

**Welcome to SunGard
SCT Banner**
Academic History



SUNGARD SCT HIGHER EDUCATION www.sungardst.com

Introductions

- Name
- Organization
- Title/function
- Job responsibilities
- SunGard SCT Banner experience
- Expectations

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Course Goals

The goal of this course is to provide you with the knowledge and practice to setup and maintain academic history at your institution

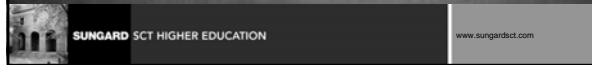
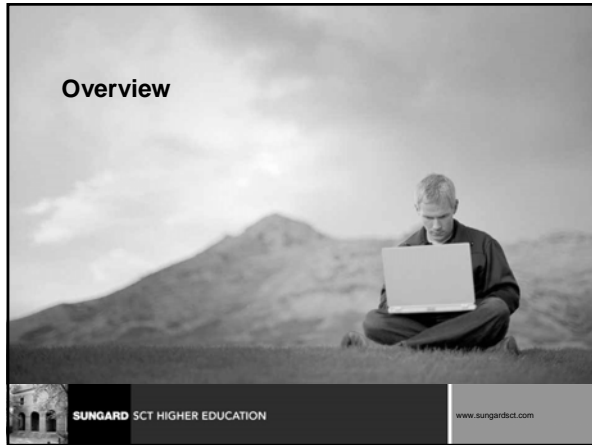
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Agenda

- Overview
- Set up
- Day-to-Day
- Question and Answer



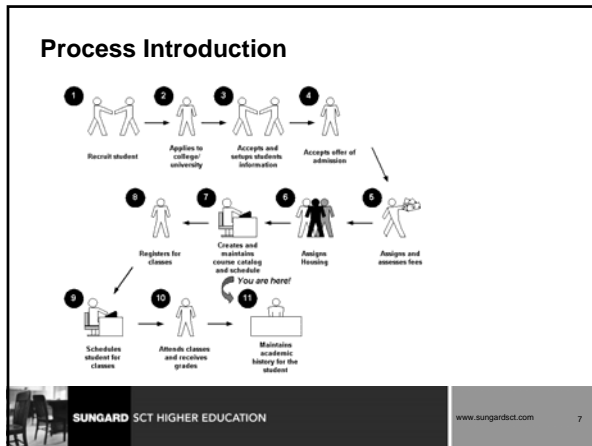
Overview



Overview

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





- ### Terminology
- Academic history
 - CRN
 - GPA
 - Roll
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Set up Objectives

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

- complete various validation tables and control forms pertaining to academic history



Set up - Rule and Validation forms

- Rule and Validation Forms

SHARPTR Repeat/Multiple Course Rules Form	STVTPRT Transcript Type Code Validation Form	SHATPRT Transcript Type Rules Form
SHAGRDE Grade Code Maintenance Form	SHAGRDS Grade Code Substitution Form	SHAACST Academic Standing Rules Form



Set up - Rule and Validation forms

- Rule and Validation Forms

Student Curriculum Rules (SOACURR)	Student Type Validation Table (STVCTYP)	Continuant Term Rules (SOACTRM)
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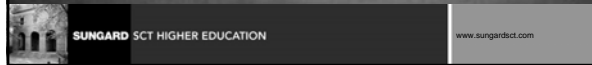


Set up Review

- What SCT Banner form do you use to define rules for non-repeatable courses and multiple enrollment courses?
- Which SCT Banner form is used to create transcript types?
- Which SCT Banner form is used to define transcript types?
- What SCT Banner form do you use to define grades that are accepted by your institution for transfer credit?
- How do you make a grade available on the Web?
- On the Grade Code Maintenance Form (SHAGRDE), which Count In check boxes should you select?
- What is the Grade Code Substitution Form (SHAGRDS) used for?



Day-to-Day Operations



Day-to-Day Objectives

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

- build, enter, and roll grades
- change/maintain grades
- calculate Academic Standing
- produce Grade Mailers

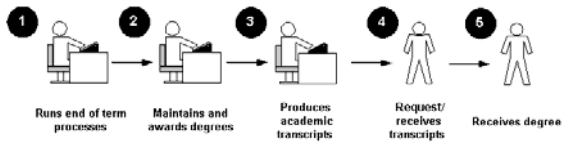
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Objectives, Continued

- add/change/award degrees
- review Academic History online
- print transcript
- generate a number of reports and processes

Day-to-Day Process



Processing Grades

- **Class Roster Form (SFASLST)**
 - Used to enter grades and optionally roll them to Academic History

Processing Repeat Courses

- **Basic Course Information Form (SCACRSE)**
 - Used to develop repeat limits for individual courses

Calculating GPA

- **Calculate GPA Report (SHRCGPA)**
 - Used to calculate the GPA for the selected term and group of students. It calculates both term and cumulative GPA

Viewing a Student's Grade in Academic History

- **Term Course Maintenance Form (SHAINST)**
 - Used to maintain organizational course history, perform grade changes, and identify repeat courses

Calculating Academic Standing

- **Calculate Academic Standing Process (SHRASTD)**
 - Calculates a student's academic standing based on the rules established on the Academic Standing Rules Form (SHAACST)



Producing Grade Mailers

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



Reviewing Grade Mailer Status/Error Correction

- **Grade Mailer Status/Error Correction Form (SHAGCOL)**
 - Provides a means to review and/or update the Grade Collector Table (SHRGCOL)



Updating Student Type

- **Student Type Update Process (SHRTYPE)**
 - Automatically updates student type on the General Student Form SGASTDN

Entering and Maintaining Degree Information

- **Degrees and Other Formal Awards Form (SHADEGR)**
 - Used to display degrees being sought or awarded to the student
- **Mass Entry (SHAMDEG)**
 - Used to enter degree records for a group of students based on common criteria

Entering and Maintaining Degree Information

- **Qualifying Papers Form (SHAQPNO)**
 - Used to enter qualifying papers for degree completion
- **Academic Non-Course Form (SHANCRS)**
 - Used to record non-academic course work to be applied to the degree record

Diploma and Ceremony Processes

▪ Terms:

- Diploma – official record that student has completed all degree requirements and may receive
- Ceremony – participation in the convocation



Diploma and Ceremony Processes

▪ Enter/Update Diploma information

- Diploma (SHADIPL)
- Mass Entry Diploma (SHAMDIP)
- Mass Update Diploma (SHAMUDI)



Diploma and Ceremony Processes

▪ Enter/Update Ceremony Information

- Event Form (SLAEVNT)
- Ceremony (SHACRMV)
- Ceremony Attendance (SHACATT)
- Ceremony Query (SHACRMQ)
- Ceremony Attendance Query (SHACATQ)
- Ceremonies By Attendee Query (SHACPRQ)
- Mass Entry Ceremony Attendance (SHAMCAT)
- Mass Update Ceremony (SHAMUCA)



Producing Transcripts

- **Transcript Request Form (SHARQTC)**
 - used to enter a transcript request to produce official transcripts immediately or on a delayed basis
- **Academic Transcript Process (SHRTRTC)**
 - used to generate (print) transcripts for single or multiple IDs
- **Transcript Population Creation Process (SHRTPOP)**
 - used to generate transcripts for a Population Selection

Day-to-Day Review

- What do you use the Class Roster Form (SFASLST) for?
- How can you view a student's grades after they've been rolled to academic history?
- How do you roll grades to academic history using the (SFASLST) form?
- What SCT Banner forms are used to generate grade mailers?
- What is the first process that must be run if you want to generate grade mailers?

Day-to-Day Review, continued

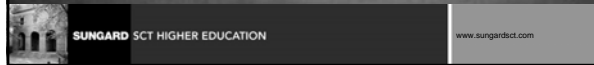
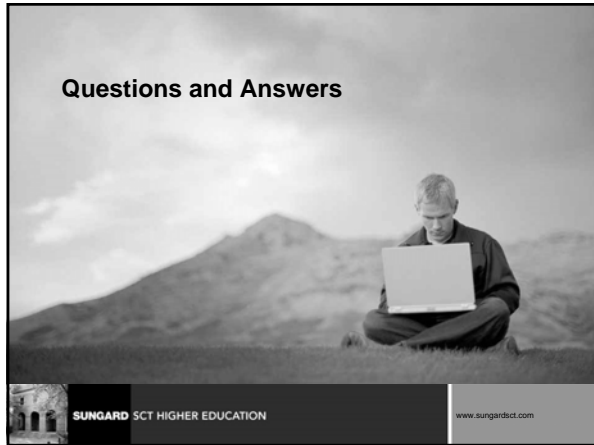
- Can you generate grade mailers for only a group of students?
- What SCT Banner form do you use to maintain students' degree information?
- What is the Transcript Request Form (SHARQTC) used for?
- What process must be run for generating either single or multiple transcripts?

Course Summary/Review

As a result of this course we have provided you with the knowledge and practice to setup and maintain academic history at your institution



Questions and Answers



Thank you for your participation

