

# Advising and Academic History

## Introduction

This lab is to review and practice the material covered in the online tutorials Academic History Navigation, Assigning Advisors, Placement Scores, and Advising Notes in Student Profile with a Banner expert. At the end of this lab, you will know how to:

1. Understand how to review the student's academic history.
2. Know how placement scores will be updated and where to view them.
3. Understand how to navigate transfer history and remove lower division transfer units.
4. Know how to navigate through the Student Profile and add advising notes, as appropriate.

## Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.
2. You have completed the online tutorials mentioned above and practiced them prior to this lab.
3. This lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

**P A R K I N G   L O T**

## Lab Exercises: Group Exercise – Advising and Academic History

### Exercise #1

True or False: A faculty member has submitted the grade roster for MATH 008B in iGrade and you can see the grades in SFASLST. Are these grades in academic history and viewable by the student in self-service and on their transcript?

No, SFASLST is a registration form and does contain the final grades; however, the grades are not in academic history until they are rolled. The roll takes the grade and adds it to academic history. To see grades in academic history you will go to SHACRSE/SHATCKN.

### Exercise #2

Go to SHACRSE. Does Ronald B. Weasley have any repeated coursework? If, so what course(s).

Yes, MATH 008A. Repeated work will be coded by a job created by C&C.

What is the new procedure around 16 unit maximum?

Example of duplication of credit is 860246121 – CBNS 106

16 unit split courses – we will adjust them only if new repeat impacts them

RMAN - means the Registrar's Office had to manually complete the repeat because the job was found to have an error.

REXC - There are a small number of students who had repeat statuses in SIS (before Banner) that counted the classes towards earned units but not in the GPA. To accommodate for this and maintain the integrity of the student record, these courses were assigned a different grade that is preceded by X such as XA, XA+, etc. which appropriately applies the definition. The end of term repeat job as designed cannot accommodate for students with this grading. A student with these grades will display on the output of the end of term repeat job and should have their record reviewed by a Registrar staff member to ensure the repeat coding is correct.

### Exercise #3

How many ETST courses has Ronald completed at UCR?

13 courses

### Exercise #4

Where would you go to see if a student has a grade change?

SHATCKN (you can get to SHATCKN from SHACRSE but only the most current grade will show on SHACRSE)

Example is 777567890 Ronald Weasley – ETST 101B Spring 2015

### Exercise #5

**Update to Procedures** – Special programs like Education Abroad Program (EAP) coursework.

Prior to Fall 2016 special program coursework like Education Abroad Program will show in SHATCKN. Starting Fall 2016 this coursework will be in transfer history not institutional history.

### Exercise #6

Go to SHASTAT (This form does take a little while to load because of the query nature). For Fall 2015 how many students did the History department have on Dean's List? 74 students

How many History students were on Placed on Probation? (PB) 10 students

#### Exercise #7

Has Ronald Weasley (777567890) applied to graduate? Yes

If so, what is the status of the application? He has applied but the college has not yet reviewed the student's record

#### Exercise #8

Go to SHADEGR. Has Scotty Bear received a degree at UCR? Yes, BS in Sociology

#### Exercise #9

Go to SGAADV and add yourself as an advisor to a student for Spring 2016.

Write your student down here \_\_\_\_\_

#### Exercise #10

Go to <https://advisorsbsb.ucr.edu> – Student Profile

Select the term Spring 2016 and click on View My Advisee Listing

Find your student from Exercise #9

Click on the student to View Profile

Add a new Note

#### Exercise #11

Go back to Advisee Search. Select Spring 2016

Search by name to find Sydney Dailey

Is the Sydney enrolled in Classes? Yes

Does Sydney currently have a registration time-ticket? No

#### Exercise #12

Go to SHASUBJ. For Scotty Bear (777234567) what is his GPA for all his Sociology courses? 3.27

Is all his Sociology coursework from UCR? No

#### Exercise #13

Go to SHATERM. For Scotty Bear, what was his term GPA for 201240? 4.0

Did he have transfer work articulated to Fall 2012? Yes

For Fall 2012 for GEO 002 Scotty shows a grade of TM, what does that mean? It is transfer work from a non-UC so it does not count in the GPA. It has an M meaning it was a many to one articulation so you need to go to SHATRNS if you want to know the grades the student earned in the courses that articulated to GEO 002.

#### Exercise #14

Go to SOATEST. Did Scotty Bear take the AWPE test? Yes If yes, what was his score and what did he place in to? Scored a 10 and placed into ENGL 01A

Where else can you view a student's placement tests? Student Profile – Prior Education and Testing link in Left Navigation

## Lab Exercises: On your Own

### Exercise #15

Assign yourself as an advisor to a student from spring 2016. Write your student down here \_\_\_\_\_

### Exercise #16

Go to the Student Profile and review the profile for the student you selected in Exercise #15. What is the student's current curriculum?

### Exercise #17

Continue using the Student Profile. Does Scotty Bear (777234567) have a Hold? **Yes**

Using the View Grades link, alphabetize Scotty's courses by Subject. What is the first subject in his list? **BIOL** What is the last subject in his list? **SOC**

Is Scotty ready for Fall 2016 Registration? **No** If not, why not? **His student status is inactive, he doesn't have a time ticket and he has a hold that effects registration.**

### Exercise #18

Did Luna Lovegood (777890123) have a grade change for Spring 2015 – THEA 156B? **Yes** If so, what is the new official grade, when was it changed and by whom? **B+, Aug 2<sup>nd</sup> by Bracken (brackend)**

What was the reason for her grade change in Winter 2015? **Late submission**

### Exercise #19

Using the query functionality on SHACRSE, has Luna completed the full ENGL 001A/B/C series? **Yes** What other locations and/or forms could you use to answer this question? **SHASUBJ, View Grades in Student Profile, SHATERM (although it would be hard to find because you have to look through multiple terms) and the Degree Audit.**

### Exercise #20

Ronald B. Weasley would like to receive advisement on his English requirement. Has the student completed all ENGL courses in the ENGL 001A/B/C series at UCR? **No, he took ENGL 001B as a transfer work and has not yet taken ENGL 001C.** Based on the answer the answer, make a note in the student's record that you met and you provided him the answer to what he has or has not completed.

### Exercise #21

Using SHAINST, did Ronald Weasley receive Chancellor's Honors for Spring 2016? **Yes**

Change of Grade Reason Codes	When It Would Be Used
<b>AC</b> - Academic Dishonesty Review	Used if entering a GD grade because the student is under review by Student Conduct. When the final grade is reported change reason LS is entered.
<b>CI</b> - Internal Clerical Error	Used if Registrar staff updates a record incorrectly and need to correct the record.
<b>CP</b> - Clerical or Procedural Error	Used if the faculty member submits a Grade Change form for a clerical or procedural error.
<b>IC</b> - Incomplete Change	If the initial grade was an "I" or "IE" and the official grade has been submitted on a Grade Change form.
<b>IE</b> - Incomplete Extension	If an incomplete Extension has been approved – this code should be accompanied with a new Extension Date.
<b>IL</b> - Incomplete Lapsed	If an incomplete was not completed prior to the end of the subsequent term and it lapsed to an "F" or "NC".
<b>IP</b> - In Progress Change	If an official grade has been received for an in progress (IP) grade.
<b>LS</b> - Late Submission	If an official grade was received after "GD" grades are assigned (i.e. if a student was added late to a roster).
<b>ME</b> – Merge Split Course for Repeats	Used when a course that was historically split so that some units would be excluded and some units included in the GPA is merged back together
<b>RW</b> - Retroactive Withdrawal	Student was withdrawn after the completion and grading of the course.

## Resources

### Keystrokes

Action	Keystroke
Edit	Ctrl + E
Show Keys	Ctrl + F1
Previous Block	Ctrl + Page Up
Next Block	Ctrl + Page Down
Exit or Cancel Query	Ctrl + Q
Next Field	Ctrl + Tab
Clear Field	Ctrl + U
Help	F1
Duplicate Field/Item	F3
Duplicate Record	F4
Direct Access	F5
Insert Record	F6
Enter Query	F7
Execute Query	F8
List of Values	F9
Save	F10
Display Error	Shift + F1
Count Query Hits	Shift + F2
Select	Shift + F3
Clear Record	Shift + F4
Clear Block	Shift + F5
Remove Record	Shift + F6
Rollback	Shift + F7
Print	Shift + F8
Previous Field	Shift + Tab
Next Field	Tab

## Banner Forms Quick Reference Guide

GENERAL PERSON INFORMATION	
SPAIDEN	Name, Address, Phone Number, Email
SOAIDEN	Person Search
SPACMNT	Comments
SOAHOLD	Holds
GOADPRF	Directory Information
GUASYST	Modules student is active in

REGISTRATION	
SFAREGS	Registration
SFAREGQ	Student Schedule with Day and Time
SFAREGF	Registration with Drops and Refund %
SFARHST	Registration History
SFARGRP	Registration Appointments (Time Ticketing)
SFASRPO	Permits and Overrides
SFASTCA	Registration Audit
SFASLST	Class Roster
SFAESTS	Enrollment Status Codes and Refund Schedule
SFARSTS	Course Registration Status Codes and Refund Schedule

ACADEMIC HISTORY	
SHACRSE	Completed Courses/Grades
SHATCKN	Grade Changes, Incompletes, EAP Course Title Changes
SHAGAPP	Graduation Application
SHADEGR	Graduation Degree Conferral
SHADGMQ	Degree Summary
SHASUBJ	Completed Courses and Grades by Subject
SHASTAT	Academic Standing Query
SHATERM	Completed Terms/GPA
SHAINST	Academic Standing, Dean's/Chancellor's List, Withdrawal Reason, Term GPA
SHAPCMP	Initial Stats for Students Pre-SIS and Banner

TRANSFER ARTICULATION	
SHATRNS	Transfer Work in Academic History
SHATATR	Articulation Catalog
SHATATC	Articulation Catalog entry
SHATAEQ	Transfer Articulation Evaluation

GENERAL STUDENT INFORMATION	
SGASTDN	General Information: Major/Program Info
SGASTDQ	Major/Program Summary
SGAADVR	Assign Advisor(s)
SGASADD	Cohorts and Attributes

COURSE / SECTION INFORMATION	
SCACRSE	Master Course Inventory
SSASECT	Section Information
SCA/SSADETL	Corequisite, CMF, Attributes, Description
SSASECQ	Section Query
SCA/SSAPREQ	Flag for CAPP Prerequisite Checking
SCA/SSARRES	Restrictions
SCASYLB	Syllabus Approved During course Approval
SSAMATX	Building/Room Use

FACULTY / ADVISOR INFORMATION	
SIAASGQ	Faculty Schedule
SIAINST	Faculty/Advisor Information

TRANSCRIPTS / VERIFICATION	
SHATCMT	Comments
SHARQTC	Transcript Request
SFARQST	Verification Request
SHRTRTC	Transcript Job

FEE INFORMATION	
TSAEXPP	Exemptions
TSIAUTH	Exemption query by student

SPECIAL STUDENT POPULATION INFORMATION	
SZANTUD	Student User Defined Fields (Non-term based)
SZANTUD (41-49)	Residency Values from Admissions Application
SZANTUD (201-205)	Veterans
SZAUUSD	Student User Defined Fields (Term based)
SGASTDN	Veterans (Only some departments have access to the Biographical tab)
SGADISA	Students with Disabilities (security only given to Student Special Services and Registrar Management)
SGASPRT / SGISPRT	Athletes
GOAINTL	International