and roll the grade to academic history.
5. Access the Degrees and Other Formal Awards Form (SHADEGR) for that student, and use the **Degree Sequence** field **Search** feature or perform a List function to access the Degree Summary Form (SHADGMQ).

**Note:** The **Dual Degree** field is selected for the degree that was included in the Grade Roll (SHRROLL). Perform a Select function with that degree to return to SHADEGR.

6. On SHADEGR, select the Dual Degree tab to display the Dual Degree window to create, view, or edit the dual degree information.

**Note:** Any changes made to the information here will not affect the dual degree information which may exist on the General Student Form (SGASTDN).

## Create Committee/Service Information

Use the following steps to create committee/service information.

### About this task

**Note:** The Banner Human Resources System makes use of the service aspect of the committee forms. An example of a committee/service type they might use could be a community recycling project.

### Procedure

1. Create committee/service status, type, and member values on the following validation forms:

STVCOMS	Committee/Service Status Validation Form
STVCOMT	Committee/Service Type Validation Form Also set the <b>Transcript Print</b> switch for each type created on STVCOMT.
STVCOMF	Committee Member Role/Function Validation Form

2. Create a committee/service on the Committee/Service Form (SHACOMI) which is affiliated with a student.

**Note:** Committees may also be affiliated with non-students or may be created as stand alone.

3. Enter a committee/service type and student ID in the Key Information.
4. Enter the following committee/service information.
  - a) Assign a status to the committee in the Committee/Service Information section.



- b) Populate the **Home College** and **Home Department** fields on SHACOMI by selecting the General Student Summary item from the Options Menu. When you have accessed the General Student Summary Form (SGASTDQ), perform a Select function on any one of the records queried.

**Note:** The college and department are not required to match those on the general student record.

- c) Create two or more committee members in the Committee/Service Members section, and assign a role and status to each.
- d) Create at least one member through use of the Available Faculty By Term Query Form (SOFAVQ) by selecting the Available Faculty By Term item from the Options Menu and then performing a Select function on any of the faculty members queried who has either a college or department or both displayed.

**Note:** The system will also bring back the college and department for the committee member.

- e) Create a multiple line comment in the Committee/Service Comments window for the committee.
5. Create a stand alone committee in the Key Information that does not have an ID affiliated with it.
6. Access the Committee/Service Inquiry Form (SHICOMQ) by selecting List Existing Comm/Serv (SHACOMI) from the Option List or by performing a Count Query Hits function from either the **Committee/Service Type** field or the **Associated ID** field in the Key Information of the Committee/Service Form (SHACOMI).
7. Access the Committee/Service By Person Inquiry Form (SHICMID) from the menu or by selecting the Committee/Service By Person Inquiry item from the Options Menu on SHACOMI.
8. Access the Committee/Service Member Inquiry Form (SHICMBQ) by selecting the Committee/Service Member Inquiry item from the Options Menu on SHACOMI.

**Note:** All of the query forms for committees are stand alone query forms.

9. Access the Committee/Service Form (SHACOMI) for the committee and ID you created. Select the Non-Course Information item in the Options Menu to display the Academic Non-Course Form (SHANCRS) to create, view, or edit academic non-course information related to the committee.
10. Schedule a meeting for your committee using SLAEVNT.
  - a) Access SLAEVNT by selecting the Schedule Meetings item in the Options Menu, to create and schedule meetings for the committee.

The one-up event number is automatically generated. The **(Event) Description** appears with the name of the committee. The **Committee/Service Indicator** is populated by the system because this event was established through the SHACOMI. This data cannot be updated.

- b) Use the Schedule item in the Options Menu or a Next Block function from the Event Information to access the Meeting Times window to set up the start and end dates, day of the week, beginning and ending times, building, and room for the committee meeting.



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## Create Non-Course Information

Use the following steps to create non-course information.

### About this task

#### Procedure

1. Set up a student with at least one degree record on the Degrees and Other Formal Awards Form (SHADEGR).
2. Access the Committee/Service Form (SHACOMI) to enter the committee/service type and associated ID for the student created in Step 1.
3. From within the Committee/Service Information section, select the Non-Course Information item from the Options Menu to display the Academic Non-Course Form (SHANCRS) to create, view, or edit academic non-courses.

**Note:** The committee type from the Committee/Service Form displays.

4. An academic non-course may be comprised of any combination of the fields displayed in SHANCRS. Along with the committee, enter a complete-by date and a status code. Save the data, and exit back to the Committee/Service Form (SHACOMI).
5. Access the Qualifying Papers Form (SHAQPNO), and enter the same student ID as was used for the committee information. Create a qualifying paper for the student. Save the data, and select the Non-Course Information item from the Options Menu or perform a Duplicate Item function to display SHANCRS for entering non-course data.

**Note:** The paper number you just created is displayed.

6. Enter a CAPP non-course requirement code along with the paper. Also, enter a status (choose a status which signifies "satisfied"), and perform a Save function.
7. Perform a Next Block function to the Degree Applied section of SHANCRS. Use the **Number** field **Search** feature or perform a List function to access the student's Degree Summary Form (SHADGMQ). Perform a Select function on the student's degree record queried. Save your data.
8. Access the Academic Non-Course Form (SHANCRS), and enter the student's ID. Perform a Next Block function.

**Note:** The information which you created through using SHANCRS from the Committee/Service Form (SHACOMI) and the Qualifying Paper Form (SHAQPNO) is recorded here. You may also add, change, or delete academic non-course information using this form.

9. Access the Degrees and Other Formal Awards Form (SHADEGR) for the student you have been using. Enter the degree number to which you applied the qualifying paper non-course. Use the Non Course Work tab to access the Non-Course window.

**Note:** Both the academic non-course records you created (the paper and the committee) display here, and the paper has the **Apply Non-Course Work to Learner Outcome** box selected.

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10. Access the Transcript Events and Comments Form (SHATCMT), and enter the student's ID and level. Create an event in the Academic Events section. Enter a decision and a grade for the event, and save your data.

**Note:** Academic non-course processing may also be accomplished from this form as well, by selecting the Academic Non-Course Information item in the Options Menu or by performing a Duplicate Item function.

## Academic History Reports

The following reports are run through the Academic History module.

Grade Roll Process	(SHRROLL)
Calculate GPA Conversion Process	(SHRCONV)
Calculate GPA Report	(SHRCGPA)
GPA Recalculation Report	(SHRGPA)
Calculate Academic Standing Report	(SHRASTD)
Repeat/Equivalent Course Check Report	(SHRRPTS)
Grade Mailer Report	(SHRGRDE)
Student Type Update Report	(SHRTYPE)
Transcript Population Creation Process	(SHRTPOP)
Academic Transcript	(SHRTRTC)
Academic Transcript Request Purge	(SHPTRTC)
Degree Status Update Report	(SHRDEGS)
Commencement Report	(SHRCOMM)
Commencement Attendance Report	(SHRCATT)
Transfer Equivalency Catalog	(SHRTECA)
Transfer Equivalency Worksheet	(SHRTAEQ)
Transfer Articulation Purge	(SHPTAEQ)
IPEDS First Time Residency Report	(SHRIRES)
IPEDS Total Activity Report	(SHRIACT)
IPEDS Completion Report	(SHRICIP)
IPEDS File Generation Process	(SHRIPDS)
IPEDS Enrollment Summary Age Analysis	(SHRIAGE)

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IPEDS Enrollment Summary Racial/Ethnic Status	(SHRIETH)
Graduation Rate Survey Report	(SHRIGRS)
Outcome Measures Report	(SHRIOMS)
Electronic Data Interchange Reconciliation	(SHREDIR)
Electronic Data Interchange Institutions	(SHREDII)
Electronic Transcript Upload Purge Process	(SHRETRP)
Upload of EDI Transcript	(SHREDIP)
Electronic Data Interchange Extract	(SHREDIY)
Degree Verification Process	(SHRDEGV)
Progress Evaluation Process	(SHRPREV)
PESC/XML Transcript Export Process	(SHRPESE)
PESC/XML Transcript Import Process	(SHRPESI)
Transfer Catalog Data Import Process	(SHRTCIM)
Incomplete Grade Process	(SHRCINC)
Roll Learner to Outcome Process	(SHRROUT)
eTranscript Export Process	(SHRETRN)
eTranscript Listener Start Up Process	(SHRQINI)
eTranscript Advanced Queue Process	(SHRADVQ)
eTranscript Cloud Post Process	(SHRPOST)

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*Please refer to the Banner Student Reports and Processes Handbook for report descriptions, instructions, parameter definitions, and output samples.*

# Banner Student System Management

This chapter discusses procedures and processing used to manage the Student System.

## Banner Student System Management Procedures

These procedures discuss using Value-Based Security and Personally Identifiable Information with Fine-Grained Access Control.

## Value-Based Security and Personally Identifiable Information Security Using Fine-Grained Access Control

This section details Banner Student VBS domains with business cases, impacted objects, and restrictions, in addition to FGAC seed data.

### Processing Overview

Value-Based Security (VBS) using Fine-Grained Access Control (FGAC) provides functionality that uses existing columns to secure data, which is appropriate for sets of tables that contain security data and for securing small sets of data.

(FGAC can be used to secure an updated version of VBS processing if you want to use it in that capacity.) Seed data is used to define product domains and domain tables.

While Banner® provides role security and object level security, Fine-Grained Access Control is used for controlling row level security. You can restrict which rows are displayed to a user. Security checking takes place when the rows are accessed. FGAC dynamically modifies an SQL statement in a transparent way to users by adding a condition (WHERE clause) which restricts the rows shown to the user.

FGAC security can be defined on a table column in a primary table for predefined domains in Banner Student. These domains are in the Catalog, Schedule, Recruiting, Admissions, and General Student modules. Test score and transfer GPA domain information is also controlled within these modules. FGAC can also be used to secure Personally Identifiable Information (PII).

Please refer to the *Banner Data Security Handbook* for more information on setting up and using FGAC with VBS and PII.

### Banner Student VBS Domains

A Banner FGAC domain is an area in Banner that has a common driving table.

An example of a domain is Banner Student Admissions, where the driver table is SARADAP. All lesser tables in Admissions are part of the domain and will follow the restrictions that are set based on the rules defined for the Admissions domain.

Seed data is used to define the following Banner Student VBS domains:

- SB\_CATALOG\_VBS
- SB\_SCHEDULE\_VBS
- SB\_CURRICULUM\_VBS
- SB\_FIELDOFSTUDY\_VBS
- SB\_RECRUIT\_VBS
- SB\_ADMISSIONS\_VBS
- SB\_LEARNER\_VBS
- SB\_TESTSCORES\_VBS
- SB\_TESTSCORES\_STUDENT\_VBS
- SB\_TESTCODES\_VBS
- SB\_OTHERGPA\_VBS
- SB\_OTHERGPA\_STUDENT\_VBS
- SB\_OTHERGPACODES\_VBS

The following domains are used with Banner General using Banner Student tables.

- GB\_ADDRESS\_VBS (SPRADDR)
- GB\_MEDICAL\_VBS (SPRMEDI)
- GB\_TELEPHONE\_VBS (SPRTELE)

The following table lists the domains with descriptions and the associated driver tables.

Domain	Description	Driver Table
SB_CATALOG_VBS	Catalog	SCBCRSE
SB_SCHEDULE_VBS	Schedule	SSBSECT
SB_CURRICULUM_VBS	Recruiting, Admissions, Learner, Outcome Base Curriculum	SORLCUR
SB_FIELDOFSTUDY_VBS	Recruiting, Admissions, Learner, Outcome Base Fields of Study	SORLFOS
SB_RECRUIT_VBS	Recruiting	SRBRECR
SB_ADMISSIONS_VBS	Admissions	SARADAP
SB_LEARNER_VBS	General Student	SGBSTDN
SB_TESTSCORES_VBS	Test Scores	SORTEST
SB_TESTSCORES_STUDENT_VBS	Test scores for learners, user has access	SORTEST

Domain	Description	Driver Table
SB_TESTCODES_VBS	Test Codes	STVTESC
SB_OTHERGPA_VBS	Other GPA	SORGPAT
SB_OTHERGPA_STUDENT_VBS	Other GPAs for learners, user has access	SORGPAT
SB_OTHERGPACODES_VBS	Other GPA Codes	STVGPAT

## Banner Student Institutional Example Using VBS

This example is an overview of the kinds of security that can be employed when using Banner FGAC. For more examples, please refer to the section in this chapter titled “How to Use Banner Student VBS Domains”.

### About this task

An institution has two colleges, the College of Arts and Sciences and the College of Education. Each college has its own Admissions Office and Registrar’s Office.

The Admissions Office can insert, update, delete, and select all recruiting and applications in their own college. They can also admit their applicants into their college, but they cannot change the General Student record. In addition, they can only query the recruiting, application, and student records in the other college.

The Registrar’s Office in both colleges can update, delete, insert, and query General Student records. They can view all recruiting and application records.

### Procedure

1. Create a business profile group for the College of Arts and Sciences for the Registrar’s Office and another one for the Admissions Office on the FGAC Business Profile Assignments Form (GOAFBPR).
2. Create a third and fourth business profile group for the College of Education Registrar’s Office and another one for the Admissions Office on GOAFBPR.
3. Insert the assigned business profile code for each user on GOAFBPR.
4. Create and activate the FGAC codes for the College of Arts and Sciences and for the College of Education on the FGAC Group Rules Form (GOAFGAC).
5. For each group, enter the domains (Admissions - SB\_ADMISSIONS\_VBS and Student - SB\_LEARNER\_VBS) and the predicate SQL statement that will match the table’s college to the access list using GOAFGAC.
6. Enter the business profile groups for each domain, and check the appropriate **Select**, **Insert**, **Update**, and **Delete** access checkboxes found in the Business Profile Access to Predicate block in the Access to Predicate window on GOAFGAC.

## Results

The result of setting up the restrictions using VBS with FGAC procedures is that the Admissions Office in the College of Arts and Sciences will be able to insert, update, and delete only applications that have their college code in the **College** field in the Curricula Summary - Primary block on SAAADMS. They can view all other applications, but Oracle FGAC will prevent them from making changes to other applications. The College of Education Admissions Office will have similar restrictions placed upon them. They can view applications in the College of Arts and Sciences, but Oracle FGAC will prevent them from modifying those applications.

## Banner Student PII Domains

Two types of domains are used for Banner FGAC, one for VBS and another for PII.

You can implement PII or VBS or both. They are not dependent on one another. PII is executed for all system users, although certain users and program objects can be exempt. They are system-required only on the SPRIDEN table and are used for the selection of General Person data.

PII domains are used to define a processing area, which is tied to a driver table. To access a SPRIDEN row, the PIDM must have a row in one of the PII domains to which the user is assigned. Users will be able to access PII only for records in their processing area. For example, if you work in the Admissions office, you will only be able to view PII for student applicants. Masking rules can be used on forms to prevent the display of sensitive data, such as a date or SSN.

PII processing does not require the definition of a predicate. The use of the predicate is dictated by the PII domain driver tables and the PII column. The GOKFGAC package is used to construct the predicates for PII functions for selecting information.

**Note:** The SPRIDEN\_CREATE\_FDMN\_CODE column on SPRIDEN has a value of `ctx_fg_fdmn_code_home` and is used as the context variable that houses the PII domain of the user's home domain from GOAFPU. This column is populated by APIs.

The following seed data is used to define Banner Student PII domains:

Domain Code	Driver Table	PII Column Name
SB_FACULTY_PII	SIBINST	SIBINST_PIDM
SB_HOUSING_PII	SLBRMAP	SLBRMAP_PIDM
SB_RECRUIT_PII	SARADAP	SRBRECR_PIDM
SB_ADMISSIONS_PII	SARADAP	SARADAP_PIDM
SB_GENSTUDENT_PII	SGBSTDN	SGBSTDN_PIDM
SB_REGISTRATION_PII	SFBETRM	SFBETRM_PIDM
SB_TRANSFER_PII	SHRTTRM	SHRTTRM_PIDM

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## Banner Student Institutional Example for PII

This example is an overview of the kinds of security that can be employed when using Banner FGAC.

The goal of this example is to restrict access to ID and name information based on the work location of the user and the functional location of data for the ID.

- Staff members in the Admissions, Registration, Student Billing, and Student Dean's offices are assigned to the functional locations of Admissions, Enrollment, and General Student.
- Staff members in the Payroll area are assigned to the functional locations of Applicant, Benefits, and Beneficiary.
- When the staff members in the Admissions office open a Banner form and enter an ID that does not have a record in Admissions, Enrollment, or General Student, it will appear as if the ID does not exist in the system.
- When staff members in the Payroll area open a Banner form and enter an ID that does not have a record in any of the Banner Human Resources areas, it will again appear as if the ID does not exist for the system.

Typically, the Banner Student System administrative offices do not have access to Payroll type forms, and the Payroll area may not have access to Banner Student System administrative forms. That alone prevents access to the data in those products. PII goes one step farther and prevents these offices from viewing the lists of people that exist for the other products.

## How to Use Banner Student VBS Domains

The following section provides information about Banner Student domains and how they can be implemented.

### *Catalog Domain*

Domain	Description	Driver	Tables
SB_CATALOG_VBS	Course Catalog	SCBCRSE	SCRSYLO, SCRSYRM, SCRSYTR, SCRTEXT, SCRSYLN, SCRFEEES, SCRGMOD, SCRLEVL, SCRRARE, SCRRCAM, SCRRCLS, SCRRCMP, SCRRCOL, SCRRDEG, SCRRVL, SCRRMAJR, SCRRPRG, SCRRTRM, SCRRTST, SCR SBGI,



Domain	Description	Driver	Tables
			SCBCDTL, SCBCRSE, SCBDESC, SCBSUPP

The Catalog domain predicates should be used to control the insertion, updating, and deletion of data. The impact of having predicates to control selection of the catalog is far reaching in Banner Student and may cause corrupt data. For example, the course title is derived from the catalog if not it is not available from the schedule. The course title appears on many pages and reports.

### *Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Insert, Update, Delete	SCBCRSE_SUBJ_CODE	Subject area of the course
Insert, Update, Delete	SCBCRSE_CRSE_NUMB	Course number associated with the subject for the course
Insert, Update, Delete	SCBCRSE_EFF_TERM	Term this version of the course becomes effective
Insert, Update, Delete	SCBCRSE_COLL_CODE	College which offers the course
Insert, Update, Delete	SCBCRSE_DIVS_CODE	Division which offers the course
Insert, Update, Delete	SCBCRSE_DEPT_CODE	Department which offers the course
Insert, Update, Delete	SCBCRSE_CSTA_CODE	Status code for the course
Insert, Update, Delete	SCBCRSE_CIPC_CODE	CIP code (primary subject matter) for the course

### *Business Cases*

Business Cases Using SB_CATALOG_VBS	Business Case Issues
Restrict by subject or department or college (using Insert, Update, Delete)  SCBCRSE_SUBJ_CODE IN ('1','2') AND SCBCRSE_DEPT_CODE IN ('1','2') AND SCBCRSE_COLL_CODE IN ('1','2')	Restrict maintenance by college, department, or subject

*Other Business Cases***Other Business Case Examples Using SB\_CATALOG\_VBS**

N/A

*Impacted Objects*

<b>Objects that may be impacted by restrictions</b>	<b>Possible Impacts</b>
SCACRSE	Maintenance of course catalog information
SCADETL	Maintenance of course catalog information
SCARRES	Maintenance of course catalog information
SCAPREQ	Maintenance of course catalog information
SCASRES	Maintenance of course catalog information
SCABASE	Maintenance of base catalog information
SCASYLB	Maintenance of course catalog syllabus
Faculty Self-Service	Maintenance of course catalog information

*Schedule Domain*

<b>Domain</b>	<b>Description</b>	<b>Driver</b>	<b>Tables</b>
SB_SCHEDULE_VBS	Class Schedule	SSBSECT	SSBDESC, SSBFSEC, SSBOVRR, SSBSECT, SSRATTR, SSRBLCK, SSRCORQ, SSREVAL, SSREXTN, SSRFEES, SSLINK, SSRMEET, SSRMPRT, SSRMRDF, SSRRARE, SSRCLC, SSRRCMP, SSRRDEG, SCRRLVL, SSRMAJ, SSRPRG, SSRSTS, SSRRTST, SSRSCCD, SSRSPRT, SSRSRDF, SSRSYLN, SSRSYLO, SSRSYRM, SSRSYTR, SSRTEXT, SSRXLST, SSRRESV,

Domain	Description	Driver	Tables
			SSRRFND, SSRRLVL, SSRRMAJ, SSRRPRG

The Schedule domain predicates should be used to control the insertion, updating, and deletion of data. It is recommended that the selection restrictions not be applied to the Schedule tables. This could impact viewing student course data on transcripts and other online course reports.

**Note:** Special processing is used by the learner registration validation and update package SFKEDIT to turn FGAC off so that enrollment counts will not be compromised by VBS restrictions.

### *Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Insert, Update, Delete	SSBSECT_INSM_CODE	Instructional method code assigned to the section
Insert, Update, Delete	SSBSECT_TERM_CODE	Term code for the course section information
Insert, Update, Delete	SSBSECT_PTRM_CODE	Part-of-term in which the section is offered
Insert, Update, Delete	SSBSECT_SUBJ_CODE	Subject code for the section
Insert, Update, Delete	SSBSECT_SSTS_CODE	Status of the section
Insert, Update, Delete	SSBSECT_SCHD_CODE	Instructional type of the section being scheduled
Insert, Update, Delete	SSBSECT_CAMP_CODE	Campus on which the section is scheduled
Insert, Update, Delete	SSBSECT_GMOD_CODE	Grading mode for the section
Insert, Update, Delete	SSBSECT_SESS_CODE	Session in which the section is scheduled

### *Business Cases*

Business Cases Using SB_SCHEDULE_VBS	Business Case Issues
Restrict by subject or campus or session or schedule type (using Insert, Update, Delete)	Restrict maintenance of the schedule to subject, campus, or grade mode types
SSBSECT_SUBJ_CODE IN ('1','2') AND SSBSECT_CAMP_CODE IN ('1','2') AND SSBSECT_GMOD_CODE IN ('1','2')	

*Other Business Cases***Other Business Case Examples Using SB\_SCHEDULE\_VBS**

N/A

*Impacted Objects*

<b>Objects that may be impacted by restrictions</b>	<b>Possible Impacts</b>
SSASECT	Maintenance of schedule information
SSADETL	Maintenance of schedule information
SSATEXT	Maintenance of schedule information
SSAPREQ	Maintenance of schedule information
SSASYLB	Maintenance of schedule information
SSARULE	Maintenance of schedule information
SSAACCL	Maintenance of schedule information
SSAASEC	Maintenance of schedule information
SSAEVAL	Maintenance of schedule information
SSAOVRR	Maintenance of schedule information
SSASECQ	Maintenance of schedule information
Faculty Self-Service	Maintenance of schedule information

*Curriculum Domain*

<b>Domain</b>	<b>Description</b>	<b>Driver</b>	<b>Tables</b>
SB_CURRICULUM_VBS	Recruiting, Admissions, Learner, Outcome, Base Curriculum	SORLCUR	SORLCUR

All curriculum data is maintained in the base curriculum and field of study tables SORLCUR and SORLFOS. Restrictions on the insertion and deletion of curriculum data should be written against these tables. Also, curriculum data cannot be updated. The process used to change data includes copying the curriculum record using the key insert/key duplicate and making changes to the new record.

If the user wishes to restrict selection against SRBRECR, SARADAP, and SGASTDN based on the primary or secondary curriculum, they can use those tables' curriculum columns in building selection, updating, and deletion rules against those tables. The primary and secondary curriculum data are backfilled from SORLCUR and SORLFOS to SARADAP, SRBRECR, and SGASTDN after all inserts have occurred.

If selection restrictions are built using the SRBRECR, SARADAP, and SGASTDN curriculum data columns, an alternative check needs to be added for the data to be null. The Curriculum API validates the existence of the host record before allowing an insert. For example, you cannot insert an application module curriculum if the application does not exist. The application will appear to not exist if the rule is only for non-null values.

### *Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Insert, Delete	SORLCUR_LMOD_CODE	Learner module code for the curriculum
Insert, Delete	SORLCUR_TERM_CODE	Term code for the curriculum
Insert, Delete	SORLCUR_LEVL_CODE	Level code for the curriculum
Insert, Delete	SORLCUR_COLL_CODE	College code for the curriculum
Insert, Delete	SORLCUR_DEGC_CODE	Degree code for the curriculum
Insert, Delete	SORLCUR_TERM_CODE_CTLG	Catalog term code for the learner curriculum
Insert, Delete	SORLCUR_ADMT_CODE	Admit code for the learner's admission to the curriculum
Insert, Delete	SORLCUR_CAMP_CODE	Campus code for the curriculum
Insert, Delete	SORLCUR_PROGRAM	Program code for the curriculum

### *Business Cases*

Business Cases Using SB_CURRICULUM_VBS	Business Case Issues
Restrict recruits by curriculum  SORLCUR_LMOD_CODE = sb_curriculum.f_recruit AND SORLCUR_LEVL_CODE = 'X' AND SORLCUR_COLL_CODE = 'XX'	Need to restrict various campus offices that recruit different populations for different programs

### *Other Business Cases*

Other Business Case Examples Using SB_CURRICULUM_VBS
Applicants by curriculum

**Other Business Case Examples Using SB\_CURRICULUM\_VBS**

SORLCUR\_LMOD\_CODE = sb\_curriculum.f\_admissions AND  
 SORLCUR\_LEVL\_CODE = 'X' AND  
 SORLCUR\_COLL\_CODE = 'XX'

**Learners by curriculum**

SORLCUR\_LMOD\_CODE = sb\_curriculum.f\_learner AND  
 SORLCUR\_LEVL\_CODE = 'X' AND  
 SORLCUR\_COLL\_CODE = 'XX'

**Outcome by curriculum**

SORLCUR\_LMOD\_CODE = sb\_curriculum.f\_outcome AND  
 SORLCUR\_LEVL\_CODE = 'X' AND  
 SORLCUR\_COLL\_CODE = 'XX'

***Impacted Objects***

<b>Objects that may be impacted by restrictions *</b>	<b>Possible Impacts **</b>
SRAQUIK	Cannot save the recruit, application, or learner record if primary curriculum cannot be saved
SAAADMS	Cannot save the application if primary curriculum cannot be saved
SGASTDN	Maintenance of the learner's curriculum
SAAQUIK	Cannot create the learner record, application, or recruit record, because the curriculum cannot be saved
SRARECR	Cannot save the recruit record if primary curriculum cannot be saved
SFAREGS	Maintenance of the learner's curriculum
SHADEGR	Maintenance of the learner's outcome curriculum
SRIPREL	Cannot create the recruit or application for prospect
SAADCRV	Cannot add a decision to applicant that will result in a learner record being created
SAADCBT	Cannot add a decision to applicant that will result in a learner record being created

<b>Objects that may be impacted by restrictions *</b>	<b>Possible Impacts **</b>
SAAEAPS	Cannot push the application for an electronic applicant
Online Grade Roll	Cannot create the outcome record or add unrolled curriculum during the online grade rolls
SOVLCUR	Selection of curriculum information

\* Impacted objects do not include Banner batch objects. All job type objects are listed in the Banner General FGAC GORFEOB object. Banner security turns VBS using FGAC off when an object exists in the GORFEOB table.

\*\* This list may not include all possible impacts. This needs to be reviewed by each institution based on the type of restrictive rule coded on GOAFGAC.

### *Field of Study Domain*

<b>Domain</b>	<b>Description</b>	<b>Driver</b>	<b>Tables</b>
SB_FIELDOFSTUDY_VBS	Recruiting, Admissions, Learner, Outcome, Base Fields of Study	SORLFOS	SORLFOS

### *Restrictions*

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Insert, Delete	SORLFOS_MAJR_CODE_ATTACH	Major code to which the concentration is attached
Insert, Delete	SORLFOS_MAJR_CODE	Major code for the field of study
Insert, Delete	SORLFOS_DEPT_CODE	Department code associated with the major field of study
Insert, Delete	SORLFOS_TMST_CODE	Time status code used to indicate the intent of the student's pursuit of the field of study

## Business Cases

Business Cases Using SB_FIELDOFSTUDY_VBS	Business Case Issues
Restrict any learner module by major  <pre> SORLFOS_DEPT_CODE = 'XXX' AND SORLFOS_MAJR_CODE = 'XXX' AND SORLFOS_LFST_CODE = sb_fieldofstudy_str.f_major </pre>	Need to restrict major changes to certain departments by department

## Other Business Cases

Other Business Case Examples Using SB_FIELDOFSTUDY_VBS
<b>Recruits by department or major</b>  <pre> SORLFOS_DEPT_CODE = 'XXX' AND SORLFOS_MAJR_CODE = 'XXX' AND EXISTS (SELECT 'X' FROM SORLCUR WHERE SORLCUR_PIDM = SORLFOS_PIDM AND SORLCUR_SEQNO = SORLFOS_LCUR_SEQNO AND SORLCUR_LMOD_CODE = sb_curriculum_str.f_recruit) </pre>
<b>Applicants by department or major</b>  <pre> SORLFOS_DEPT_CODE = 'XXX' AND SORLFOS_MAJR_CODE = 'XXX' AND EXISTS (SELECT 'X' FROM SORLCUR WHERE SORLCUR_PIDM = SORLFOS_PIDM AND SORLCUR_SEQNO = SORLFOS_LCUR_SEQNO AND SORLCUR_LMOD_CODE = sb_curriculum_str.f_admissions) </pre>
<b>Learners by department or major</b>  <pre> SORLFOS_DEPT_CODE = 'XXX' AND SORLFOS_MAJR_CODE = 'XXX' AND EXISTS (SELECT 'X' FROM SORLCUR WHERE SORLCUR_PIDM = SORLFOS_PIDM AND SORLCUR_SEQNO = SORLFOS_LCUR_SEQNO AND SORLCUR_LMOD_CODE = sb_curriculum_str.f_learner) </pre>
<b>Outcome by department or major</b>  <pre> SORLFOS_DEPT_CODE = 'XXX' AND SORLFOS_MAJR_CODE = 'XXX' AND EXISTS (SELECT 'X' FROM SORLCUR WHERE SORLCUR_PIDM = SORLFOS_PIDM AND </pre>



**Other Business Case Examples Using SB\_FIELDOFSTUDY\_VBS**

SORLCUR\_SEQNO = SORLFOS\_LCUR\_SEQNO AND SORLCUR\_LMOD\_CODE =  
sb\_curriculum\_str.f\_outcome)

*Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
SRAQUIK	Cannot save recruit, application, or learner record if primary curriculum cannot be saved
SAAADMS	Cannot save application if primary curriculum cannot be saved
SGASTDN	Maintenance of learner's curriculum
SAAQUIK	Cannot create the recruit, application, or learner record, because the curriculum cannot be saved
SRARECR	Cannot save recruit record if primary curriculum cannot be saved
SFAREGS	Maintenance of learner's curriculum
SHADEGR	Maintenance of learner's outcome curriculum
SRIPREL	Cannot create the recruit or application for prospect
SAADCRV	Cannot add a decision to an applicant that will result in a learner record being created
SAADCBT	Cannot add a decision to an applicant that will result in a learner record being created
SAAEAPS	Cannot push the application for an electronic applicant
Online Grade Roll	Cannot create the outcome record or add unrolled curriculum during the online grade roll
SOVLFOS	Selection of field of study information

*Recruit Domain*

Domain	Description	Driver	Tables
SB_RECRUIT_VBS	Recruiting	SRBRECR	SRBRECR, SRRLEND, SRRRATT, SRRRSRC, SRRCHRT

The Recruit domain predicates built on non-curriculum items are meant to control the selection, insertion, updating, and deletion of the recruit data. Predicates that include the primary or secondary curriculum items on SRBRECR can only be used to control selection of the recruit data.

### *Restrictions*

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Insert, Update, Delete	SRBRECR_TERM_CODE	Effective term where recruiting records will be viewed or created.
Select, Insert, Update, Delete	SRBRECR_RECR_CODE	Recruiter assigned to the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_RSTA_CODE	Status of the prospect associated with the recruiting record
Select, Insert, Update, Delete	SRBRECR_ADMT_CODE	Admission type code for the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_FULL_PART_IND	Indicates if prospect will be full-time or part-time student
Select, Insert, Update, Delete	SRBRECR_RTYP_CODE	Recruit type code for the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_RESID_CODE	Residency code for the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_SESS_CODE	Session code for the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_SITE_CODE	Site code for the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_STYP_CODE	Student type code for the prospect recruiting record
Select, Update, Delete	SRBRECR_TERM_CODE	Effective term where recruiting records will be viewed or created
Select, Update, Delete	SRBRECR_DEPT_CODE	Department associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_LEVL_CODE	Level code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_DEGC_CODE	Degree code associated with the prospect recruiting record

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Update, Delete	SRBRECR_MAJR_CODE	Major code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_CAMP_CODE	Campus code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_COLL_CODE	College code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_PROGRAM_1	Curriculum 1 program code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_TERM_CODE_CTLG_1	Curriculum 1 catalog term code associated with the prospect recruiting record

### *Business Cases*

Business Cases Using SB_RECRUIT_VBS	Business Case Issues
Restrict by instate recruits (using Select, Insert, Update, Delete)  SRBRECR_RESID_CODE = 'R'	Need to restrict creation of the recruit based on if applicant is instate or out of state
Restrict selection of recruit records based on the primary curriculum (using Select, Update, Delete)  (SRBRECR_LEVL_CODE = 'X' AND SRBRECR_MAJR_CODE = 'XXXX') OR (SRBRECR_LEVL_CODE IS NULL AND SRBRECR_MAJR_CODE IS NULL)	Need to restrict selection, updating, and deletion of the recruit record based on the primary curriculum level and major

### *Other Business Cases*

Other Business Case Examples Using SB_RECRUIT_VBS
By recruiter type  SRBRECR_RTYP_CODE = 'GR'
By full-time recruits  SRBRECR_FULL_PART_TIME = 'F'
By recruiter

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**Other Business Case Examples Using SB\_RECRUIT\_VBS**


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SRBRECR\_RECR\_CODE IN ('1','2')

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### *Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
SRARECR	Recruit record maintenance
SRAQUIK	Recruit record quick entry
SRIPREL	Create recruit record during create process for an electronic prospect
SAAQUIK	Create recruit record during quick admissions process
SRARINF	View recruiting information
SRASRCE	View recruiting information
SOILCUR	View recruiting information
SRASUMI	View recruiting information
SOASBSM	View recruiting information
SOAPCSM	View recruiting information
Banner Student and Banner Financial Aid product views with policy tables for SB_RECRUIT_VBS	View recruiting information

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### *Admissions Domain*

Domain	Description	Driver	Tables
SB_ADMISSIONS_VBS	Admissions Application	SARADAP	SARADAP, SARAPPD, SARCHKL, SARCHRT, SARDSCL, SARQUAN, SARRRAT, SARRSRC

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The Admissions domain predicates built on non-curriculum items are meant to control the selection, insertion, updating, and deletion of the application data. Predicates that include the primary or secondary curriculum items should only be used to control selection, updating, or deletion of the application.

In addition, the curriculum data is null until the backfill has been run, and any predicate that checks the application curriculum should also check alternatively if the curriculum fields are null. This is required for the curriculum APIs to complete, because one of the checks in the curriculum insert is that the host record must exist.

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*Restrictions*

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Insert, Update, Delete	SARADAP_TERM_CODE_ENTRY	Term associated with the information on applicant record
Select, Insert, Update, Delete	SARADAP_APST_CODE	Status of the application
Select, Insert, Update, Delete	SARADAP_ADMT_CODE	Admission type of the applicant
Select, Insert, Update, Delete	SARADAP_STYP_CODE	Type of student the applicant will become if admitted
Select, Insert, Update, Delete	SARADAP_SITE_CODE	Site to which applicant is applying
Select, Insert, Update, Delete	SARADAP_RESID_CODE	Residency classification of the applicant
Select, Insert, Update, Delete	SARADAP_FULL_PART_IND	Identifies if applicant intention is for full or part time enrollment
Select, Insert, Update, Delete	SARADAP_SESS_CODE	Session applicant is applying for
Select, Insert, Update, Delete	SARADAP_RATE_CODE	Specific assessment rate assigned to the student
Select, Insert, Update, Delete	SARADAP_RECR_CODE	Recruiter code for the applicant
Select, Insert, Update, Delete	SARADAP_RTYP_CODE	Recruit type code for the applicant
Select, Update, Delete	SARADAP_LEVL_CODE	Level for which the applicant is applying
Select, Update, Delete	SARADAP_CAMP_CODE	Campus to which applicant is applying
Select, Update, Delete	SARADAP_COLL_CODE_1	Primary college to which applicant is applying
Select, Update, Delete	SARADAP_DEGC_CODE_1	Primary degree for which applicant is applying
Select, Update, Delete	SARADAP_MAJR_CODE_1	Primary major for which applicant is applying
Select, Update, Delete	SARADAP_DEPT_CODE	Department to which applicant is applying
Select, Update, Delete	SARADAP_PROGRAM_1	Curriculum 1 program code for which applicant is applying

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Update, Delete	SARADAP_TERM_CODE_CTLG_1	Curriculum 1 catalog term code for which applicant is applying

### *Business Cases*

Business Cases Using SB_ADMISSIONS_VBS	Business Case Issues
Restrict by instate applicants (using Select, Insert, Update, Delete)  SARADAP_RESD_CODE = '<value for instate>'	Need to restrict creation of the application based on if applicant is instate or out of state
Restrict applications by primary level and college (using Select, Update, Delete)  (SARADAP_LEVL_CODE = 'UG' AND SARADAP_COLL_CODE_1 = 'AS') OR (SARADAP_LEVL_CODE IS NULL AND SARADAP_COLL_CODE_1 IS NULL)	Need to restrict selection, updating, and deletion of the application based on the primary curriculum level and college

### *Other Business Cases*

Other Business Case Examples Using SB_ADMISSIONS_VBS
By instate applicants  SARADAP_RESD_CODE = 'R'
By full-time applicants  SARADAP_FULL_PART_TIME = 'F'
By admit type  SARADAP_ADMT_CODE IN ('1','2')

### *Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
SAAACKL	Maintenance of checklist items
SAAQUAN	Maintenance of application questions and answers

Objects that may be impacted by restrictions	Possible Impacts
SAAADMS	Maintenance of applications
SAAQUIK	Create application function on the quick admissions process
SAARRAT	Maintenance of admissions ratings
SAADCRV	Maintenance of decisions
SAADCBT	Maintenance of decisions and admissions ratings
SRIPREL	Create application in the create recruit function for the electronic prospects
SOASUPL	Maintenance of supplemental application information
SOAGPAT	Maintenance of other GPAs for applicant
SOILCUR	View application information
SAASUMI	View application information
SOASBSM	View application information
SOAPCSM	View application information
Banner Student and Banner Financial Aid product views with policy tables for SB_ADMISSIONS_VBS	View application information

### *Learner (General Student) Domain*

Domain	Description	Driver	Tables
SB_LEARNER_VBS	General Student	SGBSTDN	SGBEOPS, SGBOEDU, SGBSTDN, SGRACMT, SGBUSER, SGRADVR, SGRASSI, SGRASST, SGRCHRT, SGRCMNT, SGRCOOP, SGRDSER, SGRDISA, SGRDUTY, SGRESEL, SGRSACT, SGRSATT, SGRSCMT, SGRSPRT, SGRVETN

The Learner domain predicates built on non-curriculum items are meant to control the insertion, updating, and deletion of the learner data. Predicates that include the primary or secondary curriculum items on SGBSTDN can only be used to control selection of the learner data.

### *Restrictions*

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Insert, Update, Delete	SGBSTDN_TERM_CODE_GRAD	Term student intends to graduate
Insert, Update, Delete	SGBSTDN_ACYR_CODE	Year student intends to graduate
Insert, Update, Delete	SGBSTDN_SITE_CODE	Site code for the student record
Insert, Update, Delete	SGBSTDN_TERM_CODE_EFF	Effective term associated with student record
Insert, Update, Delete	SGBSTDN_STST_CODE	Student status for the effective term
Insert, Update, Delete	SGBSTDN_STYP_CODE	Student type for the effective term
Insert, Update, Delete	SGBSTDN_FULL_PART_IND	Indicates whether the student is full-time or part-time
Insert, Update, Delete	SGBSTDN_SESS_CODE	Session student is attending for the effective term
Insert, Update, Delete	SGBSTDN_RESID_CODE	Residency status of the student for the effective term
Select, Update, Delete	SGBSTDN_ADMT_CODE	Admissions type from the admissions application
Select, Update, Delete	SGBSTDN_DEPT_CODE	Department code for the effective term
Select, Update, Delete	SGBSTDN_PROGRAM_1	Curriculum 1 program code for the effective term
Select, Update, Delete	SGBSTDN_TERM_CODE_CTLG_1	Curriculum 1 catalog term code for the effective term
Select, Update, Delete	SGBSTDN_LEVL_CODE	Level of the student for the effective term
Select, Update, Delete	SGBSTDN_TERM_CODE_ADMIT	Term student was first admitted to institution
Select, Update, Delete	SGBSTDN_CAMP_CODE	Campus location associated with the student for the effective term



Restriction Mode	Columns Used in Restrictions	Column Description
Select, Update, Delete	SGBSTDN_COLL_CODE_1	College associated with the primary curriculum for the effective term
Select, Update, Delete	SGBSTDN_DEGC_CODE_1	Degree within the primary curriculum for the effective term
Select, Update, Delete	SGBSTDN_MAJR_CODE_1	Primary major within the primary curriculum for the effective term

### *Business Cases*

Business Cases Using SB_LEARNER_VBS	Business Case Issues
Restrict by instate students (using Insert, Update, Delete)  SGBSTDN_RESD_CODE = 'R'	Need to restrict creation of the learner based on if person is instate or out of state
Restrict selection of learner records based on the primary curriculum (using Select, Update, Delete)  (SRBRECR_LEVL_CODE = 'X' AND SRBRECR_MAJR_CODE = 'XXXX') OR (SGBSTDN_LEVL_CODE IS NULL AND SGBSTDN_MAJR_CODE IS NULL)	

### *Other Business Cases*

Other Business Case Examples Using SB_LEARNER_VBS
By full-time learners  SGBSTDN_FULL_PART_TIME = 'F'
By student type  SGBSTDN_STYP_CODE IN ('AS', 'NS')
Selection by primary curriculum  SGBSTDN_LEVL_CODE = 'XX' AND SGBSTDN_COLL_CODE = 'XX' OR (SGBSTDN_LEVL_CODE IS NULL AND SGBSTGDN_COLL_CODE_1 IS NULL)

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**Other Business Case Examples Using SB\_LEARNER\_VBS**


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Selection by admissions code

SGBSTDN\_ADMT\_CODE = 'XX'

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**Impacted Objects**

Objects that may be impacted by restrictions	Possible Impacts
SGASTDN	Maintain general learner information
SFAREGS	Maintain general learner information
SAADCRV	Admit application and create learner
SAADCBT	Admit application and create learner
SOILCUR	View general learner information
SGASTDQ	View general learner information
SGACOOB	Maintain general learner information
SGAEOPS	Maintain general learner information
SGASPR	Maintain general learner information
SGAADVR	Maintain general learner information
SGADISA	Maintain general learner information
SGAUSDF	Maintain general learner information
Banner Student and Banner Financial Aid product views with policy tables for SB_LEARNER_VBS	View application information

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**Test Scores Domain**

Domain	Description	Driver	Tables
SB_TESTSCORES_VB	Test Scores	SORTTEST	SORTTEST

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**Restrictions**

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SORTTEST_TESC_CODE	Test score code associated with various tests, that is., SAT, ACT

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Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SORTEST_TSRC_CODE	Test source or how the test score was entered, that is., data load or self-reported
Select, Insert, Update, Delete	SORTEST_TADM_CODE	Administrative type of a particular test, that is., locally or nationally administered
Select, Insert, Update, Delete	SORTEST_ADMR_CODE	Admissions checklist item code which is cross-referenced

### *Business Cases*

Business Cases Using SB_TESTSCORES_VBS	Business Case Issues
Restrict by test code (using Insert, Update, Delete)  SORTEST_TESC_CODE in ('1','2','3')	Restrict maintenance to specific test codes

### *Other Business Cases*

Other Business Case Examples Using SB_TESTSCORES_VBS
By admission request checklist code  SORTEST_ADMR_CODE in ('1','2','3')

### *Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
SOATEST	Selection of test scores
SAADCRV	Decision calculator
SRIPREL	Insertion of test scores during creation or updating of recruit and application from electronic prospect
SAAEAPS	Insertion of test scores during creation or updating of application from electronic applicant
Banner Student and Banner Financial Aid views with queries against SORTEST	Selection of records

### Student Test Scores Domain

Domain	Description	Driver	Tables
SB_TESTSCORES_ STUDENT_VBS	Test Scores for Learner for Which User has Access	SORTEST	SORTEST

This domain comes with a built-in function that limits access to test scores based on the existence of recruit, applicant, or learner records. If the learner has one of these module records and the user has access to one of them, then they will have access to the associated test scores for the student. If the learner does not have one of these module records, then the user has access to the test scores.

### Restrictions

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SORTEST_TESC_CODE	Test score code associated with various tests, that is., SAT, ACT
Select, Insert, Update, Delete	SORTEST_TSRC_CODE	Test source or how the test score was entered, that is., data load or self-reported
Select, Insert, Update, Delete	SORTEST_TADM_CODE	Administrative type of a particular test, that is., locally or nationally administered
Select, Insert, Update, Delete	SORTEST_ADMR_CODE	Admissions checklist item code which is cross-referenced

### Business Cases

Business Cases Using SB_TESTSCORES_STUDENT_VBS	Business Case Issues
Restrict access to test scores (using Insert, Update, Delete)	
Limit user access to test scores if the learner has a record in their processing area (recruiting, application, or general student), and they have access to that record. If the learner does not have one of these records, the user then has access to all test scores.	

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**Business Cases Using  
SB\_TESTSCORES\_STUDENT\_VBS**
**Business Case Issues**

No restrictive predicate is required for the above.

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*Other Business Cases*


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**Other Business Case Examples Using SB\_TESTSCORES\_STUDENT\_VBS**

By admission request checklist code

`SORTEST_ADMR_CODE in ('1','2','3')`

---

*Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
SOATEST	Selection of test scores
SAADCRV	Decision calculator
SRIPREL	Insertion of test scores during creation or updating of recruit and application from electronic prospect
SAAEAPS	Insertion of test scores during creation or updating of application from electronic applicant
Banner Student and Banner Financial Aid views with queries against SORTEST	Selection of records

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*Test Codes Domain*

Domain	Description	Driver	Tables
SB_TESTCODES_VBS	Test Codes	STVTESC	STVTESC

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Test code predicates can be used to limit the List of Values to only the test codes the user is restricted to for insertion. If a Select restriction is placed on the Test Code Validation Table (STVTESC), the same restriction needs to be added using the SB\_TESTSCORES\_VBS or SB\_TESTSCORES\_STUDENT\_VBS domains. If this is not done, you may have to deal with missing descriptions and form error messages during the query process on SOATEST and all other forms that display test scores.

*Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	STVTESC_CODE	Test code for the test
Select, Insert, Update, Delete	STVTESC_ADMR_CODE	Admissions materials required with the associated test

*Business Cases*

Business Cases Using SB_TESTCODES_VBS	Business Case Issues
Restrict by test code (using Insert, Update, Delete)  STVTESC_CODE in ('1','2','3')	Restrict to specific test codes

*Other Business Cases*

Other Business Case Examples Using SB_TESTCODES_VBS
N/A

*Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
STVTESC	Selection and maintenance of test codes
SOATEST	Selection of test scores
SAADCRV	Decision calculator
SRIPREL	Insertion of test scores during creation or updating of recruit and application from electronic prospect
SAAEAPS	Insertion of test scores during creation or updating of application from electronic applicant
SOABGIY	Selection and maintenance of test types for institution
SAADCSN	Decision calculator rules
Banner Student and Banner Financial Aid views with queries against STVTESC	Selection of records

*Other GPAs Domain*

Domain	Description	Driver	Tables
SB_OTHERGPA_VBS	Other GPAs	SORGPAT	SORGPAT

*Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SORGPAT_GPAT_CODE	Other GPA type code
Select, Insert, Update, Delete	SORGPAT_SBG_I_CODE	Source from which the other GPA originated

*Business Cases*

Business Cases Using SB_OTHERGPA_VBS	Business Case Issues
Restrict by GPA type (using Insert, Update, Delete)	
SORGPAT_GPAT_CODE IN ('1','2')	

*Other Business Cases*

Other Business Case Examples Using SB_OTHERGPA_VBS
By source or background institution code, limiting access based on source
SORGPAT_GPAT_CODE IN ('1','2')

*Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
SOAGPAT	Selection and maintenance of other GPA scores for learner
Banner Student views with queries against SORGPAT	Selection of records

### Student Other GPAs Domain

Domain	Description	Driver	Tables
SB_OTHERGPA_STUDENT_VBS	Other GPAs for learners, for which user has access	SORGPAT	SORGPAT

This domain comes with a built-in function that limits access to other student GPAs based on the existence of recruiting, applicant, or learner records. If the learner has one of these module records, and the user has access to one of them, then they will have access to the other student GPAs.

### Restrictions

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SORGPAT_GPAT_CODE	Other GPA type code
Select, Insert, Update, Delete	SORGPAT_SBGI_CODE	Source from which the other GPA originated

### Business Cases

Business Cases Using SB_OTHERGPA_STUDENT_VBS	Business Case Issues
<p>Restrict access to GPAs (using Insert, Update, Delete)</p> <p>Limit user access to GPAs if the learner has a record in their processing area (recruiting, application, or general student), and they have access to that record. If the learner does not have one of these records, the user then has access to all GPAs.</p> <p>No restrictive predicate is required for the above.</p>	

### Other Business Cases

Other Business Case Examples Using SB_OTHERGPA_STUDENT_VBS
<p>By source or background institution code, limiting access based on GPA type</p> <p><code>SORGPAT_GPAT_CODE IN ('1','2')</code></p>



*Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
SOAGPAT	Selection and maintenance of other GPA scores for learner
Banner Student views with queries against SORGPAT	Selection of records

*Other GPA Type Codes Domain*

Domain	Description	Driver	Tables
SB_OTHERGPACODES_VBS	Other GPA Codes	STVGPAT	STVGPAT

GPA type code predicates can be used to limit the List Of Values to only the GPA codes applicable to data in their area. If a Select restriction is placed on the GPA Type Code Validation Table (STVGPAT), the same restriction needs to be added using the SB\_OTHERGPA\_VBS or SB\_OTHERGPA\_STUDENT\_VBS domains. If this is not done, you may have to deal with missing descriptions and form error messages during the query process on SOAGPAT and all other forms that display other GPAs.

*Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Insert, Update, Delete	STVGPAT_CODE	GPA code for the student

*Business Cases*

Business Cases Using SB_OTHERGPACODES_VBS	Business Case Issues
Restrict by GPA code (using Insert, Update, Delete)  STVGPAT_CODE in ('1','2','3')	

*Other Business Cases*

Other Business Case Examples Using SB_OTHERGPACODES_VBS
N/A

*Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
STVGPAT	Selection and maintenance of other GPA type codes
SOAGPAT	Selection and maintenance of other GPA scores for learner

**How to Use Banner General VBS Domains with Banner Student**

The following section provides information about Banner General domains that use Banner Student drivers and tables and how they can be implemented.

*Addresses Domain*

Domain	Description	Driver	Tables
GB_SPRADDR_VBS	Person Addresses	SPRADDR	SPRADDR

*Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SPRADDR_ASRC_CODE	Address source code associated with the person
Select, Insert, Update, Delete	SPRADDR_ATYP_CODE	Type of address associated with the person
Select, Insert, Update, Delete	SPRADDR_STAT_CODE	State/province associated with the person's address
Select, Insert, Update, Delete	SPRADDR_ZIP	ZIP code associated with the person's address
Select, Insert, Update, Delete	SPRADDR_NATN_CODE	Nation/country associated with the person's address

*Business Cases*

Business Cases Using GB_SPRADDR_VBS	Business Case Issues
Restrict by address type (using Select, Insert, Update, Delete)	

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Business Cases Using GB_SPRADDR_VBS	Business Case Issues
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SPRADDR_ATYP_CODE IN ('MA', 'W2')	
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### *Other Business Cases*

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Other Business Case Examples Using GB_SPRADDR_VBS
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By address maintenance by the address source
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SPRADDR_ASRC_CODE IN ('SELF', 'POST')
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By maintenance of addresses by state, ZIP, or nation
--

SPRADDR_STAT_CODE IN ('MA', 'VT', 'NH', 'ME', 'NY', 'RI')
---

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### *Impacted Objects - Banner Student*

Banner Student objects that may be impacted by restrictions	Possible Impacts
SPAIDEN	Maintenance of addresses
SAAQUIK	Maintenance of addresses
SRAQUIK	Maintenance of addresses

### *Other Impacted Objects*

Other product objects that may be impacted by restrictions	Possible Impacts
APAIDEN	Maintenance of addresses
FOAIDEN	Maintenance of addresses
FTMAGCY	Maintenance of addresses
FTMCUST	Maintenance of addresses
FTMFMGR	Maintenance of addresses
FTMVEND	Maintenance of addresses
GOAADDR	Maintenance of addresses
PEA1PAY	Maintenance of addresses
PPAIDEN	Maintenance of addresses

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*Telephones Domain*

Domain	Description	Driver	Tables
GB_SPRTELE_VBS	Person Telephone Numbers	SPRTELE	SPRTELE

*Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SPRTELE_TELE_CODE	Telephone type code for the person's telephone number
Select, Insert, Update, Delete	SPRTELE_ATYP_CODE	Optional address type code associated with telephone number

*Business Cases*

Business Cases Using GB_SPRTELE_VBS	Business Case Issues
Restrict by telephone type (using Select, Insert, Update, Delete)  SPRTELE_TELE_CODE IN ('HOME', 'FAX')	

*Other Business Cases*

Other Business Case Examples Using GB_SPRTELE_VBS
N/A

*Impacted Objects*

Objects that may be impacted by restrictions	Possible Impacts
SPAIDEN	Maintenance of telephone number
SAAQUIK	Maintenance of telephone number
SRAQUIK	Maintenance of telephone number
SPATELE	Maintenance of telephone number

*Medical Domain*

Domain	Description	Driver	Tables
GB_SPRMEDI_VBS	Person Medical Information	SPRMEDI	SPRMEDI

*Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SPRMEDI_MEDI_CODE	Medical code associated with the person
Select, Insert, Update, Delete	SPRMEDI_MDEQ_CODE	Medical equipment code associated with the person
Select, Insert, Update, Delete	SPRMEDI_DISA_CODE	Disability type code associated with the person
Select, Insert, Update, Delete	SPRMEDI_SPSR_CODE	Disability service code available to the person

*Business Cases*

Business Cases Using GB_SPRMEDI_VBS	Business Case Issues
Restrict by medical code (using Select, Insert, Update, Delete)  SPRMEDI_MEDI_CODE = 'DE'	Different health professionals are used for different medical issues

*Other Business Cases*

Other Business Case Examples Using GB_SPRMEDI_VBS
N/A

*Impacted Objects - Banner Student*

Objects that may be impacted by restrictions	Possible Impacts
SAAEAPS	Push application with medical information
Banner Student views	Selection of medical information

### Other Impacted Objects

Other product objects that may be impacted by restrictions	Possible Impacts
GOAMEDI	Maintenance of medical information
PEAEACC	Maintenance of employee accommodations
Banner Human Resources Payroll views	Selection of medical information

### Seed Data

The following seed data is used with Banner FGAC.

#### Domain Driver Table Seed Data for GORFDMN

The following domain driver table seed data for each domain on the FGAC Domain Validation Form (GTVFDMN) is used with FGAC for Banner Student.

Domain	Description	Driver Table
SB_CATALOG_VBS	Catalog	SCBCRSE
SB_SCHEDULE_VBS	Schedule	SSBSECT
SB_CURRICULUM_VBS	Recruiting, Admissions, Learner, Outcome Base Curriculum	SORLCUR
SB_FIELDOFSTUDY_VBS	Recruiting, Admissions, Learner, Outcome Base Fields of Study	SORLFOS
SB_RECRUIT_VBS	Recruiting	SRBRECR
SB_ADMISSIONS_VBS	Admissions	SARADAP
SB_LEARNER_VBS	General Student	SGBSTDN
SB_TESTSCORES_VBS	Test Scores	SORTEST
SB_TESTSCORES_STUDENT_VBS	Test scores for learners, user has access	SORTEST
SB_TESTCODES_VBS	Test Codes	STVTESC
SB_OTHERGPA_VBS	Other GPA	SORGPAT
SB_OTHERGPA_STUDENT_VBS	Other GPAs for learners, user has access	SORGPAT
SB_OTHERGPACODES_VBS	Other GPA Codes	STVGPAT

Domain	Description	Driver Table
SB_FACULTY_PII	Faculty	SIBINST
SB_HOUSING_PII	Housing	SLBRMAP
SB_RECRUIT_PII	Recruiting	SARADAP
SB_ADMISSIONS_PII	Admissions	SARADAP
SB_GENSTUDENT_PII	General Student	SGBSTDN
SB_REGISTRATION_PII	Registration Enrollment	SFBETRM
SB_TRANSFER_PII	Transfer Course Maintenance	SHRTTRM

### *VBS Policy Table Seed Data (GORFDPL)*

The following domain policy table seed data is used with FGAC for Banner Student.

Domains are listed by driver table and with the tables where predicate functions are built. This data is found on the FGAC VBS Table Rules Form (GORFDPL). Entries on this form are required for Oracle policy creation. The driver SQL joins the policy table to the domain driver table. VBS restrictions are written for the domain driver table.

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCBCRSE	N/A
SB_CATALOG_VBS	SCBDESC	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCBDESC_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCBDESC_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCBDESC_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCBDESC_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCBDESC_TERM_CODE_EFF))
SB_CATALOG_VBS	SCBSUPP	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCBSUPP_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCBSUPP_SUBJ_CODE AND SCBCRSE_EFF_TERM

Domain	Policy Table	Driver SQL
		= (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCBSUPP_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCBSUPP_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCBSUPP_EFF_TERM)
SB_CATALOG_VBS	SCRATTR	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRATTR_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRATTR_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRATTR_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRATTR_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRATTR_EFF_TERM)
SB_CATALOG_VBS	SCRCORQ	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRCORQ_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRCORQ_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRCORQ_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRCORQ_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRCORQ_EFF_TERM)
SB_CATALOG_VBS	SCRCPRT	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRCPRT_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRCPRT_SUBJ_CODE



Domain	Policy Table	Driver SQL
		AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRCprt_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRCprt_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRCprt_TERM_CODE_EFF)
SB_CATALOG_VBS	SCRCRDF	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRCRDF_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRCRDF_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRCRDF_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRCRDF_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRCRDF_TERM_CODE_EFF)
SB_CATALOG_VBS	SCREQIV	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCREQIV_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCREQIV_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCREQIV_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCREQIV_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCREQIV_EFF_TERM)
SB_CATALOG_VBS	SCRFEES	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRFEES_CRSE_NUMB AND SCBCRSE_SUBJ_CODE

Domain	Policy Table	Driver SQL
		= SCRFEES_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRFEES_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRFEES_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRFEES_EFF_TERM)
SB_CATALOG_VBS	SCRGMOD	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRGMOD_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRGMOD_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRGMOD_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRGMOD_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRGMOD_EFF_TERM)
SB_CATALOG_VBS	SCRINTG	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRINTG_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRINTG_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRINTG_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRINTG_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRINTG_TERM_CODE_EFF)
SB_CATALOG_VBS	SCRLEVL	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRLEVL_CRSE_NUMB

Domain	Policy Table	Driver SQL
		AND SCBCRSE_SUBJ_CODE = SCRLEVEL_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRLEVEL_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRLEVEL_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRLEVEL_EFF_TERM)
SB_CATALOG_VBS	SCRRARE	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRARE_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRARE_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRARE_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRARE_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRRARE_TERM_CODE_EFFECTIVE)
SB_CATALOG_VBS	SCRRCAM	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRCAM_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRCAM_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRCAM_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRCAM_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRRCAM_EFF_TERM)
SB_CATALOG_VBS	SCRRCLS	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB

Domain	Policy Table	Driver SQL
		= SCRRCLS_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRCLS_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRCLS_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRCLS_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRRCLS_EFF_TERM)
SB_CATALOG_VBS	SCRRCMP	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRCMP_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRCMP_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRCMP_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRCMP_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRRCMP_EFF_TERM)
SB_CATALOG_VBS	SCRRCOL	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRCOL_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRCOL_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRCOL_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRCOL_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRRCOL_EFF_TERM)
SB_CATALOG_VBS	SCRRDEG	EXISTS (SELECT 'X' FROM SCBCRSE WHERE

Domain	Policy Table	Driver SQL
		SCBCRSE_CRSE_NUMB = SCRRDEG_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRDEG_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRDEG_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRDEG_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRRDEG_TERM_CODE_EFFECTIVE)
SB_CATALOG_VBS	SCRRLVL	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRLVL_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRLVL_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRLVL_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRLVL_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRRLVL_EFF_TERM)
SB_CATALOG_VBS	SCRрмаJ	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRрмаJ_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRрмаJ_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRрмаJ_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRрмаJ_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRрмаJ_EFF_TERM)

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCRRPRG	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRPRG_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRPRG_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRPRG_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRPRG_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRRPRG_TERM_CODE_EFFECTIVE))
SB_CATALOG_VBS	SCRRTM	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRTM_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRTM_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRTM_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRTM_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRRTM_EFF_TERM))
SB_CATALOG_VBS	SCRRTST	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRTST_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRTST_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRTST_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRTST_CRSE_NUMB AND

Domain	Policy Table	Driver SQL
		A.SBCRSE_EFF_TERM <= SCRTST_TERM_CODE_EFF)
SB_CATALOG_VBS	SCRSBGI	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSBGI_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSBGI_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SBCRSE_SUBJ_CODE = SCRSBGI_SUBJ_CODE AND A.SBCRSE_CRSE_NUMB = SCRSBGI_CRSE_NUMB AND A.SBCRSE_EFF_TERM <= SCRSBGI_EFF_TERM)
SB_CATALOG_VBS	SCRSCHD	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSCHD_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSCHD_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SBCRSE_SUBJ_CODE = SCRSCHD_SUBJ_CODE AND A.SBCRSE_CRSE_NUMB = SCRSCHD_CRSE_NUMB AND A.SBCRSE_EFF_TERM <= SCRSCHD_EFF_TERM)
SB_CATALOG_VBS	SCRSYLN	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSYLN_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSYLN_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SBCRSE_SUBJ_CODE = SCRSYLN_SUBJ_CODE AND A.SBCRSE_CRSE_NUMB =

Domain	Policy Table	Driver SQL
		SCRSYLN_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRSYLN_TERM_CODE_EFF)
SB_CATALOG_VBS	SCRSYLO	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSYLO_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSYLO_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRSYLO_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRSYLO_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRSYLO_TERM_CODE_EFF)
SB_CATALOG_VBS	SCRSYRM	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSYRM_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSYRM_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRSYRM_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRSYRM_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRSYRM_TERM_CODE_EFF)
SB_CATALOG_VBS	SCRSYTR	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSYTR_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSYTR_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRSYTR_SUBJ_CODE AND



Domain	Policy Table	Driver SQL
		A.SCBCRSE_CRSE_NUMB = SCRSYTR_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRSYTR_TERM_CODE_EFF)
SB_CATALOG_VBS	SCRTEXT	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRTEXT_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRTEXT_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRTEXT_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRTEXT_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRTEXT_EFF_TERM)
SB_SCHEDULE_VBS	SSBDESC	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSBDESC_CRN AND SSBSECT_TERM_CODE = SSBDESC_TERM_CODE_EFF
SB_SCHEDULE_VBS	SSBFSEC	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSBFSEC_CRN AND SSBSECT_TERM_CODE = SSBFSEC_TERM_CODE
SB_SCHEDULE_VBS	SSBOVRR	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSBOVRR_CRN AND SSBSECT_TERM_CODE = SSBOVRR_TERM_CODE
SB_SCHEDULE_VBS	SSBSECT	N/A
SB_SCHEDULE_VBS	SSBSSEC	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSBSSEC_CRN AND SSBSECT_TERM_CODE = SSBSSEC_TERM_CODE

Domain	Policy Table	Driver SQL
SB_SCHEDULE_VBS	SSRATTR	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRATTR_CRN AND SSBSECT_TERM_CODE = SSRATTR_TERM_CODE
SB_SCHEDULE_VBS	SSRBLCK	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRBLCK_CRN AND SSBSECT_TERM_CODE = SSRBLCK_TERM_CODE
SB_SCHEDULE_VBS	SSRCORQ	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRCORQ_CRN AND SSBSECT_TERM_CODE = SSRCORQ_TERM_CODE
SB_SCHEDULE_VBS	SSREVAL	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSREVAL_CRN AND SSBSECT_TERM_CODE = SSREVAL_TERM_CODE
SB_SCHEDULE_VBS	SSREXTN	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSREXTN_CRN AND SSBSECT_TERM_CODE = SSREXTN_TERM_CODE
SB_SCHEDULE_VBS	SSRFEEES	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRFEEES_CRN AND SSBSECT_TERM_CODE = SSRFEEES_TERM_CODE
SB_SCHEDULE_VBS	SSRLINK	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRLINK_CRN AND SSBSECT_TERM_CODE = SSRLINK_TERM_CODE
SB_SCHEDULE_VBS	SSRMEET	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN

Domain	Policy Table	Driver SQL
		= SSRMEET_CRN AND SSBSECT_TERM_CODE = SSRMEET_TERM_CODE
SB_SCHEDULE_VBS	SSRMPRT	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRMPRT_CRN AND SSBSECT_TERM_CODE = SSRMPRT_TERM_CODE
SB_SCHEDULE_VBS	SSRMRDF	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRMRDF_CRN AND S SBSECT_TERM_CODE = SSRMRDF_TERM_CODE
SB_SCHEDULE_VBS	SSRRARE	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRARE_CRN AND SSBSECT_TERM_CODE = SSRRARE_TERM_CODE
SB_SCHEDULE_VBS	SSRRCLS	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRCLS_CRN AND SSBSECT_TERM_CODE = SSRRCLS_TERM_CODE
SB_SCHEDULE_VBS	SSRRCMP	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRCMP_CRN AND SSBSECT_TERM_CODE = SSRRCMP_TERM_CODE
SB_SCHEDULE_VBS	SSRRCOL	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRCOL_CRN AND SSBSECT_TERM_CODE = SSRRCOL_TERM_CODE
SB_SCHEDULE_VBS	SSRRDEG	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRDEG_CRN AND SSBSECT_TERM_CODE = SSRRDEG_TERM_CODE

Domain	Policy Table	Driver SQL
SB_SCHEDULE_VBS	SSRRESV	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRESV_CRN AND SSBSECT_TERM_CODE = SSRRESV_TERM_CODE
SB_SCHEDULE_VBS	SSRRFND	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRFND_CRN AND SSBSECT_TERM_CODE = SSRRFND_TERM_CODE
SB_SCHEDULE_VBS	SSRRLVL	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRLVL_CRN AND SSBSECT_TERM_CODE = SSRRLVL_TERM_CODE
SB_SCHEDULE_VBS	SSRRMAJ	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRMAJ_CRN AND SSBSECT_TERM_CODE = SSRRMAJ_TERM_CODE
SB_SCHEDULE_VBS	SSRRPRG	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRPRG_CRN AND SSBSECT_TERM_CODE = SSRRPRG_TERM_CODE
SB_SCHEDULE_VBS	SSRRSTS	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRSTS_CRN AND SSBSECT_TERM_CODE = SSRRSTS_TERM_CODE
SB_SCHEDULE_VBS	SSRRTST	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRTST_CRN AND SSBSECT_TERM_CODE = SSRRTST_TERM_CODE
SB_SCHEDULE_VBS	SSRSCCD	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN

Domain	Policy Table	Driver SQL
		= SSRSCCD_CRN AND SSBSECT_TERM_CODE = SSRSCCD_TERM_CODE
SB_SCHEDULE_VBS	SSRSPRT	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSPRT_CRN AND SSBSECT_TERM_CODE = SSRSPRT_TERM_CODE
SB_SCHEDULE_VBS	SSRSRDF	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSRDF_CRN AND SSBSECT_TERM_CODE = SSRSRDF_TERM_CODE
SB_SCHEDULE_VBS	SSRSYLN	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSYLN_CRN AND SSBSECT_TERM_CODE = SSRSYLN_TERM_CODE
SB_SCHEDULE_VBS	SSRSYLO	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSYLO_CRN AND SSBSECT_TERM_CODE = SSRSYLO_TERM_CODE
SB_SCHEDULE_VBS	SSRSYRM	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSYRM_CRN AND SSBSECT_TERM_CODE = SSRSYRM_TERM_CODE
SB_SCHEDULE_VBS	SSRSYTR	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSYTR_CRN AND SSBSECT_TERM_CODE = SSRSYTR_TERM_CODE
SB_SCHEDULE_VBS	SSRTEXT	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRTEXT_CRN AND SSBSECT_TERM_CODE = SSRTEXT_TERM_CODE

Domain	Policy Table	Driver SQL
SB_SCHEDULE_VBS	SSRXLIST	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRXLST_CRN AND SSBSECT_TERM_CODE = SSRXLST_TERM_CODE
SB_CURRICULUM_VBS	SORLCUR	N/A
SB_FIELDOFSTUDY_VBS	SORLFOS	N/A
SB_RECRUIT_VBS	SRBRECR	N/A
SB_RECRUIT_VBS	SRRCHRT	EXISTS (SELECT 'X' FROM SRBRECR WHERE SRBRECR_PIDM = SRRCHRT_PIDM AND SRBRECR_TERM_CODE = SRRCHRT_TERM_CODE AND SRBRECR_ADMIN_SEQNO = SRRCHRT_ADMIN_SEQNO
SB_RECRUIT_VBS	SRRLEND	EXISTS (SELECT 'X' FROM SRBRECR WHERE SRBRECR_PIDM = SRRLEND_PIDM AND SRBRECR_TERM_CODE = SRRLEND_TERM_CODE AND SRBRECR_ADMIN_SEQNO = SRRLEND_ADMIN_SEQNO
SB_RECRUIT_VBS	SRRRATT	EXISTS (SELECT 'X' FROM SRBRECR WHERE SRBRECR_PIDM = SRRRATT_PIDM AND SRBRECR_TERM_CODE = SRRRATT_TERM_CODE AND SRBRECR_ADMIN_SEQNO = SRRRATT_ADMIN_SEQNO
SB_RECRUIT_VBS	SRRRSRC	EXISTS (SELECT 'X' FROM SRBRECR WHERE SRBRECR_PIDM = SRRRSRC_PIDM AND SRBRECR_TERM_CODE = SRRRSRC_TERM_CODE AND SRBRECR_ADMIN_SEQNO = SRRRSRC_ADMIN_SEQNO
SB_ADMISSIONS_VBS	SARACMT	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM =

Domain	Policy Table	Driver SQL
		SARACMT_PIDM AND SARADAP_TERM_CODE_ENTRY = SARACMT_TERM_CODE AND SARADAP_APPL_NO = SARACMT_APPL_NO
SB_ADMISSIONS_VBS	SARADAP	N/A
SB_ADMISSIONS_VBS	SARAPPD	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARAPPD_PIDM AND SARADAP_TERM_CODE_ENTRY = SARAPPD_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARAPPD_APPL_NO
SB_ADMISSIONS_VBS	SARCHKL	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARCHKL_PIDM AND SARADAP_TERM_CODE_ENTRY = SARCHKL_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARCHKL_APPL_NO
SB_ADMISSIONS_VBS	SARCHRT	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARCHRT_PIDM AND SARADAP_TERM_CODE_ENTRY = SARCHRT_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARCHRT_APPL_NO
SB_ADMISSIONS_VBS	SARDSCL	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARDSCL_PIDM AND SARADAP_TERM_CODE_ENTRY = SARDSCL_TERM_CODE AND SARADAP_APPL_NO = SARDSCL_APPL_NO
SB_ADMISSIONS_VBS	SARQUAN	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARQUAN_PIDM AND

Domain	Policy Table	Driver SQL
		SARADAP_TERM_CODE_ENTRY = SARQUAN_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARQUAN_APPL_NO
SB_ADMISSIONS_VBS	SARRRAT	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARRRAT_PIDM AND SARADAP_TERM_CODE_ENTRY = SARRRAT_TERM_CODE AND SARADAP_APPL_NO = SARRRAT_APPL_NO
SB_ADMISSIONS_VBS	SARRSRC	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARRSRC_PIDM AND SARADAP_TERM_CODE_ENTRY = SARRSRC_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARRSRC_APPL_NO
SB_ADMISSIONS_VBS	SARAATT	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARAATT_PIDM AND SARADAP_TERM_CODE_ENTRY = SARAATT_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARAATT_APPL_NO
SB_ADMISSIONS_VBS	SABSUPL	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SABSUPL_PIDM AND SARADAP_TERM_CODE_ENTRY = SABSUPL_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SABSUPL_APPL_NO
SB_LEARNER_VBS	SGBEOPS	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGBEOPS_PIDM



Domain	Policy Table	Driver SQL
SB_LEARNER_VBS	SGBOEDU	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGBOEDU_PIDM
SB_LEARNER_VBS	SGBSTDN	N/A
SB_LEARNER_VBS	SGBUSER	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGBUSER_PIDM
SB_LEARNER_VBS	SGRACMT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRACMT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRACMT_TERM_CODE_EFF
SB_LEARNER_VBS	SGRADVR	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRADVR_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRADVR_TERM_CODE_EFF
SB_LEARNER_VBS	SGRASSI	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRASSI_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRASSI_TERM_CODE_EFF
SB_LEARNER_VBS	SGRASST	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRASST_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRASST_TERM_CODE_EFF
SB_LEARNER_VBS	SGRCHRT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRCHRT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRCHRT_TERM_CODE_EFF
SB_LEARNER_VBS	SGRCMNT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRCMNT_PIDM AND

Domain	Policy Table	Driver SQL
		SGBSTDN_TERM_CODE_EFF = SGRCMNT_TERM_CODE
SB_LEARNER_VBS	SGRCOOP	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRCOOP_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRCOOP_TERM_CODE
SB_LEARNER_VBS	SGRDISA	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRDISA_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRDISA_TERM_CODE
SB_LEARNER_VBS	SGRDSER	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRDSER_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRDSER_TERM_CODE
SB_LEARNER_VBS	SGRDUTY	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRDUTY_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRDUTY_TERM_CODE
SB_LEARNER_VBS	SGRESEL	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRESEL_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRESEL_TERM_CODE_EFF
SB_LEARNER_VBS	SGRSACT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRSACT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRSACT_TERM_CODE
SB_LEARNER_VBS	SGRSATT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRSATT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRSATT_TERM_CODE_EFF

Domain	Policy Table	Driver SQL
SB_LEARNER_VBS	SGRSCMT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRSCMT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRSCMT_TERM_CODE
SB_LEARNER_VBS	SGRSPRT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRSPRT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRSPRT_TERM_CODE
SB_LEARNER_VBS	SGRVETN	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRVETN_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRVETN_TERM_CODE_VA
SB_TESTSCORES_VBS	SORTEST	N/A
SB_TESTSCORES_ STUDENT_VBS	SORTEST	SOKFGAC.F_FIND_IF_STUDENT (SORTEST_ PIDM) = 'Y'
SB_TESTCODES_VBS	STVTESC	N/A
SB_OTHERGPA_VBS	SORGPAT	N/A
SB_OTHERGPA_ STUDENT_VBS	SORGPAT	SOKFGAC.F_FIND_IF_STUDENT (SORGPAT_ PIDM) = 'Y'
SB_OTHERGPA_CODES_ VBS	STVGPAT	N/A

### *PII Policy Table (GORFDPI)*

The following row is used by the GORFDPI table, for use with the SPRIDEN table, which is owned by the STUDENT table owner.

Table Name	Code that Links Table Predicate to Domain Driver Table (GOBFDMN)
SPRIDEN	gokfgac.f_find_pii_domain

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## Banner Student Elevate Support

*This is an optional enhancement. It can be applied at any time after the 8.7 upgrade has been performed by running the `sgorfbpri_0080700.sql` script to populate the business profile with user records in the GORFBPR table.*

*If you did not want to use elevate processing and the 8.7 upgrade was applied before the `sgorfbpri_0080700.sql` script was available, and the GORFBPR table was automatically populated with user records, run the `sgorfbprd_080700.sql` script to delete the records from the table.*

Elevate provides a Student Information System (SIS) for use by an institution's Continuing Education office. It assists registrars, continuing education counselors, and workforce development counselors with course management and facilitates registration for continuing education courses. It also aids with the management of continuing education data. Elevate can be integrated with Banner Student.

In Banner Student, Course Catalog and Class Schedule forms are restricted to prevent modifications to Elevate courses or sections. Also, Elevate sections are prevented from being copied (SSASECT) or rolled (SSRROLL) to a new term, so new sections cannot be created.

Fine-Grained Access Control (FGAC) and Value-Based Security (VBS) are used to restrict access to Elevate data to read only. Scripts and seed data are delivered for FGAC and VBS.

- A course is considered to be an Elevate course when the integration partner value in the `SCRINTG_INTG_CDE` field is `ELEV8`, or when the value in `SCBCRSE_DATA_ORIGIN` field is Elevate.

For example, SCADETL could have an **Integration Partner** value of `ELEV8`, but it may contain another value. The user should always check the Data Origin column in the table to be certain that a course is an Elevate course.

- A section is considered to be an Elevate course when the integration partner value in the `SSBSECT_INTG_CDE` field is `ELEV8`.

When a user attempts to change an Elevate course or section, the following Oracle error is displayed *Record changed or deleted by another user*. The system may also display a security error, such as *Security violation, transaction not complete*.

### Forms Restricted Using FGAC

On the following forms, you can view Elevate courses. You cannot perform any inserts, updates, or deletions for Elevate courses.

- Basic Course Information Form (SCACRSE)
- Course Detail Information Form (SCADETL)
- Course Registration Restrictions Form (SCARRES)
- Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ)
- Catalog Schedule Restrictions Form (SCASRES)
- Course Syllabus Form (SCASYLB)
- Mutual Course Exclusion Form (SCAMEXC)

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On the following forms, you can view Elevate sections. You cannot perform any inserts, updates, or deletions for Elevate sections.

- Schedule Form (SSASECT)
- Schedule Detail Form (SSADETL)
- Schedule Restrictions Form (SSARRES)
- Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ)
- Section Comment Form (SSATEXT)
- Section Web Controls Form (SSAWSEC)
- Schedule Evaluation Form (SSAEVAL)
- Schedule Override Form (SSAOVRR)
- Schedule Calendar Form (SSAACCL)
- Schedule Processing Rules Form (SSARULE)
- Section Syllabus Form (SSASYLB)

## Monitor Section Roll

The Term Roll Report (SSRROLL) report will skip Elevate sections and not roll them to a new term. The `rollsec_ptrmcode_null` and `rollsect` procedures use Fine-Grained Access Control (FGAC) security settings to determine when the section is an Elevate section.

## Using Elevate and Banner with FGAC and VBS

Banner users are prevented from modifying Course Catalog and Class Schedule data that originates from the Elevate system.

The Oracle ID that executes the API to post catalog course and schedule section entries from Elevate must still be able to insert, update, and delete data. Therefore, FGAC with VBS is used to control access to the data. Seed data and scripts are delivered to run the required processes, including defining the FGAC rule and predicates and enabling policies.

For more information on using FGAC with VBS, refer to the *Banner General Data Security Handbook*.

## Guidelines for Oracle User that Submits API

The Oracle user that is created and used in the authorization header of the API that posts catalog and schedule entries to Banner must have the following.

1. Default proxy access to `BAN_PROXY`
2. Default connect and `ban_default_m` access
3. Access to security class for the `API_ELEVATE_CLASS` Elevate API. This API includes objects for each API that has an object name such as `API_ELEVATE%`.

The Oracle user should be able to log in to SQL\*Plus but does not have any Banner table access.

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## Delivered Scripts

Implementation scripts and seed data scripts are delivered to control access to Course Catalog and Class Schedule.

Scripts are used to set up and populate the Business Profile and the FGAC and VBS rules, predicates, and restrictions. Users are listed in a Banner business profile, and the business profile is restricted on the FGAC predicate.

### *Scripts*

Here is the list of 8.7 scripts, which are run as part of the upgrade process. A description of each script follows. The two implementation scripts are noted. The other scripts are seed data scripts.

1. sgtvintpi\_080700.sql
2. sgorintgi\_080700.sql
3. sgtvfdmni\_080700.sql
4. sgobfdmni\_080700.sql
5. sgorfdpli\_080700.sql
6. sgtvfgaci\_080700.sql
7. sgtvfbpri\_080700.sql
8. sgobfgaci\_080700.sql
9. sgorfbpri\_080700.sql\*\*
10. sgorfprdi\_080700.sql
11. sgorfgbpi\_080700.sql
12. sgorfdplu\_080700.sql
13. sgorfbpri\_sync\_job.sql\*\*

\*\* These scripts are implementation scripts.

### *Scripts*

Banner Student 8.8 is dependent on Banner Student 8.7. These scripts are run as part of the upgrade process.

1. sgtvfdmni\_080800.sql
2. sgobfdmni\_080800.sql
3. sgorfprdi\_080800.sql
4. sgorfgbpi\_080800.sql
5. sgorfdpli\_080800.sql
6. sgorfgbpd\_080800.sql
7. sgorfprdd\_080800.sql

## GTVINTP table

### sgtvintpi\_080700.sql

This script is used to create a record in the GTVINTP table for the integration partner code. The data is displayed on the Integration Partner System Code Validation Form (GTVINTP).

Integration Partner System	Description
ELEV8	Elevate Partner

## GORINTG table

### sgorintgi\_080700.sql

This script is used to create a record in the GORINTG table for the integration partner code. The data is displayed on the Integration System Partner Rules Form (GORINTG).

Integration Partner Value	Description	Cross Referenced Partner System	Description
ELEV8	Elevate	ELEV8	Elevate Partner

## GTVFDMN table

### sgtvfdmni\_080700.sql

This script is used to insert VBS domains for the Course Catalog module in the GTVFDMN table. This data is displayed on the FGAC Domain Validation Form (GTVFDMN).

VBS Domain Code	Description	Additional Information
SB_CATALOG_ELEVATE_VBS	Student Catalog Elevate VBS Security	Used for policy driven by the SCBCRKY table on all Catalog tables except SCRINTG
SB_SCRINTG_ELEVATE_VBS	Student Catalog Elevate VBS Security	Used for policy driven by the SCBCRKY table only on the SCRINTG table

### sgtvfdmni\_080800.sql

This script is used to insert a VBS domain for the Class Schedule module in the GTVFDMN table. This data is displayed on the FGAC Domain Validation Form (GTVFDMN).

VBS Domain Code	Description	Additional Information
SB_SCHEDULE_ELEVATE_VBS	Student Schedule VBS Elevate Security	Used for policy driven by the SSBSECT table on all Schedule tables

## GOBFDMN table

### sgobfdmni\_080700.sql

This script is used to insert the SCBCRKY driver table for the two Course Catalog VBS domains into the GOBFDMN table.

Domain Code	Table Name	Domain Type Predicate Code	Sys Req	Enable PII
SB_CATALOG_ELEVATE_VBS	SCBCRKY	VBS	Y	N
SB_SCRINTG_ELEVATE_VBS	SCBCRKY	VBS	Y	N

### sgobfdmni\_080800.sql

This script is used to insert the SSBSECT driver table for the Class Schedule domain into the GOBFDMN table.

Domain Code	Table Name	Domain Type Predicate Code	Sys Req	Enable PII
SB_SCHEDULE_ELEVATE_VBS	SSBSECT	VBS	Y	N

## GORFDPL table

### sgorfdpli\_080700.sql

This script is used to insert table definitions into the GORFDPL table for the Course Catalog tables defined for the SB\_SCRINTG\_ELEVATE\_VBS and SB\_CATALOG\_ELEVATE\_VBS domains and the Class Schedule tables defined for the SB\_SCHEULDE\_VBS domain.

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
SB_SCRINTG_ELEVATE_VBS	SCBCRKY	Y	N	' EXISTS (SELECT 'X' FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRINTG_CRSE_NUMB



Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				AND SCBCRKY_SUBJ_CODE = SCRINTG_SUBJ_CODE '  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_SCRINTG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRINTG');
SB_SCRINTG_ELEVATE_VBS	SCRINTG_VBS	Y	N	from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_SCRINTG_ELEVATE_VBS' and gorfdpl_table_name = 'SCBCRKY');
SB_CATALOG_ELEVATE_VBS	SCRINTG_VBS	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRINTG_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRINTG_SUBJ_CODE '  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				= 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRINTG');
SB_CATALOG_ELEVATE_VBS	SCBCRKY	Y	N	from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCBCRKY');
SB_CATALOG_ELEVATE_VBS	SCBCRSE	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCBCRSE_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCBCRSE_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCBCRSE');
SB_CATALOG_ELEVATE_VBS	SCBDESC	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCBDESC_CRSE_NUMB

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				AND SCBCRKY_SUBJ_CODE = SCBDESC_SUBJ_CODE '  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCBDESC');
SB_CATALOG_ELEVATE_VBS	SCBSUPP	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCBSUPP_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCBSUPP_SUBJ_CODE '  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCBSUPP');
SB_CATALOG_ELEVATE_VBS	SCRATTR	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRATTR_CRSE_NUMB AND SCBCRKY_SUBJ_CODE



Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				SCRCORQ_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRCORQ');
SB_CATALOG_ELEVATE_VBS	SCRCVBS	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRCPRT_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRCPRT_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRCPRT');
SB_CATALOG_ELEVATE_VBS	SCRCVBS	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRCRDF_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRCRDF_SUBJ_CODE ,

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRCRDF');
SB_CATALOG_ELEVATE_VBS	SCREQIV	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCREQIV_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCREQIV_SUBJ_CODE , from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCREQIV');
SB_CATALOG_ELEVATE_VBS	SCRFEES	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRFEES_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRFEES_SUBJ_CODE , from dual where not exists

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRFEES');
SB_CATALOG_ELEVATE_VBS	SCRGMOD	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRGMOD_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRGMOD_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRGMOD');
SB_CATALOG_ELEVATE_VBS	SCRLEVL	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRLEVL_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRLEVL_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRLEVL');
SB_CATALOG_ELEVATE_VBS	SCRMEVBS	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRMEXC_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRMEXC_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRMEXC');
SB_CATALOG_ELEVATE_VBS	SCRRARE	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRARE_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRARE_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code =



Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRARE');
SB_CATALOG_ELEVATE_VBS	SCRRARE	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRATT_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRATT_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRATT');
SB_CATALOG_ELEVATE_VBS	SCRRCAM	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRCAM_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRCAM_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				gorfdpl_table_name = 'SCRRCAM');
SB_CATALOG_ELEVATE_VBS	SCRRCVBS	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRCRCHR_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRCRCHR_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRCRCHR');
SB_CATALOG_ELEVATE_VBS	SCRRCVBS	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRCCLS_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRCCLS_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRCCLS');

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
SB_CATALOG_ELEVATE_VBS	SCRRCMP	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRCMP_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRCMP_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRCMP');
SB_CATALOG_ELEVATE_VBS	SCRRCOL	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRCOL_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRCOL_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRCOL');
SB_CATALOG_ELEVATE_VBS	SCRRVBS	Y	N	' EXISTS (SELECT "X"

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRDEG_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRDEG_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRDEG');
SB_CATALOG_ELEVATE_VBS	SCRRDEG	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRDEP_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRDEP_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRDEP');
SB_CATALOG_ELEVATE_VBS	SCRRDEP	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				SCBCRKY_CRSE_NUMB = SCRRLVL_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRLVL_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRLVL');
SB_CATALOG_ELEVATE_VBS	SCRRLVL	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRLVL_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRLVL_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRLVL');
SB_CATALOG_ELEVATE_VBS	SCRRLVL	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB =

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				SCRRPRG_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRPRG_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRPRG');
SB_CATALOG_ELEVATE_VBS	SCRRTRM	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRTRM_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRRTRM_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRTRM');
SB_CATALOG_ELEVATE_VBS	SCRRTST	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRRTST_CRSE_NUMB AND

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				SCBCRKY_SUBJ_CODE = SCRRTST_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRRTST');
SB_CATALOG_ELEVATE_VBS	SCRSBGI	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRSBGI_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRSBGI_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRSBGI');
SB_CATALOG_ELEVATE_VBS	SCRSCHD	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRSCHD_CRSE_NUMB AND SCBCRKY_SUBJ_CODE =

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				SCRSCHD_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRSCHD');
SB_CATALOG_ELEVATE_VBS	SCRSYLN	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRSYLN_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRSYLN_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRSYLN');
SB_CATALOG_ELEVATE_VBS	SCRSYLO	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRSYLO_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRSYLO_SUBJ_CODE ,



Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRSYLO');
SB_CATALOG_ELEVATE_VBS	SCRSYVBS	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRSYRM_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRSYRM_SUBJ_CODE , from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRSYRM');
SB_CATALOG_ELEVATE_VBS	SCRSYTR	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRSYTR_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRSYTR_SUBJ_CODE , from dual where not exists

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRSYTR');
SB_CATALOG_ELEVATE_VBS	SCRSYTR	Y	N	' EXISTS (SELECT "X" FROM SCBCRKY WHERE SCBCRKY_CRSE_NUMB = SCRTEXT_CRSE_NUMB AND SCBCRKY_SUBJ_CODE = SCRTEXT_SUBJ_CODE ,  from dual where not exists ( select 1 from gorfdpl where gorfdpl_fdmn_code = 'SB_CATALOG_ELEVATE_VBS' and gorfdpl_table_name = 'SCRTEXT');
SB_SCHEDULE_VBS	SIRASGN	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SIRASGN_CRN AND SSBSECT_TERM_CODE = SIRASGN_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				= 'SB_SCHEDULE_VBS' AND GORFDPL_TABLE_NAME='SIRAS'
SB_SCHEDULE_VBS	SSRRATT	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRATT_CRN AND SSBSECT_TERM_CODE = SSRRATT_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_VBS' AND GORFDPL_TABLE_NAME='SSRRATT')
SB_SCHEDULE_VBS	SSBWLSC	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSBWLSC_CRN AND SSBSECT_TERM_CODE = SSBWLSC_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_VBS' AND GORFDPL_TABLE_NAME='SSBWLSC')
SB_SCHEDULE_VBS	SSRCLBD	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				SSBSECT_CRN = SSRCLBD_CRN AND SSBSECT_TERM_CODE = SSRCLBD_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_VBS' AND GORFDPL_TABLE_NAME='SSRCLBD
SB_SCHEDULE_VBS	SSRRCHR	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRCHR_CRN AND SSBSECT_TERM_CODE = SSRRCHR_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_VBS' AND GORFDPL_TABLE_NAME='SSRRCHR
SB_SCHEDULE_VBS	SSRRDEP	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRDEP_CRN AND SSBSECT_TERM_CODE = SSRRDEP_TERM_CODE'  FROM dual WHERE NOT

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_VBS' AND GORFDPL_TABLE_NAME='SSRRD

**sgorfdpli\_080800.sql**

This script is used to insert table definitions into the GORFDPL table for the Class Schedule tables defined for the SB\_SCHEDULE\_ELEVATE\_VBS domain.

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
SB_SCHEDULE_ELEVATE_VBS	SSBSECT	Y	Y	FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSBSECT
SB_SCHEDULE_ELEVATE_VBS	SSBSECT	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRMEET_CRN AND SSBSECT_TERM_CODE = SSRMEET_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRM
SB_SCHEDULE_ELEVATE_VBS	SSBSECT	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				WHERE SSBSECT_CRN = SSRRATT_CRN AND SSBSECT_TERM_CODE = SSRRATT_TERM_CODE' FROM dual WHERE NOT EXISTS(SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRATT')
SB_SCHEDULE_ELEVATE_VBS	SSBWLSC	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSBWLSC_CRN AND SSBSECT_TERM_CODE = SSBWLSC_TERM_CODE' FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSBWLSC')
SB_SCHEDULE_ELEVATE_VBS	SSRCLBD	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRCLBD_CRN AND SSBSECT_TERM_CODE = SSRCLBD_TERM_CODE'

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRCL
SB_SCHEDULE_ELEVATE_VBS	SSRCHR_VBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRCHR_CRN AND SSBSECT_TERM_CODE = SSRCHR_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRC
SB_SCHEDULE_ELEVATE_VBS	SSRDEP_VBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRDEP_CRN AND SSBSECT_TERM_CODE = SSRDEP_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' GORFDPL_TABLE_NAME='SSRRC

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
SB_SCHEDULE_ELEVATE_VBS	SIRASGN_VBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SIRASGN_CRN AND SSBSECT_TERM_CODE = SIRASGN_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SIRASGN'
SB_SCHEDULE_ELEVATE_VBS	SHRGCOM_VBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SHRGCOM_CRN AND SSBSECT_TERM_CODE = SHRGCOM_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SHRGCOM'
SB_SCHEDULE_ELEVATE_VBS	SHRSCOM_VBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SHRSCOM_CRN AND SSBSECT_TERM_CODE



Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				= SHRSCOM_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SHRSC
SB_SCHEDULE_ELEVATE_VBS	SSBDESC	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSBDESC_CRN AND SSBSECT_TERM_CODE = SSBDESC_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSBDE
SB_SCHEDULE_ELEVATE_VBS	SSBOVRR	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSBOVRR_CRN AND SSBSECT_TERM_CODE = SSBOVRR_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSBOV
SB_SCHEDULE_ELEVATE_VBS	SSBSSEC	Y	Y	<pre> ' EXISTS (SELECT   'X' FROM   SSBSECT WHERE   SSBSECT_CRN =   SSBSSEC_CRN   AND   SSBSECT_TERM_CODE   =   SSBSSEC_TERM_CODE   ,  FROM dual WHERE NOT EXISTS (SELECT   1 FROM   gorfdpl WHERE   GORFDPL_FDMN_CODE   ='SB_SCHEDULE_ELEVATE_VBS'   AND   GORFDPL_TABLE_NAME='SSBSSEC </pre>
SB_SCHEDULE_ELEVATE_VBS	SSRATTR	Y	Y	<pre> ' EXISTS (SELECT   'X' FROM   SSBSECT WHERE   SSBSECT_CRN =   SSRATTR_CRN   AND   SSBSECT_TERM_CODE   =   SSRATTR_TERM_CODE   ,  FROM dual WHERE NOT EXISTS (SELECT   1 FROM   gorfdpl WHERE   GORFDPL_FDMN_CODE   ='SB_SCHEDULE_ELEVATE_VBS'   AND   GORFDPL_TABLE_NAME='SSRATTR </pre>

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
SB_SCHEDULE_ELEVATE_VBS	SSBSECT	Y	Y	<pre>' EXISTS (SELECT   'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRBLCK_CRN AND SSBSECT_TERM_CODE = SSRBLCK_TERM_CODE '  FROM dual WHERE NOT EXISTS (SELECT   1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRBLCK'</pre>
SB_SCHEDULE_ELEVATE_VBS	SSRCORQ	Y	Y	<pre>' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRCORQ_CRN AND SSBSECT_TERM_CODE = SSRCORQ_TERM_CODE '  FROM dual WHERE NOT EXISTS (SELECT   1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRCORQ'</pre>
SB_SCHEDULE_ELEVATE_VBS	SSBSECT	Y	Y	<pre>' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN</pre>

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				= SSREVAL_CRN AND SSBSECT_TERM_CODE = SSREVAL_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSREVAL')
SB_SCHEDULE_ELEVATE_VBS	SSREXTN	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSREXTN_CRN AND SSBSECT_TERM_CODE = SSREXTN_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSREXTN')
SB_SCHEDULE_ELEVATE_VBS	SSRFEES	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRFEES_CRN AND SSBSECT_TERM_CODE = SSRFEES_TERM_CODE ,

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRFE
SB_SCHEDULE_ELEVATE_VBS	SSRLINK	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRLINK_CRN AND SSBSECT_TERM_CODE = SSRLINK_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRLI
SB_SCHEDULE_ELEVATE_VBS	SSRMPRT	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRMPRT_CRN AND SSBSECT_TERM_CODE = SSRMPRT_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				= 'SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRM'
SB_SCHEDULE_ELEVATE_VBS	SSMRD	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRMRDF_CRN AND SSBSECT_TERM_CODE = SSRMRDF_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE = 'SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRM'
SB_SCHEDULE_ELEVATE_VBS	SSRRARE	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRARE_CRN AND SSBSECT_TERM_CODE = SSRRARE_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE = 'SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRARE'
SB_SCHEDULE_ELEVATE_VBS	SSRRCL	Y	Y	' EXISTS (SELECT "X"

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				FROM SSBSECT WHERE SSBSECT_CRN = SSRRCLS_CRN AND SSBSECT_TERM_CODE = SSRRCLS_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRCLS'
SB_SCHEDULE_ELEVATE_VBS	SSRRCMP	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRCMP_CRN AND SSBSECT_TERM_CODE = SSRRCMP_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRCMP'
SB_SCHEDULE_ELEVATE_VBS	SSRRCOL	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRCOL_CRN AND SSBSECT_TERM_CODE

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				= SSRRCOL_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRCOL'
SB_SCHEDULE_ELEVATE_VBS	SSRRCOL	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRDEG_CRN AND SSBSECT_TERM_CODE = SSRRDEG_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRDEG'
SB_SCHEDULE_ELEVATE_VBS	SSRRESV	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRESV_CRN AND SSBSECT_TERM_CODE = SSRRESV_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT



Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRFND'
SB_SCHEDULE_ELEVATE_VBS	SSBSECT	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRFND_CRN AND SSBSECT_TERM_CODE = SSRRFND_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRFND'
SB_SCHEDULE_ELEVATE_VBS	SSBSECT	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRVLV_CRN AND SSBSECT_TERM_CODE = SSRRVLV_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRVLV'

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
SB_SCHEDULE_ELEMENT_VBS	SSRRMAJ	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRMAJ_CRN AND SSBSECT_TERM_CODE = SSRRMAJ_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEMENT_VBS' AND GORFDPL_TABLE_NAME='SSRRMAJ'
SB_SCHEDULE_ELEMENT_VBS	SSRRPRG	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRPRG_CRN AND SSBSECT_TERM_CODE = SSRRPRG_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEMENT_VBS' AND GORFDPL_TABLE_NAME='SSRRPRG'
SB_SCHEDULE_ELEMENT_VBS	SSRRSTS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRSTS_CRN

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				AND SSBSECT_TERM_CODE = SSRRSTS_TERM_CODE '  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRS
SB_SCHEDULE_ELEVATE_VBS	SSARRSVBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRRTST_CRN AND SSBSECT_TERM_CODE = SSRRTST_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRRS
SB_SCHEDULE_ELEVATE_VBS	SSRSCCD	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRSCCD_CRN AND SSBSECT_TERM_CODE = SSRSCCD_TERM_CODE '  FROM dual WHERE NOT

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRSO
SB_SCHEDULE_ELEVATE_VBS	SSBSECT	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRSPRT_CRN AND SSBSECT_TERM_CODE = SSRSPRT_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRSO
SB_SCHEDULE_ELEVATE_VBS	SSRSRDF	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRSRDF_CRN AND SSBSECT_TERM_CODE = SSRSRDF_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS'

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				AND GORFDPL_TABLE_NAME='SSRSY
SB_SCHEDULE_ELEVATE_MBS	SSASELMBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRSYLN_CRN AND SSBSECT_TERM_CODE = SSRSYLN_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRSY
SB_SCHEDULE_ELEVATE_OBS	SSASYLOBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRSYLO_CRN AND SSBSECT_TERM_CODE = SSRSYLO_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRSY
SB_SCHEDULE_ELEVATE_WBS	SSASEWBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				WHERE SSBSECT_CRN = SSRSYRM_CRN AND SSBSECT_TERM_CODE = SSRSYRM_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRSY
SB_SCHEDULE_ELEVATE_VBS	SSRSYTR	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRSYTR_CRN AND SSBSECT_TERM_CODE = SSRSYTR_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRSY
SB_SCHEDULE_ELEVATE_VBS	SSRTEXT	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRTEXT_CRN AND SSBSECT_TERM_CODE =

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				SSRTEXT_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRTE
SB_SCHEDULE_ELEVATE_VBS	SSAXESVBS	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSRXLST_CRN AND SSBSECT_TERM_CODE = SSRXLST_TERM_CODE ,  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSRXL
SB_SCHEDULE_ELEVATE_VBS	SSTSCHW	Y	Y	' EXISTS (SELECT "X" FROM SSBSECT WHERE SSBSECT_CRN = SSTSCHW_CRN AND SSBSECT_TERM_CODE = SSTSCHW_TERM_CODE'  FROM dual WHERE NOT EXISTS (SELECT 1 FROM gorfdpl WHERE

Domain Code	Table Name	Sys Req	Active Ind	Driver SQL
				GORFDPL_FDMN_CODE ='SB_SCHEDULE_ELEVATE_VBS' AND GORFDPL_TABLE_NAME='SSTSC'

### GTVFGAC table

#### sgtvfgaci\_080700.sql

This script is used to insert the VBS rule code used to identify the Elevate rules into the GTVFGAC table. This data is displayed on the FGAC Group Validation Form (GTVFGAC).

FGAC Code	Description
ELEVATE	Elevate Restrictions

### GTVFBPR table

#### sgtvfbpri\_080700.sql

This script is used to create the business profile code in the GTVFBPR table. The data is displayed on the FGAC Business Profile Validation Form (GTVFBPR).

FGAC Business Profile Code	Description
ELEVATE	Restrict Users from Elevate Data

### GOBFGAC table

#### sgobfgaci\_080700.sql

This script is used to insert the header record into the GOBFGAC table. The header record stores the **Active** indicator setting and the **Effective Date** value. The data is displayed on the FGAC Group Rules Form (GOAFGAC) for the **Group** value in the Key Block.

FGAC Code	Active Ind	Effective Date
ELEVATE	Y	SYSDATE



## GORFBPR table

### sgorfbpri\_0080700.sql

This script is used to populate the business profile with users in the GORFBPR table. The data is displayed on the FGAC Business Profile Assignments Form (GOAFBPR) for the **FGAC Business Profile Code** value and the associated **Fine-Grained Access User ID** values.

**Note:** Run this script to populate the business profile with users in the GORFBPR table and activate elevate processing.

FGAC User ID	Business Profile Code
a.username	ELEVATE

### sgorfbprd\_080700.sql

If the 8.7 upgrade was applied before the `sgorfbpri_0080700.sql` script was available, and the GORFBPR table was automatically populated with user records, run the `sgorfbprd_080700.sql` script to delete the records from the table.

## GORFPRD table

### sgorfbprdi\_080700.sql

This script is used to create the predicates. The predicates state that the user assigned to the rule can insert, update, delete data, when the selects are true.

Entries are created for catalog (`SB_CATALOG_ELEVATE_VBS`), (`SB_SCRINTG_ELEVATE_VBS`), and schedule (`SB_SCHEDULE_VBS`) in the GORFPRD table where the `GORFPRD_FGAC_CODE` is `ELEVATE`. (Entries use the VBS domains that are part of the existing baseline seed data.) The data is displayed on the FGAC Group Rules Form (GOAFGAC).

FGAC Code	Domain Code	Seq Num	Predicate
ELEVATE	SB_SCHEDULE_VBS	1	<pre>select 'ELEVATE', 'SB_SCHEDULE_VBS', 1, sysdate, user, 'nvl(SSBSECT_INTG_CDE, 'x') ! = 'ELEV8' from dual where not exists ( select 1 from</pre>

FGAC Code	Domain Code	Seq Num	Predicate
			gorfprd where gorfprd_fgac_code = 'ELEVATE' and gorfprd_fdmn_code = 'SB_SCHEDULE_VBS');
ELEVATE	SB_CATALOG_VBS	2	select 'ELEVATE', 'SB_CATALOG_ELEVATE_VBS', 2, sysdate, user, ' not exists ( select 1 from scrintg vbs where vbs.scrintg_subj_code = scbcrky_subj_code and vbs.scrintg_crse_numb = scbcrky_crse_numb and vbs.scrintg_intg_cde = "ELEV8" )' from dual where not exists ( select 1 from gorfprd where gorfprd_fgac_code = 'ELEVATE' and gorfprd_fdmn_code = 'SB_CATALOG_ELEVATE_VBS');
ELEVATE	SB_SCRINTG_VBS	3	select 'ELEVATE', 'SB_SCRINTG_ELEVATE_VBS', 3, sysdate, user, ' not exists ( select 1 from scbcrse vbs where vbs.scbcrse_subj_code

FGAC Code	Domain Code	Seq Num	Predicate
			<pre> = scbcrky_subj_code and vbs.scbcrse_crse_num = scbcrky_crse_num and upper(nvl(vbs.scbcrse_data_origin,"X")) = "ELEVATE" )'  from dual where not exists ( select 1 from gorfprd where gorfprd_fgac_code = 'ELEVATE' and gorfprd_fdmn_code = 'SB_SCRINTG_ELEVATE_VBS'); </pre>

**sgorfprdd\_080800.sql**

This script is used to delete the row delivered in 8.7 for the SB\_SCHEDULE\_VBS domain in the GORFPRD table.

FGAC Code	Domain Code	Seq Num	Predicate
ELEVATE	SB_SCHEDULE_VBS	1	<pre> select 'ELEVATE', 'SB_SCHEDULE_VBS', 1, sysdate, user, 'nvl(SSBSECT_INTG_CDE, 'x')' ! = 'ELEV8'  from dual where not exists ( select 1 from gorfprd where gorfprd_fgac_code = 'ELEVATE' and gorfprd_fdmn_code = 'SB_SCHEDULE_VBS' ); </pre>

**sgorfprdi\_080800.sql**

This script is used to create the predicates. The predicates state that the user assigned to the rule can insert, update, delete data, when the selects are true.

An entry is created for schedule (SB\_SCHEDULE\_ELEVATE\_VBS) in the GORFPRD table where the GORFPRD\_FGAC\_CODE is ELEVATE. (Entries use the VBS domains that are part of the existing baseline seed data.) The data is displayed on the FGAC Group Rules Form (GOAFGAC).

FGAC Code	Domain Code	Seq Num	Predicate
ELEVATE	SB_SCHEDULE_ ELEVATE_VBS	1	<pre> select 'ELEVATE', 'SB_SCHEDULE_VBS', 1, sysdate, user, 'nvl(SSBSECT_INTG_CDE,'X') = 'ELEV8'  from dual where not exists ( select 1 from gorfprd where gorfprd_fgac_code = 'ELEVATE' and gorfprd_fdmn_code = 'SB_SCHEDULE_ELEVATE_VBS'); </pre>

**GORFGBP table****sgorfgbpi\_080700.sql**

This script is used to insert access definition/restrictions for three domains on the Elevate VBS rule into the GORFGBP table. Access is through the business profile. The ability to select, insert, update, and delete data is determined by the predicate. The settings for the GORFGBP\_SELECT\_IND, GORFGBP\_INSERT\_IND, GORFGBP\_UPDATE\_IND, and GORFGBP\_DELETE\_IND are displayed on the FGAC Group Rules Form (GOAFGAC).

FGAC Code	Domain Code	Predicate Seq Num	FBPR Code	Select Ind	Insert Ind	Update Ind	Delete Ind
ELEVATE	SB_SCHEDULE_VBS	1	ELEVATE	N	Y	Y	Y
ELEVATE	SB_CATALOG_ELEVATE_VBS	2	ELEVATE	N	Y	Y	Y
ELEVATE	SB_SCRIPTS_ELEVATE_VBS	3	ELEVATE	N	Y	Y	Y

**sgorfgbpd\_080800.sql**

This script is used to delete the row delivered in 8.7 for the SB\_SCHEDULE\_VBS domain in the GORFGBP table.

FGAC Code	Domain Code	Predicate Seq Num	FBPR Code	Select Ind	Insert Ind	Update Ind	Delete Ind
ELEVATE	SB_SCHEDULE_VBS		ELEVATE	N	Y	Y	Y

**sgorfgbpi\_080800.sql**

This script is used to insert access definition/restrictions for the schedule domain on the Elevate VBS rule into the GORFGBP table. Access is through the business profile. The ability to select, insert, update, and delete data is determined by the predicate. The settings for the GORFGBP\_SELECT\_IND, GORFGBP\_INSERT\_IND, GORFGBP\_UPDATE\_IND, and GORFGBP\_DELETE\_IND are displayed on the FGAC Group Rules Form (GOAFGAC).

FGAC Code	Domain Code	Predicate Seq Num	FBPR Code	Select Ind	Insert Ind	Update Ind	Delete Ind
ELEVATE	SB_SCHEDULE_ELEVATE_VBS		ELEVATE	N	Y	Y	Y

**GORFDPL table****sgorfdplu\_080700.sql**

This script is used to update the status on the domain policy tables to "active" in the GORFDPL table.

Domain Code	Table Name	Active Ind
SB_CATALOG_ELEVATE_VBS	All tables in GORFDPL with domain SB_CATALOG_ELEVATE_VBS except SCRINTG	Y
SB_SCRINTG_ELEVATE_VBS	SCRINTG	Y
SB_SCHEDULE_VBS	All tables in GORFDPL with domain SB_SCHEDULE_VBS	Y
SB_SCHEDULE_ELEVATE_VBS**	All tables in GORFDPL with domain SB_SCHEDULE_ELEVATE_VBS	Y

\*\* The SB\_SCHEDULE\_ELEVATE\_VBS row is added in Release 8.8 due to the updates delivered for the GORFDPL table in the sgorfdpli\_080800.sql script.

## GORFBPR table

### **sgorfbpri\_sync\_job.sql**

This script is used to schedule a daily job (at 3:00 AM) to populate the business profile with new Oracle users in the GORFBPR table. This script is optional and must be run manually to use elevate processing.

## FGAC Tips

When using FGAC, remember the following.

- Variables for FGAC in Banner are managed within the Oracle session. If the predicate or restrictions are changed, the user must log out of Banner and re-enter a new session to pick up any changes.
- The scripts used to enable the policies should be run after regular business hours.

## Create/Activate FGAC Policies

After running the Elevate FGAC seed data scripts, the `gfvbsaddpol.sql` script must be run to create policies for Banner tables. The `gfvbsaddpol.sql` script is located in the Banner General PLUS directory.

### *Use BANINST1 to Run gfvbsaddpol.sql*

You must use the BANINST1 User ID when you run the script to create the policies. The predicate package owner must equal the policy owner. In this case, GOKFGAC is owned by BANINST1.

### About this task

#### Procedure

1. From SQL\*Plus, run the `gfvbsaddpol.sql` script while logged in with the BANINST1 User ID.
2. You are prompted for a table name. You can use wildcards (SS for Schedule tables, SC for Catalog tables).
3. Provide the owner name for the table owner when prompted, for example SSBSECT is owned by SATURN.

#### Results

This task is performed one time per module with the to create policies for SC% and SS% tables as identified in the GORFDPL table. The script will create a policy for each table. This task does not need to be repeated if the `gorfdpl_driver.sql` script changes, the table is added to another domain, or there is any change to the domain and table.

**Note:** The `gfvbsaddpol.sql` script is can be rerun and restarted. The process will not try to recreate a policy. If the policy exists, the task to add the policy is skipped.

Run `gfvbsaddpol.sql` for the following tables.

- SCBCRKY
- SCBCRSE
- SCBDESC
- SCBSUPP
- SCRATTR
- SCRCLBD
- SCRCORQ
- SCRCPRT
- SCRCRDF
- SCREQIV
- SCRFEEES
- SCRGMOD
- SCRINTG
- SCRLEVEL
- SCRMEXC
- SCRRARE
- SCRRATT
- SCRRCAM
- SCRRCHR
- SCRRCLS
- SCRRCMP
- SCRRCOL
- SCRRDEG
- SCRRDEP
- SCRRVL
- SCRRMAJ
- SCRRPRG
- SCRRTRM
- SCRTST
- SCRSBGI
- SCRSCHD
- SCRSYLN

- SCRSYLO
- SCRSYRM
- SCRSYTR
- SCRTEXT
- SIRASGN
- SSBWLSC
- SSRCLBD
- SSRRATT
- SSRRCHR
- SSRRDEP

## View Policy Data from SQL\*Plus

GORFDPL creates four policies per table, one each for the insert, update, delete and select items. All have the package defined as GOKFGAC and must be owned by BANINST1.

### *Policy Names*

The `gokfgac.f_get_policy_name` function ensures that the policy name created is less than 30 characters in length.

- If the table name length is less than 19 characters, the policy name will use the following pattern:  
`GOKFGAC_tablename_INS (INS, UPD, DEL, SEL)`
- If the table name length is 19 or greater characters, the policy name will use the following pattern: `tablename_I (I, U, D, S)`

### *Drop a Policy*

To drop a policy, run the `gfgacdroppol.sql` script from Banner General PLUS directory using the BANINST1 ID. This script accepts wildcards for the table name prompt.

## Schedule a Daily Job to Populate the Business Profile

A `sgorfbpri_sync_job.sql` script can be found in the PLUS directory. It is run using the SATURN ID. It is used to schedule the synchronization process for the user IDs that adds new Oracle users that Elevate group business profile.

Automation of the synchronization process ensures that newly created users are not able to modify any data related to Elevate courses and sections. The default synchronization is performed each day at 3:00 AM. The default value can be changed according to your site-specific synchronization interval requirements.



# Interfaces

This chapter discusses interfaces to other Banner products using Banner Student.

## Interfaces Used With Banner Student

Here are the interfaces available to other Banner products with Banner Student.

### Banner Accounts Receivable Interface to Banner Finance

This documentation is contained in the *Banner® Accounts Receivable User Guide*. Please refer to this guide for the interface information.

### Banner Accounts Receivable Interface to Banner Financial Aid

This documentation is contained in the *Banner Accounts Receivable User Guide*. Please refer to this guide for the interface information.

### Banner Student Interface to Banner Advancement

This documentation is contained in the *Banner Advancement User Guide*. Please refer to this guide for the interface information. Here is an introduction to this interface.

The Student-Advancement Interface Process (APPSTDI) loads information for selected individuals from Banner Student to Banner Advancement. Students can be selected for processing based on current, non-current, or degree awarded categories. They can then have data loaded to Banner Advancement based on the APPSTDI selection parameters for their respective category. The report output details the information that is loaded from Banner Student to Banner Advancement, including the number of records processed or not processed due to missing data and the number of new and updated database records.

A person is identified in Banner Advancement when information for that person exists on the Advancement Individual Information Form (APACONS). This information constitutes an advancement individual record. When the data for a selected student is loaded to Banner Advancement, the process determines whether the student is created as a new advancement individual or is updated as an existing advancement individual. If an advancement individual record already exists for a person selected by the interface, new academic and employment information is added to the record. Depending on the setting of an APPSTDI parameter, the preferred college code and preferred class year can be updated in Banner Advancement. Otherwise, existing information in the record is *not* overwritten.

All Banner systems share identification, person, and address information. The interface does not affect this shared information. Student academic information is retrieved from the Admissions, Academic History, and Registration modules. Depending on the process parameters used,

cooperative employment information and student activity information can also be retrieved from Banner Student.

Please note that before APPSTDI is run, the Banner Student grade roll process must be run to create academic history records for students. The grade roll process can be run either online from the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST), or in batch using the Grade Roll to Academic History (SHRROLL). APPSTDI uses information created by the grade roll process, such as term header records, degree records, and hours earned by the students. If no term header record exists for a student, then APPSTDI does not select that student for processing.

The timing of when the grade roll and APPSTDI are run needs to be coordinated and depends on your institution's needs. For example, if your institution wants students to become advancement individuals after their first semester, then APPSTDI must be run *after* the grade roll for the semester to ensure that the term header records exist.

Your institution name must be entered in the **Institution** field on the Institution window of the Advancement Control Form (AGACTRL).

**Note:** APPSTDI uses two GTVSDAX rules for processing, ALUMPRAD for address types and ALUMPUNC for prefixes and suffixes.

## Banner Student Interface to Banner Human Resources

The Banner Human Resources and Banner Student Systems interface includes the sharing of data entered through General Person Module forms in both systems.

There are also a number of Faculty Load Module forms in the Banner Student System, in addition to a reporting process in the Banner Human Resources System which compares and pulls data from both systems. This process identifies where the data entered does not match, and when it does match there is a calculation and recording of Total Contact Hours and FTE on the Human Resource side from the data entered on the Banner Student side.

### General Person Data

The General Person Identification Form (SPAIDEN) shares data pertaining to ID, name, address, and telephone information with the Identification Form (PPAIDEN) in the Banner Human Resources System.

The Banner Human Resources Identification Form data is displayed on three forms in the Banner Student System: the General Person Identification Form (SPAIDEN), the General Person Form (SPAPERS), and the Emergency Contact Form (SPAEMRG).

The General Person Form (SPAPERS) shares personnel data with the Banner Human Resources Identification Form (PPAIDEN) with the exception of veteran disability, and driver's license number information. These items are not available on forms within the Banner Student System.

The Emergency Contact Form (SPAEMRG) shares all of its data with the Banner Human Resources Identification Form (PPAIDEN).

The following chart details the shared data for the interface.

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*Banner Student General Person to Banner Human Resources Data*

<b>Banner Student Form</b>	<b>Data Shared</b>	<b>Banner Human Resources Form</b>
SPAIDEN - General Person Identification Form	Current ID and Name Previous ID(s) and Name(s) Address data Telephone data Prefix Suffix Preferred Name Legal Name	PPAIDEN - Identification Form
SPAPERS - General Person Form	Gender Date of Birth SS Number Ethnic Code Marital Status Religion Legacy Vet File Number Veteran Category Special Disability Veteran * Deceased Date Age * Driver's License Number *	PPAIDEN - Identification Form
SPAEMRG - Emergency Contact Form	All data	PPAIDEN - Identification Form
*	=	Not available in the Banner Student System

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## Faculty Load Data

There is an integration point between the Banner Student Faculty Load Module and the Banner Human Resources System which begins on the optional Faculty Personnel Form (SIAFPER). Reports verifying the connection point exist in Banner Human Resources.

The Faculty Personnel Form (SIAFPER) shares faculty history and personnel information with the Employee Form (PEAEMPL) in the Banner Human Resources System, with the exception of discipline and home organization information. These items are not available on forms within the Banner Student System. The data for home organization, displayed on PEAEMPL, is validated against the Organization Code List (FTVORGN), a Banner Finance System validation form. If Banner Finance is not installed, the home organization is validated against the Organization Code List (PTVORGN).

The Faculty/Advisor Information Form (SIAINST) displays the home college and department information, which is not available on forms within the Banner Human Resources System. This is where you may enter the ID of the faculty member (which was created on the General Person Identification Form (SPAIDEN) in the General Person module) and set up the details which change over time, that is., contract and workload rule information.

**Note:** Degree information for a faculty member may be entered on both the Prior College Form (SOAPCOL) and Faculty Degree Information Form (SIAFDEG). If your institution has the Banner Human Resources System installed, you will need to decide if the information contained in SOAPCOL and SIAFDEG will be maintained in both systems or only in the Banner Human Resources System.

The Faculty Degree Information Form (SIAFDEG) shares faculty academic history information with the General Information Form (PPAGENL), with the exception of publications and examinations information, which is not available on forms within the Banner Student System.

The Instructor Schedule Report (SIRASGQ) can display the faculty member's salary through an optional parameter. The salary information originates in the Banner Human Resources data. The process displays the total salary recorded for all positions stored within the Banner Human Resources System.

The Faculty Assignment Form (SIAASGN) permits the recording of a position and a suffix, information which should exist in the Banner Human Resources System; however, no validation is done online.

The Faculty Load Process (PEPFACL) updates the Faculty Load Form (PEAFACL) with the contact hours and FTE from Student Faculty Assignment Form (SIAASGN).

After the Faculty Load Process (PEPFACL) is run, the Faculty Load Comparison Report (PERFACL) should be generated. This report displays comparative data in four different formats.

- Identifies faculty members whose position and suffix match on the Faculty Assignment Form (SIAASGN) and the Employee Job Form (NBAJOBS).
- Identifies faculty members whose position and suffix are missing on the Faculty Assignment Form (SIAASGN).
- Identifies faculty members whose have a position and suffix on the Faculty Assignment Form (SIAASGN) but do not have a position and suffix on the Employee Job Form (NBAJOBS).

- Identifies faculty members whose position and suffix do not match on the Faculty Assignment Form (SIAASGN) and the Employee Job Form (NBAJOBS).

The following chart details the shared data for the interface.

### *Faculty Load to Human Resources Data*

Banner Student Form/Report	Shared Data	Banner Human Resources Form/Report
SIAFPER - Faculty Personnel Form	Tenure Code	Faculty Action Tracking Form (PEAFAC) PEAEMPL - Employee Form - validates against - FTVORGN - Organization Code List (Banner Finance)
	Tenure Date	
	Review Date	
	AAUP Membership	
	Years Experience	
	Sabbatical Dates	
	Title	
	Discipline *	
SIAINST - Faculty/Advisor Information Form	Home College **	
	Department **	
SIAFDEG - Faculty Degree Information Form	Institution Code	PPAGENL - General Information Form
	Transcript Dates	
	Degree	
	Year	
	GPA	
	Hours	
	Major	
	Minor	
	Area of Concentration	
	Publications *	
SIRASGQ - Instructor Schedule Report	Examinations *	
	Show salary option	from Banner Human Resources
SIAASGN - Faculty Assignment Form	Position ***	NBAJOBS - Employee Job Form
	Suffix ***	
	FTE	

Banner Student Form/Report	Shared Data	Banner Human Resources Form/Report
	Contact Hours	PEPFACL - Faculty Load Update Process (updates PEAFACL below, with data from Banner Student System)  PEAFACL - Faculty Load Form  PERFACL - Faculty Load Comparison Report (compares information between SIAASGN and NBAJOBS, - Position, Suffix, Contact Hours, and FTE)
*	=	Not available in the Banner Student System
**	=	Not available in the Banner Human Resources System
***	=	No validation is performed between the systems online