

Banner Student: INB Query Access for Administrators and Advisors 9.3.3

July 28, 2017

Table of Contents

Table of Contents	1
Introduction:	4
Navigation:.....	4
SPAIDEN – General Personal Identification	5
Key ID:	5
SOAIDEN – Person Search	6
.....	6
SPAIDEN – General Personal Identification	6
Current Identification Tab:	6
Alternate Identification Tab:.....	6
Address Information Tab:	7
Telephone Tab:	7
Biographical Tab:	7
Email Tab:	8
Emergency Contact Tab:	9
SGASTDN – General Student:	9
Learner Tab:	10
<i>General Learner:</i>	10
Curricula Tab:	11
<i>Curriculum/Field of Study Subtab:</i>	11
<i>Curriculum:</i>	11
<i>Status Details:</i>	11
Curricula Tab:	12
Field of Study:.....	12
Activities Tab:	12
Veteran Tab:	12
Academic and Graduation Status, Dual Degree Tab:	12
Miscellaneous Tab:	13
SGASTDQ – General Student Summary:	13
SOATEST – Test Score Information.....	14
SOAHOLD – Hold Information Form	14
SGASADD – Additional Student Information.....	15
Cohorts:	15
Attributes:	15
SFASRPO – Student Registration Permit-Override	15
SFAREGS – Student Course Registration	16

SFAREGS – Student Course Registration	16
Registration Tab:.....	17
<i>Enrollment Information:</i>	17
<i>Course Information:</i>	17
Student Term Tab:.....	17
Curricula Tab:.....	17
<i>Curriculum/Field of Study: Curriculum Subtab</i>	17
Curricula Tab:.....	18
Field of Study:.....	18
SFAREGQ – Registration Query	19
SFAREGF – Student Course/Fee Query.....	19
TSICSRV – Customer Service Inquiry	19
Account Summary:	19
TSICSRV – Customer Service Inquiry	20
Details:.....	20
TSAAREV – Account Detail Review Form	20
Account Details:	20
SPACMNT – Person Comment	21
SFASTCA – Student Course Registration Audit	22
Registration Audit Tab:.....	22
Registration Error Message Tab:	23
SPAAPIN – Alternate Personal Identification Number Form	24
RAP Codes:	24
SHATRNS – Transfer Course Information	24
Undergraduate and Graduate Transfer Courses:.....	24
SHATERM – Term Sequence Course History	26
SHATERM – Term Sequence Course History	26
Current Standing Tab:.....	26
Term GPA and Course Detail Information Tab:	27
SHASUBJ – Student Subject Sequence History	27
Current Standing Tab:.....	27
Subject GPA and Course Detail Information Tab:	28
.....	28
SHACRSE – Course Summary	28
SHATCKN – Course Maintenance	29
SHADEGR – Degree and Other Formal Awards	29
SAAADMS – Admissions Application.....	30
SAADCRV – Admissions Decision.....	31
SOAHSCH – High School Information	31

.....	31
SOAPCOL – Prior College	32
.....	32
SAASUMI - Admissions Application Summary	32
APPENDIX A: Student Coding	33
Attributes:	33
Cohorts:	33
Activities:	33
Sport Codes:	33
Educational Goal:	33

Introduction:

Welcome to Banner Administrative Pages!

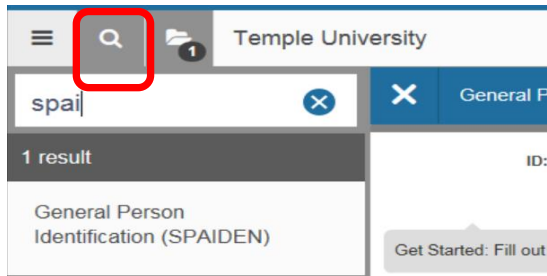
There are some exciting new changes that will ease your use and reporting. This guide provides training for the new **Banner Student: INB Query Access for Administrators and Advisors**.

Navigation:

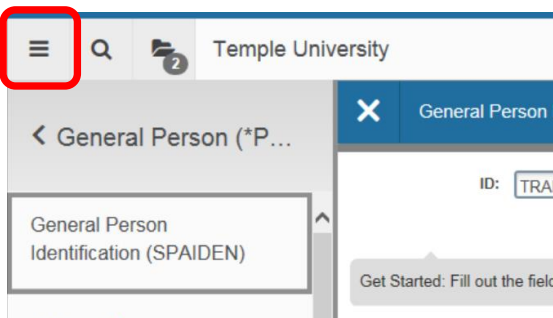
For simplicity in this training; each form will be referred to by its code (i.e. the General Person Identification will be referred to as SPAIDEN). You can also set up your Banner to open forms you will commonly use by using GUAPMNU.

There are several ways to select a page initially. After entering the Application Navigator, you can type in a form name from the Welcome screen and hit 'Enter'.

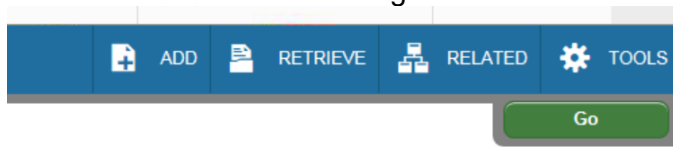
Selecting the Search tool in the top left-hand corner, will allow you to type the page name or key words.



Selecting the Menu option, will allow you to select the page you want from a series of folders and sub-folders.



To navigate through a page, select the "Go" button at the top right corner; this replaces the "Next Block" function. Once you are in a page, the button changes to "Start Over"; selecting this will return you to the ID box to enter a new ID. If needed, the Save button is on the bottom right. The "Add" and "Retrieve" are used for viewing xtender documents only.



At the bottom of the page, you can click on the down arrows to move through the block. You can also directly click on the secondary tabs and into sections. You will still have the option to tab through many of the fields.

General Person Identification SPAIDEN 9.3.3 (DEVL)

ID: TRAIN0101 Owl, Oscar

Current Identification | Alternate Identification | Address | Telephone | Biographical

IDENTIFICATION

ID: TRAIN0101

PERSON

Last Name: Owl

First Name: Oscar

Activity Date: 07/11/2017 10:28:13 PM | Activity User: SMCCAFFR

Tabs such as Addresses, Emergency Contacts, etc. may have multiple records. This is indicated at the bottom of the form. You would click on the arrow to page through the records.

1 of 3 | 1 Per Page | Record 1 of 3

At the bottom of the form, you can see the last update on this record and who it was.

Activity Date: 07/11/2017 10:28:14 PM | Activity User: SMCCAFFR

READ | Record: 1/3 | SPRIDEN_PREVIOUS.SPRIDEN_NTYP_CO...

SPAIDEN – General Personal Identification

Key ID:

Used to search for a specific person. If you are not sure of the spelling of their name; click on the box with the three dots known as the List of Values (LOV) to find other search options.

General Person Identification SPAIDEN 9.3.3 (DEVL)

ID: [] ... +

Clicking on **Person Search** directs you to **SOAIDEN**, where you can search by specific fields.

Option List

[Person Search](#)

[Non-Person Search](#)

[Alternate ID Search](#)

Cancel

SOAIDEN – Person Search

Used to filter a search for a student by customized fields. You can add Fields to narrow your search.

If you are not sure on the exact spelling, you can change the operator in second field to fit your needs. Select the fields to search by and make sure the button **Case-Insensitive Query** is selected. Click on Go to view the results.

When you find a match for the student that you are looking for, **double click on the ID number to select that record.**

The screenshot shows the 'Person Search SOAIDEN 9.3.5 (DEV)' window. It features a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this is a 'PERSON SEARCH' section with a toolbar containing 'Insert', 'Delete', 'Copy', 'More Information', and 'Filter'. The search area includes a 'Last Name' dropdown, a 'Contains' operator dropdown, and a text input field. There is also an 'Add Another Field ...' button. At the bottom, there are radio buttons for 'Case Insensitive Query' (selected) and 'Case Sensitive Query', along with 'Clear All' and 'Go' buttons.

SPAIDEN – General Personal Identification

Current Identification Tab:

Contains person, non-person ID and name source information for the student in this tab.

The screenshot shows the 'Current Identification' tab in the SPAIDEN system. The top bar displays the ID 'TRAIN0101' and the name 'Owl, Oscar A.' with a 'Start Over' button. The tab is divided into several sections: 'IDENTIFICATION' (with 'ID' and 'Name Type' fields), 'PERSON' (with 'Last Name', 'First Name', 'Middle Name', 'Prefix', 'Suffix', 'Preferred First Name', and 'Full Legal Name' fields), 'NON-PERSON', and 'ID AND NAME SOURCE'. Each section has a toolbar with 'Insert', 'Delete', 'Copy', and 'Filter' options.

Alternate Identification Tab:

Used to view information for an alternate ID and name.

Address Information Tab:

The most active or current address is shown first. Clicking on the arrows will allow you to page through other or inactive addresses.

The screenshot shows the 'General Person Identification SPAIDEN 9.3.3 (DEV)' form. The 'Address' tab is selected. The form contains various fields for address information, including 'From Date' (05/20/2019), 'To Date', 'Address Type' (PR - Permanent), 'Sequence Number' (1), 'Street Line 1' (4 Owl Lane), 'City' (Conshohocken), 'State or Province' (PA - Pennsylvania), 'ZIP or Postal Code' (19428), 'County' (42091 - PA-Montgomery), 'Nation' (157 - United States of America), 'Telephone Type' (HOME - Home), 'Area Code', 'Phone Number', 'Extension', 'Inactivate Address', 'Source', 'Delivery Point', 'Correction Digit', and 'Carrier Route'. A red box highlights the pagination controls at the bottom left, showing '1 of 2' and navigation arrows. The bottom right corner indicates 'Record 1 of 2'.

Telephone Tab:

The most current phone number is shown. Clicking on the arrow below will show you any other or inactive phone numbers.

Biographical Tab:

- **Gender:** Options include Male, Female, or Not Available if the gender is unknown.
- **Birth Date:** student birthdate.
- **Age:** Calculated by the system based on the Date of Birth.
 - The age is not stored in the database, but is calculated each time the form is queried.
- **SSN/SIN/TIN:** Social Security Number.
 - This field will mask all but the last 4 digits of the SSN. i.e. *****1234.

Confidential box: If checked, indicates that information about this student should remain confidential. The message “**Confidential**” displays on any forms. This indicator does not control any other system processing.

Deceased box: If checked, indicates that the student is deceased.

- Online processing is not prevented for deceased IDs. The message “**Deceased**” displays on any forms, however, you can request and run a transcript for a student who is deceased.

- Note: The Grade Mailer Report **SHRGRDE** (*restricted access*) and associated processing are prohibited for a deceased student.

Deceased Date: When the deceased date is entered, the system automatically checks the “**Deceased**” checkbox.

- **Citizenship:** U.S. Federal status
- **Marital Status:** Single, Married, Partnered, etc.
- **Religion:** not used at Temple University
- **Legacy:** relationship to Temple University alumni
- **Ethnicity:** ethnic background.
 - This is critical for IPEDs and additional reports.
- **New Ethnicity:** used to select the new ethnicity for the student.

Ethnicity and Race Confirmed Date Checkbox: student’s race and ethnicity have been confirmed.

- **Veteran File Number:** veteran/student file number
- **Veteran Classification:**
 - If the student is associated with one of the categories in the pulldown list, they may be eligible for Veteran-related programs, if applicable. This data is self-reported from the admissions application.
 - Also used in Banner Human Resources VETS-100 reporting. The values for the pulldown list are separated by category and employees included in that category.
- **Date of Discharge:** date the veteran/student was separated from active duty.

Email Tab:

Indicates the most current email address. The ‘TU’ email type is the official Temple University email account. Clicking on the arrow below will show you any other email addresses.

Emergency Contact Tab:

Has the most current emergency contacts. You will also see the flagged FERPA waived contact information. This is indicated by the “F” in the relationship field.

Clicking on the arrow below will show you any other or inactive emergency contacts.

The screenshot shows the 'Emergency Contact' tab for student ID TRAIN0101, Oscar A. Owl. The form contains fields for Priority (1), Relationship (F - FERPA Waived Contact), Last Name (Owl), First Name (Gerald), Middle Name, Address Type, Street Line 1 (46 Owl Lane), Street Line 2, Street Line 3, City (Conshohocken), State or Province (PA - Pennsylvania), ZIP or Postal Code (19428), Nation (157 - United States of America), Address Verified, Skip Address Verify, Area Code, Phone Number, and Extension. At the bottom left, a red box highlights the pagination controls showing '1 of 6' records, with a right-pointing arrow icon.

SGASTDN – General Student:

This record is created when the Admissions Decision is populated or a Quick Admit is saved and entered. This form maintains the current and historical information about a student.

Enter the id and term you are looking for then click on Go. If you only want to see the current/active record, check the box below.

The screenshot shows the 'General Student SGASTDN 9.3.5 (DEVL)' form. It includes input fields for ID (TRAIN0101) and Term (201736), a 'Student Summary' button, and a 'View Current/Active: Curricula' checkbox. A red arrow points to the checkbox. A 'Go' button is on the right. At the bottom, a message says 'Get Started: Fill out the fields above and press Go.'

Much of the data from the Admissions application or Quick Admit is copied into the learner record. This data can include the Student Status, Student type, Residence and Curricula Information.
SGASTDN – General Student:

Learner Tab: General Learner:

View the most current and historical student learner information. Each time a student's learner record is updated due to a change of major, addition or deletion of a second major, addition or deletion of a concentration attached to a major, addition or deletion of a minor or the addition or deletion of a certificate, a new **effective term** is created with the most recent displaying first. This form divided into three sections: General Learner, Curricula Summary – Primary and Field of Study Summary.

The student information will be displayed such as:

- **Student Status:** Active, Inactive due to Graduation, Inactive due to Actions, etc.
- **Class:** is determined by a rule defined on SGACLSR (*restricted access*)
- **Additional Information:** Optional fields
- **Block:** is used when Block Scheduling is being utilized
- **Citizenship:** displayed as informational

If a General Student record does not exist an error message will display at the bottom of the form. In that case verify the status of the application in **SAAADMS – Admissions Application**.

ID: TRAIN0101 Owl, Oscar A. Term: View Current/Active Curricula: ☐
Start Over

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

GENERAL LEARNER
Insert Delete Copy Filter

From Term 201603 To Term 999999

New Term 201603 ... 2016 Spring

Residence * ... Pennsylvania Resident

Student Centric Cycle ...

Student Status AS ... Active

Fee Assessment Rate ...

Student Type C ... Continuing Degree Seeking

Class 4 Senior 90 to 119 Credits

Additional Information

...

Block ...

...

Citizenship U U.S. Citizen

1 of 2 Per Page Record 1 of 2

CURRICULA SUMMARY - PRIMARY
Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation
10	201536	Criminal Justice	201536	Undergraduate	Ambler	Liberal Arts	Bachelor of Arts			Standard	201536	

1 of 1 Per Page Record 1 of 1

FIELD OF STUDY SUMMARY
Insert Delete Copy Filter

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
10	201536	Major	Criminal Justice	CLA:Criminal Justice	

3 Per Page Record 1 of 1

Curricula Tab: Curriculum/Field of Study Subtab:

This tab displays the Curriculum program that the student is following at Temple University. This section has two subtabs, Curriculum and Status Details. The Curriculum tab is the default on the section.

Curriculum:

- **Program Codes** are a combination of three elements: College Code-Major-Degree
- **Level:** can be Undergraduate, Graduate, or Professional
- **Campus:** This field indicates where the student's record is managed.

The screenshot shows the Banner Student Workbook interface. The top navigation bar includes tabs for Learner, Curricula, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The 'Curricula' tab is active, and the 'Curriculum / Field of Study' subtab is selected. Below the subtab, there are buttons for Replace, Update, Duplicate, Roll to Outcome, and Apply to Graduate. A table lists curriculum records with columns for Current, Activity, Key Sequence, Term, Term Description, End Term, End Term Description, Catalog Term, Catalog Term Description, Priority, and Graduation Sequence. The first record is highlighted with a red box, showing details for Program (TH-STHM-BS), Level (UG), Campus (MN), College (TH), Degree (BS), and Start/End Dates.

Status Details:

- **Admissions Type** can include Standard, Early Action, and Foreign National among others
- **Admissions Term:** This is the term of the primary admissions and it doesn't change while the student is engaged in completing the related degree
- **Matriculated Term:** This term is entered if a student stops attending and then re-enrolls; this term is directly related to the University requirements that the student must complete.

The screenshot shows the Banner Student Workbook interface. The top navigation bar includes tabs for Learner, Curricula, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The 'Curricula' tab is active, and the 'Status Details' subtab is selected. Below the subtab, there are buttons for Replace, Update, Duplicate, Roll to Outcome, and Apply to Graduate. A table lists curriculum records with columns for Current, Activity, Key Sequence, Term, Term Description, End Term, End Term Description, Catalog Term, and Catalog Term Description. The first record is highlighted with a red box, showing details for Admission Type (ST), Admission Term (201536), Application (1), Matriculated Term, and other details.

Curricula Tab:

Field of Study:

- This section displays the information on the student's
- **Primary Program:** the major, concentrations, second majors, and minors associated with the primary degree will be listed here and categorized as Priority 10.
- **Field of Study:** selecting a record in the top area will display the related information in the detail area below it.
- **Secondary Programs:** any certificate that a degree-seeking student is earning will be attached as a secondary program (priority 20) due to the differences in the level of degree codes.

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201620	MAJOR	Major	10	201536	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201620	MINOR	Minor	10	201536	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201620	CONCENTRATION	Concentration	10	201536	

Field of Study	STHM	Tourism and Hospitality Mgmt	Start Date	
Department	2103	Tourism:Tourism/Hospitality Dpt	End Date	
Attached to Major			<input type="checkbox"/> Rolled	
Full or Part Time				

Activities Tab:

Use this window to view student information this is where non-transcript academic events will be posted and where some term-by-term student coding will be posted. Advisors can add codes if applicable.

For example, if an undergraduate student has completed an associate's degree at one of our partner colleges, advisors can add a 'Gened to Gened' Activity code. Select the 'Insert' function on the top right-hand side of a form to create a new row, add the term and choose the correct code from the list of values (LOV) in the drop-down list. Save.

Term	Activity Code	Description
01720	SAU	Study Away - Undergrad
01703	FIFGRANT	Fly in 4 Grant Recipient
01636	FIFGRANT	Fly in 4 Grant Recipient
01636	GOOD	FinAid Good Standing
01636	SEVNGE+	Gened To Gened

Veteran Tab:

Students who receive Veteran's Benefits will have the corresponding code posted here.

Academic and Graduation Status, Dual Degree Tab:

This form has three sections: Academic Status, Graduation Status, and Dual Degree. The expected Graduation Date in the second section is calculated at admissions but can be updated by advisors via the "Change of Program" workflow.

ID: TRAIN0101 Owl, Oscar A. Term: 201603 View Current/Active Curricula: ☐

Learner	Curricula	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
ACADEMIC STATUS						
Academic Term	201603	Progress Evaluation		Combined Academic Standing		
Academic Status	PR	Progress Evaluation Override	...	Combined Academic Standing Override	...	
Academic Standing Override	...	Progress Evaluation Override Term	...	Combined Academic Standing Override Term	...	
Academic Status Override Term	...					
Graduation Status						
Expected Graduation Date	12/21/2017	Graduation Term	201736 ...	Graduation Year	2017 ...	
Dual Degree						
Degree	...	College	...	Major	...	
Level	...	Department	...			

Miscellaneous Tab:

Student Leave of Absence: is indicated here.

Learner	Curricula	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
MISCELLANEOUS INFORMATION						
Orientation Session	...	Employee and Training Code	...			
Career Plan	...	Vocational Education	...			
Practical Training	...	Transfer Center	...			
Education Level	...	Educational Goal	...			
Income Range	...	Basic Skills	...			
Employment Expectation	...	<input type="checkbox"/> Graduate Credit Approved				
Apprenticeship Code	...	From Date				
Leave of Absence	...	To Date				

SGASTDQ – General Student Summary:

Displays all the general student records on file for that student.

Term field: Enter the previous term or the current term one to display that information.

- If NO TERM date is entered, all the student's general student records will be displayed. This will show the earliest record on file to the present.

Note the slide bars in the sections below. They will provide additional fields of information.

General Student Summary SGASTDQ 9.3 (DEVL)

ID: TRAIN0101 Owl, Oscar A. Level: Campus: College: Degree: Term: Program: Field of Study Type: Field of Study Code: Start Over

STUDENT SUMMARY

From Term	To Term	Student Status	Student Type	Residence	Academic Standing Code	Academic Standing Term
201603	999999	AS	C	R	PR	201603
201536	201603	AS	T	R	GD	201536

CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
10	201536	Criminal Justice	201536	Undergraduate	Ambler	Liberal Arts	Bachelor of Arts			Standard

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
10	201536	Major	Criminal Justice	CLA: Criminal Justice	

SOATEST – Test Score Information

View the student test scores. Some types of scores are Placement test, Placement test exemptions; including Foreign Language proficiency, On-Line Orientation completion dates, etc.

Test Score Information SOATEST 9.3.4 (DEVL)

ID: TRAIN0100 Flynnfour, Frances

TEST SCORE INFORMATION

Test Code *	Description	Test Score *	Test Date *
EBSC	ENGLISH PLMT BASE SCORE	06	04/28/2014
EC	ENGLISH COURSE PLMT	LP812	04/28/2014
EESS	ENGLISH PLMT ESSAY SCORE	06	04/28/2014
EETK	ENGLISH PLMT ESSAY	TAKEN	04/28/2014
ELET	FYWP ENGLISH LETTER	LPESL	04/28/2014
MBSC	MATH PLMT BASE SCORE	08	04/28/2014
MC4	MATH PLMT CRS 1021	Y	04/28/2014
MLET	MATH PLMT LETTER	M4NS0	04/28/2014
MP1	MATH PLMT SCORE PART 1	12	04/28/2014
MP2	MATH PLMT SCORE PART 2	09	04/28/2014

SOAHOLD – Hold Information Form

View any Holds on the student record i.e. Administrative, Academic, Financial, etc. Only specific users with the “Superuser” security class can end holds. A hold that is to 12/31/2099 is active

Hold Information SOAHOLD 9.3.2 (DEVL)

ID: TRAIN0101 Oscar A Owl

HOLD DETAILS

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
AU	Administrative				07/24/2017	12/31/2099			TUC02977

SGASADD – Additional Student Information

Maintains cohort codes and attributes which are assigned to the student by effective term. Only specific users with the “Superuser” security class can update cohorts and attributes.

Cohorts:

Cohort codes are used to track and code certain student populations such as Honor Students, Fly in 4 program students, etc. When these codes are no longer applicable, a new term is entered and the “inactive” checkbox is updated.

Attributes:

Attributes are used to code students whose association with the special population never ends. Once a student is coded with an attribute, this attribute will remain on their record for all terms and will always be copied forward. See Appendix A for more information on student coding.

ID: TRAIN0101 Owl, Oscar A. Term: 201736

STUDENT COHORT

From Term: 201603 To Term: 999999 Maintenance

Cohort Code *	Description	Inactive
1536UGTR	201536 New Undergrad Transfer	<input type="checkbox"/>
FLY41536	Fly in 4 - 2015	<input checked="" type="checkbox"/>

1 of 1 Per Page

STUDENT ATTRIBUTE

From Term: 201603 To Term: 999999 Maintenance

Attribute Code *	Description
DISC	Disciplinary Violation
UG3C	No Merit PA TR

SFASRPO – Student Registration Permit-Override

Used to view specific permit-override codes related to the student, based on a term and course or section basis. When a code is assigned to a student for a specific term, the CRN, Subject, Course, and Section fields are selected to specify the specific permit-override code. Overrides are normally handled in Self Service Banner for a specific CRN but specific users with the “Superuser” class can delete overrides or add them manually from SFASRPO.

Student Registration Permit-Override SFASRPO 9.3 (DEVL)

ID: TRAIN0101 Owl, Oscar A. Term: 201736 2017 Fall Start Over

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
CAMPUS	Campus Restriction		...		

1 of 1 Per Page Record 1 of 1

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule Type
							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							

SFAREGS – Student Course Registration

Provides an additional view of registration that occurred through Self-Service Banner. Things to consider:

Changes in course registration or student information:

- May cause a new time status to be calculated, depending on the rules established. Use the Time Status History window to view time status information for a student.

Conditions that prevent Student Registration:

- Student status (Inactive), enrollment status, or academic standing can all prevent registration
- Rules are established to stagger priority registration based on level and number of credits earned. There is a span of 9-10 days over which priority registration becomes available to students with fewer and fewer credits

The screenshot shows the 'Student Course Registration SFAREGS 9.3.5 (DEVL)' window. It includes fields for Term (201636), ID (TRAIN0101), and Date. There are checkboxes for 'View Current/Active: Curricula' and 'Print Schedule'. A red arrow points to the 'Time Status Information' button.

Term: ID: Owl, Oscar A. Date: Holds: View Current/Active Curricula: ☐ Print Bill: ☐ Print Schedule: ☒

Registration

Student Term

Curricula

Time Status

TIME STATUS INFORMATION

Insert

Delete

Copy

Term	Time Status *	Description	Source	Date	Time
201703		Full Time	SYSTEM	07/25/2017	13:25:50
201703	QT	Three-Quarter Time	SYSTEM	07/25/2017	13:24:29
201703	DR	Dropped - Not Registered	SYSTEM	07/20/2017	21:26:41

1 of 1

Per Page

SFAREGS – Student Course Registration

Administrative registration and student registration at the Graduate and Undergraduate level is primarily completed within Self Service Banner. Some offices have authority to register students in SFAREGS but for this workbook, the instructions are for viewing registration records only.

Enter the term in which you want to view the course registration and the student's id. Click Go.

The screenshot shows the 'Student Course Registration SFAREGS 9.3.5 (DEVL)' window. The 'Term' field (201703) and 'ID' field (TRAIN0101) are highlighted with red boxes. The 'Go' button is also highlighted with a red box.

Registration Tab: Enrollment Information:

- **Status:** If the status is “EL” the student will be eligible to register.

Course Information:

Term: 201703 ID: TRAIND101 Owl, Oscar A. Date: Holds: View Current/Active Curricula: ☐ Print Bill: ☐ Print Schedule: ☒ Start Over

Registration Student Term Curricula Time Status

*** ENROLLMENT INFORMATION** Insert Delete Copy Filter

Status * **EL** ... Eligible to Register Status Date: 07/20/2017 Minimum * 0.000 ... Source: USER
Reason ... Maximum * 12.000 ... Source: USER
Delete All CRNs ☐ Acceptance ☐ Confirmed ☒ None ☐ Accepted
Process Block ☐

*** COURSE INFORMATION** Insert Delete Copy Filter

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Campus
22981	ENGL	0802	701	S	0.000	0.000	0.000	0.000	WT	UG	<input type="checkbox"/>		1	VIRT	MN
4785	AMST	0801	001	S	4.000	4.000	4.000	4.000	RA	UG	<input type="checkbox"/>		1	CLAS	MN
29588	AMST	3074	001	S	3.000	3.000	3.000	3.000	RA	UG	<input type="checkbox"/>		1	CLAS	MN
8122	AMST	0802	001	S	3.000	3.000	3.000	3.000	RA	UG	<input type="checkbox"/>		1	CLAS	MN
1835	AMST	3082	001	S	3.000	3.000	3.000	3.000	RA	UG	<input type="checkbox"/>		1	NCLAS	MN

Error Flag Status Type

Record 1 of 5

*** ENROLLMENT TOTALS** Insert Delete Copy Filter

Fees * Y - Immediate assessment Date: 07/25/2017
Credit Hours 13.000 Bill Hours 13.000
CEU Hours 9.000

Student Term Tab:

View detailed information about the student such as student status, student type, block schedule, combined academic standing information; etc.

Registration **Student Term** Curricula Study Path Time Status

Student Status * **AS** ... Active Class 4 Senior 90 to 119 Credits
Student Type **C** ... Continuing Degree Seeking Advisor
Residence * ... Pennsylvania Resident Academic Standing **..** ... Academic Good Standing
Fee Assessment ... Override Term
Rate ... Progress Evaluation ...
Last Term Attended 201636 2016 Fall Override Term
Block Schedule ... Combined Academic Standing ...
Effective Term 201503 2015 Spring Override Term
Student Centric Cycle ...

Curricula Tab: Curriculum/Field of Study: Curriculum Subtab

Contains the specific Curriculum program that the student is following at the Temple University. Curriculum/Field of Study section has sub-sectional tabs: **Curriculum** and **Status Details**.

Registration Student Term **Curricula** Time Status

CurriculumField of Study

CURRICULUM

Insert Delete Copy Filter

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
<input checked="" type="checkbox"/>	ACTIVE	99	201620	2016 Summer I			201536	2015 Fall	10	

Curriculum Status Details

Program	TH-STHM-BS	Tourism & Hospitality Mgmt	College	TH	Sport Tourism Hospitality Mgt
Level	UG	Undergraduate	Degree	BS	Bachelor of Science
Campus	MN	Main	Start Date		End Date

Curricula Tab:

Status Details

- **Admissions Type** can include Standard, Early Action, and Foreign National among others
- **Admissions Term:** This is the term of the primary admissions and it doesn't change while the student is engaged in completing the related degree
- **Matriculated Term:** This term is entered if a student stops attending and then re-enrolls; this term is directly related to the University requirements that the student must complete.

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
<input checked="" type="checkbox"/>	ACTIVE	99	201620	2016 Summer I			201536	2015 Fall	10	

Curriculum Status Details

Admission Type	ST	Standard	Roll to Outcome		Leave From Date	
Admission Term	201436	2014 Fall	Student Type		Leave To Date	
Application			Site		Expected Graduation Date	
Matriculated Term			Rate		Graduation Term	
Roll Learner	No		Leave of Absence		Graduation Year	

Field of Study:

- This section displays the information on the student's
- **Primary Program:** the major, concentrations, second majors, and minors associated with the primary degree will be listed here and categorized as Priority 10.
- **Field of Study:** selecting a record in the top area will display the related information in the detail area below it.
- **Secondary Programs:** any certificate that a degree-seeking student is earning will be attached as a secondary program (priority 20) due to the differences in the level of degree codes.

FIELD OF STUDY

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201620	MAJOR	Major	10	201536	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201620	MINOR	Minor	10	201536	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201620	CONCENTRATION	Concentration	10	201536	

Field of Study

Field of Study	STHM	Tourism and Hospitality Mgmt	Start Date	
Department	2103	Tourism/Tourism/Hospitality Dpt	End Date	
Attached to Major			<input type="checkbox"/> Rolled	
Full or Part Time				

SFAREQQ – Registration Query

Query view of a student's schedule. This displays all registered courses and related information for the term or date range for the student. You can see this for students who have registered for any courses.

Term: 201636 Registration From Date: Registration To Date: ID: TRAIN0101 Owl, Oscar A. Start Over

REGISTRATION QUERY Insert Delete Copy Filter

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term	Can
201636	3797	CJ	2696	101	RA	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1050	1	AM

1 of 1 10 Per Page Record 1 of 1

Co-op Education Total CEU Hours 0.000

Total Credit Hours 3.000

SFAREGF – Student Course/Fee Query

View students detail data and registration fee assessments.

Student Course/Fee Assessment Query SFAREGF 9.3 (DEVL) ADD RETRIEVE RELATED TOOLS Start Over

Term: 201636 Refund By Total Refund Date: ID: TRAIN0101 Owl, Oscar A.

TERM ENROLLMENT SUMMARY Insert Delete Copy Filter

Status	EL	Percentage Tuition Refund	
Description	Eligible to Register	Percentage Fee Refund	
Status Date	05/26/2016		

TERM REGISTRATION SUMMARY Insert Delete Copy Filter

CRN	Subject	Course	Section	Credit Hours	Bill Hours	Level	Campus	Status	Status Date	Percent Tuition Refund	Percent Fee Refund	Message
3797	CJ	2696	101	3.000	3.000	UG	AMB	RA	08/19/2016			Registered Administrative

1 of 1 10 Per Page Record 1 of 1

Total Credit Hours 3.000 CEU Hours 0.000

Total Bill Hours 3.000

TSICSRV – Customer Service Inquiry

Centralizes access to Student-related and Accounts Receivable-related information.

Account Summary:

The form compares terms existing for registered courses and grades rolled to academic history and displays the latest term (numerically) in the last term registered field.

- **Detail Code:** Code associated with the transaction.
- **Description:** Detail code description.
- **Term:** Term code of the transaction.
- **Aid Year:** Aid Year of the transaction.

- **Charge:** Charge amount of the transaction.
- **Payment:** Payment amount of the transaction.
- **Balance:** Remaining for the transaction.
 - Depends on whether application of payments has been run.
- **Effective Date:** Effective date of the transaction

ID: TRAIN0101 Oscar A Owl Holds: Credit Limit: Last Term Registered: 201703 Sum by Effective Date: <input type="text"/>								Start Over
ACCOUNT SUMMARY								Insert Delete Copy Filter
Detail Code *	Description *	Term *	Aid Year	Period	Charge	Payment	Balance	Effective Date *
FALZ	Wells Fargo Collegiate Loan	201636	1617	201636			4,500.00	0.00
NPAY	Payment Plan Fee	201636				25.00		0.00
RU14	University Services Fee	201636				0.00		0.00
RU15	University Services Fee	201636				163.00		0.00
TALA	Tuition	201636				1,923.00		0.00
URFD	University Refund	201636				2,389.00		0.00
FALZ	Wells Fargo Collegiate Loan	201603	1516	201603			8,250.00	0.00
RU07	University Services Fee	201603				395.00		0.00
TALA	Tuition	201603				7,699.00		0.00
URFD	University Refund	201603				156.00		0.00
1 of 2 10 Per Page								Record 1 of 1
DETAILS								Insert Delete Copy Filter

TSICSRV – Customer Service Inquiry

Details:

- **Query Balance:** Sum of all transactions returned by the query.
- **Account Balance:** Sum of all balances regardless of Effective Date.
- **Current Due:** Sum of all balances where the Effective Date is less than or equal to the system date and includes installment transactions.
- **Other Memos** - Sum of memos on the Student Account Detail Form (TSADETL) (or TBRMEMO) for non-Financial Aid memos, where the Source Code is not set to F. Select the button to access the Student Account Detail Form.
- **Financial Aid Memo Balance** - Sum of all Financial Aid memos.
- **Authorized Aid Balance:** Sum of all authorized Financial Aid.
 - This can be a negative balance because it would be a credit to the student balance.
- **NSF** - Displays count of Non-Sufficient Funds.

TSAAREV – Account Detail Review Form

Use to review charges and payment information for a Student's account.

Account Details:

- **Detail Code and Description:** information such as tuition, university fees, loans, etc.
 - Pay attention that there may be several pages of information to click thorough
- **Term:** period that this charge was incurred.
- **Source:** Billing Detail code
- **Aid Year:** Aid Year of the transaction
- **Balance Details:** Check how much is currently due

Tips:

SOAIDEN to search for the ID
SOAHOLD to search for Holds info
STVTERM for the correct term code

Account Detail Review Form - Student TSAAREV 9.3 (DEVL)

ID: TF Credit Limit: User: SMK

Start Over

ACCOUNT DETAILS

Insert Delete Copy Filter

Receipt

Detail Code *	Description *	Term *	Charge	Payment	Balance	Source *	Effective Date *	Transaction Date	Aid Year	Period	Receipt	Original Charge *	Contract Detail *	Trans Number	Trans
TALA	Tuition	201703	641.00		641.00	R	07/25/2017	07/25/2017				<input type="checkbox"/>	<input type="checkbox"/>	55	
TALA	Tuition	201703	641.00		641.00	R	07/25/2017	07/25/2017				<input type="checkbox"/>	<input type="checkbox"/>	54	
TALA	Tuition	201703	6,410.00		6,410.00	R	07/25/2017	07/25/2017				<input type="checkbox"/>	<input type="checkbox"/>	53	
RU13	University Services Fee	201703	445.00		445.00	R	07/25/2017	07/25/2017				<input type="checkbox"/>	<input type="checkbox"/>	52	
RLAT	Late Registration Fee	201703	100.00		100.00	R	07/25/2017	07/25/2017				<input type="checkbox"/>	<input type="checkbox"/>	51	
URFD	University Refund	201636	2,389.00		0.00	T	09/23/2016	09/23/2016			1891827	<input type="checkbox"/>	<input type="checkbox"/>	50	
FALZ	Wells Fargo Collegiate Loan	201636		4,500.00	0.00	F	09/23/2016	09/23/2016	1617	201636		<input type="checkbox"/>	<input type="checkbox"/>	49	
TALA	Tuition	201636	-1,923.00		0.00	R	09/12/2016	09/12/2016				<input type="checkbox"/>	<input type="checkbox"/>	48	
RU15	University Services Fee	201636	163.00		0.00	R	09/12/2016	09/12/2016				<input type="checkbox"/>	<input type="checkbox"/>	47	
RU14	University Services Fee	201636	-319.00		0.00	R	09/12/2016	09/12/2016				<input type="checkbox"/>	<input type="checkbox"/>	46	

Record 1 of 55

BALANCE DETAILS

Insert Delete Copy Filter

Query Balance 8,237.00
Account Balance 8,237.00
Amount Due 8,237.00
Memo Balance 0.00

Authorized Aid 0.00
Balance
NSF 0
Receipt? N

SPACMNT – Person Comment

Display saved student informational comments

- **Comment Type:** departmental and other identified codes
 - **Originator:** displays the department that added this comment.
 - **Contact:** used to associate a contact type with the comment.
 - It will trigger the Create Materials package to run when the contact is added and saved.
 - Materials will be created if they are appropriate for the contact code entered.
 - **Contact Date:** displays the date the contact code was added to the comment record. Date is populated using the Appointments button.
- Confidentiality** check box: When checked indicates that the comments are considered **CONFIDENTIAL**.
- **Add Date:** the original date when the comment was created. This date does not change.
 - **Activity Date:** date of the last update to the information. This date corresponds to the date when the record was last updated by a user.
 - **Last Updated:** displays the user ID of the last person to update the Comment block
 - **Comments:** for short comments or description headers, updated internally as a result of a process; users cannot write comments here directly.

Pay attention that there may be several pages of information to click thorough.

ID: TRAIN0102 Gradapp, Gretel H.

PERSON COMMENT

Comment Type	OUR ... University Registrar	To Time	
Originator	MOUR ... OFFICE OF UNIVERSITY REGISTRAR	Confidentiality	<input type="checkbox"/>
Contact	...	Add Date	03/30/2016
Contact Date	03/30/2016	Activity Date	03/30/2016
From Time	Appointments	Last Updated by	TRACEYL

Comments: Bucks Co. Housing Assistance form completed, signature stamped and mailed to the housing authority. TH

Narrative Comments: Review by Date: 3/30/17 DEPT:MOUR

Page 3 of 5

SFASTCA – Student Course Registration Audit

Displays the student course requests. This information is pulled from **SFAREGS** and **SFAMREG** (scheduler restricted access) and by Web registration. All registration transactions are captured, including fatal errors and overrides.

Registration Audit Tab:

- **Registration From Date:** this date allows you to search on registration information (based on the original registration date).
 - When you enter a registration date range, the start date is compared to the dates entered to find all registration records, regardless of term, to be displayed in this form.
- **Registration To Date:** allows you to search on registration information based on the original registration date.
- **Term:** used to specify the term you are auditing.
- **Attempted Hours:** displays the student's attempted hours for the CRN/section.
- **Source:** indicates which registration table generated the audit record.

Error Flag: identifies an error associated with the registration of a CRN. These are:

- F Fatal
- D Do not count in enrollment)
- L Waitlisted
- O Override
- W Warning
- X Delete

Use the Filter function to narrow your search of registrations or sort on headers for different views

Q

15

Temple University

Mr. Benton F Wilson

Sign Out

?

X

Student Course Registration Audit SFASTCA 9.3 (DEVL)

+

ADD

RETRIEVE

RELATED

TOOLS

ID: TRAIN0101

Owl, Oscar A.

Term Code: 201636

Registration From Date:

Registration To Date:

Start Over

Registration Audit

Registration Error Message

STUDENT COURSE REGISTRATION AUDIT

Insert

Delete

Copy

Filter

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Cours	Status
1	201636	30163	CJ	2302	002	MN	UG	S		3.000	3.000	TEMP	RA	
2	201636	30171	CJ	4002	401	CC	UG	S		3.000	3.000	TEMP	RA	
3	201636	30163	CJ	2302	002	MN	UG	S	3.000	3.000	3.000	BASE	RA	
4	201636	30171	CJ	4002	401	CC	UG	S	3.000	3.000	3.000	BASE	RA	
5	201636	30163	CJ	2302	002	MN	UG	S	0.000	0.000	0.000	TEMP	DW	
6	201636	30171	CJ	4002	401	CC	UG	S	0.000	0.000	0.000	TEMP	DW	
7	201636	30163	CJ	2302	002	MN	UG	S	0.000	0.000	0.000	BASE	DW	
8	201636	30171	CJ	4002	401	CC	UG	S	0.000	0.000	0.000	BASE	DW	
9	201636	30163	CJ	2302	002	MN	UG	S	0.000	0.000	0.000	TEMP	DW	
10	201636	30171	CJ	4002	401	CC	UG	S	0.000	0.000	0.000	TEMP	DW	
11	201636	3797	CJ	2696	101	AMB	UG	S		3.000	3.000	TEMP	RA	
12	201636	3797	CJ	2696	101	AMB	UG	S	3.000	3.000	3.000	BASE	RA	
13	201636	21700	CJ	2302	001	MN	UG	S		3.000	3.000	TEMP	RA	
14	201636	21700	CJ	2302	001	MN	UG	S	3.000	3.000	3.000	BASE	RA	
15	201636	21700	CJ	2302	001	MN	UG	S	0.000	0.000	0.000	TEMP	DW	
16	201636	21700	CJ	2302	001	MN	UG	S	0.000	0.000	0.000	BASE	DW	
17	201636	21700	CJ	2302	001	MN	UG	S	0.000	0.000	0.000	TEMP	DW	
18	201636	26474	REL	2006	701	MN	UG	S	0.000	3.000	3.000	TEMP	DW	
19	201636	26474	REL	2006	701	MN	UG	S	0.000	3.000	3.000	TEMP	DW	
20	201636	26854	ENG	2007	701	MN	UG	S		3.000	3.000	TEMP	RA	

1 of 2

20

Per Page

Record 1 of 24

Activity Date

05/26/2016 09:59:11 AM

Activity User

W:CLEESER

SAVE

READ

Record: 1/24

SFRSTCA SFRSTCA SEQ. NUMBER [1]

ellucian

- Course Status:** available codes and the associated user group
 - CN – Cancelled (used by schedulers in the class cancellation process)
 - DD – Drop Registrar (Registrar INB use)
 - DL – Drop Late Exception (administrative SSB for approved late drops)
 - DO – Drop Orientation (administrative SSB for orientation sessions)
 - DW – Drop Web (student and administrative SSB use)
 - RA – Registered Administrative (administrative SSB use)
 - RE – Registered (Registrar INB use)
 - RL – Registered Late (administrative SSB use for approved late additions)
 - RU – Registered Audit
 - RW – Registered Web (student and administrative SSB use)
 - WA – Withdrawn Administrative (administrative SSB use)
 - WD – Withdrawn (Registrar INB use)
 - WE – Withdrawn Excused (Registrar INB use)
 - WW – Withdrawn Web (student SSB use)

Registration Error Message Tab:
 Messages about the nature of fatal errors are always captured here.

ID: TRAIN0101 Owl, Oscar A. Term Code: Registration From Date: 01/01/2012 Registration To Date: 07/25/2017 Start Over

Registration Audit **Registration Error Message**

STUDENT COURSE REGISTRATION ERROR MESSAGE Insert Delete Copy Filter

Registration Date *	Session ID *	CRN	Message Type *	Message *	Error *

10 Per Page Record 1 of 1

SPAAPIN – Alternate Personal Identification Number Form

RAP Codes:

This allows a term-specific, Registration Access Pin (RAP) code to be assigned to students. Term-specific RANDOM RAP codes are applied to students who are required to see an advisor such as first time undergraduate students or those on warning and probation.

Term specific CONSTANT RAP codes are assigned to student populations who have super priority registration, such as athletes and veterans. These students are informed of their RAP code prior to registration in self-service Banner.

Alternate Personal Identification Number SPAAPIN 9.3 (DEVL) ADD RETRIEVE RELATED TOOLS

From Term: 201636 ID: TRAIN0101 Owl, Oscar A. Start Over

ALTERNATE PERSONAL IDENTIFICATION NUMBER Insert Delete Copy Filter

Term Code *	Process Name *	Alternate PIN *
201636	TREG	431329

10 Per Page Record 1 of 1

SHATRNS – Transfer Course Information

This form displays the student transfer information from the transfer institution or school and attendance period. The attendance periods entered must pertain to a specific student level such as undergraduate, graduate, etc.

Undergraduate and Graduate Transfer Courses:

If a student has both graduate and undergraduate course work at the same institution, information about the work is maintained separately by level and attendance period.

Institutional equivalent entries are captured in a separate window. These entries have no effect on the student's transfer GPA.

To view the information, select the List of Values box next to 'Transfer Institution' to choose from a list of colleges.

Transfer Course Information SHATRNS 9.3.1 (DEVL)

ID: TRAIN0101 Owl, Oscar A. Transfer Institution: [] Number: []

Attendance Period: [] Number: []

Double click on the number to return to SHATRNS.

Transfer Institutions by Person Query SHQTRIT 9.3 (DEVL)

Sequence Number	Institution	Description
1	212115	East Stroudsburg U of Pennsylv
2	214111	Montgomery Cty Comm Coll

Select the List of Values box next to 'Attendance Period' to find the transfer semester that you want to view.

Transfer Course Information SHATRNS 9.3.1 (DEVL)

ID: TRAIN0101 Owl, Oscar A. Transfer Institution: 1

Attendance Period: [dropdown menu]

Get Started: Fill out the fields above and press Go.

Double click on the attendance period to return to SHATRNS. Click Go.

Attendance Period Number *	Applied to Level	Description	Attendance Period
1	UG	Undergraduate	Fall,09
2	UG	Undergraduate	Spring,10
3	UG	Undergraduate	Fall,10
4	UG	Undergraduate	Spring,11

Transfer courses and their Temple equivalents are then viewed by using the down arrow in the bottom left of the page

ID: TRAIN0101 Owl, Oscar A. Transfer Institution Number: 1 Attendance Period Number: 1

TRANSFER INSTITUTION

Institution: 212115 East Stroudsburg U of Pennsylv

TRANSFER ATTENDANCE PERIOD

Attendance Period: Fall,09

Acceptance Date: [empty]

Effective Term: 200936 2009 Fall

Term Type: [empty]

Apply to Level: UG Undergraduate

Transfer Degree: [empty]

Attendance Begin Date: [empty]

Attendance End Date: [empty]

Go SAVE

ID: TRAIN0101 Owl, Oscar A. Transfer Institution Number: 1 Attendance Period Number: 1 Start Over

TRANSFER COURSE DETAIL Insert Delete Copy Filter

Sequence Number	1	Duplicate	<input type="checkbox"/>
Subject	HIS141	Title	Found of US
Course Number(s)		Group	
Hours		Primary	
Grade			

1 of 3 Per Page Record 1 of 3

EQUIVALENT COURSE DETAIL Insert Delete Copy Filter

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
1	UG	200935	<input checked="" type="checkbox"/>	HIST	1101	3.000	TR	T	(None)	(None)	Hist of Us 1800-1877

Record 1 of 1

COURSE ATTRIBUTES Insert Delete Copy Filter

Attribute	Description
AC	_Core American Culture

1 of 1 Per Page Record 1 of 1

SHATERM – Term Sequence Course History

This provide a tool to be used by advisors to determine the student's progress on a term-by- term basis. This form is query-only. It displays the student's current status and GPA information.

Scrolling institutional, transfer, and overall GPA totals are displayed on this form each time the term changes. Institutional and transfer work are displayed separately. This form only allows for a specific beginning term which is other than the first term the student attended.

The primary sort order for coursework is by term. Within term, the sort order is by institutional coursework first then by transfer coursework second. For transfer coursework, the sort order is by transfer institution number and then by attendance period.

SHATERM – Term Sequence Course History

Current Standing Tab:

This displays term attendance, academic standing, progress evaluation, and combined academic standing information. Hours and GPA information is displayed for institution, transfer, and overall records.

Term Sequence Course History SHATERM 9.3.3 (DEVL)

ID: TRAIN0101 Owl, Oscar A. Course Level Codes by Person: UG Start Term: 201603

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

CURRENT STANDING

First Term Attended	201536	Progress Evaluation	
Last Term Attended	201603	Progress Evaluation	
Academic Standing	PR Academic Probation	Combined Academic Standing Override	
Academic Standing Override		Combined Academic Standing	

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	30.000	18.000	18.000	30.000	56.04	1.87
Transfer	81.000	81.000	81.000	0.000	0.00	0.00
Overall	111.000	99.000	99.000	30.000	56.04	1.87

Term GPA and Course Detail Information Tab:

Displays the term GPA and the institutional courses and transferred course details. These are designated with the grade TR.

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

TERM GPA

Term 201536

Transfer Number Attendance Period

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institutional	15.000	12.000	12.000	15.000	43.02	2.87
Cumulative	96.000	93.000	93.000	15.000	43.02	2.87

13 of 14 Per Page Record 13 of 1

INSTITUTIONAL COURSES

Subject	Course	Title	Grade	Mode	Hours	Repeat	Repeat System	Campus
CJ	2602	CJ Research & Analysis	A	S	3.000			AMB
CJ	2301	Intro to Corrections	A-	S	3.000			AMB
CJ	2001	Intro Juvenile Justice	A-	S	3.000			MN
CJ	2501	Intro Criminal Law	B	S	3.000			MN
CJ	2696	Planned Change/Crm Just	F	S	3.000			AMB

1 of 1 Per Page Record 1 of 1

SHASUBJ – Student Subject Sequence History

Tool used by advisors to track the student's progress in specific subject areas. This information is pertinent to the student's current status at Temple University; as well as GPA information on a subject-by-subject basis. This form is view only.

Current Standing Tab:

Displays term attendance, academic standing, progress evaluation, and combined academic standing information. Hours and GPA information is displayed for institution, transfer, and overall

records. This first tab is the same as the Current Standing tab in **SHATERM**.


Subject GPA and Course Detail Information Tab:

Displays the subject area GPA, the detail institution and transfer course information. Be sure to note the Subject id and to click through the additional course by the arrow below.

ID: TRAIN0101 Owl, Oscar A. Level: UG Start with Subject: Start Over

Current Standing **Subject GPA and Course Detail Information**

SUBJECT GPA Insert Delete Copy Filter

Subject **CJ** 

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	30.000	18.000	18.000	30.000	56.04	1.87
Transfer	3.000	3.000	3.000	0.000	0.00	0.00
Total	33.000	21.000	21.000	30.000	56.04	1.87

Record 3 of 21

INSTITUTIONAL COURSES Insert Delete Copy Filter

Term	Subject	Course	Title	Grade	Mode	Hours	Repeat	Campus
201536	CJ	2001	Intro Juvenile Justice	A-	S	3.000	(None)	MN
201536	CJ	2301	Intro to Corrections	A-	S	3.000	(None)	AMB
201536	CJ	2501	Intro Criminal Law	B	S	3.000	(None)	MN
201536	CJ	2602	CJ Research & Analysis	A	S	3.000	(None)	AMB
201536	CJ	2696	Planned Change/Crm Just	F	S	3.000	(None)	AMB
201603	CJ	2302	Rehab of the Offender	F	S	3.000	(None)	MN
201603	CJ	2401	Nature of Crime	C-	S	3.000	(None)	MN
201603	CJ	2601	Intro Crim Justice Research	F	S	3.000	(None)	AMB
201603	CJ	3403	Organized Crime	B-	S	3.000	(None)	MN
201603	CJ	4002	Drugs, Crime, & Crm Just	F	S	3.000	(None)	MN

Record 1 of 10






SHACRSE – Course Summary

Lists all courses the student has completed for a specific term or for all terms. This displays open learning registration records, which do not use part-of-term information. It also displays traditional registration records with section part-of-term information.

Clicking on the magnifying glass next to the course will bring you to **SHATCKN – Student Course Maintenance**. This will provide you more specifics on that course.

ID: TRAIN0101 Owl, Oscar A. Term: 201603 Start Over

COURSE SUMMARY Insert Delete Copy More Information Filter

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
	201603	1	MN	UG	26604	CJ	2302	002	3.000	F	S		Rehab of the Offender
	201603	1	MN	UG	23916	CJ	2401	003	3.000	C-	S		Nature of Crime
	201603	1	AMB	UG	4560	CJ	2601	101	3.000	F	S		Intro Crim Justice Research
	201603	1	MN	UG	8865	CJ	3403	002	3.000	B-	S		Organized Crime
	201603	1	MN	UG	26613	CJ	4002	001	3.000	F	S		Drugs, Crime, & Crm Just

Record 1 of 5

ID: TRAIN0101 Name: Owl, Oscar A. Term: 201603 Validation Check: Schedule Start Over

COURSE DETAIL Insert Delete Copy More Information Filter

Cooperative Education Components

CRN	Subject	Subject Description	Course	Course Title	Section	Campus	Campus Description	Repeat	Schedule Type	Schedule Type Description	Part of Term
26604	CJ	Criminal Justice	2302	Rehab of the Offender	002	MN	Main	None	BAS	Base Lecture	1

Record 1 of 1

GRADES Insert Delete Copy Filter

Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date
1	F	S	Standard Letter Grade	3.000	3.000	OE	Original Entry		05/08/2016

Record 1 of 1

LEVEL Insert Delete Copy Filter

Code *	Code Description	Primary Level Indicator *
UG	Undergraduate	<input checked="" type="checkbox"/>

Record 1 of 1

SHATCKN – Course Maintenance

Used to view pre-catalog, catalog, and section-dependent course maintenance in Academic History. Details about grade changes will be noted here.

COURSE DETAIL Insert Delete Copy More Information Filter

Cooperative Education Components

CRN	Subject	Subject Description	Course	Course Title	Section	Campus	Campus Description	Repeat	Schedule Type	Schedule Type Description	Part of Term
3729	CJ	Criminal Justice	2098	Planned Change/Crm Just	101	AMB	Ambler	None	BAS	Base Lecture	1

Record 1 of 1

GRADES Insert Delete Copy Filter

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment
2	F	S	Standard Letter Grade	3.000	3.000	IG	Wrong Grade entered online			05/18/2018	
1	MG	S	Standard Letter Grade	3.000	3.000	OE	Original Entry			12/19/2015	

Record 1 of 2

LEVEL Insert Delete Copy Filter

Code *	Code Description	Primary Level Indicator *
UG	Undergraduate	<input checked="" type="checkbox"/>

Record 1 of 1

SHADEGR – Degree and Other Formal Awards

Used to capture all information about the degrees or other types of awards that the student is seeking, or which have been awarded.

Degrees Sequence codes are designated by sequence number (1, 2, 3, etc.) to prevent the occurrence of duplicate degree records for a student. Multiple degrees may be sought by a student.

In the Degree Sequence box, select the List of Values to find the correct degree awarded and double click to bring you back to SHADEGR. Select Go.

✕
Degree and Other Formal Awards SHADEGR 9.3.5 (DEVL)
?

ID: ... Owl, Oscar A.
Graduation Holds:
View Current/Active: ☒
Curricula

Degree Sequence: ...
Override Hold: ...

Learner Outcome
Curricula
Dual Degree
Honors
Institutional Courses
Transfer Courses
Non-Course Work
Course Attributes

LEARNER OUTCOME INFORMATION

Outcome Status	AW ... Awarded	Degree Completion Term	...
Student Record Term	201403 ...	Graduation Application Date	01/12/2014
Bulletin Academic Year	2014 ...		

Graduation Information

Graduation Term	201403 ...	Fee	<input type="radio"/> Charge Fee <input type="radio"/> Waive Fee <input checked="" type="radio"/> None
Graduation Year	2014 ...	Fee Term	...
Graduation Status	CO ... Conferred	Fee Detail	...
Graduation Date	05/15/2014	Fee Amount	

CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus	College
10	201403	Mgmt Information Systems	200936	Undergraduate	Main	Business & M...

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department
10	201403	Major	Management Information Systems	Business Management Inform Sys

SAAADMS – Admissions Application

View admissions applications submitted to Temple. An applicant can have an unlimited number of applications submitted for any term.

An admission checklist is generated automatically for the application if the applicant's information and the checklist criteria match.

Once an applicant accepts the institution's offer of admission, a student record is automatically generated allowing the student to register.

Accepting an applicant is one of two ways used to generate an initial student record which is will allow registration. The other method is to use the **SAAQUIK** - Quick Entry Form; which is covered separately.

ID: TRAIN0101 Owl, Oscar A. Term: 201603 2016 Spring View Current/Active Curricula: ☐ Start Over

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

APPLICATION

Entry Term: 201603 Application Number: Application Preference: Application Date: Admission Type: Student Type: Residence: Site: Full or Part Time: Outstanding Requirements: Application Status: Application Status Date: Maintained By: Application Decision: Application Decision Date: Maintained By:

Record 1 of 1

CURRICULA SUMMARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201603	LA-CJ-BA	201536	UG	AMB	LA	BA

Record 1 of 1

FIELD OF STUDY SUMMARY

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201603	MAJOR	CJ	1835	

Record 1 of 1

SAADCRV – Admissions Decision

View the student admissions decision records. After the applicant accepts Temple University's offer of admission by paying a deposit (DP) or waiving a deposit (DW), then the student record is created and the student can register. The decision code reflects the DP or DW action.

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

APPLICATION SUMMARY

Entry Term *	Decision	Decision Description	Status *	Status Description	Application Date *	Application Number *	Admission Type	Admission Type Description
201536	DP	Admitted/Deposit Fee P...	D	Decision Made	05/20/2015	1	ST	Standard

Record 1 of 1

CURRICULUM

Priority	Program	Level	College	Campus	Degree	Catalog Term
10	LA-CJ-BA	UG	LA	AMB	BA	201536

Record 1 of 1

FIELD OF STUDY

Type	Code	Department
MAJOR	CJ	1835

Record 1 of 1

Application Decision Application Decision Letter Decision Calculator Rating Review

DECISION DATA

Decision Co...	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained Ind	Maintained by	Deci
DP	Admitted/Deposit Fee PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	SYS	07/1/...
A	University Acceptance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U	USER	07/1/...
F	Follow Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U	USER	07/0/...

Record 1 of 1

SOAHSCH – High School Information

View high school information such as the school name and address, graduation date, subjects taken, course, overall GPA, and class rank/size.

ID: TRAIN0101 Owl, Oscar A. Start Over

High School Details High School Subjects High School Address

HIGH SCHOOL DETAILS

High School * Percentile

Enrollment Planning Service Code GPA

Graduation Date Diploma

Transcript Received Date ☐ College Preparation

Class Rank and Size Admissions Request

Record 1 of 1

SOAPCOL – Prior College

View information about a student's prior college experience. The degree information including GPA, hours, honors, and attendance dates is also maintained on this form, along with majors, minors, and concentrations associated with the degrees.

Multiple degrees may be created for a prior college. A person must be added to the system via the **SPAIDEN** prior to entering this form. If a student's degree information is updated, all corresponding majors, minors, and concentrations are updated with the new degree code.

ID: TRAIN0101 Owl, Oscar A.

Prior College and Degree | Majors, Minors, Concentrations | Prior College Address

PRIOR COLLEGE [Insert] [Delete] [Copy] [Filter]

Prior College: 212115 East Stroudsburg U of Pennsylv

Transcript Reviewed Date: 07/24/2015

Transcript Received Date: 07/07/2015

Admissions Request: CLT1 College Transcript

☐ Official Transcript

Enrollment Planning Service Code

Record 1 of 2

DEGREE DETAILS [Insert] [Delete] [Copy] [Filter]

Degree: 000000 Undeclared

Degree Date

☐ Primary Degree Indicator

Attended From: 08/01/2016

Attended To: 12/01/2013

Year

College

Transfer Hours

GPA

Honors

Goal

Record 1 of 1

SAASUMI - Admissions Application Summary

View a summary of admissions applications for a student. This form can be accessed directly from the SAAADMS.

ID: TRAIN0101 Owl, Oscar A. Level: Campus: College: Degree: Term: 201536 Program: Field of Study Type: Field of Study Code: [Start Over]

ADMISSIONS APPLICATION SUMMARY [Insert] [Delete] [Copy] [Filter]

Entry Term	Application Nu...	Application Prefer...	Admission Type	Student Type	Residence	Outstanding Requirements	Status	Status Date	Decision	Decision Date
201536	1		ST	T	R	<input type="checkbox"/>	D	07/14/2015	DP	07/16/2015

Record 1 of 1

CURRICULA SUMMARY - PRIMARY [Insert] [Delete] [Copy] [Filter]

Priority	Term	Program	Catalog	Level	Campus	College	Degree
10	201536	Criminal Justice	201536	Undergraduate	Ambler	Liberal Arts	Bachelor of Arts

Record 1 of 1

FIELD OF STUDY SUMMARY [Insert] [Delete] [Copy] [Filter]

[Attached to Major Details](#)

Priority	Term	Type	Field of Study	Department	Attached to Major
10	201536	Major	Criminal Justice	CLA:Criminal Justice	

Record 1 of 1

APPENDIX A: Student Coding

Banner, student populations are tracked using a variety of banner fields, such as Attributes, Cohorts, Educational Goals, Activities, Sport Codes, and Student Types.

Below is a brief explanation of how these various fields function.

Attributes:

Attributes are being used to code students whose association with the special population never ends. Attribute codes may also be used in processing course registration restrictions. Once a student is coded with an attribute, this attribute will stay on their record for all terms and will always be copied forward. To view populations being tracked via attribute codes, access **STVATTS - Attribute Validation Table**

Cohorts:

Cohorts are being used to track and code certain student populations, and may be used in processing course registration restrictions. Populations which are coded by cohort may at times, end their participation in the special population and thus, have their coding 'inactivated'. Cohort reason codes are used to either identify the reason for inactivation, or to further specify the cohort code. To view populations being tracked via cohort codes, access **STVCHRT - Cohort Validation Table**.

Activities:

Activity codes are applied on **SGASTDN** and are being used to track academic activities in addition to some student coding. The student codes that are displayed here include codes that are term based. To view activity codes that are used by student, access **STVACTC - Activity Validation table** and query the SDNT type.

Sport Codes:

Sport codes designate students who participate on intercollegiate athletic teams. These sport codes are maintained in the Athletic Compliance module but can be viewed on an individual student by term through the SSB view. **STVSPST – Sports Status Code Validation**

Educational Goal:

The educational goal is primarily used to track special populations of non-degree seeking students. An educational goal code may be added to a student record when the student is being admitted via the quick entry form. To view the educational goal codes, access the **STVEGOL - Educational Goal Validation**. FYI – Style Notes: