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SUNGARD SCT HIGHER EDUCATION

SCT Banner Student General Student Training Workbook

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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to create and modify student records. This workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-day Operations
- Reference

Intended audience

Personnel responsible for creating and modifying current student information.

Objectives

At the completion of this course, you will be able to

- create and modify current information for students
- change a student's major
- change a student's residency
- change a student type
- enter information on career choice
- add advisors
- add activities
- add veteran information
- enter student classifications
- enter cooperative information
- enter Student Right to Know information.

Prerequisites

To complete this workbook, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "SCT Banner 7 Fundamentals," or have equivalent experience navigating in the SCT Banner system
- completed the Curriculum, Advising, and Program Plan training workbook
- administrative rights to create the rules and set the validation codes in SCT Banner.



Section A: Introduction

Lesson: Overview (Continued)

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Section A: Introduction

Lesson: Process Introduction

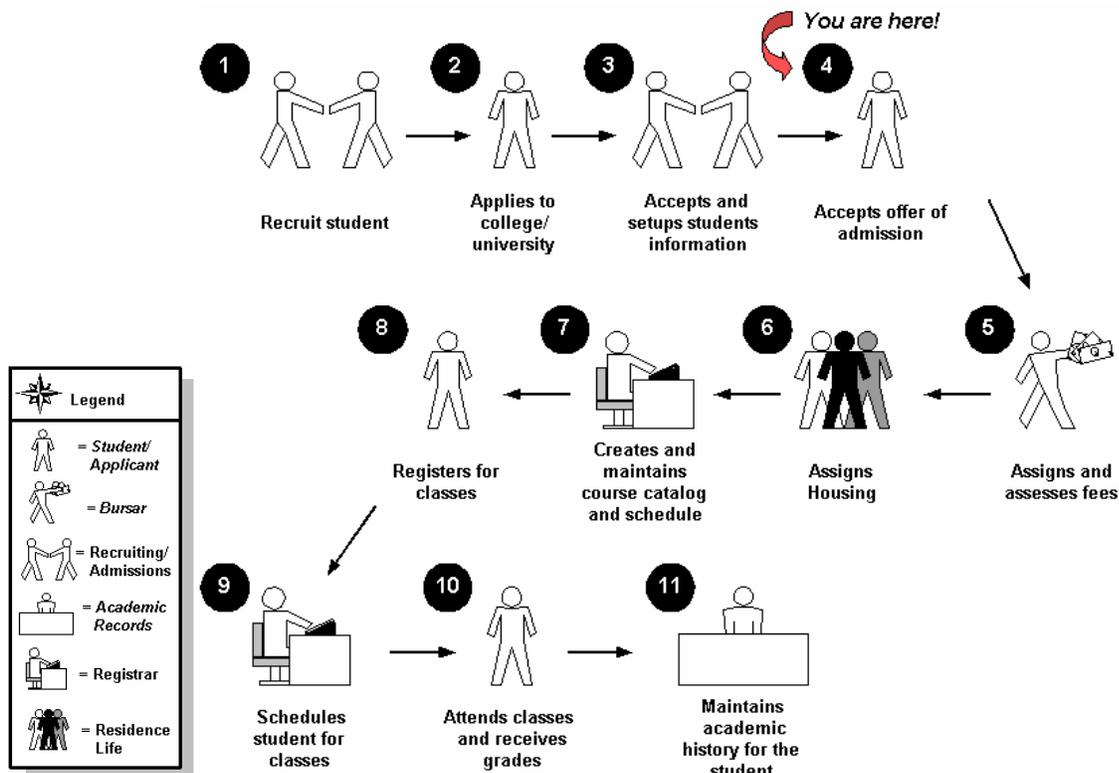
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Introduction

An active General Student record is required before a student is able to register for classes and be assessed tuition and fees. SCT Banner will review the student characteristics during registration to ensure that the student is eligible to register and to ensure that the student registers into the correct courses.

Flow diagram

This diagram highlights where the General Student Module process occurs within the overall Student process.





Section A: Introduction

Lesson: Process Introduction (Continued)

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About the process

- Validation forms are set up on the SCT Banner system. Unless a new code is required, this step is only performed once.
- Rule forms are set up for specific terms and can be either copied as is to a new term or changed for subsequent terms.
- The person/employee may view, save, and print online output.
- Parameters validation criteria are defined for generating the General Student Job Submission processes and reports.



Section A: Introduction

Lesson: Terminology

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Combined academic standing

This user defined code is a combination of an academic standing code and a progress evaluation code.

Cohort

A member of a group of students who have similar characteristics such as starting a program at the same time

Communication Plan

A set of rules designed to implement an institution's preferences regarding who should receive which materials and when those materials should be sent. Materials can be generated (letter or label) or published (department brochures).

Example: All accepted high school students who apply for admissions into the Education program receive a letter acknowledging acceptance into both the university and the Education program. However, all accepted high school students who apply for admissions into the Nursing program receive a letter acknowledging acceptance into just the university and instructions for next steps on how to apply at a later time to the Nursing program. Prospective nursing students also receive a Nursing program brochure along with their acceptance letter into the university.

Student Right to Know Act

This legislation requires that an institution of higher education annually disclose information about its student body's completion and graduation rates.

For more information, refer to *Maintaining and Monitoring Student Right to Know Reporting* in *Section C: Day-to-Day Operations* of this training workbook.



Section B: Set Up

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to outline the set-up processes and detail the procedures to set up your SCT Banner system.

Intended audience

Personnel from offices responsible for maintaining general student records

Objectives

At the end of this section, you will be able to create the rules and set parameters used to process student data.

Prerequisites

To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- completed the Curriculum, Advising, and Program Plan training workbook
- administrative rights to create the rules and set the validation codes in SCT Banner.

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Section B: Set Up

Lesson: Overview

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Section B: Set Up

Lesson: Degree Level Code Validation

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Purpose

Use the Degree Level Code Validation Form (STVDLEV) to create, update, insert, and delete degree level codes (Associate, Bachelor, Master, etc.). Other forms use this form to validate the degree level codes. You may only create or update degree level codes from this form.

Note: All SCT Banner systems share this validation form. You should coordinate with other SCT Banner system users at your institution when deciding what codes are used on this form.

SCT Banner Form

Degree Level Code Validation STVDLEV 7.0 (s4b70)

Code	Description	Numeric Value	Activity Date
AS	Associate	20	04-JAN-1995
BA	Bachelor	30	04-JAN-1995
DR	Doctorate	50	04-JAN-1995
LA	Less than Associate	10	04-JAN-1995
MA	Master	40	04-JAN-1995
OT	Other		03-JAN-1995
UN	Unknown		03-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Degree Level Code Validation Form (STVDLEV).
2	Enter a two-character degree level code in the Code field.
3	Enter a description in the Description field.
4	Enter a number in the Numeric Value field. <u>Note:</u> The Numeric Value field is used to determine a ranking value for the degree level, which is used in the Cohorts and Student Right to Know tracking processes. The numeric value should be established with the lowest degree level having the lowest value and the highest degree level having the highest value.
5	Repeat steps 2-4 to add more degree codes.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Cohort Code Validation

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Purpose

You can use the Cohort Code Validation Form (STVCHRT) to create, update, insert, and delete cohort codes used in the Recruiting, Admissions, General Student, and Academic History modules. These codes represent a cohort grouping assigned to students based on user-defined criteria. These codes provide a tracking mechanism for Student Right to Know reporting. You may only create or update cohort codes from this form.

SCT Banner Form

Cohort Code	Description	Start Term	End Term	Degree Level	Print Indicator	Activity Date
0310FRUG	Unit test gen 0310FRUG				<input type="checkbox"/>	21-JAN-2004
9510UGFR	199510 New Undergrad Freshmen	199510	200020	BA	<input checked="" type="checkbox"/>	29-JAN-1995
9510UGTR	199510 New Undergrad Transfers	199510	200020	BA	<input checked="" type="checkbox"/>	29-JAN-1995
9810UGFR	199810 New Undergrad Freshmen	199810	200220	BA	<input checked="" type="checkbox"/>	06-MAY-2004
0610UGFR	200610 New Undergrad Freshman	200610	200889	AS	<input checked="" type="checkbox"/>	31-JAN-2005
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Cohort Code Validation Form (STVCHRT).
2	Enter a code in the Cohort Code field.
3	Enter a description of the code in the Description field.
4	Select a term in the Start Term field.
5	Select an expected graduation term for this cohort in the End Term field.
6	Select the expected degree level for this cohort in the Degree Level field.
7	Click the Print Indicator checkbox to have data about this cohort included in printed reports.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Cohort Reason Code Validation

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Purpose

Use the Cohort Reason Code Validation Form (STVCREA) to create, update, insert, and delete cohort reason codes such as Peace Corps, Church Mission, Military Assignment. These codes are used in conjunction with an inactivation of a cohort for a student to identify the reason for the inactivation. You may only create or update cohort reason codes from this form.

SCT Banner Form

Code	Description	Activity Date
MILT	Military Exemption	27-FEB-2004
PCOR	Peace Corp	31-JAN-2005

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Cohort Reason Code Validation Form (STVCREA).
2	Enter a four-character code in the Code field.
3	Enter a description of the code in the Description field.
4	Repeat steps 2 and 3 until all cohort reasons are entered.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Student Activity Code Validation

◀ Jump to TOC

Purpose

Use the Student Activity Code Validation Form (STVACTC) to create, update, insert, and delete activity codes. This form is used by other forms to validate activity codes (Debate Club, Swim Team, ROTC, etc.). You may only create or update activity codes from this form.

The **Code** field is validated against the Activity Category Validation Form (STVACCG), and the **Type** field is validated against the Activity Type Validation Form (STVACTP).

Notes: All activity codes which are for sports and should be able to be added on the Student Sport Form (SGASPRT) *must* have a type code of SPRTS. This type code is a system-required code on the Activity Type Validation Form (STVACTP).

Use a code of UNASSIGN for collector table processing with the Print Detail Report Indicator parameter of the Student Right to Know Report (SGRKNOW).

Warning: All SCT Banner systems share this validation form. You should coordinate with other SCT Banner system users at your institution when deciding what codes are used on this form.

SCT Banner Form

Code	Description	Type	Category	Activity Date
020	Music Festival Volunteers	MUSIC	CIVIC	24-JAN-1992
030	Alumni Board Member			03-JUN-1990
040	Past Presidents' Council		CORP	24-JAN-1992
050	Memorial Scholarship Committee			03-JUN-1990
060	Friends of the Library	CULTR		22-JAN-1992
070	Friends of the Museum	CULTR		22-JAN-1992
080	Gallery Patrons Committee			03-JUN-1990
090	Board of Visitors			03-JUN-1990
100	Alumni Admissions Rep			03-JUN-1990
101	Debate Club			17-AUG-1987
110	Fraternity	FRTTY	UNGRD	24-JAN-1992
120	Sorority	FRTTY	UNGRD	24-JAN-1992
130	Football Team	SPRTS	UNGRD	24-JAN-1992
140	Basketball Team	SPRTS	UNGRD	24-JAN-1992
150	Baseball Team	SPRTS	UNGRD	24-JAN-1992
160	Swim Team	SPRTS	UNGRD	24-JAN-1992
170	Tennis Team	SPRTS	UNGRD	24-JAN-1992
180	Golf Team	SPRTS	UNGRD	24-JAN-1992
190	ROTC			17-AUG-1987
200	Gymnastics Team	SPRTS	UNGRD	24-JAN-1992
210	Student Newspaper		UNGRD	24-JAN-1992
220	Student Government		UNGRD	24-JAN-1992



Section B: Set Up

Lesson: Student Activity Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Activity Code Validation Form (STVACTC).
2	Perform an Insert Record function.
3	Enter a three- or four-character activity code in the Code field.
4	Enter a description of the code in the Description field.
5	Select an activity type in the Type field.
6	Select an activity category in the Category field.
7	Repeat steps 2 – 6 to enter all student activity codes.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Student Status Code Validation

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Purpose

Use the Student Status Code Validation Form (STVSTST) to create, update, insert, and delete student status codes (i.e., Active, Withdrawn, Inactive Due to Graduation, etc.). Forms in several modules use this form to validate the student status codes. You can only create and update these codes from this form.

SCT Banner Form

Status Code	Description	Allow Registration	System Required	Curriculum Status	Activity Date
AS	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		30-SEP-2004
D1	More testing - Dayna	<input type="checkbox"/>	<input type="checkbox"/>		24-SEP-2004
DF	Dayna's Code - testing	<input type="checkbox"/>	<input type="checkbox"/>	COMPLETED Completed	14-APR-2004
GS	Graduated	<input checked="" type="checkbox"/>	<input type="checkbox"/>		06-APR-2004
IG	Inactive due to Graduation	<input type="checkbox"/>	<input type="checkbox"/>	COMPLETED Completed	06-APR-2004
IS	Inactive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ALMOST Almost there	19-SEP-2004
NS	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACCEPTED Application has been accepted	14-APR-2004
WW	0123456789012345678901234567	<input type="checkbox"/>	<input checked="" type="checkbox"/>		19-FEB-2004
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Status Code Validation Form (STVSTST).
2	Enter a two-character code in the Status Code field.
3	Enter a description of the status code in the Description field.
4	Click the Allow Registration checkbox if registration is allowed with the associated student status.
5	Click the System Required checkbox if this value is system required. <u>Note:</u> If the System Required checkbox is checked, the validation table record cannot be deleted.
6	Select a status in the Curriculum Status field.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Student Type Code Validation

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Purpose

Use the Student Type Code Validation Form (STVSTYP) to create, update, insert, and delete student type codes (i.e., Returning Freshman, Continuing, Transfer, etc.). Several forms in various modules use this form to validate the student type codes. You can only create and update these codes from this form.

The following student type codes should be created for IPEDS reporting:

- Freshman
- First Time Freshman
- Unclassified
- Continuing
- First Time Graduate
- First Time Professional

SCT Banner Form

Code	Description	Next Student Type	System Required	Activity Date
b	Undeclared	0	<input checked="" type="checkbox"/>	31-MAY-1994
A	1st Time Freshman	C	<input type="checkbox"/>	23-MAR-2004
C	Continuing	C	<input type="checkbox"/>	06-MAY-1987
E	Adult/Continuing Education	E	<input type="checkbox"/>	04-JAN-1995
N	New First Time	C	<input type="checkbox"/>	04-JAN-1995
R	Returning	C	<input type="checkbox"/>	04-JAN-1995
S	Special	S	<input type="checkbox"/>	06-MAY-1987
T	Transfer	C	<input type="checkbox"/>	04-JAN-1995
W	01234567890123456789012345678X	X	<input type="checkbox"/>	19-FEB-2004
X	Transient	X	<input type="checkbox"/>	04-JAN-1995
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Type Code Validation Form (STVSTYP).
2	Enter a one-character code in the Code field.
3	Enter a description of the code in the Description field.



Section B: Set Up

Lesson: Student Type Code Validation (Continued)

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Procedure, continued

Step	Action
4	<p>Enter a code in the Next Student Type field to identify the student type to be assigned when the Student Type Update Report (SHRTYPE) is run.</p> <p><u>Example:</u> The Next Student Type for A - <i>First Time Freshman</i> would be C - <i>Continuing</i>. The Next Student Type for an E - <i>Adult Continuing Education</i> Code would be E - <i>Adult Continuing Education</i> since the status for this type of student would not change from year to year.</p>
5	<p>Click the System Required checkbox if this validation table record is required.</p> <p><u>Examples:</u> First Time Freshman, Continuing.</p> <p><u>Note:</u> The System Required checkbox is used to set up a default when residency is not entered in the Recruiting module, and the prospect record is pulled to the Admissions module to build the application. If the System Required checkbox is checked, the validation table record cannot be deleted.</p>
6	Repeat steps 2-5 until all codes are set up.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Block Code Validation

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Purpose

Use the Block Code Validation Form (STVBLOCK) to create, update, insert, and delete block codes which are used in Block Scheduling processing. The block codes represent sets or groupings of sections to which students are assigned in order to be registered more efficiently. You can only create or update these codes from this form.

SCT Banner Form

Block Code	Description	Activity Date
BLKTEST001	Block Test Number 1	01-DEC-2004
ELET11	ELET Year 1, Semester 1	15-JAN-1995
ELET12	ELET Year 1, Semester 2	15-JAN-1995
ELET21	ELET Year 2, Semester 1	15-JAN-1995
ELET22	ELET Year 2, Semester 2	15-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Block Code Validation Form (STVBLOCK).
2	Enter a block code in the Block Code field.
3	Enter a description of the block code in the Description field.
4	Repeat steps 2 and 3 until all block codes have been established.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Academic Standing Code Validation

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Purpose

Use the Academic Standing Code Validation Form (STVASTD) to create, update, insert, and delete academic standing codes, such as Good Standing, Dean's List, or Suspension. Other forms use this form to validate these codes, which you can only create or update from this form.

Note: Calculated code displays in the General Student record.

SCT Banner Form

Standing Code	Description	Dean List	Prob Ind	Proh Reg	Max Hours	EDI Eqv	Voice Msg	Sys Req	Activity Date
00	Good Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>	09-MAY-1988
AD	Academic Dismissal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3.000			<input type="checkbox"/>	09-JUL-2004
AT	API Test Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.000			<input type="checkbox"/>	28-JUN-2004
AW	Academic Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.000			<input type="checkbox"/>	10-NOV-1994

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Academic Standing Code Validation Form (STVASTD).
2	Enter a two-character code in the Standing Code field.
3	Enter a description of the standing code in the Description field.
4	Click the Dean's List checkbox if this code indicates the student is on the Dean's List.
5	Click the Prob Ind checkbox if this code indicates the student is on academic probation.
6	Click the Proh Reg checkbox if this code means that the student is prohibited from registering for additional courses.
7	Enter a number in the Max Hours field for which a student may enroll when under this academic standing code.
8	Enter a code in the EDI Eqv (Equivalent) field. <u>Note:</u> The EDI Eqv (Equivalent) field is used to assign the EDI SPEEDE/ExPRESS academic standing code values to the institution's academic standing codes. The EDI equivalent value will be used in the transmission of transcript information electronically via EDI. These values are defined in the EDI SPEEDE/ExPRESS Implementation Guide under data element #641.



Section B: Set Up

Lesson: Academic Standing Code Validation (Continued)

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Procedure, continued

Step	Action
9	Enter a number in the Voice Msg field to assign a number to the recorded message that describes the academic standing code for telephone applications.
10	Click the System Required checkbox if this validation table record is required. <u>Note:</u> If the System Required checkbox is checked, the validation table record cannot be deleted.
11	Click the Save icon.
12	Click the Exit icon.



Section B: Set Up

Lesson: Combined Academic Standing Code Validation

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Purpose

The Combined Academic Standing Code Validation Form (STVCAST) is used 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.

Note: Calculated code displays in the General Student record.

SCT Banner Form

Code	Description	Prohibit Registration	Maximum Hours	Voice Message	System Required	User ID	Activity Date
00	Good Standing	<input type="checkbox"/>			<input checked="" type="checkbox"/>	SATURN	08-OCT-2001
J1	GS and P1	<input type="checkbox"/>			<input type="checkbox"/>	EJETTO	15-SEP-2004
J2	GS and E1	<input type="checkbox"/>			<input type="checkbox"/>	EJETTO	15-SEP-2004
J3	GS and GS	<input type="checkbox"/>			<input type="checkbox"/>	EJETTO	15-SEP-2004
PR	Prohibit Registration API Test	<input checked="" type="checkbox"/>			<input type="checkbox"/>	LIESSUP	28-JUN-2004

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Combined Academic Standing Code Validation Form (STVCAST).
2	Enter a two-digit combined academic standing code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Prohibit Registration checkbox if this code means that the student is prohibited from registering for additional courses.
5	Enter a number in the Maximum Hours field for which a student may enroll when under this academic standing code.
6	Enter a number in the Voice Message field to assign a number to the recorded message that describes the academic standing code for telephone applications.
7	Click the System Required checkbox if this validation table record is required. <u>Note:</u> If the System Required checkbox is checked, the validation table record cannot be deleted.
8	Click the Save icon. <u>Result:</u> SCT Banner will fill in the User ID and Activity Date fields.
9	Click the Exit icon.



Section B: Set Up

Lesson: Progress Evaluation Code Validation

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Purpose

Use the Progress Evaluation Code Validation Form (STVPREV) to create and define valid progress evaluation codes.

Note: Calculated code displays in the General Student record.

SCT Banner Form

Code	Description	System Req	Voice Message	User ID	Activity Date
00	Good Standing	<input checked="" type="checkbox"/>		SATURN	08-OCT-2001
E1	Ellen's Progress 1	<input type="checkbox"/>		EJETTO	15-SEP-2004
E2	Ellen's Progress 2	<input type="checkbox"/>		EJETTO	15-SEP-2004
XX	01234567890123456789012345678	<input checked="" type="checkbox"/>		MHOCKETT	19-FEB-2004
PR	Progressing forward	<input type="checkbox"/>			
NP	Not progressing	<input type="checkbox"/>			
		<input type="checkbox"/>			

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Progress Evaluation Code Validation Form (STVPREV).
2	Enter a two-digit progress evaluation code in the Code field.
3	Enter a description of the code in the Description field.
6	Click the System Required checkbox if this validation table record is required. <u>Note:</u> If the System Required checkbox is checked, the validation table record cannot be deleted.
7	Enter a number in the Voice Message field to assign a number to the recorded message that describes the academic standing code for telephone applications.
8	Click the Save icon. <u>Result:</u> SCT Banner will fill in the User ID and Activity Date fields.
9	Click the Exit icon.



Section B: Set Up

Lesson: Communication Plan Validation

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Purpose

You can use the Communication Plan Code Validation Form (STVCPLN) to create, update, insert, and delete communication plan codes used in the Recruiting, Admissions, and General Student modules. You may only create or update communication plan codes from this form.

SCT Banner Form

Code	Description	Activity Date
ADAP	Admissions Application Plan	23-MAY-1995
AMCA	AMCAS Commplan	06-JUL-2004
BAAD	BA Admissions Degree	16-APR-2004
BARC	BA Recruiting Degree	16-APR-2004
BAST	BA Learner Degree	16-APR-2004
BSAD	BS Admissions Degree	16-APR-2004
BSRC	BS Recruiting Degree	16-APR-2004
BSST	BS Learner Degree	16-APR-2004

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Communication Plan Code Validation Form (STVCPLN).
2	Enter a four-character communication plan code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Veteran Type Code Validation

◀ Jump to TOC

Purpose

You can use the Veteran Type Code Validation Form (STVVETC) to create, update, insert, and delete veteran type codes (i.e., Chapter 32 Post Vietnam Vet, Other Veteran, ROTC, etc.). The General Student Form (SGASTDN) uses this form to validate the veteran type codes. You can only create and update these codes from this form.

SCT Banner Form

Code	Description	Activity Date
1	Chapter 31 Rehabilitation	16-FEB-1988
2	Chapter 32 Post Vietnam Vet	16-FEB-1988
4	Chapter 34 Regular Veteran	16-FEB-1988
5	Chapter 35 Widow Child	07-JAN-1991
6	In Service	07-JAN-1991
7	Other Veteran	16-FEB-1988
8	Veteran Complete Withdrawal	07-JAN-1991
9	Veteran No Benefits	07-JAN-1991
A	ROTC	14-APR-1987
B	Army Recruit	14-APR-1987

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Veteran Type Code Validation Form (STVVETC).
2	Enter a one character veteran code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Advisor Type Validation

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Purpose

Use the Advisor Type Code Validation Form (STVADVR) to create, update, insert, and delete advisor type codes for students. Students may have multiple advisors, such as an academic advisor or an athletic advisor. You may only create or update advisor type codes from this form.

SCT Banner Form

Code	Description	Activity Date
CONC	Concentration	03-JAN-1995
MAJR	Major	03-JAN-1995
MINR	Minor	03-JAN-1995
PEER	Peer	03-JAN-1995
THES	Thesis	03-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Advisor Type Code Validation Form (STVADVR).
2	Enter an advisor type code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Student Attribute Validation

◀ Jump to TOC

Purpose

You can use the Student Attribute Code Validation Form (STVATTS) to create, update, insert, and delete student attribute codes such as First Year Student, Achieved Senior Standing, or Non-degree Student. You can only create or update these codes from this form

SCT Banner Form

Code	Description	Activity Date
11T	1st Semester, 1st Year Tech	19-JAN-1995
12T	2nd Semester, 1nd Year Tech	19-JAN-1995
21T	1st Semester, 2nd Year Tech	19-JAN-1995
22T	2nd Semester, 2nd Year Tech	19-JAN-1995
24	24 credits per year	27-JUL-1994
30	30 credits per year	27-JUL-1994
CAPP	CAPP Defect Testing	26-JAN-2005
ED	Cmpltd Engineer design project	10-NOV-1994
FY	First Year Student	10-NOV-1994
NS	Non degree student	10-NOV-1994
SRST	Achieved Senior Standing	04-SEP-1996
SY	Second Year Student	10-NOV-1994
TY	Third Year Student	10-NOV-1994

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Attribute Code Validation Form (STVATTS).
2	Enter up to a four-character student attribute code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Contact Type Code Validation

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Purpose

Use the Contact Type Code Validation Form (STVCTYP) to create, update, insert, and delete recruiting contact type codes (i.e., Campus Visit, College Night, or Merit List Letter, etc.).

Note: Several forms in the Recruiting module and the Interface Validation Form (STVINFC) use this form to validate recruiting contact type codes. You may only create or update these codes from this form.

SCT Banner Form

Code	Description	Activity Date
CMP	Campus Visit	05-JAN-1988
CNN	College Night	30-AUG-2004
CNS	Counselor Visit	25-MAR-1987
DLL	Dean's List Letter	29-APR-1987
FA1	CSS Profile FA Application	02-AUG-2004
FA2	EDE FA Application	02-AUG-2004
FIN	Financial Aid Tape	04-FEB-1995
FUL	Follow-up Letter	29-APR-1987
HLL	Honors List Letter	29-JAN-1991
IN1	Interview One	13-APR-1987
IN2	Interview Two	03-JAN-1995
INP	In-person	25-MAR-1987
KM	Email	02-AUG-2004
MIL	Military Interest Letter	03-JAN-1995
MLL	Merit List Letter	29-APR-1987
PGL	Univ Pres Greeting Letter	22-MAY-1987
PHN	Phone Call	25-MAR-1987
PR	PocketRecruiter Event	06-OCT-2004
TAP	Test Score Tape	09-OCT-1987
WEB	Web Contact	30-JUN-2004

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Contact Type Code Validation Form (STVCTYP).
2	Enter a three-character contact type code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Save icon.



Section B: Set Up

Lesson: Contact Type Code Validation (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
5	Click the Exit icon.



Section B: Set Up

Lesson: Appointment Result Code Validation

◀ Jump to TOC

Purpose

Use the Appointment Result Code Validation Form (STVRSLT) to create, update, insert, and delete appointment result codes such as Attended Interview, Did Not Attend Interview, Late to Interview.

Note: The Prospect Information Form (SRARECR) and the Person Appointments/Contacts Form (SOAAPPT) use this form to validate the recruiting appointment result codes. You can only create and update these codes from this form.

SCT Banner Form

Appointment Result Code Validation STVRSLT 7.0 (s4b70)

Code	Description	Generate Contact	Activity Date
ATTN	Attended	<input checked="" type="checkbox"/>	06-JAN-1995
LATE	Late	<input type="checkbox"/>	06-JAN-1995
NOSH	Did Not Attend	<input type="checkbox"/>	06-JAN-1995
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Appointment Result Code Validation Form (STVRSLT).
2	Enter a four-character appointment result code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Generate Contact checkbox to generate follow-up contact material.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Comment Type Code Validation

◀ Jump to TOC

Purpose

You can use the Comment Type Code Validation Form (STVCMTT) to create, update, insert, and delete comment types and their respective codes (i.e., General Comment, Special Needs, or Added via ACT Tape). This form is used by other forms to validate the comment types. You can only create or update the comment types from this form.

SCT Banner Form

Code	Description	Activity Date
100	General Comment	02-APR-1987
101	Added via ATP Tape	29-APR-1987
103	Added via ACT Tape	29-APR-1987
104	Special Needs	29-APR-1987
105	Intramurals	12-FEB-1988
106	Fraternity	29-APR-1987
107	Sorority	29-APR-1987
108	Debate Club	29-APR-1987
109	Athletic Scholarship	29-APR-1987
110	Added via Fin. Aid/CSS Tape	10-AUG-1987
111	Requested Campus Housing	10-AUG-1987
112	Assigned Campus Housing	09-OCT-1987
114	Internet Access	02-AUG-2004

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Comment Type Code Validation Form (STVCMTT).
2	Enter a three-digit comment type code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Employer Code Validation

◀ Jump to TOC

Purpose

Use the Employer Code Validation Form (STVEMPL) to maintain employer codes which represent the employer's name, address, and phone number. Other forms use this form to validate this employer information. You may only create or update these codes from this form.

Note: When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation Form (GTVZIPC) and entered in the ZIP/PC field, the combination of City, State/Province, and Nation information which exists in GTVZIPC will default into the appropriate fields. The related information does not default in when the ZIP/Postal Code is entered manually.

SCT Banner Form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Employer Code Validation Form (STVEMPL).
2	Perform an Insert Record function.
2	Enter up to a four-character employer code in the Code field.
3	Enter the employer name in the un-named field.
4	Enter the street address in the Street Line 1 field.
5	Enter the city in the City field.
6	Select the state or province code in the State or Province field.
7	Enter <i>157</i> in the Nation field for the United States of America.
8	Select a zip or postal code in the Zip or Postal Code field.
9	Enter a phone number in the Phone field.
10	Click the Save icon.
11	Click the Exit icon.



Section B: Set Up

Lesson: Class Code Validation

◀ Jump to TOC

Purpose

Use the Class Code Validation Form (STVCLAS) to create, update, insert, and delete class codes.

Examples: Freshmen, Sophomore, First Year Law, Professional, etc...

SCT Banner Form

Class Code	Description	EDI Eqv	LMS Eqv	Activity Date
01	First Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
02	Second Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
03	Third Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
04	Fourth Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
11	Year 1, Semester 1	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
12	Year 1, Semester 2	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
21	Year 2, Semester 1	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
22	Year 2, Semester 2	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Class Code Validation Form (STVCLAS).
2	Enter a two-character code in the Class Code field.
3	Enter a description of the code in the Description field.
4	Enter an EDI equivalent value in the EDI Eqv field. <u>Note:</u> The EDI Eqv (Equivalent) field is used to assign the EDI SPEEDE/ExPRESS class code values to the institution's class codes. The EDI equivalent value will be used in the transmission of transcript information electronically via EDI. These values are defined in the EDI SPEEDE/ExPRESS Implementation Guide under data element #1131
5	Enter an LMS equivalent value in the LMS Eqv field. <u>Note:</u> The LMS Eqv (Equivalent Class Code) field is used to display the IA-PLUS Loan Management System (LMS) class code values that are equivalent to the SCT Banner class codes. These codes are not validated. The translation to these LMS codes occurs during the LMS transaction feed interface from SCT Banner Financial Aid. For more information, please refer to the Financial Aid User Guide or the IA-PLUS Loan Management System User Manual.



Section B: Set Up

Lesson: Class Code Validation (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Student Classification Rules

◀ Jump to TOC

Purpose

You can use the Student Classification Rules Form (SGACLSR) to establish the academic classification rules based on the range of hours entered and user-defined student attributes. The **To Hours** must be greater than the **From Hours** when creating a rule.

The Class Code Validation Form (STVCLAS), the Level Code Validation Form (STVLEVL), and the Attribute Validation Form (STVATTR) must be established prior to entering this form. When attributes are maintained for a rule, then the student must fall within the credit hour requirement and have the attribute code for the effective term on the Additional Student Information Form (SGASADD).

Note: Student classification rules must exist for students of all levels. If classification rules do not exist for a certain level of students, they will *not* be reported in the Unduplicated Headcount Report (SFRHCNT).

SCT Banner Form

Level Code	From Hours	To Hours	Class Code	Description	Activity Date
<input type="checkbox"/> CR	.000	99.000	12	Year 1, Semester 2	19-JAN-1995
<input type="checkbox"/> CR	.000	99.000	21	Year 2, Semester 1	19-JAN-1995
<input type="checkbox"/> CR	.000	99.000	22	Year 2, Semester 2	19-JAN-1995
<input type="checkbox"/> LW	.000	99.000	L1	First Year Law	19-JAN-1995
<input type="checkbox"/> LW	99.001	199.000	L2	Second Year Law	11-FEB-2004
<input type="checkbox"/> LW	199.001	999.000	L3	Third Year Law	11-FEB-2004
<input checked="" type="checkbox"/> UG	.000	27.990	FR	Freshman	18-JAN-1995
<input type="checkbox"/> UG	28.000	58.990	SO	Sophomore	19-JAN-1995
<input type="checkbox"/> UG	59.000	88.990	JR	Junior	19-JAN-1995
<input type="checkbox"/> UG	89.000	999.990	SR	Senior	19-JAN-1995

Class Standing Attribute	Description
Attribute	
<input type="text"/>	



Section B: Set Up

Lesson: Student Classification Rules (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Classification Rules Form (SGACLSR).
2	Perform an Insert Record function.
3	Enter a two-character code in the Level Code field.
4	Enter an amount in the From Hours field.
5	Enter an amount in the To Hours field.
6	Select a class code in the Class Code field.
7	Double-click in the Attribute field and select a class standing student attribute code.
8	Repeat steps 2-7 as needed.
9	Click the Save icon.
10	Click the Exit icon.



Section B: Set Up

Lesson: Sports Status Validation

◀ Jump to TOC

Purpose

You can use the Sport Status Code Validation Form (STVSPST) to create, update, insert, and delete sport status codes used in the General Student module. The Student Sport Form (SGASPRF) uses this form to validate the sport status codes. You may only create or update these codes from this form.

SCT Banner Form

Code	Description	Activity Date
AC	Active	03-APR-1995
IR	Injured Reserve	28-JUN-2004
PR	Probation	28-JUN-2004

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Sport Status Code Validation Form (STVSPST).
2	Enter a two-character code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Eligibility Validation

◀ Jump to TOC

Purpose

You can use the Eligibility Validation Form (STVCLAS) to create, update, insert, and delete eligibility codes. These codes are used in Student Right to Know tracking by the Student Sport Form (SGASPRT) in the General Student module. You may only create or update these codes from this form.

SCT Banner Form

Code	Description	Activity Date
RE	Recruit	03-APR-1995
RS	Red Shirt	03-APR-1995
WO	Walk-On	03-APR-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Eligibility Validation Form (STVCLAS).
2	Enter a two-character code in the Code field.
3	Enter a description of the code in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Self Check

◀ [Jump to TOC](#)

Directions

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

Question 1

What is a communication plan?

Question 2

What is a Student's Right to Know?

Question 3

Name at least two student type codes that should be created on the Student Type Code Validation Form (STVSTYP) for IPEDS reporting.



Section B: Set Up

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

What is a communication plan?

A set of rules designed to implement institution preferences regarding who should receive which materials and when those materials should be sent. Materials can be generated (letter or label) or published (department brochures).

Example: All accepted high school students who apply for admissions into the Education program receive a letter acknowledging acceptance into both the university and the Education program. However, all accepted high school students who apply for admissions into the Nursing program receive a letter acknowledging acceptance into just the university and instructions for next steps on how to apply at a later time to the Nursing program. Prospective nursing students also receive a Nursing program brochure along with their acceptance letter into the university.

Question 2

What is a Student's Right to Know?

This legislation requires that an institution of higher education annually disclose information about its student body's completion and graduation rates.

For more information, refer to *Maintaining and Monitoring Student Right to Know Reporting* in Section C: *Day-to-Day Operations* of this training workbook.

Question 3

Name at least two student type codes that should be created on the Student Type Code Validation Form (STVSTYP) for IPEDS reporting.

The following student type codes should be created for IPEDS reporting:

**Freshman
First Time Freshman
Unclassified
Continuing
First Time Graduate
First Time Professional**



Section C: Day-to-Day Operations

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to explain the process and detail the procedures to use the General Student Module.

Intended audience

Personnel responsible for creating and modifying current student information, entering student classification, cooperative information, and Student Right to Know information

Objectives

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

- create a general student record
- change a major and add a minor
- process a leave of absence request
- enter veteran information
- add or change advisor information
- enter additional student information
- enter cooperative education information
- view a student's information
- enter guardian information
- maintain sports records
- maintain and monitor Student Right to Know reporting
- perform purge processes.

Prerequisites

To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "SCT Banner 7 Fundamentals," or have equivalent experience navigating in the SCT Banner system
- completed the Curriculum, Advising, and Program Plan training workbook
- completed the General Person training workbook.

You will also need to ensure that the rules and validation codes in SCT Banner needed for the General Student module and the Curriculum, Advising, and Program Plan (CAPP) module have been set up for you.



Section C: Day-to-Day Operations

Lesson: Overview (Continued)

◀ [Jump to TOC](#)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

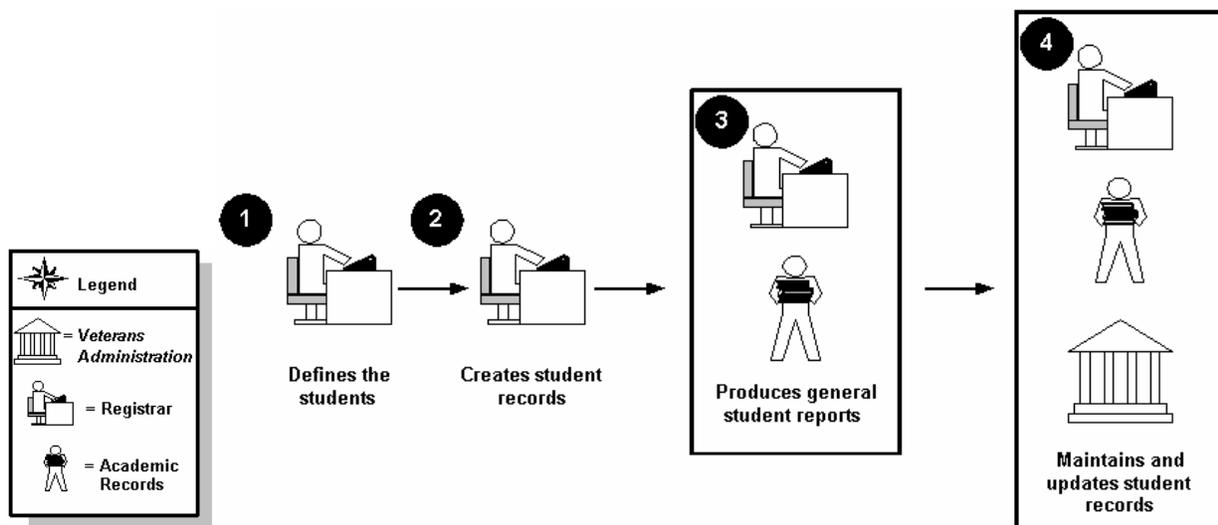
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Introduction

The SCT Banner System requires that there be an Active General Student Record for the term before a student can register or be registered for courses and have tuition and fees assessed. The validation tables and rules for the General Student Module are used by the system to ensure that the student is registered into the correct courses and is assessed the correct tuition and fees.

Flow diagram

This flow chart highlights specifically what the General Student Module process would look like on a day to day basis.





Section C: Day-to-Day Operations

Lesson: Process Introduction (Continued)

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What happens

The stages of the process are described in this table.

Stage	Description
Registrar	
1	Defines general student validation tables and rules
2	Creates Student records by offering a seat to the student and the student, then accepting the seat
Registrar/Academic Records/Veteran Admin Office	
3	Maintain and Update Student Records
4	Produce General Student reports and run General Student related processes (e.g., The Student Right to Know Report-SGRKNOW, Student Report-SGRSTDN and the Veteran report-SGRVETN Processes: Hold Purge-SGPHOLD, General Student Purge-SGPSTDN, Cooperative Education Purge-SGPCOOP, Student Block Load Process-SGPBLCK and Cohort Load Process-SGRCHRT)



Section C: Day-to-Day Operations

Lesson: Creating a General Student Record

◀ Jump to TOC

Purpose

Information about a student is initially created when a decision is entered on the Admissions Decision Form (SAADCRV), which indicates that the applicant accepts the institution's offer of admission, or when an applicant is admitted via the Quick Entry Form (SAAQUIK). An applicant must accept the institution's offer of admissions to generate an initial general student record or the Quick Entry Form must have been processed for the student. This record may not be deleted if registration or academic history records exist for a term or if associated sports records exist.

The Admissions Decision Form (SAADCRV) is used to enter decisions for an admissions application. Once a decision is entered or calculated to indicate that the student has accepted and plans to attend, a general student record is automatically created using the information entered on the application. This record allows the student to be eligible to register.

SCT Banner Form

Admissions Decision SAADCRV 7.1

ID: A00034085 Morrison, Dina R. Term: 200710

Decision Processing High School Review Prior College and Degree Review Test Score Review

Application Summary

Entry Term: 200710 Application Status: Decision Made Application Date: 03-JUN-2005

Application Number: 1 Student Type: N Program 1: BACH-ARTS Catalog Term: 200710
 Level: 01 Campus: CEN College 1: AS Degree 1: BA Major 1: ART
 Admission Type: ST Resident: 0 Session: Full or Part Time: F Outstanding Documents:

Application Decision Application Decision Letter Decision Calculator Rating Review

Decision Data

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
<input type="checkbox"/>		<input checked="" type="checkbox"/>							
<input type="checkbox"/>		<input type="checkbox"/>							
<input type="checkbox"/>		<input type="checkbox"/>							
<input type="checkbox"/>		<input type="checkbox"/>							
<input type="checkbox"/>		<input type="checkbox"/>							



Section C: Day-to-Day Operations

Lesson: Creating a General Student Record (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create a General Student record.

Note: A student's application information must exist or be entered on the Admissions Application Form (SAAADMS) to use this form.

Step	Action
1	Access the Admissions Decision Form (SAADCRV).
2	Click the down arrow next to the ID field.
3	Enter a few characters of a last name with the wildcard (%) at the end in the Last Name field to perform a query.
4	Perform an Execute Query function.
5	Scroll through the list of names to find your student created and used during the Admissions Training.
6	Double-click in the ID field to return that student to SAADCRV. <u>Note:</u> Make a note of the student's name and ID because they will be used in future lessons. Each participant must pick a unique student.
7	Select a term in the Term field.
8	Perform a Next Block function.
9	Select a decision code in the Decision Code field.
10	Click the Save icon. <u>Note:</u> You will see the message, "Note: Student record created for admissions entry term."
11	Click the OK button. <u>Note:</u> You will see the message, "Transaction complete. 1 record applied and saved."
12	Click the OK button.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Error! No text of specified style in document.

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Purpose

The Quick Entry Form (SAAQUIK) is used to provide a way to enter and register persons on the system with minimal effort. This form is combined with the General Person Identification Form (SPAIDEN), which allows a person to be added to the system along with addresses (optional). It can also create recruiting and admissions records at the user's option, and will automatically create a student record that is required for registration.

Default rules for a specific level of applicant can be defined on the Quick Entry Rules Form (SAAQKER) so that when the ID, Term and Level are entered into the key block, the majority of data will be defaulted in from SAAQKER.

SCT Banner Form



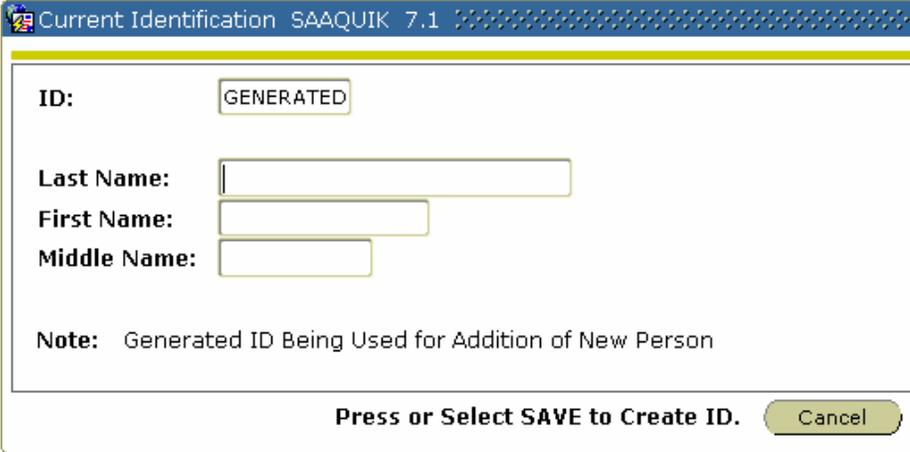
Section C: Day-to-Day Operations

Lesson: Error! No text of specified style in document. (Continued)

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Procedure

Follow these steps to create a General Student record using the Quick Entry Form.

Step	Action
1	Access the Quick Entry Form (SAAQUIK).
2	<p>Select <i>Generate ID</i> in the Options menu, or enter <i>GENERATED</i> in the ID field and press Enter to open the Current Identification window.</p> <p><u>Result:</u> The Current Identification window opens.</p> 
3	<p>Enter values in the Last Name, First Name, and Middle Name fields.</p> <p><u>Note:</u> Each participant must create a unique student. Make a note of the student's name and ID because they will be used in future lessons.</p>
4	Click the Save icon.
5	Double-click in the Term field to select a term.
6	Double-click in the Level field and select <i>Undergraduate</i> .
7	Perform a Next Block function.
8	<p>Click the Enter Address checkbox.</p> <p><u>Result:</u> The <u>Address</u> tab opens.</p>
9	Enter a date in the From Date field.
10	Select an address type in the Address Type field.
11	Enter a street address in the Street Line 1 field.



Section C: Day-to-Day Operations

Lesson: Error! No text of specified style in document. (Continued)

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Procedure, continued

Step	Action
12	Enter a city in the City field.
13	Enter a state or province code in the State or Province field.
14	Enter a zip or postal code in the Zip or Postal Code field.
15	Select a telephone type in the Telephone Type field.
16	Enter a telephone number in the Telephone Number field.
17	Click the Save icon.
18	Select the Quick Admit tab.
19	Click either the Male or Female Gender radio button.
20	Enter a date in DD-MM-YYYY format in the Date of Birth field.
21	Select an ethnicity code in the Ethnic field. <i>Note:</i> Your institution may not request this information. If it does not, the field can be left blank.
17	Select a citizenship code in the Citizenship field. <i>Note:</i> Your institution may not request this information. If it does not, the field can be left blank.
18	Select a student type in the Student Type field. <i>Example:</i> New First Time
19	Select <i>Active</i> in the Student Status field.
20	Select a residency code in the Residence field.
21	Enter <i>F</i> if the student is full time or <i>P</i> if the student is part time in the Full or Part Time field.
22	Select a rate code in the Rate field.
23	Select an education goal in the Education Goal field.
24	Select an education level in the Education Level field.
25	Click the Create Application Record checkbox.
26	Select the type of admissions in the Admissions Type field.
27	Select an application status code in the Application Status field.
28	Select an admissions decision in the Admissions Decision field.
29	Perform a Next Block function.
30	Select a catalog term in the Catalog Term field.
31	Enter a priority number that identifies curriculum rank in the Priority field.



Section C: Day-to-Day Operations

Lesson: Error! No text of specified style in document. (Continued)

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Procedure, continued

Step	Action
32	Select a program from the <u>All Programs</u> option in the Program field. <u>Note:</u> The College , Level , and Degree fields may be filled in for you based on the program selected. If not, select values for these fields.
33	Select a campus code in the Campus field.
34	Enter a field of study priority number in the Priority field.
35	Select <i>Major</i> in the Type field.
36	Select a major, minor, or concentration code in the Field of Study field.
37	Click the Save icon.
38	Click the OK button to acknowledge that the records have been saved. <u>Result:</u> The Communication Plan window opens.
39	Click the Save icon to save the communication plan.
40	Click the Return button.
41	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Changing a Major and Adding a Minor

◀ Jump to TOC

Purpose

The General Student Form (SGASTDN) is used to maintain current and historical information about a student.

The General Student Form also contains comments, activities, and veteran information. This record may not be deleted if registration or academic history exists for the term or if associated sports records exist.

Use the Primary Curriculum window on the General Student Form (SGASTDN) to enter primary curriculum information for the student. You may view lists of attached majors, departments, minors, and concentrations by accessing the Help drop down menu and choosing the Help function from the corresponding **Major**, **Department**, **Minor**, and **Concentration** fields in this window. You may also double-click in the field and select the appropriate choice from the Option List.

SCT Banner Form

General Student SGASTDN 7.1

ID: A00029554 Student, Alex P. Student Summary Term: 200710

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 200610 Fall 2005-2006 From Term: 200610 To Term: 999999

Student Status: AS Active

Student Type: A 1st Time Freshman

Residence: R In state Resident

Fee Assessment Rate: LOCAL Local Resident

Class: FR Freshman

Full or Part Time: F FULL

Additional Information

Site: Session: Block: Citizenship: Y Citizen

Curricula Summary - Primary

Priority: 1 Catalog Term: 200610 Level: UG Undergraduate College: AS College of Arts & Sciences

Term: 200610 Program: BA-ENGL Campus: M Main Degree: BA Bachelor of Arts

Field of Study Summary

Priority: 1 Type: MAJOR Department: ENGL English

Term: 200610 Field of Study: ENGL English Attached to Major:

Priority: Type: Department:

Term: Field of Study: Attached to Major:



Section C: Day-to-Day Operations

Lesson: Changing a Major and Adding a Minor (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process of changing a major and adding a minor for the student created in the previous exercises.

Note: It is important to ensure that the major a student is being changed to is valid for the Program that the student is in.

Step	Action
1	Access the General Student Form (SGASTDN).
2	Enter the ID of the student in the ID field. <u>Note:</u> If you have forgotten the ID of your student, click the down arrow to find your student.
3	Select the term where the change will take place in the Term field.
4	Perform a Next Block function.
5	Perform a Duplicate Record function.
6	Click the down arrow in the New Term field.
7	Select <u>Create New Effective Term</u> from the Options List .
8	Click the down arrow in the New Term field again.
9	Select <u>List of Terms</u> from the Options List .
10	Double-click on a term to return a term to the New Term field.
11	Select the <u>Curricula</u> tab. <u>Result:</u> The Curricula window opens.



Section C: Day-to-Day Operations

Lesson: Changing a Major and Adding a Minor (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
12	Click the Change Curriculum icon.
13	Enter a term in the Catalog Term field.
14	Enter <i>1</i> in the Priority field.
15	Select the down arrow in the Program field.
16	Select <u>Change Curriculum</u> from the Option List .
17	Click the OK button.
18	Double-click on a program code to return a code to the Program field.
19	Select a college code in the College field.
20	Select a degree code in the Degree field.
21	Perform a Next Block function.
22	Enter <i>1</i> in the Priority field.
23	Enter a date in the Start Date field.
24	Select <i>Major</i> in the Type field.
25	Select <u>All Major Codes</u> from the Option List in the Field of Study field.
26	Select a major code to return to the Field of Study field.
27	Enter <i>2</i> in the second Priority field.
28	Enter a date in the Start Date field.
29	Select <i>Minor</i> in the Type field.
30	Select <u>All Minor Codes</u> from the Option List in the Field of Study field.
31	Select a minor code to return to the Field of Study field.
32	Click the Save icon.
33	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Processing a Leave of Absence Request

◀ Jump to TOC

Purpose

The General Student Form (SGASTDN) is used to maintain current and historical information about a student.

The Miscellaneous Student Information window on the General Student Form (SGASTDN) is used to enter miscellaneous information for the student, such as practical training and leave information.

SCT Banner Form

Learner	Curricula	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
Miscellaneous Information						
Orientation Session:	<input type="checkbox"/>	<input type="checkbox"/>		Employee and Training Code:	<input type="checkbox"/>	<input type="checkbox"/>
Career Plan:	<input type="checkbox"/>	<input type="checkbox"/>		Vocational Education:	<input type="checkbox"/>	<input type="checkbox"/>
Practical Training:	<input type="checkbox"/>	<input type="checkbox"/>		Transfer Center:	<input type="checkbox"/>	<input type="checkbox"/>
Education Level:	HS	<input type="checkbox"/>	Completed High School	Educational Goal:	BD	Obtain Bachelor's Degree
Income Range:	<input type="checkbox"/>	<input type="checkbox"/>		Basic Skills:	<input type="checkbox"/>	<input type="checkbox"/>
Employment Expectation:	<input type="checkbox"/>	<input type="checkbox"/>		Graduate Credit Approved:	<input type="checkbox"/>	
Apprenticeship Code:	<input type="checkbox"/>	<input type="checkbox"/>		From Date:	<input type="text"/>	To Date: <input type="text"/>
Leave of Absence:	<input type="checkbox"/>	<input type="checkbox"/>				

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the General Student Form (SGASTDN).
2	Enter the ID of your student in the ID field. <u>Note:</u> If you have forgotten the ID of your student, click the down arrow find your student.
3	Select a term in the Term field.
4	Perform a Next Block function.
5	Select the <u>Miscellaneous</u> tab.
6	Select a code in the Leave of Absence field.
7	Enter a start date in the From Date field.
8	Enter an end date in the To Date field.



Section C: Day-to-Day Operations

Lesson: Processing a Leave of Absence Request (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
9	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Entering Veteran Information

◀ Jump to TOC

Purpose

The General Student Form (SGASTDN) is used to maintain current and historical information about a student.

The Veteran Information window is used to maintain veteran information.

SCT Banner Form

Veteran Certification Information				
Veteran Type	Description	Term	Certification Credit Hours	Certification Date
<input type="button" value="▼"/>	ROTC	<input type="button" value="200630"/>	<input type="button" value="24.000"/>	<input type="button" value="02-FEB-2005"/>
<input type="button" value="□"/>		<input type="button" value="□"/>	<input type="button" value="□"/>	<input type="button" value="□"/>
<input type="button" value="□"/>		<input type="button" value="□"/>	<input type="button" value="□"/>	<input type="button" value="□"/>
<input type="button" value="□"/>		<input type="button" value="□"/>	<input type="button" value="□"/>	<input type="button" value="□"/>
<input type="button" value="□"/>		<input type="button" value="□"/>	<input type="button" value="□"/>	<input type="button" value="□"/>
<input type="button" value="□"/>		<input type="button" value="□"/>	<input type="button" value="□"/>	<input type="button" value="□"/>
<input type="button" value="□"/>		<input type="button" value="□"/>	<input type="button" value="□"/>	<input type="button" value="□"/>
<input type="button" value="□"/>		<input type="button" value="□"/>	<input type="button" value="□"/>	<input type="button" value="□"/>
<input type="button" value="□"/>		<input type="button" value="□"/>	<input type="button" value="□"/>	<input type="button" value="□"/>
<input type="button" value="□"/>		<input type="button" value="□"/>	<input type="button" value="□"/>	<input type="button" value="□"/>

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the General Student Form (SGASTDN).
2	Enter the ID of your student in the ID field. <u>Note:</u> If you have forgotten the ID of your student, click the down arrow to find your student.
3	Select a term in the Term field.
4	Perform a Next Block function.
5	Select the <u>Veteran</u> tab.
6	Select a code in the Veteran Type field.
7	Select a term in the Term field.
8	Enter a number in the Certification Credit Hours field.



Section C: Day-to-Day Operations

Lesson: Entering Veteran Information (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
9	Enter a date in DD-MM-YYYY format in the Certification Date field.
10	Click the Save icon.
11	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Adding or Changing Advisor Information

◀ Jump to TOC

Purpose

The Multiple Advisors Form (SGAADVR) allows a student to be associated with an unlimited number of advisors for an effective term range. It also allows the user to view a student's existing advisors for an effective term range. Multiple advisors may be designated for any type of student, not just graduate students. A General Student record must exist to associate an advisor with a student. The user must designate a primary advisor if multiple advisors exist. If the primary advisor is deleted, the secondary advisor defaults into the primary place.

SCT Banner Form

Multiple Advisors SGAADVR 7.1

ID: Term:

Advisor Information

From Term: Maintenance To Term:

ID	Advisor Type	Primary Indicator
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Procedure

Follow these steps to complete the process of adding an advisor to your student's record.

Step	Action
1	Access the Multiple Advisors Form (SGAADVR).
2	Enter the ID of the student in the ID field. <u>Note:</u> If you have forgotten the ID of your student, click the down arrow to find your student.
3	Select a term in the Term field.
4	Select the down arrow in the ID field in the Advisor Information block. Result: The Faculty/Advisor Query Form (SIAIQRY) opens.
5	Enter part of the advisor's last name in the Last Name field.
4	Perform an Execute Query function.
5	Double-click in the ID field to return the information to SGAADVR.
6	Select a code in the Advisor Type field.



Section C: Day-to-Day Operations

Lesson: Adding or Changing Advisor Information (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
7	Click the Primary checkbox to indicate that this is the student's primary advisor.
8	Click the Save icon.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Additional Student Information

◀ Jump to TOC

Purpose

The Additional Student Information Form (SGASADD) maintains cohort codes, as well as attributes, which are assigned to the student by effective term. The cohort information records and attributes can be created manually on this form or may be rolled from the Admissions module upon creating the student record. The person must be defined as a student for a term that is encompassed by the effective term range for that student on the General Student Form (SGASTDN).

SCT Banner Form

Procedure

Follow these steps to add cohorts and attributes for your student.

Step	Action
1	Access the Additional Student Information Form (SGASADD).
2	Enter the ID of the student in the ID field. <u>Note:</u> If you have forgotten the ID of your student, click the down arrow to find your student.
3	Select a term in the Term field.



Section C: Day-to-Day Operations

Lesson: Entering Additional Student Information (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Select a code in the Cohort Code field. <u>Result:</u> The From Term and To Term fields default.
5	Select a student attribute code in the Attribute field.
6	Click the Save icon.
7	Click the OK button.
8	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Cooperative Education Information

◀ Jump to TOC

Purpose

The Cooperative Education Form (SGACCOOP) is used to maintain data pertaining to the student's cooperative education positions. The form contains employer information as well as comments on the duties involved in each position.

A person must be an active student for the term and level for which the cooperative education job is being entered. Multiple records for the term/level may be entered. The student's record cannot be deleted if cooperative education information exists; the cooperative education record must be deleted first.

Note: Employers entered must exist on the Employer Code Validation Form (STVEMPL).

SCT Banner Form

Cooperative Education SGACCOOP 7.0 (s4b70)

ID: Student, Alex P. Term:

Cooperative Education Details

Level:

Cooperative Code:

CRN:

Begin Date: End Date: Override

Evaluation Prepared: Evaluation Received:

Employer and Contact Details

Employer Code:

Contact Name:

Title:

Contact Phone: -

Employer Phone: -

Review Address



Section C: Day-to-Day Operations

Lesson: Entering Cooperative Education Information (Continued)

◀ Jump to TOC

Procedure

Follow these steps to add cooperative education information to your student's record.

Step	Action
1	Access the Cooperative Education Form (SGACOOB).
2	Enter the ID of the student in the ID field. <u>Note:</u> If you have forgotten the ID of your student, click the down arrow to find your student.
3	Select a term in the Term field.
4	Select a level code in the Level field.
5	Select a code in the Cooperative Code field.
6	Select a course registration number for the internship in the CRN field.
7	Enter a start date in the Begin Date field.
8	Enter an end date in the End Date field.
9	Select an employer code in the Employer Code field.
10	Enter a name in the Contact Name field.
11	Enter the person's title in the Title field.
12	Enter the person's phone number in the Contact Phone field.
13	Click the Save icon.
14	Click the Yes button.
15	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Communication Plan Information

◀ Jump to TOC

Purpose

Communication Plans are designed to implement an institution's rules regarding who should receive which materials and when those materials should be sent. A material can be generated (letter or label) or published (department brochures).

The Communication Rules Form (SOACOMM) is used to define the different types of Communication Plans as applied to campus, level, college, and degree, and to define the rules for the automatic assignment of communication plans to people and the processing of the communication plan.

If the campus is X, and the degree level is X, and the college is X, and the degree is X, then under these conditions a specific code is assigned. All students with these characteristics will receive the Communication Plan automatically. If you leave the campus blank, then it is used as a wild card and is applicable on all campuses.

SCT Banner Form

Communication Rules SOACOMM 7.0 (s4b70)

Communication Plans

Campus	Level	College	Degree	Program	Major	Department	Recruit	Admissions	Student
2	TU						MHR2	MHA2	MHS2
M	UG	AS	BS	BA-ARTS	ARTS		RCNV	ADAP	STDN
MAL	BZ						MHRC	MHAD	MHST
MAL	UG						REIN	ADAP	STDN
	CR						REIN	ADAP	
	MD							AMCA	
	UG	AS	BA				MHRC	MHAD	MHST
	UG		BS	DMF			REIN	ADAP	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Communication Rules Form (SOACOMM).
2	Perform an Insert Record function.
3	Select a campus code in the Campus field.
4	Select a level code in the Level field.
5	Select a college code in the College field.
6	Select a degree code in the Degree field.
7	Select a program code in the Program field.



Section C: Day-to-Day Operations

Lesson: Creating Communication Plan Information (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
8	Select a major code in the Major field.
9	Select a department code in the Department field.
10	Select a communication plan code in the Recruit field to select a communication plan.
11	Select a communication plan code in the Admissions field to select a communication plan.
12	Select a communication plan code in the Student field to select a communication plan.
13	Click the Save icon.
14	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Viewing a Student's Information

◀ Jump to TOC

Purpose

The General Student Summary Form (SGASTDQ) is a stand-alone query form that displays all general student records on file for a student from the term represented in the Key Information. The person must be a student to be queried on this form. If a term is entered in the Key Information, those general student records with a term that is earlier in time or is equal to the term in the Key Information will be displayed. If no term is entered in the Key Information, all of the student's General Student records will be represented on the form back to the earliest record on file.

When working in the Student Information section of SGASTDQ, the user may perform a Count Query Hits function from any existing record to transfer to the General Student Form (SGASTDN). The user will view the record on SGASTDN that matches the record on which the cursor was placed in SGASTDQ when the function was performed.

When the General Student Summary Form is accessed from the Committee/Service Form (SHACOMI), the user may perform a Select function to drag back information for college and department to SHACOMI.

SCT Banner Form

From Term	To Term	Student Status	Student Type	Residence	Program	Catalog Term	Level	Degree	College	Campus	Major 1	Department
200610	999999	AS	A	R	BA-ENGL	200610	UG	BA	AS	M	ENGL	ENGL

Academic Standing Code: Progress Evaluation Code: Combined Academic Standing Code:

Academic Standing Term: Progress Evaluation Override Code: Combined Academic Standing Override Code:

Academic Standing Override Code: Progress Evaluation Override Term: Combined Academic Standing Override Term:

Academic Standing Override Term:

Academic Standing Code: Progress Evaluation Code: Combined Academic Standing Code:

Academic Standing Term: Progress Evaluation Override Code: Combined Academic Standing Override Code:

Academic Standing Override Code: Progress Evaluation Override Term: Combined Academic Standing Override Term:

Academic Standing Override Term:



Section C: Day-to-Day Operations

Lesson: Viewing a Student's Information (Continued)

◀ Jump to TOC

Procedure

Follow these steps to view your student's information.

Step	Action
1	Access the General Student Summary Form (SGASTDQ).
2	Enter the ID of the student in the ID field. <u>Note:</u> If you have forgotten the ID of your student, click the down arrow to find your student.
3	Enter a term in the Term field. <u>Note:</u> The query will return information for the term you entered plus any previous terms that contain information for this student.
4	Perform a Next Block function.
5	Use the scroll bar to review the student record.
6	Select <u>Detailed Student Information</u> from the Options menu to access the General Student Form (SGASTDN).
7	Click the Exit icon to return to the General Student Summary Form (SGASTDQ).
8	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Guardian Information

◀ Jump to TOC

Purpose

To enter guardian information, you must first enter the guardian on the General Person Identification Form (SPAIDEN), then assign the guardian to a student using the Guardian Information Form (SOAFOLK).

SCT Banner Form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the General Person Identification Form (SPAIDEN).
2	Click the Generate ID icon.
2	Enter the guardian's name in the Last Name field.
3	Enter the guardian's name in the First Name field.
4	Click the Save icon.
5	Select the Address tab.
6	Enter a date in the From Date field.
7	Select an address type in the Address Type field.
8	Enter an address in the Street Line 1 field.
9	Enter a city in the City field.
10	Enter a state or province in the State or Province field.



Section C: Day-to-Day Operations

Lesson: Entering Guardian Information (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
11	Enter a zip or postal code in the Zip or Postal Code field.
12	Select a telephone type in the Telephone Type field.
13	Enter telephone number in the Telephone field.
14	Click the Save icon.
15	Write down the ID number of the guardian.
16	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Guardian Information (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
8	Enter values, if applicable, in the Degree , Employer , and Title fields. <u>Note:</u> These fields can be left blank if information is not requested or is not available.
9	Enter an address type in the Address Type field. <u>Result:</u> The student's address information defaults from the student file.
10	Click the Save icon.
11	Select <u>Add/Change Address Detail</u> to view the guardian's address information.
12	Enter the guardian's ID in the ID field.
14	Perform a Next Block function.
15	Select the Address tab to view the guardian's address information.
16	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Maintaining Sports Records

◀ Jump to TOC

Purpose

The purpose of the Student Sport Form (SGASPRT) is to allow assignment of sport codes by term to a student. This form allows institutions to track students by sport code, status code, eligibility code, and term. **Status** and **Eligibility** are optional fields.

Comments may also be associated with a student's sport code. These comments are maintained in the Comments information of the Student Sport Form. The person must be defined as a student for a term that is encompassed by the effective term range on the General Student Form (SGASTDN).

Note: There are three validation forms used with the Student Sport Form: STVACTC, STVSPST, and STVELIG.

SCT Banner Form

Student Sport: SGASPRT 7.1

ID: A00029554 Student, Alex P. Term: 200710

Sport Code	Description	Status	Eligible	Athletic Aid	Activity Date
130	Football Team	S	S	<input type="checkbox"/>	03-JUN-2005

Comments



Section C: Day-to-Day Operations

Lesson: Maintaining Sports Records (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Sport Form (SGASPRT).
2	Enter the ID of the student in the ID field. <u>Note:</u> If you have forgotten the ID of your student, click the down arrow to find your student.
3	Select a term in the Term field.
4	Select a sport in the Sport Code field.
5	Select a status code in the Status field.
6	Select an eligibility code in the Eligible field.
7	Click the Athletic Aid checkbox. <u>Note:</u> If the Athletic Aid checkbox is checked, then the value of the Athletic Aid Indicator on the Student Right To Know Report (SGRKNOW) is set to <i>Yes</i> . Use this Indicator to process Athletic Aid Students as a group.
8	Click the Comments icon to open the SCT Banner Editor window.
9	Enter the comments you want to add. <u>Example:</u> This student is a red shirt freshman per Coach Block. SMD 2/2/2005.
10	Click the OK button.
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Maintaining and Monitoring Student Right to Know Reporting

◀ [Jump to TOC](#)

Introduction

The Student Right to Know act proposes regulations that require an institution of higher education to disclose information about its student body's completion or graduation rates. This act expands the types of "consumer" information that institutions are required to disclose to 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.

The legislation

For references to the "Legislation" in this procedure, refer to the Notice of Proposed Rule Making that was published in the July 10, 1992 Federal Register. It is recommended that you read either this information or the Chapter 12 General Student Dear Colleague Letter from the US Department of Education dated August 21, 1991 before this processing is implemented.

Sports that require reporting

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.



Section C: Day-to-Day Operations

Lesson: Maintaining and Monitoring Student Right to Know Reporting (Continued)

◀ Jump to TOC

Purpose

The Student Right To Know Report (SGRKNOW) is used to produce data that will assist your institution in calculating graduation and completion rates by cohort and optionally by sport codes. If sport reporting is used, those students who receive athletically based financial aid may be specifically selected to be processed by sport.

SCT Banner Form

Process Submission Controls GJAPCTL 7.1

Process: SGRKNOW Student Right To Know Report Parameter Set:

Printer Control

Printer: Special Print: Lines: 60 Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Term	
02	Cohort Start Term	
03	Enrollment Term	
04	Cohort Code	
05	Activity Sport Code	
06	Degree Level	
07	Athletic Aid Indicator	
08	Print Detail Report Indicator	

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

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the report.

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



Section C: Day-to-Day Operations

Lesson: Maintaining and Monitoring Student Right to Know Reporting (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action		
3	Enter these parameter values.		
	Req	Parameter	Description
	✓	Report Term	Enter the term in which you are running the report.
	✓	Cohort Start Term	Enter the start term of the cohort codes to be processed.
		Enrollment Term	Enter the term in which students must have enrollment to be counted as a cohort.
	✓	Cohort Code	Enter the code(s) processed to those specified with a matching start term. A wildcard (%) will process all cohort codes with a matching start term.
		Activity Sport Code	Enter the sport activity code(s) to be processed for each cohort code. Enter a wildcard (%) to process all sport activity codes.
	✓	Degree Level	Enter the 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	Enter Y to select only those students with the sport code(s) to be processed where the Athletic Aid Indicator for the sport code is checked.
	Print Detail Report Indicator	Enter Y to print a detailed listing of students in each category.	
4	Click the Save Parameter Set as checkbox.		
5	Enter a name and description in the Name and Description fields.		
6	Click the Submit radio button.		



Section C: Day-to-Day Operations

Lesson: Maintaining and Monitoring Student Right to Know Reporting (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	Click the Save icon to execute the report. <u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.
8	Select Review Output on the <u>Options</u> menu to review the report.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Performing Purge Processes

◀ Jump to TOC

Purpose

The General Student Purge Process (SGPSTDN) 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

- the student has any active holds
- the student has Academic History information
- the student has any Financial Aid information.

SCT Banner Form

Process Submission Controls GJAPCTL 7.1

Process: SGPSTDN General Student Purge Parameter Set: []

Printer Control

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

Parameter Values

Number	Parameters	Values
01	Process Term	[]
02	Purge Option	[]
03	Effective Term	[]
04	Activity Date	[]
05	Purge High School Information	[]
06	Purge Prior College Informatio	[]
07	Purge Guardian Information	[]
08	Purge Test Score Information	[]

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

Submission

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



Section C: Day-to-Day Operations

Lesson: Performing Purge Processes (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action																						
1	Access the General Student Purge Form (SGPSTDN).																						
2	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.																						
3	Enter these parameter values. <table border="1" data-bbox="289 829 1201 1543"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Process Term</td> <td>Enter the term that you want to process.</td> </tr> <tr> <td>Purge Option</td> <td>Enter a date in DD-MM-YYYY format.</td> </tr> <tr> <td>Effective Term</td> <td>Enter a term for which you want this process to be effective.</td> </tr> <tr> <td>Activity Date</td> <td>Enter <i>Y</i> for Yes or <i>N</i> for No.</td> </tr> <tr> <td>Purge High School Information</td> <td>Enter <i>Y</i> for Yes or <i>N</i> for No.</td> </tr> <tr> <td>Purge Prior College Information</td> <td>Enter <i>Y</i> for Yes or <i>N</i> for No.</td> </tr> <tr> <td>Purge Guardian Information</td> <td>Enter <i>Y</i> for Yes or <i>N</i> for No.</td> </tr> <tr> <td>Purge Test Score Information</td> <td>Enter <i>Y</i> for Yes or <i>N</i> for No.</td> </tr> <tr> <td>Purge Hold</td> <td>Enter <i>Y</i> for Yes or <i>N</i> for No.</td> </tr> <tr> <td>Run Mode</td> <td>Enter <i>A</i> for audit mode or <i>U</i> for update mode.</td> </tr> </tbody> </table>	Parameter	Description	Process Term	Enter the term that you want to process.	Purge Option	Enter a date in DD-MM-YYYY format.	Effective Term	Enter a term for which you want this process to be effective.	Activity Date	Enter <i>Y</i> for Yes or <i>N</i> for No.	Purge High School Information	Enter <i>Y</i> for Yes or <i>N</i> for No.	Purge Prior College Information	Enter <i>Y</i> for Yes or <i>N</i> for No.	Purge Guardian Information	Enter <i>Y</i> for Yes or <i>N</i> for No.	Purge Test Score Information	Enter <i>Y</i> for Yes or <i>N</i> for No.	Purge Hold	Enter <i>Y</i> for Yes or <i>N</i> for No.	Run Mode	Enter <i>A</i> for audit mode or <i>U</i> for update mode.
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4	Click the Save Parameter Set as checkbox.																						
5	Enter a name and description in the Name and Description fields.																						
6	Click the Submit radio button.																						
7	Click the Save icon to execute the report. <u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.																						
8	Select Review Output on the <u>Options</u> menu to review the report.																						
9	Click the Exit icon.																						



Section C: Day-to-Day Operations

Lesson: Performing Purge Processes (Continued)

◀ Jump to TOC

Purpose

The Hold Purge Process (SGPHOLD) purges all expired holds based on the user specified parameters of expiration date, activity date, and hold type. You can choose one of two options:

- Option 1: hold expiration date (date must exist to be purged)
- Option 2: hold activity date

Warning: Only the Registrar should be permitted to run the process to purge all expired holds. The purge process is run before the start of registration for the Fall, Spring, and Summer terms.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Hold Purge Form (SGPHOLD).
2	Leave the Parameter Set field empty.
3	Perform a Next Block function to access the Printer Control Block.
4	Double-click in the Printer field and select an available printer.
5	Perform a Next Block function to navigate to the Parameter Values block. <u>Note</u> : The system will automatically populate the parameters.
6	Enter the appropriate values for each parameter in the Values column. <u>Note</u> : Use the Values Search icon to access tables with appropriate values.
7	Check the Save Parameter Set as checkbox.
8	Enter a name and description for your job parameters in the Name and Description fields. <u>Note</u> : Run the process in Update Mode.
9	Select the Submit radio button.
10	Click the Save icon.
11	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

- created a general student record
- changed a major and added a minor
- processed a leave of absence request
- entered veteran information
- added or changed advisor information
- entered additional student information
- entered cooperative education information
- created Communication Plan information
- viewed a student's information
- added and maintained a sports record
- maintained and monitored Right to Know reporting
- performed purge processes.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ [Jump to TOC](#)

Directions

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

Question 1

What are the two forms you can use to create a student record?

Question 2

On SAAQUIK, which window do you access to add a student's major?

Question 3

What window on the General Student Form (SGASTDN) do you access to add or change a major?

Question 4

What other type of information can be entered on the Miscellaneous Student Information window?

Question 5

What form is used to enter veteran information?

Question 6

On the Multiple Advisors Form (SGAADVR), on which block is information returned to after an advisor is selected?

Question 7

What are the two ways that cohorts and attributes can be added to a student's record?



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 8

Does an employer have to exist in the SCT Banner system before you can add cooperative education information for a student?

Question 9

What are the three validation forms that are used with the Student Sport Form (SGASPRT)?

Question 10

What purge process do you run for a student who never registered?



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

What are the two forms you can use to create a student record?

Admissions Decision Form (SAADCRV)
Quick Entry Form (SAAQUIK)

Question 2

On SAAQUIK, which window do you access to add a student's major?

Primary Curriculum window

Question 3

What window on the General Student Form (SGASTDN) do you access to add or change a major?

Primary Curriculum window

Question 4

What other type of information can be entered on the Miscellaneous Student Information window?

Practical training

Question 5

What form is used to enter veteran information?

Veteran Information Form (SGASTDN)

Question 6

On the Multiple Advisors Form (SGAADVR), on which block is information returned to after an advisor is selected?

Advisor Information block

Question 7

What are the two ways that cohorts and attributes can be added to a student's record?

- **Created manually on the Additional Student Information Form (SGASADD)**
- **Rolled from the Admissions module when creating the student record**



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check (Continued)

◀ Jump to TOC

Question 8

Does an employer have to exist in the SCT Banner system before you can add cooperative education information for a student?

No. You can add an employer on the Employer Code Validation Form (STVEMPL).

Question 9

What are the three validation forms that are used with the Student Sport Form (SGASPRT)?

Student Activity Code Validation Form (STVACTC)

Sports Status Code Validation Form (STVSPST)

Eligibility Code Validation Form (STVELIG)

Question 10

What purge process do you run for a student who never registered?

The General Student Purge (SGPSTDN)



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

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

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Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

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

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Degree Level Code Validation	STVDLEV	Admissions Decision Form	SAADCRV
		Quick Entry Form	SAAQUIK
		General Student Form	SGASTDN
		Communication Rules Form	SOACOMM
Student Status Code Validation	STVSTST	See above	
Student Type Code Validation	STVSTYP	See above	
Communication Plan Code Validation	STVCPLN	See above	
Cohort Code Validation	STVCHRT	Additional Student Information Form	SGASADD
Cohort Reason Code Validation	STVCREA	Additional Student Information Form	SGASADD
Student Activity Code Validation	STVACTC	General Student Form	SGASTDN
		Student Sport Form	SGASPRT
Block Code Validation	STVBLCK	General Student Form	SGASTDN
Academic Standing Code Validation	STVASTD	General Student Form	SGASTDN
Combined Academic Standing Code Validation	STVCAST	General Student Form	SGASTDN
Progress Evaluation Code Validation	STVPREV	General Student Form	SGASTDN
Veteran Type Code Validation	STVVETC	General Student Form	SGASTDN
Advisor Type Code Validation	STVADVR	Multiple Advisors Form	SGAADVR
Student Attribute Code Validation	STVATTS	General Student Form	SGASTDN
		Additional Student Information Form	SGASADD
Contact Type Code Validation	STVCTYP	General Student Form	SGASTDN
Appointment Result Code Validation	STVRSLT	General Student Form	SGASTDN
Comment Type Code Validation	STVCMTT	General Student Form	SGASTDN



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Setup Forms, continued

Set Up Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Employer Code Validation	STVEMPL	Cooperative Education Form	SGACCOOP
Class Code Validation	STVCLAS	General Student Form	SGASTDN
Student Classification Rules	SGACLSR	General Student Form	SGASTDN
Sports Status Validation Form	STVSPST	Student Sport Form	SGASPRT
Eligibility Validation Form	STVELIG	Student Sport Form	SGASPRT



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

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

Day-to-Day Form	Setup Forms Needed
Admissions Decision Form (SAADCRV)	<ul style="list-style-type: none">• General Person Identification Form (SPAIDEN)• Admissions Application Form (SAAADMS)• Degree Level Code Validation (STVDLEV)• Student Status Code Validation (STVSTST)• Student Type Code Validation (STVSTYP)• Communication Plan Code Validation (STVCPLN)
Quick Entry Form (SAAQUIK)	<ul style="list-style-type: none">• See above• Quick Entry Rules Form (SAAQKER)



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed (Continued)

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Procedure, continued

Day-to-Day Form	Setup Forms Needed
General Student Form (SGASTDN)	<ul style="list-style-type: none"> • Degree Level Code Validation (STVDLEV) • Student Status Code Validation (STVSTST) • Student Type Code Validation (STVSTYP) • Communication Plan Code Validation (STVCPLN) • Student Activity Code Validation (STVACTC) • Block Code Validation (STVBLCK) • Academic Standing Code Validation (STVASTD) • Combined Academic Standing Code Validation (STVCAST) • Progress Evaluation Code Validation (STVPREV) • Veteran Type Code Validation (STVVETC) • Student Attribute Code Validation (STVATTS) • Comment Type Code Validation (STVCMTT) • Class Code Validation (STVCLAS) • Student Classification Rules (SGACLSR)
Multiple Advisors Form (SGAADVR)	<ul style="list-style-type: none"> • Advisor Type Code Validation (STVADVR)
Additional Student Information Form (SGASADD)	<ul style="list-style-type: none"> • Cohort Code Validation (STVCHRT) • Cohort Reason Code Validation (STVCREA) • Student Attribute Code Validation (STVATTS)
Cooperative Education Form (SGACOOPE)	<ul style="list-style-type: none"> • Employer Code Validation (STVEMPL)



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed (Continued)

◀ Jump to TOC

Procedure, continued

Day-to-Day Form	Setup Forms Needed
Communication Rules Form (SOACOMM)	<ul style="list-style-type: none">• Degree Level Code Validation (STVDLEV)• Campus Validation Form (STVCAMP)• Level Code Validation Form (STVLEVL)• College Validation Form (STV COLL)• Degree Code Validation Form (STVDEGC)• Communication Plan Code Validation (STVCPLN)
General Student Summary Form (SGASTDQ)	<ul style="list-style-type: none">• Query only form – no set up required
Student Sport Form (SGASPRT)	<ul style="list-style-type: none">• Student Activity Code (STVACTC)• Sports Status Validation Form (STVSPST)• Eligibility Validation Form (STVELIG)



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

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

Form Name	Form Description	Owner
STVDLEV	Degree Level Code Validation	
STVCHRT	Cohort Code Validation	
STVCREA	Cohort Reason Code Validation	
STVACTC	Student Activity Code Validation	
STVSTST	Student Status Code Validation	
STVSTYP	Student Type Code Validation	
STVBLCK	Block Code Validation	
STVASTD	Academic Standing Code Validation	
STVCAST	Combined Academic Standing Code Validation	
STVPREV	Progress Evaluation Code Validation	
STVCPLN	Communication Plan Code Validation	
STVVETC	Veteran Type Code Validation	
STVADVR	Advisor Type Code Validation	
STVATTS	Student Attribute Code Validation	
STVCTYP	Contact Type Code Validation	
STVRSLT	Appointment Result Code Validation	
STVCMTT	Comment Type Code Validation	
STVEMPL	Employer Code Validation	
STVCLAS	Class Code Validation	
SGACLSR	Student Classification Rules	
SOACURR	Curriculum Rules	
STVSPST	Sports Status Validation Form	
STVELIG	Eligibility Validation Form	



Release Date

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This workbook was last updated on 05/01/2005.