ACADEMIC HISTORY NAVIGATION

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REVISION HISTORY

Version	Date	Name	Description
2	Sept 2016	Kari Geske	Updated special programs and academic dismissals

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how the academic history portion of the student record is recorded and viewed in Banner. It reveals at a high level where to look to review the student's achievements at UCR. This navigation is not intended to instruct an user how to make changes on these forms, but to provide an understanding of the data they contain.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Academic history information is traditionally updated by the Registrar's Office or the Graduate Division Academic Affairs Office. The following components are considered part of academic history:

1. Grade Rosters
2. Grade History (list of all grades, grade changes, EAP course specifics, etc.)
3. End of Term (academic standing, withdrawal reason) for an Individual Student
4. Academic Standing and Dean's List Query for a Group of Students
5. Graduation application, conferred degree, diploma information
6. Transfer and Institutional Course History by Term
7. Student Hours and GPA by Subject

HISTORY IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Graduate Division Academic Affairs Office
3. Advisors
4. Other users who have access to academic history screens.

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbxe.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description

PROCEDURES TO VIEW ACADEMIC HISTORY

HOW TO VIEW GRADE ROSTERS

Grades will be submitted by faculty through iGrade. Upon submission, the grades will populate in SFASLST. Starting 10th week of the quarter we will "roll" the grades from SFASLST to academic history (SHACRSE/SHATCKN). The designated times we will roll all grade rosters faculty have submitted are 7 am, 12 pm and 10 pm. Students cannot see their grades in self-service and they are not on the transcript until they are "rolled" to history.

STEPS

1. **SFASLST** – class roster.
2. The check box stating **Roll** (in the key block) will be checked if the roster has been rolled to SHACRSE/SHATCKN.
   a. Grade rosters in iGrade must be 100% complete to receive the submit button so all class rosters will be complete when rolled. All students will be rolled for the course at the same time.
   b. Only deviation is if a student has withdrawn. The student who receives a "W" final grade will have that grade rolled to academic history at the point he/she withdrawals, so that it appropriately reflects the withdrawal in self-service and on the transcript. You will see the checked **Rolled** box for that specific student only.
3. Midterm grade will not be used.
4. **Final Grade** is where you will see the grade submitted.
5. Incomplete final grade and extension date will not be visible on SFASLST but will be available on SHATCKN.

HOW TO VIEW GRADE HISTORY (LIST OF ALL GRADES, GRADE CHANGES, EAP COURSE SPECIFICS)
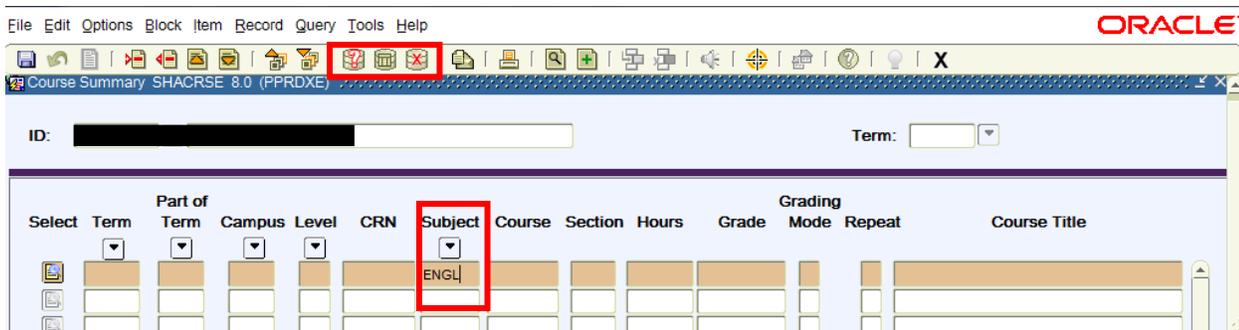
STEPS

1. **SHACRSE** – is a full history of all courses the student has completed and that have been graded and rolled to history.
2. **Term –** if you leave the term field blank and next block you will see all courses the student has taken an UCR. If you have put a term in the key block and next block you will only see courses for that term.
3. **Repeat column** – this is where you can see how a course is being counted for repeats.
   a. Include (I) - Include in GPA.
   b. Exclude (E) - Exclude from GPA, but include only in attempted hours.
   c. Include GPA (A) - Include in attempted hours and GPA, but exclude from earned hours.

Note: This is a great screen to use the query functionality if you want to see all courses a student as taken in a specific discipline. For example, if you want to see all courses the student took in ENGL, you would:

1. Leave the Term field blank.
2. Click on Enter Query.
3. Go to the Subject column and type in ENGL.
4. Click Execute Query.

Now only the English courses come back:

4. **SHATCKN** – is more specific details about a course. You can get to SHATCKN two different ways:
   a. In SHACRSE highlight the row that you want to see and then you can click on the icon on the left hand side under **the Select column**. This will bring up SHATCKN for that specific course.
      NOTE: If you click on an icon next to a course that IS NOT highlighted it will still bring up in SHATCKN the course highlighted. Ensure you have the row highlighted on the course you are interested in.
   b. You can type SHATCKN directly to go to that form. You can then enter the term you desire and scroll through the courses until you find the course you want to work on.
5. **Course Detail** – information about the course.
6. **Grades** – this area contains the official grades and any grade changes. The most recent grade will always be the top row (the highest sequence number).
7. **Grade Change Reason** – provides you the reason for the change on the record.
   a. Grade changes submitted by paper by the faculty member are considered Clerical and Procedural (CP).
8. If the student had an incomplete (I) or an incomplete extension (IE) the date the grade is due is listed under **Extension Date**.

9. The **Incomplete Final Grade field** is NOT the student's final grade. This represents the grade the student <u>will</u> receive if the grade is not changed by the faculty by the extension date.
    a. If the course is an S/NC course the incomplete final grade field will still show an F, but the system will automatically know to convert the F to an NC if a grade change is not submitted by the extension date.
10. **Level** – this shows the level of the student's record the course is a part of.
    a. **U** – Course is on the undergraduate transcript and is calculating in the undergraduate GPA.
    b. **G** – Course is on the graduate transcript and is calculating in the graduate GPA.
    c. **M** – Course is on the medical transcript.
    d. **U and G** – Course is on both the undergraduate and graduate transcript and is calculating in both the undergraduate and graduate GPA.

11. **Education Abroad Program (EAP) and Other Special Program coursework** – when a student is enrolled in units for EAP or another special program they are enrolled in placeholder courses that count for registration purposes but do not roll to academic history. Once transcripts/grades have been received, the Registrar's Office will enter the coursework as transfer credit. They will also place a comment in transcript comments by term (SHATCMT) reflecting the program of participation and for EAP, the country and institution attended. **Note** – prior to fall 2016 EAP information is located in SHACRSE/SHATCKN.

HOW TO VIEW END OF TERM INFORMATION (ACADEMIC STANDING, DEAN'S LIST, WITHDRAWAL REASON) FOR AN INDIVIDUAL STUDENT

STEPS

1. **SHAINST**.
2. **Term** – you are required to enter the term you want to review.
3. **End of Term Academic Standing** – academic standing will run for the first time the night grades are due for the term. It is dynamic and will update if any grade changes do occur on the student's record.
   a. If a student is academically dismissed or is lapsed for not satisfying the ELWR requirement, the value is updated by the Registrar's Office to AD or ED respectively. This value prevents the student from registering.
4. **Dean's List Status** – if a student meets the qualifications for Dean's List, DL will populate into this field. It first runs the night of grading. If a student has Dean's List for fall, winter and spring then the value for the spring term will be CL for Chancellor's List.
5. **Progress Evaluation** – this is used only for dismissed students and will hold the original academic standing value the student had before the Registrar's Office replaced it with AD for academic dismissal or ED for ELWR Lapse.
6. **Withdrawal Reason** – if the student withdrew for the quarter this field will have the reason for the withdrawal.
7. We are not using any of the additional fields at this time.
8. You can use the Cohort Information and Stored GPA by Term tabs as informational. This information can be found on other forms as well.

HOW TO VIEW ACADEMIC STANDING AND DEAN'S LIST QUERY FOR GROUPS OF STUDENTS

STEPS

1. **SHASTAT**.
2. This form can be a helpful query tool to review students in your college, major, or minor based on your job responsibilities. The information provided in the key block give you the first level of filter. Here you can select **College** or use the **combination of Field of Study Type and Field of Study Code** to capture the students you are responsible for.
3. Next Block and the system will populate the **Academic Standing tab** with all students that meet the above criteria.

4. If you wanted to further refine your search and see only a specific Academic Standing Status, you can do that by using the form search functionality.
   a. Click on Enter Query.
   b. Go to the Status column and type in the desired Status.
   c. Click Execute Query.

   <u>Note:</u> In addition, if it is helpful you can extract this information into an Excel by:
   a. Click on Help.
   b. Click on Extract Data (with or without the key).
   c. You will then receive a dialog box to open it in Excel.

HOW TO VIEW GRADUATION APPLICATION, CONFERRED DEGREE, DIPLOMA INFORMATION

STEPS

1. **SHAGAPP** - shows the student's application(s) to graduate.
2. **Graduation Application Sequence** - shows how many applications to graduate the student has filed.
3. **Active check box** – indicates that the application is active based on the application status.
4. **Application date** – when the student submitted the application through self-service.
5. **Application status** – the key field that says where the student's application is at.
6. **Curricula Summary block** – shows the curricula the student selected to apply for. Students with double majors or two degree objectives will have two active applications. Each application is for one curriculum. The student must apply for each curriculum separately.

7. **The Diploma Information** – shows how the student's name will be on the diploma. We will not be using the mailing address fields at this time.

8. **SHADEGR -** This is where you can see that the student's degree is conferred.
9. **Degree Sequence** - if the student has more than one major or degree objective, the student will have multiple degree sequence records. In addition, if the student received a bachelor's degree from UCR and now is receiving their masters or PhD the student will have more than one degree sequence record. You need to use the arrow button to look up the degree sequence you want to review.
10. **Outcome Status** - will be DA for Degree Awarded if the student's degree has been awarded.
11. **Graduation Term and Graduation Date** - tells you the term and the date in which the student graduated.
12. **Curricula Summary** - provides an overview of the curricula for this degree or you can click on the Curricula tab to see the more specifics.

13. **The Honors Information** – on the Honors tab you will find the Institutional Honors. If the student received one of the three institutional honors it will show here.

14. The additional tabs of Institutional Courses, Transfer Courses and Non-Course Work are informational and provide a summary of the work the student has for that degree. This information can also be found on other forms.

HOW TO VIEW TRANSFER AND INSTITUTIONAL COURSE HISTORY BY TERM

STEPS

1. **SHATERM**.
2. This is a query screen that you might find helpful in reviewing the student's academic history. This form is designed to look at courses the student took **by Term**. You will also see that this form includes both institutional course and transfer courses.
3. Enter the level of the record you want to review: U, G, or M.
4. If you select a specific term in the key block then the tab called Term GPA and Course Detail information will begin the Term GPA review with that term. If you leave the term field blank it will start at the beginning of the student's record.
5. The form gives you the Term GPA, Cum GPA and all coursework for that term.
6. As you scroll through the Term GPA information, you will notice that the radio button of Institution and Transfer will change depending on what information is presented, so you will want to take note of that.

HOW TO VIEW STUDENT HOURS AND GPA BY SUBJECT

STEPS

1. **SHASUBJ**.
2. This is another query screen that you might find helpful in reviewing the student's academic history. This form is designed to look at courses the student took **by Subject.** You will also see that this form includes both institutional courses and transfer courses.
3. If you know the subject you specifically want you can include that in the **Start with Subject field** or you can select to leave that field blank if you want to scroll through all subjects the student has taken.
   a. If you enter a subject please note that Banner will also display any subjects that alphabetically follow, in addition to the one you entered.
4. Please note that the GPA statistics provided in this form relate specifically to the subject and the courses that are in that subject area. This could be helpful if you are interested in their GPA is a specific subject group of courses.

HOW TO VIEW UNOFFICIAL AND OFFICIAL TRANSCRIPT FOR ADVISORS AND FACULTY ADVISORS

STEPS

1. In addition to the above forms, if you would like to see the information in transcript form, you can access a view of the unofficial and official transcript through your self-service.
2. There are minor differences between the unofficial and official transcripts. This includes:
   a. **Curriculum display** – The official transcript only shows the current curriculum at the beginning of the transcript. This will show all majors/degrees if the student is in multiple programs. The unofficial transcript also shows the student's primary major per term, so an advisor can see if the student changed majors over time.
   b. **High school Information** – The unofficial transcript shows the high school the student attended. This is not displayed on the official transcript.
   c. **Student type** – The unofficial transcript shows the student type each term. This is not displayed on the official transcript.
3. These views are only available to advisors and faculty advisors (not all staff has access) and are not accessible by students through their self-service.
4. More information about the self-service functionality for advisors will be provided in a different procedure document.

   Note: <u>The official transcript that you can view in self-service is not in the same format as the official transcript produced for the student and third parties, but does have the same information.</u>

| Student Profile | Student Services | Financial Aid | Student Account | Advisee Records | My Teaching | Authorization and Privacy | | RETURN TO MENU |

STUDENT INFORMATION

Term Selection

Select Student

Student Summary
Quick view of the student account per term. View residency determination for tuition purposes, class level, advisor, expected graduation date, major/minor/concentration.

Student Address and Phones

Student E-mail

Student Class Schedule
Lists the course, day/time, location, instructor and status of registration

Student Unofficial Transcript
View an unofficial transcript

Student Active Registrations
Quick view of term registration. Excludes withdrawn courses, day/time, location and instructor.

Registration History with Grade
Term by term list of registered courses and grades.

Your Advisee Listing
View all students assigned to you with quick links to addresses, student information, holds, test scores, transcripts and the degree audit.

Test Scores
View placement scores for math, english and foreign languages.

Application To Graduate
View the status of the student's request to graduate.

| Student Profile | Student Services | Financial Aid | Student Account | Advisee Records | My Teaching | Authorization and Privacy | RETURN TO MENU |

A00010002 Bracken Dailey
Sep 24, 2015 04:47 pm

Select the transcript level and transcript type.

Transcript Level: All Levels ▼
Transcript Type: Official Transcript ▼

Display Transcript