

# 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?

### Exercise #2

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

What is the new procedure around 16 unit maximum?

### Exercise #3

How many ETST courses has Ronald completed at UCR?

### Exercise #4

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

### 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. For Fall 2015 how many students did the History department have on Dean's List?

How many History students were on Placed on Probation?

### Exercise #7

Has Ronald Weasley (777567890) applied to graduate?

If so, what is the status of the application?

### Exercise #8

Go to SHADEGR. Has Scotty Bear received a degree at UCR?

### Exercise #9

Go to SGAADVR 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?

Does Sydney currently have a registration time-ticket?

### Exercise #12

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

Is all his Sociology coursework from UCR?

### Exercise #13

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

Did he have transfer work articulated to Fall 2012?

For Fall 2012 for GEO 002 Scotty shows a grade of TM, what does that mean?

### Exercise #14

Go to SOATEST. Did Scotty Bear take the AWPE test? If yes, what was his score and what did he place in to?

Where else can you view a student's placement tests?

## 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?

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

Is Scotty ready for Fall 2016 Registration? If not, why not?

### Exercise #18

Did Luna Lovegood (777890123) have a grade change for Spring 2015 – THEA 156B? If so, what is the new official grade, when was it changed and by whom?

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

### Exercise #19

Using the query functionality on SHACRSE, has Luna completed the full ENGL 001A/B/C series? What other locations and/or forms could you use to answer this question?

### 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? 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?

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

## Banner Forms Quick Reference Guide

GENERAL PERSON INFORMATION		COURSE/SECTION INFORMATION	
SPAIDEN	Name, Address, Phone Number, Email	SCACRSE	Master Course Inventory
SOAIDEN	Person Search	SSASECT	Section Information
SPACMNT	Comments	SCA/SSADETL	Coreq, CMF, Attributes, Description
SOAHOLD	Holds	SSASECQ	Section Query
GOADPRF	Directory Information	SCA/SSAPREQ	Flag for CAPP Prereq Checking
GUASYST	Overview of what module the student's in	SCA/SSARRES	Restrictions
		SCASYLB	Syllabus Approved During course Approval
		SCAMEXC	Mutual Exclusion (Course Overlap)
		SSAMATX	Bldg/Room Use
GENERAL STUDENT INFORMATION		FACULTY/ADVISOR INFORMATION	
SGASTDN	General Information: Major/Program Info	SIAASGQ	Faculty Schedule
SGASTDQ	Major/Program Summary	SIAINST	Faculty/Advisor Information
AGAADVR	Assign Advisor(s)		
SGASADD	Cohorts and Attributes		
REGISTRATION		TRANSCRIPTS/VERIFICATIONS	
SFAREGS	Registration	SHATCMT	Comments
SFAREGQ	Student Schedule with Day and Time	SHARQTC	Transcript Request
SFAREGF	Registration with Drops and Refund %	SFARQST	Verification Request
SFARHST	Registration History	SHRTRTC	Transcript Job
SFARGRP	Registration Appointments (Time Ticketing)		
SFASRPO	Permits and Overrides		
SFASTCA	Registration Audit	SPECIAL STUDENT POPULATION INFORMATION	
SFASLST	Class Roster	SZANTUD	Student User Defined Fields (Non-term based)
SFAESTS	Enrollment Status Codes and Refund Schedule	SZANTUD (41-49)	Residency Values from Admissions Application
SFARSTS	Course Registration Status Codes and Refund Schedule	SZANTUD (201-205)	Veterans
SFAWLPR	View students on the waitlist that have not been offered a seat	SZAUSDS	Student User Defined Fields (Term based)
SFIWLNT	View students who have been offered a seat off the waitlist	SGASTDN	Veterans (Only some departments have access to the Biographical tab)
SFAXWLP	View student on the waitlist for cross-listed courses who have not been offered a seat	SGADISA	Student's with Disabilities (security only given to Student Special Services and Registrar Management)
		SGASPRT/SGISPRT	Athletes
		GOAINTL	International
ACADEMIC HISTORY		FEE INFORMATION	
SHACRSE	Completed Courses/Grades	TSAEXPP	Exemptions
SHATCKN	Grade Changes, Incompletes, EAP Course Title Changes	TSIAUTH	Exemption query by student
SHAGAPP	Graduation Application		
SHADEGR	Graduation Degree Conferral		
SHADGMQ	Degree Summary	TRANSFER ARTICULATION	
SHASUBJ	Completed Courses and Grades by Subject	SHATRNS	Transfer Work in Academic History
SHASTAT	Academic Standing Query	SHATATR	Articulation Catalog
SHATERM	Completed Terms/GPA		
SHAINST	Academic Standing, Dean's/Chancellor's List, Withdrawal Reason, Term GPA	SHATATC	Articulation Catalog entry
SHAPCMP	Initial Stats for Students Pre-SIS and Banner	SHATAEQ	Transfer Articulation Evaluation