



SUNGARD SCT HIGHER EDUCATION

SCT Banner Student Academic History 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 setup and maintain academic history at your institution. The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day operations
- Reference

Intended audience

Personnel from offices responsible for maintaining Academic History information

Objectives

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

- complete various validation tables and control forms pertaining to academic history
- run end of term processes
- produce grade mailers
- make grade changes
- award degrees
- produce academic transcripts.

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Section A: Introduction

Lesson: Process Introduction

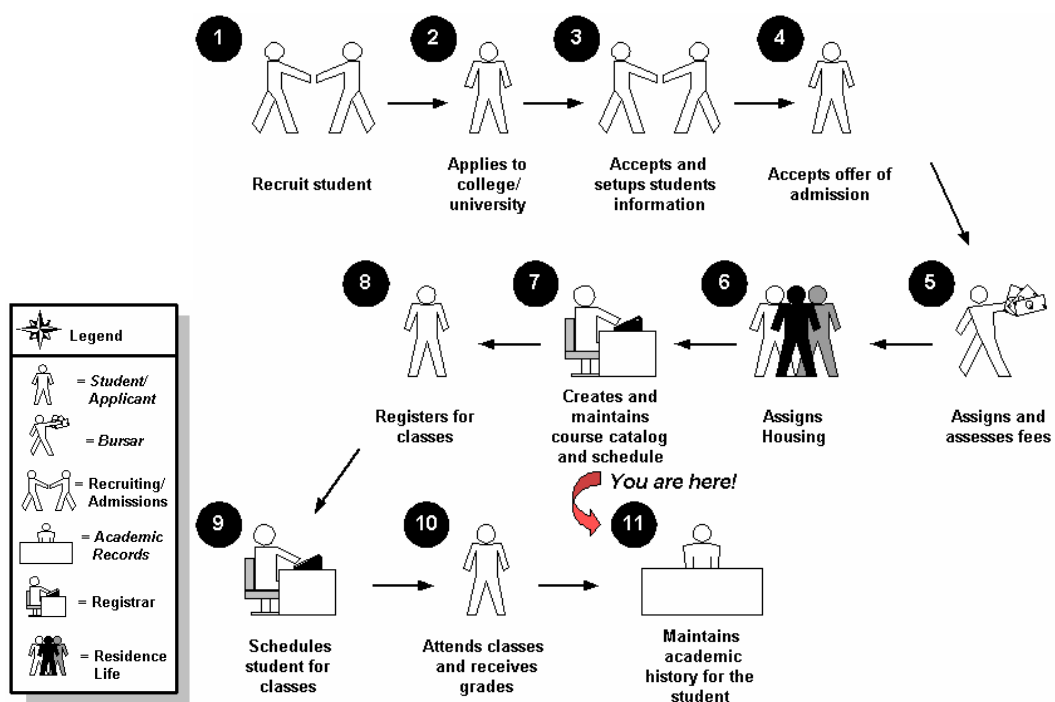
◀ Jump to TOC

Introduction

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.

Flow diagram

This diagram highlights where Academic History occurs within the overall Student process.





Section A: Introduction

Lesson: Process Introduction (Continued)

◀ [Jump to TOC](#)

About the process

- Rule and validation forms are set up on the SCT Banner system. Unless a new code is required, this step is only performed once.
- The person/employee will view, save, and print online output.
- Parameters validation criteria will be defined.



Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

Academic history

Grade reports, transcripts and degree records for a student.

CRN

Course reference number.

GPA

Grade point average.



Section B: Set Up

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to outline the setup process and detail the procedures to set up your SCT Banner system to handle Academic History at your institution.

Intended audience

Staff from the office of the Registrar and/or Academic Records.

Objectives

At the end of this section, you will be able to complete various validation tables and control forms pertaining to academic history.

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 Course Catalog training workbook
- completed the Class Schedule training workbook
- completed the General Student training workbook
- completed the Registration training workbook.

You will also need to ensure that the rules and validation codes in SCT Banner needed for the Academic History module have been set up for you.

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Section B: Set Up

Lesson: Rule and Validation Forms That Control Academic History

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Introduction

Before entering any academic history information into the system, there are several rule and validation forms that need to be set or created.

The following examples are rule and validation forms that play important roles in the Academic History module. Review these forms and practice entering information into each one.

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



Section B: Set Up

Lesson: Repeat/Equivalent Course Rules (Continued)

◀ Jump to TOC

Procedure

Follow these steps to set up rules for non-repeatable and multiple enrollment courses.

Step	Action
1	Access the Repeat/Multiple Course Rules Form (SHARPTR).
2	Click the Level Indicator checkbox when the course level indicates a different occurrence of the course.
3	Click the Title Indicator checkbox if your institution considers different titles as different courses.
4	Click the Schedule Type Indicator checkbox if the course is considered a difference occurrence when the schedule types are different.
5	Click the Transfer Course Indicator if transfer courses are to be used in the repeat limit counts.
6	Select the minimum passing grade for your institution in the Passing Grade field. <u>Note:</u> The User and Activity Date fields automatically records the user ID and activity date when the table was last updated.
7	Perform a Next Block function.
8	Enter the term code when the repeat rule becomes effective in the Term field.
9	Enter the course level in the Level field.
10	Enter a code for non-repeatable and multiple enrollment courses in the Repeat Limit Selection Rules field. Options include: <ul style="list-style-type: none">• <i>H</i> = course with highest grade• <i>F</i> = first passing grade• <i>L</i> = latest course taken
11	Select the minimum grade in the Repeat Limit Evaluation Grade field.
12	Enter a code in the Repeat Limit GPA Calculation field. Options include: <ul style="list-style-type: none">• <i>S</i> = selected courses• <i>A</i> = all courses
13	Build additional rules as needed.
14	Click the Save icon.
15	Click the Exit icon.



Section B: Set Up

Lesson: Transcript Type Code Validation

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Introduction

The Transcript Type Code Validation Form (STVTPRT) is used to maintain codes for the types of transcripts (official, internal advising, etc.).

SCT Banner form

Code	Description	Web Indicator	Web Request Indicator	Activity Date
ADVS	Advising	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02-AUG-2004
EDI	EDI Transcript Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-AUG-2004
EXTL	External	<input type="checkbox"/>	<input type="checkbox"/>	02-AUG-2004
GMW	GMW transcript	<input type="checkbox"/>	<input type="checkbox"/>	02-AUG-2004
INTL	Internal	<input type="checkbox"/>	<input type="checkbox"/>	02-AUG-2004
OFPL	Official Transcript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07-FEB-2005
WWW	Web Transcript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16-FEB-2004
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Procedure

Follow these steps to create a transcript type.

Step	Action
1	Access the Transcript Type Code Validation Form (STVTPRT).
2	Enter the code for the new transcript type in the Code field.
3	Enter a brief description for the new transcript type in the Description field.
4	Click the Web Indicator checkbox if this transcript type should be accessible on the Web.
5	Click the Web Request Indicator checkbox if this transcript type may be requested via the Web.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Transcript Type Rules

◀ Jump to TOC

Introduction

The Transcript Type Rules Form (SHATPRT) to create the rules associated with the type of transcript being requested.

SCT Banner form

Procedure

Follow these steps to define a new transcript type or maintain an existing one.

Step	Action
1	Access the Transcript Type Rules Form (SHATPRT).
2	Perform an Enter Query function.
3	Select a transcript type in the Type field.
4	Perform an Execute Query function.
5	Click each of the items that you want to be printed for the transcript type selected.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Grade Code Maintenance Form

◀ Jump to TOC

Introduction

The Grade Code Maintenance Form (SHAGRDE) is used to capture and maintain all of the institution's grading symbols and associated quantity points. These rules must be developed one time for your institution, unless policy changes.

SCT Banner form

Grade Code Maintenance SHAGRDE 7.0 (s+b70)

Grade Code	Level	Abbreviation	Term	Status Quality		Count in			Traditional Ind	Web Ind	Numeric Value	Repeat Ind	Activity Date
				Ind	Points	Attempted	Passed	Earned					
A	00	A	000000	A	4.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	99	<input checked="" type="checkbox"/>	23-JUN-2004
A	01	A	000000	A	4.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90	<input checked="" type="checkbox"/>	17-MAR-2004
B	01	B	000000	A	3.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	80	<input checked="" type="checkbox"/>	25-OCT-2004
C	01	C	000000	A	2.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	70	<input checked="" type="checkbox"/>	25-OCT-2004
D	01	D	000000	A	1.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	60	<input checked="" type="checkbox"/>	25-OCT-2004
599.99	B2	600	000000	A	599.999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	599	<input checked="" type="checkbox"/>	11-AUG-2004
649.99	B2	650	000000	A	649.999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	649	<input checked="" type="checkbox"/>	11-AUG-2004
699.99	B2	700	000000	A	699.999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	699	<input checked="" type="checkbox"/>	11-AUG-2004
749.99	B2	750	000000	A	749.999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	749	<input checked="" type="checkbox"/>	11-AUG-2004
799.99	B2	800	000000	A	799.999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	799	<input checked="" type="checkbox"/>	11-AUG-2004
849.99	B2	850	000000	A	849.999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	849	<input checked="" type="checkbox"/>	11-AUG-2004

Valid Grading Modes	
Mode	Description
S	Standard Letter

Procedure

Follow these steps to define the grades that are used or accepted for transfer by your organization.

Step	Action
1	Access the Grade Code Maintenance Form (SHAGRDE).
2	Perform an Insert Record function.
3	Enter the code for the grade in the Grade Code field.
4	Select the level code in the Level field.
5	Enter the grade abbreviation in the Abbreviation field.
6	Select the term code for the term in which this grade became or will become effective in the Term field.
7	Enter the status code for this grade in the Status Ind field.
8	Enter the quality points associated with this grade code/level combination in the Quality Points field.



Section B: Set Up

Lesson: Grade Code Maintenance Form (Continued)

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Procedure, continued

Step	Action
9	Click the Count In checkboxes for the grades that are to be counted in hours and calculating GPA. <u>Note:</u> The table at the top of the form identifies what each checkbox means.
10	Click the Traditional Ind checkbox if the grade is a traditional grade. <u>Note:</u> This is used in the CAPP (Curriculum, Advising, and Program Planning) module.
11	Click the Web Ind checkbox if the grade is to be available on the Web for Faculty and Advisors.
12	Enter the appropriate numeric value of the grade in the Numeric Value field. <u>Note:</u> This information is used in repeat course processing.
13	Perform a Next Block function.
14	Select the grading mode code(s) for this grade in the Mode field.
15	Click the Repeat Ind checkbox if the associated grade will be included in the repeat process evaluation.
16	Click the Save icon.
17	Perform a Previous Block function.
18	Repeat steps 2 - 16 for each new grade if you need to define more than one grade.
19	Click the Exit icon.



Section B: Set Up

Lesson: Grade Code Substitution Form

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Introduction

The purpose of the Grade Code Substitution Form (SHAGRDS) is to develop and maintain grade substitution rules. The checking process occurs when a grade is posted to the student's record and ensures that the grade posted is in agreement with the grading mode that the student selected for the course. These rules must be developed one time for your institution, unless policy changes.

Example: A student may have chosen the Pass/Fail grade option for a specific course, but the instructor posted a grade of 'A'. The grade substitution process will convert the 'A' grade to a 'P' (pass) grade for students enrolled for Pass/Fail credit.

Note: If the grade code entered on the class roster does not agree with the grading mode that the student selected for the course, the grade roll process will fail if a substitute grade has not been defined. Errors may be identified, and subsequently corrected, when the Roll Grades to Academic History (SHRROLL) process is run in audit mode.

SCT Banner form

The screenshot shows a software window titled "Grade Substitution Maintenance SHAGRDS 7.0 (s4b70)". It contains two main sections:

Grade Entered

Grade	Abbreviation	Course Level	Effective Term	Status
A	A	00	000000	A
A	A	01	000000	A
B	B	01	000000	A
C	C	01	000000	A
D	D	01	000000	A
599.99	600	BZ	000000	A
649.99	650	BZ	000000	A
699.99	700	BZ	000000	A
749.99	750	BZ	000000	A

Substitute Grade and Grade Mode

Substitute Grade Mode	Description	Substitute Grade	Abbreviation
<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"/>		<input type="text"/>	<input type="text"/>



Section B: Set Up

Lesson: Grade Code Substitution Form (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grade Code Substitution Form (SHAGRDS). <u>Result:</u> The grades built on the Grade Code Maintenance Form (SHAGRDE) are displayed.
2	Select the grade entered on the class roster for which you want to enter a substitution in the Grade field. <u>Example:</u> Click on A.
3	Perform a Next Block function.
4	Select the grade mode for the selected grade in the Substitute Grade Mode field. <u>Example:</u> Select <i>Pass/Fail</i> .
5	Enter the grade that is to be applied to the student's record if the selected grade is posted in the Grade field. <u>Example:</u> <i>Pass</i> <u>Note:</u> You can think of it this way; the first block represents the grade a faculty submits (e.g. 'A'). The second block represents how the student registered for the class (Pass/Fail). If a faculty submitted an 'A' and the student registered for the class as Pass/Fail, what is the grade they should receive? Answer: Pass.
6	Click the Save icon. <u>Note:</u> If you need to define more grade substitutions, go to the Grade Entered block, and follow step 7.
7	Repeat steps 2 - 6 for each new grade substitution you need to define. <u>Example:</u> B and C should be a passing grade. D would be a failing grade.
8	Click the Exit icon.



Section B: Set Up

Lesson: Academic Standing Rules Form

◀ Jump to TOC

Introduction

The Academic Standing Rules Form (SHAACST) establishes the rules used to determine a student's End of Term Academic Standing and qualification for term specific honors.

Academic Standing rules are defined by level and college.

Calculation of Academic Standing is optional; however it is part of the overall end of term processing and would need to be run at this time.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Academic Standing Rules Form (SHAACST).
2	Enter the desired level code in the Level field.
3	Enter the college code in the College field.
4	Perform a Next Block function.
5	Develop academic standing rules, based on institutional policy.
6	Click the Save icon.
7	Select <u>Dean's List and Exclude Grade Rules</u> from the Options menu.



Section B: Set Up

Lesson: Academic Standing Rules Form (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
8	Develop dean's list rules, based on institutional policy.
9	Click the Save icon.
10	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 SCT Banner form do you use to define rules for non-repeatable courses and multiple enrollment courses?

Question 2

Which SCT Banner form is used to create transcript types?

Question 3

Which SCT Banner form is used to define transcript types?

Question 4

What SCT Banner form do you use to define grades that are accepted by your institution for transfer credit?

Question 5

How do you make a grade available on the Web?

Question 6

On the Grade Code Maintenance Form (SHAGRDE), which **Count In** check boxes should you select?



Section B: Set Up

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 7

What is the Grade Code Substitution Form (SHAGRDS) used for?



Section B: Set Up

Lesson: Answer Key for Self Check

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Question 1

What SCT Banner form do you use to define rules for non-repeatable courses and multiple enrollment courses?

Use Repeat/Multiple Course Rules Form (SHARPTR).

Question 2

Which SCT Banner form is used to create transcript types?

Use Transcript Type Code Validation Form (STVTPRT) to create transcript types.

Question 3

Which SCT Banner form is used to define transcript types?

Use Transcript Type Rules Form (SHATPRT) to define transcript types.

Question 4

What SCT Banner form do you use to define grades that are accepted by your institution for transfer credit?

Use Grade Code Maintenance Form (SHAGRDE).

Question 5

How do you make a grade available on the Web?

Select the Web Ind check box on the Grade Code Maintenance Form (SHAGRDE).

Question 6

On the Grade Code Maintenance Form (SHAGRDE), which **Count In** checkboxes should you select?

The ones that should be counted in calculating GPA, (varies from institution to institution depending upon the way they do business).



Section B: Set Up

Lesson: Answer Key for Self Check (Continued)

◀ [Jump to TOC](#)

Question 7

What is the Grade Code Substitution Form (SHAGRDS) used for?

Defining grade substitutions



Section C: Day-to-Day Operations

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to explain the regular process and detail the procedures to handle end of term processes, awarding of degrees, and producing academic transcripts at your institution.

Intended audience

Staff from the Office of the Registrar and/or Academic Records

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
- add/change/award degrees
- review academic history online
- print transcript
- generate a number of reports and 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 Course Catalog training workbook
- completed the Class Schedule training workbook
- completed the General Student training workbook
- completed the Registration training workbook.

You will also need to ensure that the rules and validation codes in SCT Banner needed for the Academic History module have been set up for you.

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Section C: Day-to-Day Operations

Lesson: Overview

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Section C: Day-to-Day Operations

Lesson: Process Introduction

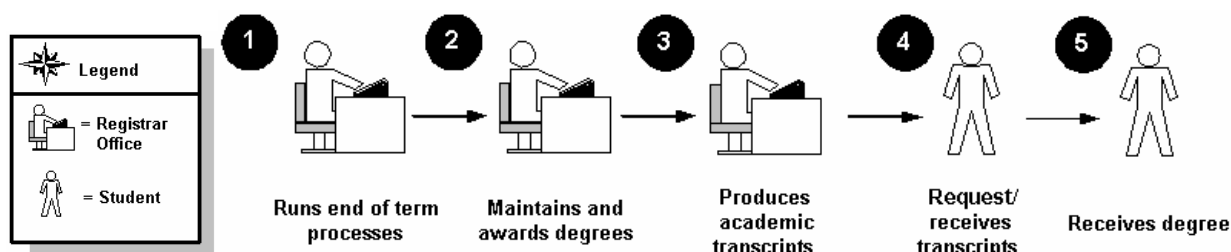
◀ Jump to TOC

About the process

This course is intended to teach the participant about setting up and running the end of term processes, producing grade reports, transcripts and maintaining degree records.

Flow diagram

This diagram highlights the process Academic History follows.



What happens

The stages of the process are described in this table.

Stage	Description
Registrar	
1	Runs end of term processes: <ul style="list-style-type: none"> • Produces class/grade rosters • Enters and/or verifies grades submitted by instructor • Rolls grades to academic history • Runs repeat processing • Runs GPA calculation process • Runs Academic Standing • Produces Grade Mailers • Updates student type (IPEDS reporting)
2a	Verifies degree information



Section C: Day-to-Day Operations

Lesson: Process Introduction (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
2b	Awards degrees
3a	Receives transcript request from student and enters in System
3b	Produces and mails transcripts
Student	
4a	Requests transcripts
4b	Receives transcripts
5	Receives degree



Section C: Day-to-Day Operations

Lesson: Processing Grades

◀ Jump to TOC

Introduction

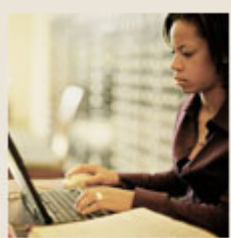
When students enroll in a class, the system automatically creates the Class Roster Form (SFASLST) for the course reference number (CRN) for the class. Students are listed in sequence order – the order in which they registered for the course.

After enrollment is closed, the Class Roster Report (SFRSLST) needs to be run in order for rosters to be distributed to instructors for grade submission. Even if your institution does not distribute grade rosters, this process should be run (output to a file, not to a printer) in order to alphabetize the names on the rosters.

The Class Roster Form (SFASLST) is used to enter grades and optionally roll them to Academic History. Faculty and/or administrative staff enter mid-term and final grades on the SFASLST form or using Self-Service for Faculty & Advisors (if available at your institution). Once grades are entered, they can be rolled to academic history using the SFASLST form or the Grade Roll to Academic History Process (SHRROLL).

SCT Banner form

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Rolled	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Grade Comment: <input type="text"/>									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Grade Comment: <input type="text"/>									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Grade Comment: <input type="text"/>									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Grade Comment: <input type="text"/>									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Grade Comment: <input type="text"/>									



Section C: Day-to-Day Operations

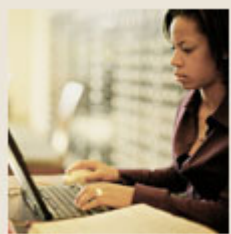
Lesson: Processing Grades (Continued)

◀ Jump to TOC

Procedure

Follow these steps to enter and roll grades for a course reference number (CRN).

Step	Action
1	Access the Class Roster Form (SFASLST).
2	Select the term for which you want to enter grades in the Term field.
3	Enter the CRN for which you want to enter grades in the Course Reference Number field.
4	Click the Roll checkbox. <u>Notes:</u> This box may also be left unchecked if you do not wish to roll grades when changes are saved. It is recommended that your institution develop procedures using the Roll Grades to History Process (SHRROLL) as described below. All invalid grades and grade substitutions may be reviewed and errors corrected prior to rolling grades to academic history.
5	Perform a Next Block function.
6	Enter a final grade for each student in the Final Grade field.
7	Click the Save icon. <u>Note:</u> Make a note of the Term code and ID of one of the students for whom you just entered grades.
8	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Processing Grades (Continued)

◀ Jump to TOC

Introduction

The Roll Grades to History Process SHRROLL rolls grades entered through the Class Roster Form (SFASLST) and/or the Class Attendance Roster Form (SFAALST) to academic history. This is the recommended process for rolling grades at the end of the term when there are a lot of grades to roll to history.

The Grade Roll to Academic History Process (SHRROLL) is used to roll student grades to Academic History.

Running the process in AUDIT mode will produce an error report, which lists all invalid grades and grade substitutions. Using this report, review the invalid grades and make corrections on the class rosters (SFASLST). Once all errors are corrected, run the process in UPDATE mode committing the grades to Academic History.

This process rolls grades from the Class Roster Form (SFASLST) into Academic History. (Remember grades can also be rolled through the Class Roster Form, SFASLST form and the Class Attendance Roster Form, SFAALST). The grade roll process creates a term header record in Academic History and copies courses from Registration into the Term Course Maintenance Form (SHAINST).

SCT Banner form

Process Submission Controls GJAPCTL 7.1

Process: SHRROLL Grade Roll To Academic History Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

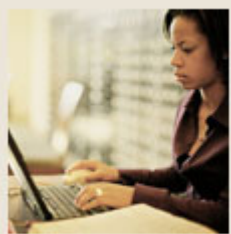
Parameter Values

Number	Parameters	Values
01	Term Code	
02	Start Range From Date	
03	Start Range To Date	
04	Part-of-Term Code	%
05	Course Reference Number	%
06	User ID	
07	Report Mode(A=Audit,U=Update)	A
08	Print Selection(A=All,E=Error)	A

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter term to be processed.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Processing Grades (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the batch process for rolling grades to Academic History.

Step	Action																						
1	Access the Roll Grades to History Process (SHRROLL).																						
2	Select the desired printer in the Printer field, or type in the word <i>DATABASE</i> to send the output to the database for review and/or future printing.																						
3	Enter these parameter values. <table border="1" data-bbox="289 758 1203 1654"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01: Term Code</td> <td>Enter term to be processed.</td> </tr> <tr> <td>02: Start Range From Date</td> <td>Enter a date.</td> </tr> <tr> <td>03: Start Range To Date</td> <td>Enter a date.</td> </tr> <tr> <td>04: Part of Term Code</td> <td>Enter part of term code or % for all part of term.</td> </tr> <tr> <td>05: Course Reference Number</td> <td>Enter course reference number or % for all CRNs.</td> </tr> <tr> <td>06: User ID</td> <td>Enter the User ID to be stored with grade records.</td> </tr> <tr> <td>07: Report Mode (A=Audit, U=Update)</td> <td>Enter <i>A</i> or <i>U</i>. <u>Note:</u> First run the process in AUDIT mode, printing only Errors.</td> </tr> <tr> <td>08: Print Selection (A=All, E- Error)</td> <td>Enter <i>A</i> or <i>E</i>.</td> </tr> <tr> <td>09: Grade Term</td> <td>Scroll and enter the grade term to be recorded.</td> </tr> <tr> <td>10: Roll Long Section Title</td> <td>Enter <i>Y</i> to roll the syllabus long section title.</td> </tr> </tbody> </table>	Parameter	Description	01: Term Code	Enter term to be processed.	02: Start Range From Date	Enter a date.	03: Start Range To Date	Enter a date.	04: Part of Term Code	Enter part of term code or % for all part of term.	05: Course Reference Number	Enter course reference number or % for all CRNs.	06: User ID	Enter the User ID to be stored with grade records.	07: Report Mode (A=Audit, U=Update)	Enter <i>A</i> or <i>U</i> . <u>Note:</u> First run the process in AUDIT mode, printing only Errors.	08: Print Selection (A=All, E- Error)	Enter <i>A</i> or <i>E</i> .	09: Grade Term	Scroll and enter the grade term to be recorded.	10: Roll Long Section Title	Enter <i>Y</i> to roll the syllabus long section title.
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01: Term Code	Enter term to be processed.																						
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09: Grade Term	Scroll and enter the grade term to be recorded.																						
10: Roll Long Section Title	Enter <i>Y</i> to roll the syllabus long section title.																						
4	Perform a Next Block function.																						
5	Select the Save Parameter Set as checkbox if you want to save these parameters for future use.																						
6	Enter a name and description for your parameters in the Name and Description fields.																						
7	Select the Hold radio button if you want to run this process at a later time or the Submit radio button if you want this process to run immediately.																						



Section C: Day-to-Day Operations

Lesson: Processing Grades (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
8	Click the Save icon.
9	Review the output.
10	Make any necessary grade adjustments on the Class Roster (SFASLST).
11	Run the process again, in AUDIT mode, making sure there are no errors (invalid grades) received.
12	Run the process in UPDATE mode, which will update the System with the grades for the term.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Processing Repeat Courses

◀ Jump to TOC

Introduction

Repeat limits are developed for individual courses using the Basic Course Information Form (SCACRSE).

SCT Banner form

Basic Course Information SCACRSE 7.0 (s4b70)

Subject: Course: Term:

Course Title:

Course Details

From Term: Copy To Term:

Course Title:

College:

Division:

Department:

Status:

Approval:

CIP:

Prerequisite Waiver:

Duration:

Continuing Education
 Tuition Waiver
 Additional Fees
 CAPP Areas for Prerequisites
 Syllabus Exists
 Long Title Exists

Hours

	Low	Or/To	High
CEU or Credit:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Billing:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Lecture:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Lab:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Contact:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Repeat Details

Limit: Maximum Hours:

Repeat Status:

Procedure

Follow these steps to enter repeat information for a course.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Select a subject code in the Subject field.
3	Enter a course number in the Course field or use the Search button to find one.
4	Enter a term code in the Term field or select one from the LOV.
5	Perform a Next Block function.
6	Enter the maximum number of times this course can be taken for credit in the Limit field in the Repeat Details section.



Section C: Day-to-Day Operations

Lesson: Processing Repeat Courses (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	Enter the maximum number of credit hours for which this course can be taken for credit in the Maximum Hours field. <u>Note:</u> The Limit and Maximum Hours fields are invoked in the Registration module according to the status of the Registration Error flags on the Term Control Form (SOATERM) and are calculated in the Academic History module according to the Repeat/Multiple Course Rules Form (SHARPTR).
8	Enter a repeat status code in the Repeat Status field if desired. <u>Note:</u> This field is informational only and does not control any processing.
9	Click the Save icon.
10	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Processing Repeat Courses (Continued)

◀ Jump to TOC

Procedure, continued

Introduction

The Repeat/Equivalent Course Check Report (SHRRPTS) is used to flag repeated courses.

This process is run to check new courses rolled into Academic History for repeats and/or equivalents. The process takes into account the rules on the Repeat/Multiple Course Rules Form (SHARPTR) to determine how they should be calculated into the students' records. Any course identified as a repeat or equivalent that should be excluded from a record's calculation of hours and GPA is flagged. The report sorts the output of students into alphabetical order by last name.

SCT Banner form

Process: SHRRPTS Repeat/Equivalent Course Check Parameter Set:

Printer Control
Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term Code	
02	Level Code	
03	Report or Update	
04	Print Transfer Work	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
The Term of the courses to be processed.

Submission
 Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Processing Repeat Courses (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action										
1	Access the Repeat/Equivalent Course Check Report (SHRRPTS).										
2	Select the desired printer in the Printer field, or type in the word <i>DATABASE</i> to send the output to the database for review and/or future printing.										
3	Enter these parameter values. <table border="1" data-bbox="293 758 1203 1131"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01: Term Code</td> <td>Enter the term code of the courses to be processed.</td> </tr> <tr> <td>02: Level Code</td> <td>Enter the level code of the courses to be processed.</td> </tr> <tr> <td>03: Report or Update</td> <td>Enter <i>R</i> for report only or <i>U</i> for report and update.</td> </tr> <tr> <td>04: Print Transfer Work</td> <td>Enter <i>N</i> to if you do not want to print transfer course work or enter <i>Y</i> to print transfer course work.</td> </tr> </tbody> </table>	Parameter	Description	01: Term Code	Enter the term code of the courses to be processed.	02: Level Code	Enter the level code of the courses to be processed.	03: Report or Update	Enter <i>R</i> for report only or <i>U</i> for report and update.	04: Print Transfer Work	Enter <i>N</i> to if you do not want to print transfer course work or enter <i>Y</i> to print transfer course work.
Parameter	Description										
01: Term Code	Enter the term code of the courses to be processed.										
02: Level Code	Enter the level code of the courses to be processed.										
03: Report or Update	Enter <i>R</i> for report only or <i>U</i> for report and update.										
04: Print Transfer Work	Enter <i>N</i> to if you do not want to print transfer course work or enter <i>Y</i> to print transfer course work.										
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.										
10	Select the Hold radio button if you want to run this process at a later time or the Submit radio button if you want this process to run immediately.										
11	Click the Save icon.										
12	Review the output.										
13	Make any necessary adjustments to the Repeat/Multiple Course Rules Form (SHARPTR).										
14	Run the process again, in UPDATE mode.										
15	Click the Exit icon.										



Section C: Day-to-Day Operations

Lesson: Calculating GPA

◀ Jump to TOC

Introduction

The Calculate GPA Report (SHRCGPA) is used to calculate the GPA for the selected term and group of students. It calculates both term and cumulative GPA.

SCT Banner form

Process: SHRCGPA Calculate GPA Parameter Set:

Printer Control
 Printer: Special Print: Lines: Submit Time:

Number	Parameters	Values
01	Term	
02	Select All, Rolled or Collector	
03	Selection Identifier	
04	Application code	
05	Creator ID	

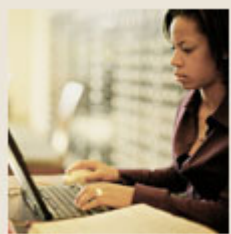
LENGTH: 6 TYPE: Character O/R: Required M/S: Single

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Calculate GPA Report (SHRCGPA).
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: Calculating GPA (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action												
3	Enter these parameter values. <table border="1" data-bbox="293 611 1206 1024"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01: Term</td> <td>Enter the term you want to process.</td> </tr> <tr> <td>02: Select All, Rolled or Collector</td> <td>Enter <i>A</i> for all, <i>R</i> for rolled or <i>C</i> for collector.</td> </tr> <tr> <td>03: Selection Identifier</td> <td>Enter the population selection identifier or leave blank for all.</td> </tr> <tr> <td>04: Application code</td> <td>Enter the population selection application code or leave blank for all.</td> </tr> <tr> <td>05: Creator ID</td> <td>Enter the user ID of the person creating the sub-population.</td> </tr> </tbody> </table>	Parameter	Description	01: Term	Enter the term you want to process.	02: Select All, Rolled or Collector	Enter <i>A</i> for all, <i>R</i> for rolled or <i>C</i> for collector.	03: Selection Identifier	Enter the population selection identifier or leave blank for all.	04: Application code	Enter the population selection application code or leave blank for all.	05: Creator ID	Enter the user ID of the person creating the sub-population.
Parameter	Description												
01: Term	Enter the term you want to process.												
02: Select All, Rolled or Collector	Enter <i>A</i> for all, <i>R</i> for rolled or <i>C</i> for collector.												
03: Selection Identifier	Enter the population selection identifier or leave blank for all.												
04: Application code	Enter the population selection application code or leave blank for all.												
05: Creator ID	Enter the user ID of the person creating the sub-population.												
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: Viewing a Student's Grade in Academic History

◀ Jump to TOC

Introduction

The Term Course Maintenance Form (SHAINST) is used to maintain organizational course history, perform grade changes, and identify repeat courses. Selecting Course Maintenance from the **Options** menu takes you to the Selection-Dependent Course Maintenance Form (SHATCKS), and allows you to view a student's grade in academic history.

SCT Banner form

Course Maintenance SHATCKN 7.0 (s4b70)

Confidential

ID: 210009208 Ranson, Rose Term: 199510 Validation Check: Schedule

Course Detail

CRN: 10011 Subject: ANTH Course: 2510 Folk

Section: 001 Campus: M Repeat: (None) System:

Schedule Type: L Part of Term: 1 Comment:

Continuing Education Units Co-op Education: Start/End Dates: Extension:

Grades

Sequence Number	Grade	Grade Mode	Hours	Change Reason	Extension Date	Grade Date	Grade Comment	User
2	B	S	3.000	EE Entry Error		07-DEC-2004		EJETTO
1	A	S	3.000	OE Original Entry		29-JAN-1995	JAC1 Jan's Test Code1	SAISUSR

Level

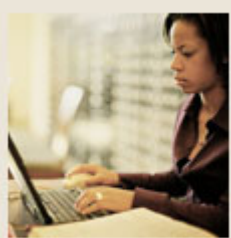
Code: GR Graduate Primary Level Indicator

UG Undergraduate

Procedure

Follow these steps to view a student's grade in Academic History.

Step	Action
1	Access the Term Course Maintenance Form (SHAINST).
2	Enter the student's ID in the ID field.
3	Enter the term code in the Term field.
4	Perform a Next Block function.
5	Select <u>Course Maintenance</u> from the Options menu.



Section C: Day-to-Day Operations

Lesson: Viewing a Student's Grade in Academic History (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	<p>Make necessary course title changes in The Course Detail block in the untitled course title field.</p> <p><u>Notes:</u> The Course Detail block provides a detail listing of the courses for the term selected in the key block.</p> <p>Repeated course indicators are checked here.</p>
7	Click the Save icon.
8	Perform a Next Block function.
9	Enter a new grade in the Grade field.
10	Enter the grading mode code in the Grade Mode field.
11	Enter the number of hours in the Hours field.
12	Select the reason for the change in the Change Reason field.
13	Click the Save icon.
14	Click the OK button.
15	Click the Exit icon to return to the Term Header Block.
16	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Calculating Academic Standing

◀ Jump to TOC

Introduction

The Calculate Academic Standing Process (SHRASTD) calculates a student's academic standing based on the rules established on the Academic Standing Rules Form (SHAACST).

SCT Banner form

Process: SHRASTD Calculate Academic Standing Parameter Set:

Printer Control
 Printer: Special Print: Lines: 55 Submit Time:

Parameter Number	Parameters	Values
01	Term	
02	Update Academic Standing	
03	Update Dean's List Standing	
04	Audit/Update Mode	
05	Calculate Max Registration Hrs	
06	Pre-registration Future term	
07	Maximum Hours Update/Audit	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
 Enter term to be processed.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Calculate Academic Standing Process (SHRASTD).
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: Calculating Academic Standing (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																
3	Enter these parameter values. <table border="1" data-bbox="293 611 1208 1356"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01: Term</td> <td>Enter the term you want to process.</td> </tr> <tr> <td>02: Update Academic Standing</td> <td>Enter <i>Y</i> for yes or <i>N</i> for no.</td> </tr> <tr> <td>03: Update Dean's List Standing</td> <td>Enter <i>Y</i> for yes or <i>N</i> for no.</td> </tr> <tr> <td>04: Audit/ Update Mode</td> <td>Enter <i>A</i> for audit or <i>U</i> for update mode.</td> </tr> <tr> <td>05: Calculate Max Registration Hrs</td> <td>Enter <i>Y</i> to compare to new ASTD code hours to future existing registrations or <i>N</i> to not check.</td> </tr> <tr> <td>06: Pre-registration Future Term</td> <td>Enter the future term registration to be compared to new ASTD maximum regular hours.</td> </tr> <tr> <td>07: Maximum Hours Audit/ Update</td> <td>Enter <i>A</i> or <i>U</i>.</td> </tr> </tbody> </table>	Parameter	Description	01: Term	Enter the term you want to process.	02: Update Academic Standing	Enter <i>Y</i> for yes or <i>N</i> for no.	03: Update Dean's List Standing	Enter <i>Y</i> for yes or <i>N</i> for no.	04: Audit/ Update Mode	Enter <i>A</i> for audit or <i>U</i> for update mode.	05: Calculate Max Registration Hrs	Enter <i>Y</i> to compare to new ASTD code hours to future existing registrations or <i>N</i> to not check.	06: Pre-registration Future Term	Enter the future term registration to be compared to new ASTD maximum regular hours.	07: Maximum Hours Audit/ Update	Enter <i>A</i> or <i>U</i> .
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06: Pre-registration Future Term	Enter the future term registration to be compared to new ASTD maximum regular hours.																
07: Maximum Hours Audit/ Update	Enter <i>A</i> or <i>U</i> .																
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.																
10	Select the Hold radio button if you want to run this process at a later time or the Submit radio button if you want this process to run immediately.																
11	Click the Save icon.																
12	Review the output.																
13	Make any necessary grade adjustments to the Academic Standing Rules (SHAASTD).																



Section C: Day-to-Day Operations

Lesson: Calculating Academic Standing (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
14	Run the process again, in AUDIT mode, and validate the data.
15	Run the process in UPDATE mode, which will update the System with the academic standing for the term.
16	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Producing Grade Mailers

◀ Jump to TOC

Introduction

The Grade Mailer Report (SHRGRDE) is 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.

Grade Mailer status is maintained in the Term Header block of the Term Course Maintenance Form (SHAINST).

For institutions that elect not produce grade mailers, it is recommended that you run this process to update the tables. This will allow duplicate grade mailers to be produced should the students request them.

SCT Banner form

Process Submission Controls GJAPCTL 7.0 (s4b70)

Process: SHRGRDE Grade Mailer Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term code	199101
02	Grade Mailer Type	%
03	Print Academic Standing Y/N/O	Y
04	Print Deans List (Y/N)	Y
05	Print Headings (Y/N)	Y
06	Address Selection Date	30-MAY-91
07	Address Type	1MA
07	Address Type	2PR

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

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grade Mailer Report (SHRGRDE).



Section C: Day-to-Day Operations

Lesson: Producing Grade Mailers (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																										
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.																										
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Section C: Day-to-Day Operations

Lesson: Producing Grade Mailers (Continued)

◀ Jump to TOC

Procedure, continued

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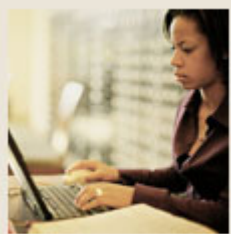
Section C: Day-to-Day Operations

Lesson: Producing Grade Mailers (Continued)

◀ Jump to TOC

Procedure, continued

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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.																						



Section C: Day-to-Day Operations

Lesson: Producing Grade Mailers (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.
10	To verify the grade mailers were successfully run, access the Term Course Maintenance Form (SHAINST).
11	Enter an ID number for a student, and the Term.
12	Perform a Next Block function.
13	Verify the Record Status indicator is 'C' = Grade Mailer Processing Complete. Look at the Original Grade Mailer Date Sent at the bottom of the form. <u>Note:</u> This form is where duplicate grade mailers may be requested.
14	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Reviewing Grade Mailer Status/Error Correction

◀ Jump to TOC

Introduction

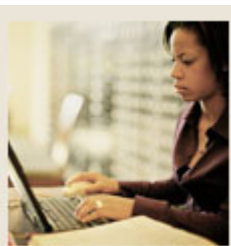
The Grade Mailer Status/Error Correction Form (SHAGCOL) provides a means to review and/or update the Grade Collector Table (SHRGCOL). This form shows any grade mailers that could not be produced due to error conditions. The form also shows all grade mailers that are pending, have been produced, and have been printed.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grade Mailer Status/Error Correction Form (SHAGCOL).
2	Enter the desired term code in the Term field.
3	Perform a Next Block function.
4	Review Grade Mailer Errors.
5	Select <u>Pending Mailers Query</u> from the Options menu.
6	Review Pending Mailers.
7	Select <u>Printed Mailers Query</u> from the Options menu.
8	Review Printed Mailers.
9	Select <u>Printer Mailers Corrections</u> from the Options menu.
10	Review Printed Mailers Corrections.
11	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Updating Student Type

◀ [Jump to TOC](#)

Introduction

The Student Type Update Process (SHRTYPE) automatically updates student type on the General Student Form SGASTDN.

Example: A new student may be classified as a 'New, First Time Freshman'. After successfully completing one term of enrollment, the student's type will be updated to 'Continuing' for the subsequent term(s).

The student type data is used in IPEDS reporting.

The update process is based on the Continuant Term Rules Form SOACTRM. A student must have enrollment status (SFAREGS) that permits registration for the update process to occur. At least one grade must have been rolled to Academic History for the term being processed.



Section C: Day-to-Day Operations

Lesson: Updating Student Type (Continued)

◀ Jump to TOC

SCT Banner form

Process Submission Controls GIAPCTL 7.0 (s4b70)

Process: SHRTYPE Student Type Update Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Rules Term	
02	Update Term	
03	Mode	A

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term for which continuant rules have been defined.

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Continuant Term Rules Form (SOACTRM).
2	Enter the desired printer name in the Printer field. <i>Note:</i> 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: Updating Student Type (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action								
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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. <u>Note:</u> Make a note of at least one of the ID numbers, as you will verify changes made to the General Student Record (SGASTDN).								
9	Click the Exit icon.								
10	Run the process again in UPDATE mode.								
11	Click the Exit icon.								
12	Verify the update process by accessing the General Student Record (SGASTDN).								
13	Enter the ID number (as noted in step 8).								
14	Perform a Next Block function.								
15	Review the current student type.								
16	Click the Exit icon.								



Section C: Day-to-Day Operations

Lesson: Entering and Maintaining Degree Information

◀ Jump to TOC

Introduction

The Degrees and Other Formal Awards Form (SHADEGR) is used to display degrees being sought or awarded to the student.

SCT Banner Form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Degrees and Other Formal Awards Form (SHADEGR).
2	Enter the student's ID in the ID field.
3	Select the degree sequence number in the Degree Sequence field.
4	Perform a Next Block function.
5	Select the degree status code in the Outcome Status field.
6	Select the code of the term associated with the general student record in the Student Record Term field.
7	Select the year of the catalog under which the degree is being offered in the Bulletin Academic Year field.
8	Select the code of the term in which the degree is expected to be completed in the Degree Completion Term field.
9	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Entering and Maintaining Degree Information (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
10	<p>Enter information in the remaining fields in this window and in the following windows (which you can select from the Options menu) as directed by your instructor.</p> <ul style="list-style-type: none">• Primary Curriculum• Secondary Curriculum• Departmental Honors/Institutional Honors/Degree Comments• Institutional Course and Attributes• Transfer Course and Attributes• Non-Course Information• Review Account Detail (this can be accessed only if your institution is used in the Accounts Receivable module)• Diploma Information• View Ceremonies by Attendees• Curriculum Rules
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Producing Transcripts

◀ Jump to TOC

Introduction

Before you can produce transcripts, you must define the transcript types and their rules. This is usually done when SCT Banner is implemented at your institution, although you might need to create new transcript types or maintain existing ones in the future.

In Section B: Set Up you developed these forms:

- Transcript Type Validation Form (STVTPRT)
- Transcript Type Rules Form (SHATPRT)

This lesson covers

- processing a transcript request
- processing transcripts for a population of students
- printing transcripts.

SCT Banner form

The Transcript Request Form (SHARQTC) is used to enter a transcript request to produce official transcripts immediately or on a delayed basis.

The screenshot shows a web browser window titled "Transcript Request - SHARQTC 7.0 (s4b70)". The page is marked as "Confidential". At the top, there is a form with fields for "ID:" (containing "210009208"), "Ranson, Rose", "Holds Exist", "View Holds:", and "Override Holds:". Below this is the "Transcript Request" section with fields for "Request:", "Billing Term:", "Student Information Term:", "In-Progress Cutoff Term:", "Level:", "Date:", "Type:", "Copies:", "Amount:", "Receipt:", and "Official". To the right of these fields are checkboxes for "Hold Processing", "Hold for Grades", and "Hold for Degrees". Below the "Transcript Request" section is the "Transcript Destination" section with fields for "External Institution Code:", "Forward to Internal College:", "Student Address Type:", "Issued:", "Street Line 1:", "Street Line 2:", "Street Line 3:", "City:", "State or Province:", "ZIP or Postal Code:", "Nation:", "Phone:", and "International Access:". To the right of this section is the "EDI Request Details" section with fields for "Type:", "Date Sent:", "Status:", and "Status Date:". Below the "EDI Request Details" section is the "Self-Service Request Details" section with fields for "Self-Service Option:", "Payment Option:", "Transcript Sent Date:", "Transcript Print Date:", and "User ID:".



Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

SCT Banner form

The Academic Transcript Process (SHRTRTC) is used to generate (print) transcripts for single or multiple IDs.

Process Submission Controls GJAPCTL 7.1

Process: SHRTRTC Academic Transcript Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Transcript Population File	N
02	ID and Seq as XXXXXXXXXXXX000	209500092
03	Transcript Type	%
04	Transcript Printer	%
05	Address Selection Date	02-OCT-91
06	Address Priority and Type	1MA
06	Address Priority and Type	2PR
07	Official Transcript Request	Y

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
 Y indicates transcript population previously selected via SHRTPOP.

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to generate a transcript for a single student ID.

Step	Action
1	Access the Transcript Request Form (SHARQTC).
2	Enter the student ID of the student for whom you want to generate a transcript in the ID field.
3	Perform a Next Block function.
4	Enter information in the fields as directed by your instructor.
5	Click the Save icon.
6	Click the Exit icon.
7	Run the Academic Transcript Process (SHRTRTC), being sure to enter the value in the Printer field that will send the output to the database as a file and entering other parameter information as directed by your instructor.
8	Make a note of the file name and number.
9	Access the Saved Output Review Form (GJIREVO).



Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
10	Enter <i>SHRTRTC</i> in the Process field.
11	Enter the file number in the Number field or select it from the LOV.
12	Perform a Next Block function to view the file output.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

SCT Banner form

The Transcript Population Creation Process (SHRTPOP) is used to generate transcripts for a Population Selection.

Process Submission Controls GJAPCTL 7.1

Process: SHRTPOP Transcript Population Creation Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Purge Parameter	N
02	Selection Term	
03	Student ID	
04	Level(s)	
05	Advisor ID	
06	Degree Code	
07	Degree Status	%
08	Degree Graduation Date	

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Y will cause purge if selection file already exists, else run aborted.

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to generate a transcript for a selected population of students.

Step	Action
1	Run the Transcript Population Creation Process (SHRTPOP), entering parameter information as directed by your instructor.
2	Run the Academic Transcript Process (SHRTRTC), being sure to enter the value in the Printer field that will send the output to the database as a file and entering other parameter information as directed by your instructor.
3	Make a note of the file name and number.
4	Access the Saved Output Review Form (GJIREVO).
5	Enter <i>SHRTRTC</i> in the Process field.
6	Enter the file number in the Number field or select it from the LOV.
7	Perform a Next Block function to view the file output.
8	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

- reviewed and created validation forms that control end of term processing, awarding and maintaining degree records, and producing transcripts
- produced class rosters
- rolled grades to academic history
- ran repeat/equivalent course processing
- calculated academic standing
- produced grade reports
- updated student types
- maintained degree records
- produced academic transcripts.

Now you are ready to begin determining how the various processes and procedures will be implemented. Decisions will need to be made based upon your organization's needs as to which code validation forms and control and rules forms will be used as well as what your values will be on these forms.



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 do you use the Class Roster Form (SFASLST) for?

Question 2

How can you view a student's grades after they've been rolled to academic history?

Question 3

How do you roll grades to academic history using the (SFASLST) form?

Question 4

What SCT Banner forms are used to generate grade mailers?

Question 5

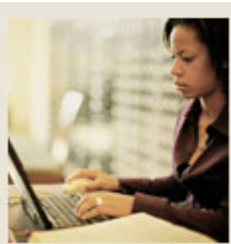
What is the first process that must be run if you want to generate grade mailers?

Question 6

Can you generate grade mailers for only a group of students?

Question 7

What SCT Banner form do you use to maintain students' degree information?



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

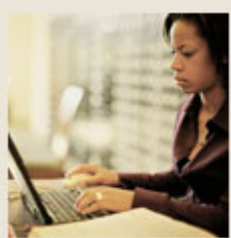
◀ [Jump to TOC](#)

Question 8

What is the Transcript Request Form (SHARQTC) used for?

Question 9

What process must be run for generating either single or multiple transcripts?



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

What do you use the Class Roster Form (SFASLST) for?

A class roster is used to be distributed to faculty and to enter grades for a CRN.

Question 2

How can you view a student's grades after they've been rolled to academic history?

Use the Term Course Maintenance Form (SHAINST), the Term Sequence Course History Form (SHATERM), or the Course Summary Form (SHACRSE).

Question 3

How do you roll grades to academic history using the (SFASLST) form?

Select the Roll check box in the Key Block, enter grades, and then save.

Question 4

What SCT Banner forms are used to generate grade mailers?

None. Grade mailers are generated using processes and reports.

Question 5

What is the first process that must be run if you want to generate grade mailers?

The Grade Roll to Academic History Process (SHRROLL)

Question 6

Can you generate grade mailers for only a group of students?

Yes. A population selection can be run to generate grade mailers only for a selected group of students.



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check (Continued)

◀ [Jump to TOC](#)

Question 7

What SCT Banner form do you use to maintain students' degree information?

Degrees and Other Formal Awards Form (SHADEGR)

Question 8

What is the Transcript Request Form (SHARQTC) used for?

Requesting a transcript for a single student ID

Question 9

What process must be run for generating either single or multiple transcripts?

Academic Transcript Process (SHRTRTC)



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
Repeat/Multiple Course Rules Form	SHARPTR	Basic Course Information Form	SCACRSE
Transcript Type Code Validation Form	STVTPRT	Transcript Request Form	SHARQTC
Transcript Type Rules Form	SHATPRT		
Grade Code Maintenance Form	SHAGRDE	Calculate GPA Report	SHRCGPA
Grade Code Substitution Form	SHAGRDS		
Academic Standing Rules Form	SHAACST	Calculate Academic Standing Process	SHRASTD



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
Class Roster Form (SFASLST)	<ul style="list-style-type: none"> Students must be enrolled in a course to populate this form.
Class Attendance Roster Form (SFAALST)	<ul style="list-style-type: none"> See above.
Term Course Maintenance Form (SHAINST)	<ul style="list-style-type: none"> Student must have received a grade to populate this form.
Student Type Update Process (SHRTYPE)	<ul style="list-style-type: none"> See above.
Basic Course Information Form (SCACRSE)	<ul style="list-style-type: none"> Repeat/Multiple Course Rules Form (SHARPTR).
Calculate GPA Report (SHRCGPA)	<ul style="list-style-type: none"> Grade Code Maintenance Form (SHAGRDE) Grade Code Substitution Form (SHAGRDS).
Calculate Academic Standing Process (SHRASTD)	<ul style="list-style-type: none"> Academic Standing Rules Form (SHAACST)
Transcript Request Form (SHARQTC)	<ul style="list-style-type: none"> Transcript Type Code Validation Form (STVTPRT) Transcript Type Rules Form (SHATPRT)
Grade Mailer Report (SHRGRDE)	<ul style="list-style-type: none"> Term Course Maintenance Form (SHAINST)
Grade Mailer Status/Error Correction Form (SHAGCOL)	<ul style="list-style-type: none"> Term Course Maintenance Form (SHAINST) Grade Mailer Report (SHRGRDE)
Degrees and Other Formal Awards Form (SHADEGR)	<ul style="list-style-type: none"> Term Course Maintenance Form (SHAINST)



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
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	



Release Date

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This workbook was last updated on 02/11/2005.