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Georgia Enhancements and Modifications to Baseline Overview - STUDENT

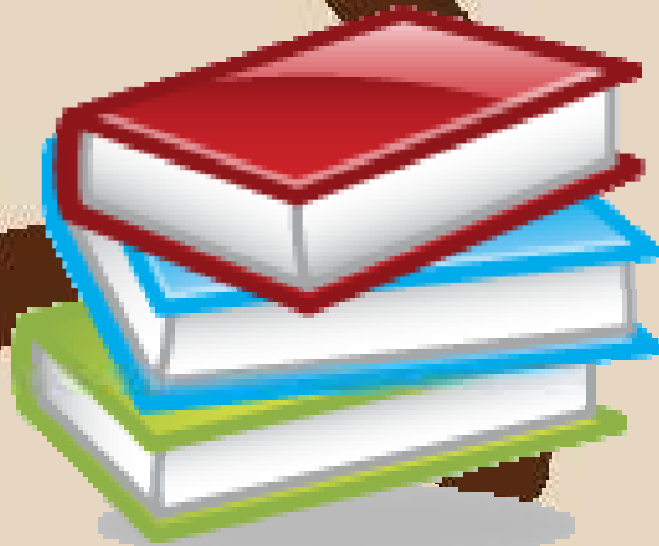
Topics for Discussion

- Academic Requirements
- Non-Academic Requirements
- Admissions Index
- Immunization Requirements
- Enhancements for GeorgiaONMyLine
- Mass Drop of Students
- Transcripts

Topics for Discussion

- Voyager Library Interface
- Tuition Classification Changes
- Enrollment Scripts
- Census Scripts
- Anticipated Graduation Date
- AR Acceptance Flag Update

Academic Requirements

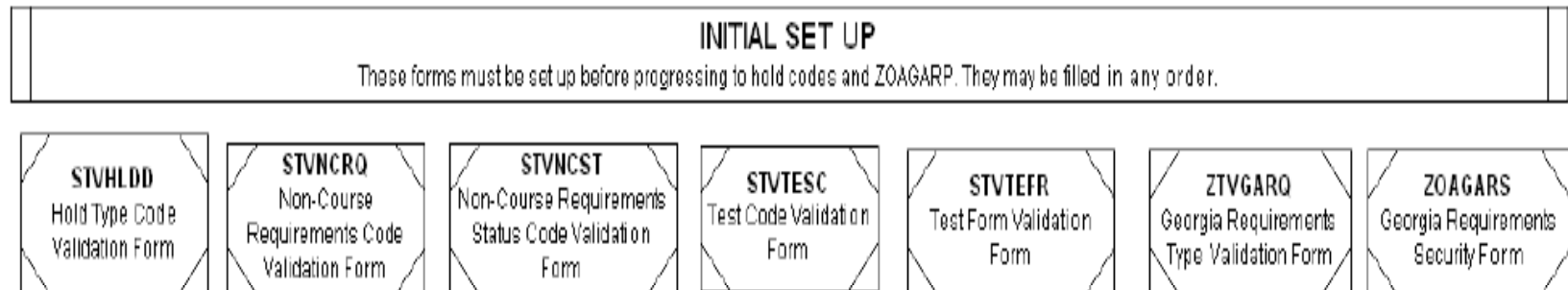


Academic Requirements

- Background
 - The policies and procedures of the Board of Regents of the University System of Georgia require the colleges and universities within the State of Georgia System to maintain and report information concerning the College Preparatory Curriculum (CPC), the Regents' Testing Program, State of Georgia Legislative Requirements, and Learning Support Requirements.

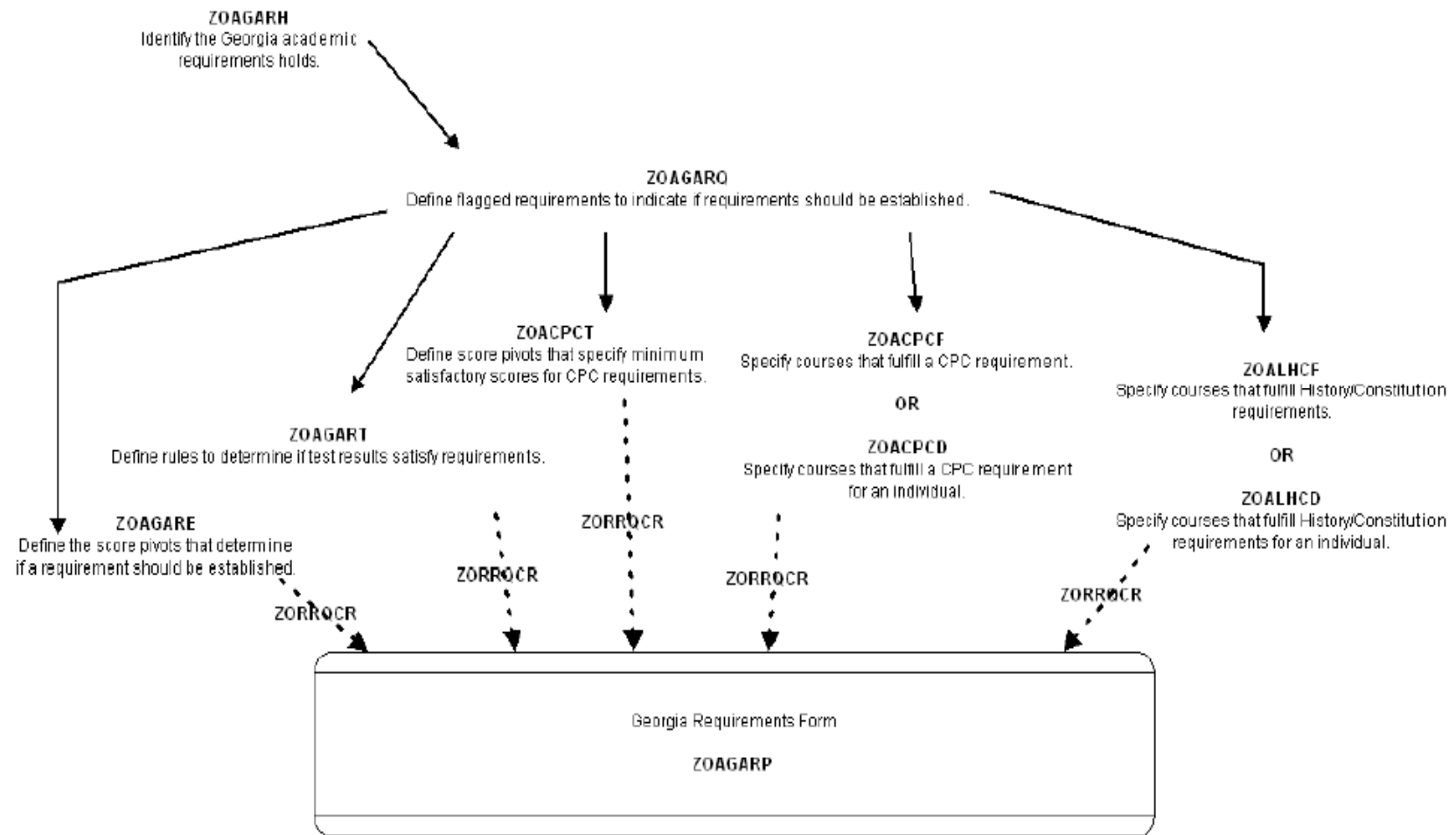
Academic Requirements

- Process Flow
 - Setting Up Codes and Rules
 - OIIT maintains valid values. Institutions may include values used locally that do not affect Regents' reporting.

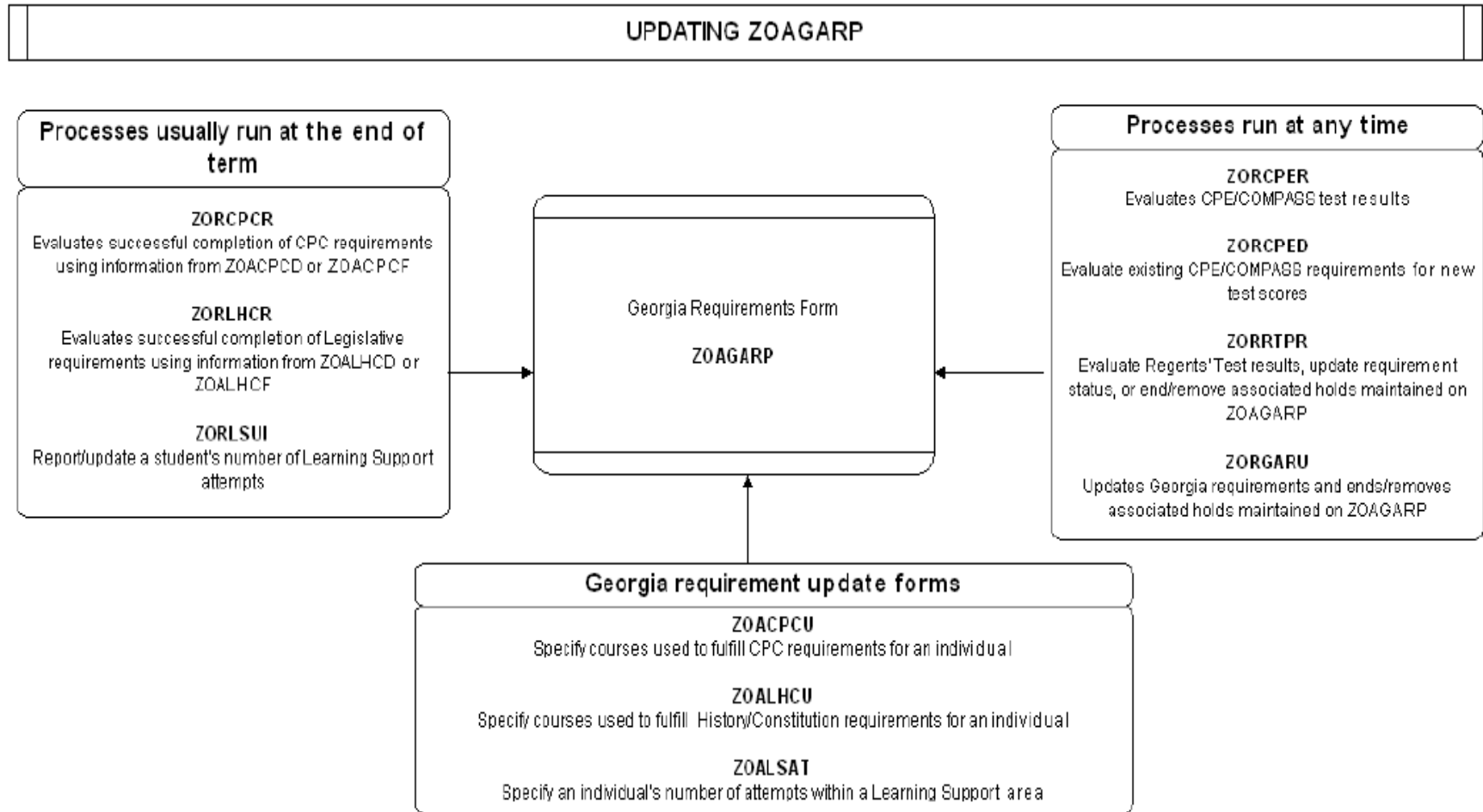


Academic Requirements

CREATING ZOAGARP



Academic Requirements



Academic Requirements

REQUIREMENT HOLDS AND PREREQUISITE CHANGES

ZPRHOLD

Create holds for unfulfilled Georgia requirements

ZORPRQD

Reports, reverses, or deletes courses with unfulfilled prerequisites

MISCELLANEOUS

ZORRGPA

Calculate Regents' GPA for display on the USG Academic Transcript

ZHATERM

Display HOPE and Regents' GPA data

Non-Academic Requirements

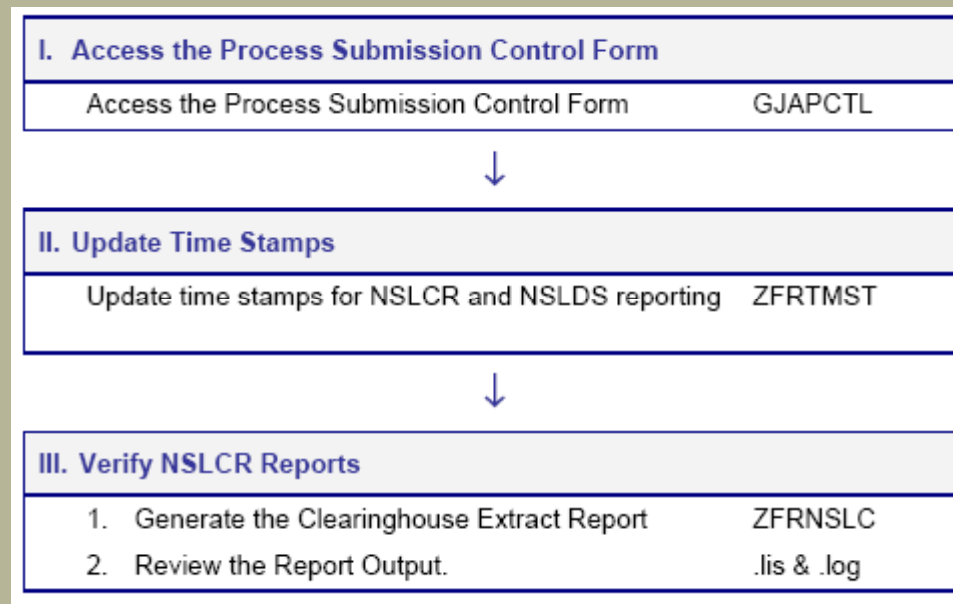


Non-Academic Requirements

- Background
 - The Non-academic Requirements module provides information on the National Student Loan Clearinghouse Reporting and Loan Data Systems, the Regents' Test Load Process, and the Student Schedule Form.

Non-Academic Requirements

- National Student Loan Clearinghouse
 - The National Student Clearinghouse (NSC) tracks and reports information to lenders and guarantors of student loans and can be used to report student enrollment information. The purpose of NSLCR is to reduce the number of students who default on loans.



Non-Academic Requirements

- Time Status Calculation Update (ZFRTMST)
 - Calculates hours enrolled by adding all hours, then subtracts hours associated with course whose Course Status Code(s) match the Withdrawn Course Status Code(s) parameter.
- Clearinghouse Extract Report (ZFRNSLC)
 - ZFRNSLC corrects the handling of students not enrolled in the current term by checking for a withdrawn status for these students in the last enrolled term. For students who withdrew in the last term attended, the error messages that they have a missing or invalid time status are not generated.

Non-Academic Requirements

- Regents' Test Load
 - The Regents' Test Score Load process (ZHRRTLTD) loads Regents' Test scores for the reading and essay tests into the SORTTEST table. For each record in the Regents' test scores file, the student ID is searched against the tables, SPRIDEN and SPBPERS, and the test score codes are validated against the Test Code Validation form (STVTESC).

Non-Academic Requirements

I. Setup Validation Form

Add low failure code to the Test Accommodation Validation form	STVTEAC
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II. Load Regents' Test Data File

Ensure a copy of the Regents' Test Load data file is in the \$DATA_HOME directory and that the file is named regents_test.dat	load_zhtrtld.ctl
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III. Run Regents' Test Load Process

1. Run the Regents' Test Load process in Audit Mode	ZHRRTL
2. Review the generated report	
3. Correct unmatched IDs	
4. Run the Regents' Test Load Process in Update Mode	ZHRRTL
5. Review the generated report from Update Mode	
6. Verify the updates on SORTTEST	

Non-Academic Requirements

- Student Schedule
 - The Student Schedule form (ZSASECT) is a clone of Banner baseline Schedule form (SSASECT) that allows the Instructional Method field to be updated after registration has occurred for the course section.

High School Data



High School Data

- Background
 - In conjunction with The Georgia Student Finance Commission, a standardized high school transcript was created for use by all Georgia high schools. This transcript format is based on PESC standards.
 - The goal of the project is to load the entire high school transcript into college databases utilizing a third party load process (Xap and SSD Technology Partners).

High School Data

- Xap load into Banner via Axiom
- High School Subject Validation Table Loader of DOE High School Course Numbers for High School Subject Validation form (STVSBJC)
- CPC Fulfilling High School Courses Rules (ZOACPCH)
- CPC High School Requirements Update (ZORCPCH)
- High School Batch GPA Calculation (ZORHSBG)

High School Subject Validation table (STVSBJC) Loader Background

- As part of the High School XML Transcript project, a script was generated to populate and load all of the Department of Education standard values for high school subjects.
- The loader script populates the first six digits of each course subject code and a description into the High School Subject Validation table (STVSBJC).
- A DBA or Technical Administrator must run the `load_stvsbjc.ctl` on the test database.

CPC Fulfilling High School Courses Rules form (ZOACPCH) Background

- A form has been created to build rules for satisfying College Preparatory Curriculum (CPC) requirements with high school courses. These rules are designed to be used with the corresponding CPC HS Requirements Update process (ZORCPCH) to satisfy CPC requirements placed on the Georgia Requirements form (ZOAGARP).

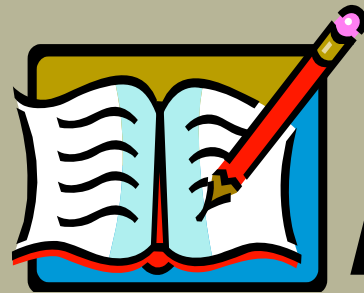
CPC HS Requirements Update process (ZORCPCH) Background

- This process updates the College Preparatory Curriculum (CPC) requirements using high school courses based on rules entered on the new CPC Fulfilling High School Courses Rules form (ZOACPCH).
- This process will satisfy any CPC requirements placed on the Georgia Requirements form (ZOAGARP).
- The process will also end or remove CPC holds from the Hold Information form (SOAHOLD).

High School Batch GPA Calculation process (ZORHSBG) Background

- This process provides the ability to calculate high school grade point averages (GPAs) in batch or individually. This process updates the High School Detail Information form (ZOAHS CD) in the same way the Recalculate High School GPA indicator is used in the form.

Admissions Index



Admitting

Admissions Index

- Background
 - Provides different levels of index calculation depending on the institutions needs. Validation and rules forms allow for the creation of individual index rules and requirements. The resulting index is stored in a baseline Banner form for the specified student. Forms are also provided for the entry of high school transcript date and the calculation of a high school GPA.

Admissions Index

- The Admission Index Calculation process (ZORINDC) calculates indices for specified applicants. The process allows individual calculation, calculation of an index for an input population, or calculation of an index for all applicants applying for a specified term.

Admissions Index

I. Access the Main Georgia Enhancements Menu

Access the Main Georgia Enhancement Menu

*GEORGIA



II. Setting Up Codes and Rules

1. Create codes for the desired admission indices

ZTVINDX

2. Define rules for calculating indices

ZOAINDX

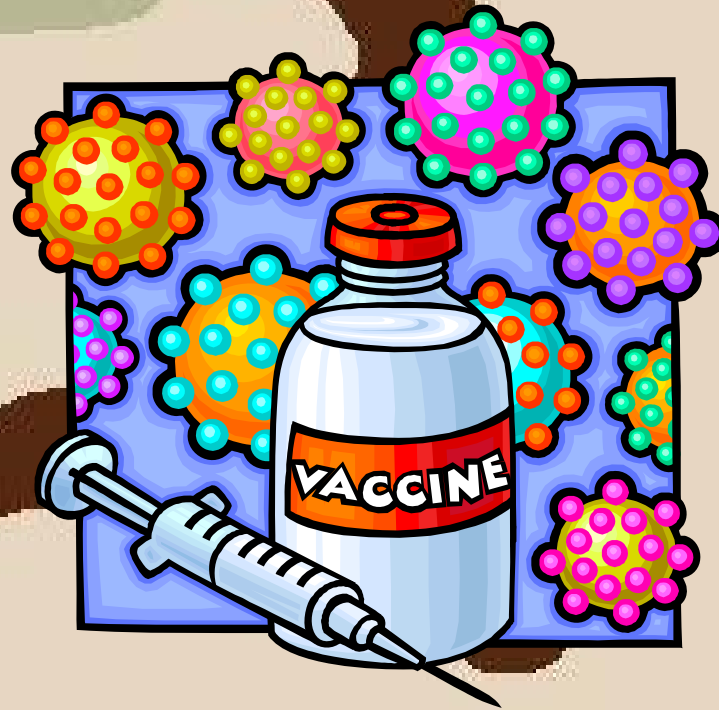
3. Maintain indices

ZOAINDP

4. Calculate indices

ZORINDC

Immunizations



Immunizations

- Background
 - The Immunization Requirements Module provides data maintenance for immunization processing through a combination of baseline and added Georgia Enhancement functionality. A process has been added to support the maintenance of immunization information. A process is also available to support the creation of generic holds that can be used in conjunction with immunization processing.

Immunizations

- Immunization processing requirements include:
 - the ability to record the status of a variety of specific immunizations
 - the ability to use immunization status in admissions processing (if desired)
 - the ability to use holds to prevent registration for students who have not satisfied the immunization requirements
 - the ability to transmit the immunization information using the baseline XML Transcript
- Immunizations are not academic requirements
- They apply to both undergraduate and graduate students

Immunization Requirements

I. Access the Medical and Immunization Information Menu	
Access the Medical and Immunization Information Menu	*GENMEDICAL
↓	
II. Setting Up Codes and Rules	
1. Create/update immunization codes	GTVIMMU
2. Define immunization requirements and create/update immunization status codes	GTVIMST
3. Create/update the hold type codes	STVHLDD
4. Create rules to establish default immunization requirements	GTVSDAX
5. View and update information	GOAIMMU
↓	
III. Execute the Immunization Requirement Creation Process	
Run the Immunization Requirement Creation Process	ZPRIMMU
↓	
IV. Execute the Generic Hold Set Process	
Create holds for unfulfilled requirements	ZPRHOLD

Enhancements for Georgia ONmyLINE



Enhancements for Georgia ONmyLINE

- Background
 - Georgia ONmyLINE (GOML) allows the franchise institutions participating in the collaborative programs to offer admitted and eligible students the ability to register for on-line courses offered through GOML. The students must be eligible to register at one of the home institutions approved for the collaborative program before registration will be permitted for courses taught on-line.

Enhancements for Georgia ONmyLINE

- Process Flow
 - Setting Up Codes and Rules
 - Create cohort codes (STVCHRT)
 - Establish campus codes (STVCAMP)
 - Create parts of term (STVPTRM)
 - Set the Synchronize Partner Systems indicator and define the GOML parts of term (SOATERM)
 - Create the cross referenced partner system codes (GTVINTP)
 - Build the integration partner rules (GORINTG)

Enhancements for Georgia ONmyLINE

- Process Flow
 - Setting Up Codes and Rules
 - Create the business rules (GORRSQL)
 - Establish the integration configuration settings (GORICCR)
 - Create new course registration status codes (STVRSTS)
 - Create the course registration status rules (SFARSTS)
 - Create the enrollment status withdrawal codes (STVESTS)

Enhancements for Georgia ONmyLINE

- Process Flow
 - Setting Up Codes and Rules
 - Define the withdrawal status rules (SFAESTS)
 - Build the approved GOML academic franchise program codes (SMAPRLE)
 - Create cross reference labels (STVXLBL)
 - Build the cross reference rules (SOAXREF)
 - Build grade codes (SHAGRDE)
 - Assign the GOML cohort and integration partner system code to all academic franchise program courses (SSASECT/ZSASECT)

Enhancements for Georgia ONmyLINE

- Process Flow
 - Setting Up Codes and Rules
 - Admit students to the academic franchise programs (SAAADMS)
 - Assign an admissions decision (SAADCRV)
 - Assign the GOML cohort code to the student record (SGASADD)

Enhancements for Georgia ONmyLINE

- Process Flow
 - Creating the XML file
 - Execute GURIROL
 - Execute ZSRPCEX
 - Registration Load
 - Request a data file from CampusVue
 - Execute ZSRLREG

Enhancements for Georgia ONmyLINE

- Process Flow
 - Attendance Verification
 - Load attendance records (ZSRAVER)
 - Verify loaded records (ZHANOSH)
 - Update registration records (ZHRNOSH)
 - Drop Cancel/Withdrawal
 - Execute ZSRDWLD
 - Loading Grades
 - Execute ZSRGRLD

Enhancements for Georgia ONmyLINE

- Person/Course Extract (ZSRPCEX)
 - Extracts students from Banner admitted to the approved collaborative programs.
 - Students are required to have a GOML cohort assigned in SGASADD.
 - Students must be eligible to register for the term.

Enhancements for Georgia ONmyLINE

- Registration Load (ZSRLREG)
 - Loads registration and drop/add records entered in CampusVue into Banner using a .csv data file.
 - Updates the Student Registration form (SFAREGS)
 - Processing of fee assessment required (SFRFASC) to reflect appropriate charges
 - Disburse financial aid to eligible students (RPEDISB)

Enhancements for Georgia ONmyLINE

- GOML Attendance Verification Load (ZSRAVER)
 - Loads attendance verification data from a .csv file from CampusVue into the ZTRNOSH temporary table for further processing Banner
 - Leverages the enhancement for Attendance Verification using Attendance Verification form (ZHANOSH) and Attendance Verification Update (ZHRNOSH) **Note:** These processes will be discussed in the Attendance Verification section of this presentation.

Enhancements for Georgia ONmyLINE

- Drop Cancel/Withdrawal (ZSRDWLD)
 - Extracts drop, drop cancel, and withdrawal records from Banner for a specific term.
 - The extraction file is submitted to CampusVue for processing.

Enhancements for Georgia ONmyLINE

- GOML Grade Load (ZSRGRLD)
 - Loads grades into Banner based on course information found in .csv file from CampusVue for the home institution.
 - Faculty enters grades in CampusVue.

Mass Drop of Students



Mass Drop of Students

- Background
 - The Mass Drop of Students Process (ZFPDROPP) provides the user with the ability to delete student registration records or modify student's registration status or course status without deleting the registration record completely.

Mass Drop of Students

I. Setting Up Codes and Rules

- | | |
|---|---------|
| 1. Create hold codes | STVHLDD |
| 2. Create auto hold rules | TGAHOLD |
| 3. Create student registration status codes | STVESTS |
| 4. Create Registration Status Control Rules | SFAESTS |
| 5. Create course registration status codes | STVRSTS |
| 6. Create Registration Status Control Rules | SFARSTS |
| 7. Create a Population Selection (optional) | |



II. Assigning Hold Codes

- | | |
|-------------------------|---------|
| 1. Create student holds | SOAHOLD |
| 2. Apply auto holds | TGPHOLD |



III. Process Registration Records

- | | |
|------------------------------------|---------|
| Delete/Modify Student Registration | ZFPDROP |
|------------------------------------|---------|

Mass Drop of Students

- Mass Drop of Students (ZFRDROPP)
 - Deleting student registration
 - The ZFRDROPP process deletes student registration records based on student hold codes assigned and designated in the parameters. A population selection may also be used to delete student registration records for a specified group of students.

Mass Drop of Students

- Mass Drop of Students (ZFRDROPP)
 - Modify student registration
 - The ZFPDROPP process modifies student registration status codes and/or student course status codes for the related registration record. A population selection may also be used to modify student registration records for a specified group of students.

Transcripts

REPORT CARD					
GRADING PERIOD		1	2	3	4
READING		A			
WRITTEN COMMUNICATION		A			
MATHEMATICS		C			
SCIENCE/HEALTH		B			
SOCIAL STUDIES		B			
ART		A			
MUSIC		A			
PHYSICAL EDUCATION		C			
Grade Average		B			
Attendance:	Present	48			
	Absent	0			
	Tardy	1			
A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement U = Unsatisfactory • I = Insufficient / Incomplete					
Student: _____		Grade: _____		Year: _____	

USG Academic Transcript

- Background
 - Created to allow institutions to produce transcripts that include baseline information as well as Georgia specific data.

USG Academic Transcript

Setting Up Codes and Rules

- | | |
|---|---------|
| 1. Establish codes for transcript types. | STVTPRT |
| 2. Establish rules for transcript type, processing information, and Georgia-specific transcript requirements. | ZHATPRT |



Processing Transcripts

- | | |
|---|---------|
| 1. Request system to produce individual transcript.
Note: Student can also request via Web self-service for SHARQTC to produce individual transcript. | SHARQTC |
| 2. Create population selection to print batch of transcripts. | SHRTPOP |
| 3. Produce transcripts for population selection. | ZHRTRTC |

USG Academic Transcript

- USG Academic Transcript (ZHRTRTC)
 - Produces the requested USG Academic Transcript
 - Includes Georgia specific data such as student attributes, Georgia requirements and Regents' GPA
 - Will print for an individual or in batch

Post Secondary XML Transcript

- Background
 - Provides institutions the ability to exchange academic transcripts electronically with other participating institutions. There is specific data including test scores, immunizations, attributes, non-course requirements, and student course information that may be loaded into Baseline Banner.

Post Secondary XML Transcript

I. Adding Texas Server Information to Banner

- | | |
|--|---------|
| 1. Add default FTP location information to the Academic History Control form | SHACTRL |
| 2. Check default FTP location on Source/Background Access form | SOASBGA |



II. Building Export Rules and Translations

- | | |
|--|---------|
| 1. Confirm term type on Term Code Validation form | STVTERM |
| 2. Create transcript type on Transcript Type Rules form | SHATPRT |
| 3. Populate electronic field on Source/Background Institution Code Validation form | STVSBGI |
| 4. Confirm or add cross-reference label | STVXLBL |
| 5. Translate Banner values to PESC standard codes | SOAXREF |



Post Secondary XML Transcript

III. Building Import Rules

Create status rules on the EDI Document Status Validation form	STVDSTS
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IV. Exporting XML Transcripts

- | | |
|--|----------|
| 1. Enter a transcript request on the Transcript Request form | SHARQTC |
| 2. ALTERNATIVE: Enter a transcript request on Self-Service | BWSKWTRR |
| 3. Run the PESC/XML Export process | SHRPESE |
| 4. Check the SHRPESE output files | |
| 5. Confirm the electronic information | SHARQTC |
| 6. View the HTML or XML file | |



Post Secondary XML Transcript

V. Importing XML Transcripts

1. Confirm receipt of transcript file	
2. Run the PESC/XML Import process	SHRPESI
3. Check the SHRPESI .lis and .log files	
4. View the XML transcript	ZHAEDIS
5. Verify and match the student	ZHAEDIS
6. Mark VERF as complete	ZHAEDIS



VI. Routing Transcript Data

1. Locate student in list of complete verifications	ZHAEDIS
2. Route immunizations to be loaded into GOAIMMU	ZHAEDIS
3. Route test scores to be loaded into SOATEST	ZHAEDIS
4. Route non-course requirements to be loaded into ZOAGARP	ZHAEDIS
5. Route student attributes to be loaded into SGASADD	ZHAEDIS
6. Route course data to be loaded into transfer articulation	ZHAEDIS

SSN Masking



SSN Masking

- Background
 - The Georgia Enhancements SSN Masking process for transcripts (ZHRSMSK) generates a transcript comment on an academic transcript with the last four digits of a student's social security number from the General Person Form (SPAPERS). The transcript comment will have a masked SSN identifier in the format of SSN = XXX-XX-####, where #### represents the last four digits of the social security number.

SSN Masking

- Process Flow
 - Setting Up Rules and Codes
 - Create the originator code. (STVORIG)
 - Build the transcript type rules (SHATPRT)
 - Establish a population selection.
 - Establish the General Person Record
 - Create the General Student record (SGASTDN)
 - Create the General Person record (SPAPERS)
 - Request a transcript (SHARQTC)
 - Execute the SSN Masking Process (ZHRSMSK)

SSN Masking

- SSN Masking Process (ZHRSMSK)
 - Generates a transcript comment on an academic transcript.
 - Uses the last four digits of the student's SSN as the identifier in the format XXX-XX-1234.
 - SSN to Student ID conversion must be completed.

Voyager Library Interface



Voyager Library Interface

- Background
 - The Voyager Library Interface Process (ZORVLIB) extracts a file from Banner baseline of student information to identify students enrolled at University System of Georgia colleges and universities in a term. Data extracted are used by the Voyager Library system.

Voyager Library Interface

- Voyager Library Interface (ZORVLIB)
 - The data selected includes
 - student social security number
 - student ID
 - name
 - institution ID
 - registration date for term
 - student level (Graduate or Undergraduate)
 - addresses with phone numbers

Voyager Library Interface

- Voyager Library Interface (ZORVLIB)
 - Depending upon the data present for each student, the record created will be from 430 to 3,054 bytes long.
 - Up to nine addresses are included in the output.
 - Either all students enrolled for a term or all students enrolled for a term that are members of a Banner population selection are included in the output file.
 - The file is ftp'd to the institution's host site, where the file is loaded into Voyager.

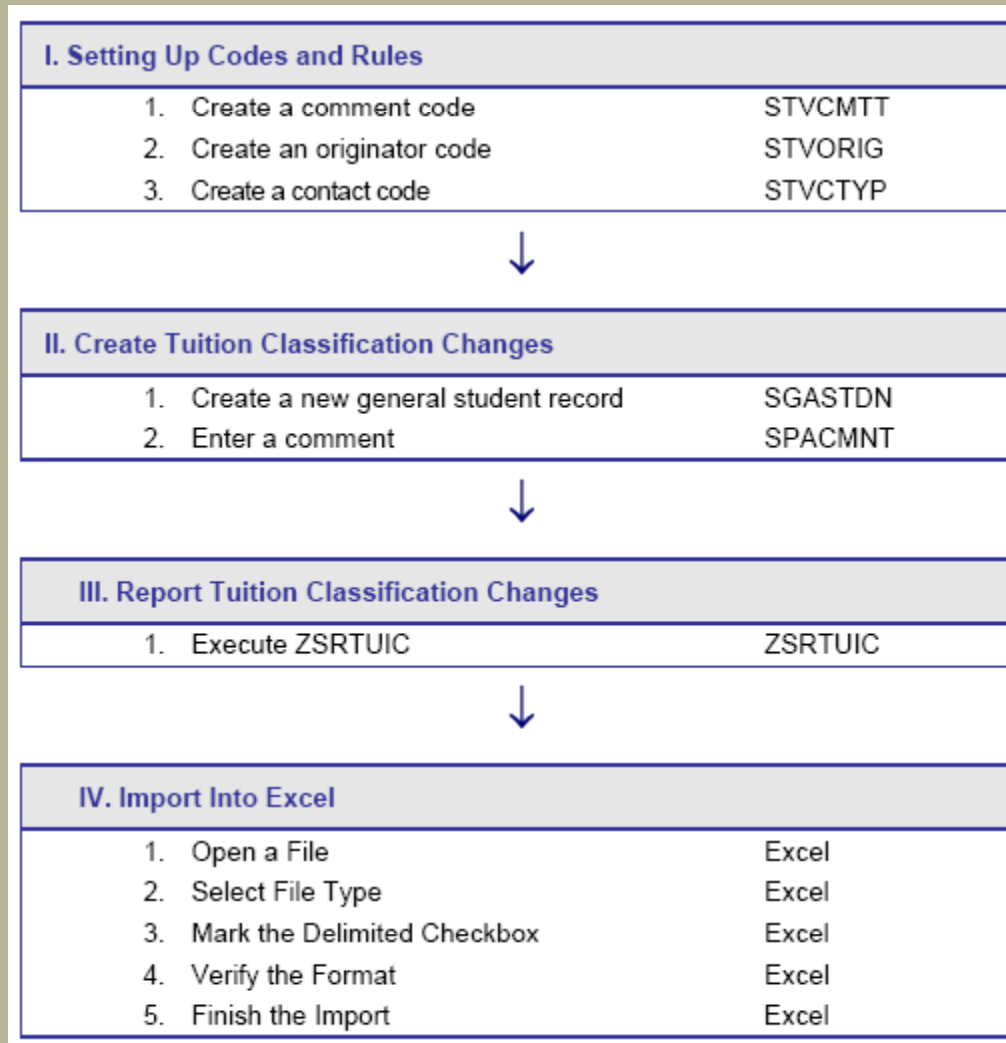
Tuition Classification Changes



Tuition Classification Changes

- Background
 - The Audit Department requested the Board of Regents provide the USG institutions with a standard method of monitoring and reporting any tuition classification changes to student records on campus. The institution is required to identify all students that have a change in tuition classification, the individual responsible for the change within Banner, the number of changes, and indicate the changes that were reviewed and approved.

Tuition Classification Changes



Tuition Classification Changes

- Tuition Classification Changes (ZSRTUIC)
 - Reports tuition classification changes for a specified term and any comments associated with the change on the student record.

Anticipated Graduation Date



Anticipated Graduation Date

- Background
 - Provides users with the ability to assign the anticipated graduation date for students based on the degree code and level code associated with anticipated graduation date calculation rules.

Anticipated Graduation Date

- Process Flow
 - Setting up rules and codes
 - Build level codes (STVLEVL)
 - Create degree codes (STVDEGC)
 - Define the number of months for the calculation (ZOAANGR)
 - Assign anticipated graduation date
 - Execute ZHRANGR

Anticipated Graduation Date

- Anticipated Graduation Date Rules form (ZOAANGR)
 - Allows the user to assign the number of months that will be used to calculate the anticipated graduation date.
 - Associated with a degree code and level code.
 - Populates the General Student Record (SGASTDN).

Anticipated Graduation Date

- Anticipated Graduation Date process (ZHRANGR)
 - Uses the student class level code on the Student Classification Rules form (SGACLSR) and the defined number of months from ZOAANGR to calculate and apply an anticipated graduation date to the General Student form (SGACLSR).

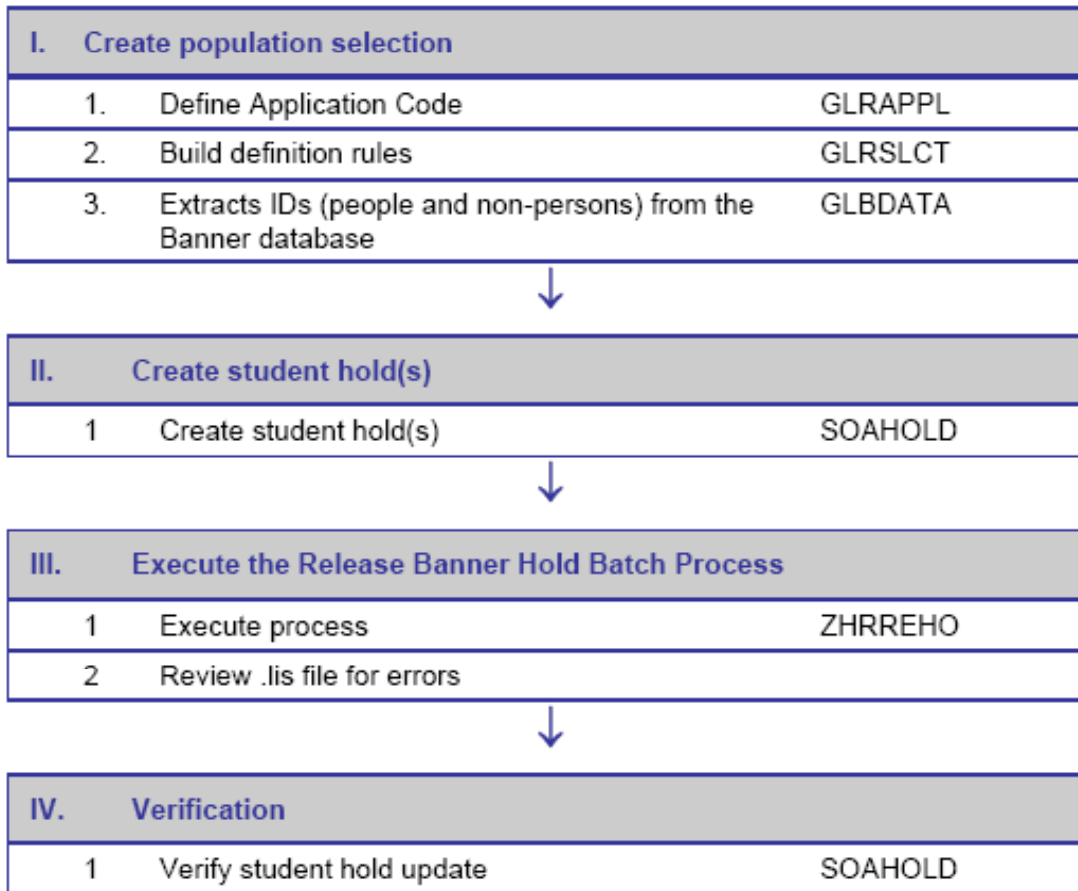
Release of Banner Holds



Release of Banner Holds

- Background
 - The Release of Banner Hold Batch Process will be used for releasing Banner holds based on population selection. Institutionally defined population selection will denote which student records will be updated. Currently, institutions assign hold codes to an individual student on the Hold Information form (SOAHOLD) and must manually release each individual student hold(s) using the same form.

Release of Banner Holds



Questions



Self-Service



Attendance Verification



Attendance Verification

- Background
 - Provides the ability for faculty and staff to identify those students not attending courses. Instructors will access Self-Service Banner to verify and update a student's class attendance.

Attendance Verification

- Process Flow
 - Administering WebTailor
 - Modify associated roles
 - Change Student's Attendance Status
 - Changing student attendance status
 - Verify Status Changes
 - Review changes (ZHANOSH)
 - Update Attendance Status
 - Execute attendance verification to 'officially' update records (ZHRNOSH)

Attendance Verification

- WebTailor
 - Log into the Secure Area of SSB as the webtailor administrator.
 - Modify the roles to include Faculty to utilize Self-Service Attendance Verification
 - ztgkfcwl.P_FacClaList
 - ztgkfcwl.P_FacClaListSum
 - ztgkfcwl.P_FacDropComp
 - ztgkfcwl.P_FacDropConf

Attendance Verification

- Changing a Student's Attendance Status
 - Log into the secure area of SSB as a faculty member.
 - Select Attendance Verification from the main menu.
 - Identify the term and the CRN to be processed.
 - Mark any student not attending in the Currently Enrolled Students section by checking the checkbox next to the student's name.
 - Click continue to review the records updated.

Attendance Verification

- Attendance Verification (ZHANOSH)
 - Used to verify student records marked as not attending on the Attendance Verification webpage.
 - Query only form.
 - Student records not yet updated in the Registration.

Attendance Verification

- Attendance Verification Process (ZHRNOSH)
 - Updates the student registration record based on the RSTS code entered at run time.
 - Removes student(s) from the Students Previously Set to be Dropped section of the webpage.

Transfer Articulation



Transfer Articulation

- Background
 - Provides transfer, transient, and prospective students with a tool to compare class equivalents and details between institutions through SSB.

Transfer Articulation

I. Administering WebTailor

1. Log on to the Banner Self-Service Secure Area
2. Select procedures to modify
3. Modify Associated Roles
4. Modify local procedures
5. Modify Information Text
6. Add Header Text (optional)
7. Exit WebTailor Administration Menu



II. Executing Self-Service Transfer Articulation (Student Instructions)

1. Log on to Banner Self-Service
2. Select Transfer Articulation from the main menu
3. Select state
4. Select school
5. Select report type and view Disclaimer
6. View report
7. Exit Banner Self-Service

Self-Service Release of Holds



Self-Service Release of Holds

- Background
 - Provides the ability for Faculty and/or Advisors to release Banner holds using Self-Service Banner. A rules form allows the institution to specify the hold codes that may be released using self-service.

I. Update the Release Hold via Self-Service Rules form (ZOAREHD)

- | | |
|---------------------------------|---------|
| 1. Build student hold type code | ZOAREHD |
|---------------------------------|---------|



II. Administering WebTailor

- | |
|---|
| 1. Log in to Banner Self-Service as a WebTailor Administrator |
| 2. Select New WebTailor Administration |
| 3. Select procedures to modify |
| 4. Modify Associated Roles |
| 5. Exit WebTailor Administration Menu |



III. Changing Student's Hold Code Status as a Faculty Role using the 'All Search' search option

- | |
|--|
| 1. Log in to Banner Self-Service as a Faculty member |
| 2. Select View/Release Hold |
| 3. Select the term code from the Select Term drop down menu |
| 4. Select 'All Students' from the Search Selection drop down menu |
| 5. Select 'Faculty Role' from the Select Role drop down menu |
| 6. Select CRN from the Select a CRN drop down menu |
| 7. Place checkmark next to student hold type to be released |
| 8. Verify student id and hold type to be released |
| 9. Successful change notice will be place on top of the View/Release Holds webpage |
| 10. Verify student hold type has been updated in Banner |
| 11. Exit Faculty and/or Advisor Self-Service |



IV. Changing Student's Hold Code Status as a Advisor Role using the 'All Search' search option

1. Log in to Banner Self-Service as a Faculty member
2. Select View/Release Hold
3. Select the term code from the Select Term drop down menu
4. Select 'All Students' from the Search Selection drop down menu
5. Select 'Advisor Role' from the Select Role drop down menu
6. Place checkmark next to student hold type to be released
7. Verify student id and hold type to be released
8. Successful change notice will be place on top of the View/Release Holds webpage
9. Verify student hold type has been updated in Banner
10. Exit Faculty and/or Advisor Self-Service



V. Changing Student's Hold Code Status as a Faculty and/or Advisor Role using the 'One Student' search option

1. Log in to Banner Self-Service as a Faculty and/or Advisor member
2. Select View/Release Hold
3. Select the term code from the Select Term drop down menu
4. Select 'One Student' from the Search Selection drop down menu
5. Enter Student or Advisee ID or use the Student and Advisee Query option
6. Verify student selected from the Student Verification page
7. Place checkmark next to student hold type to be released
8. Verify student id and hold type to be released
9. Successful change notice will be place on top of the View/Release Holds webpage
10. Verify student hold type has been updated in Banner
11. Exit Faculty and/or Advisor Self-Service



VI. Changing Student's Hold Code Status that has a checkmark in the 'Release Indicator' option on the Hold Information form (SOAHOLD)
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- | |
|--|
| 1. Log in to Banner Self-Service as a Faculty member |
| 2. Select View/Release Hold |
| 3. Select the term code from the Select Term drop down menu |
| 4. Select 'All Students' search |
| 5. Select 'Faculty Role' from the Select Role drop down menu |
| 6. Select CRN from the Select a CRN drop down menu |
| 7. Release Hold checkbox is grayed out |
| 8. Exit Faculty and/or Advisor Self-Service |

Student Information Status Summary



Student Information Status Summary

- Background
 - As part of the Student System Consolidation Project, OIIT provided an enhancement to display student advisement and status information in a single Self-Service Banner web page (Student Information Status Summary) for access by both advisors and students. Information such as basic student status, program of study, academic standing, Regents' GPA, test scores, Georgia Requirements status (ZOAGARP), HOPE eligibility, GTP attributes and transfer credits would be available in one location.

Student Information Status Summary

I. Set Up Validation Codes and Rules

- | | |
|---|---------|
| 1. Add STVNCRQ to Web Display Tables
Validation form | STVVTAB |
| 2. Build STVNCRQ Web Display Rules | SOAWDSP |
| 3. Turn information blocks on/off | GTVSDAX |



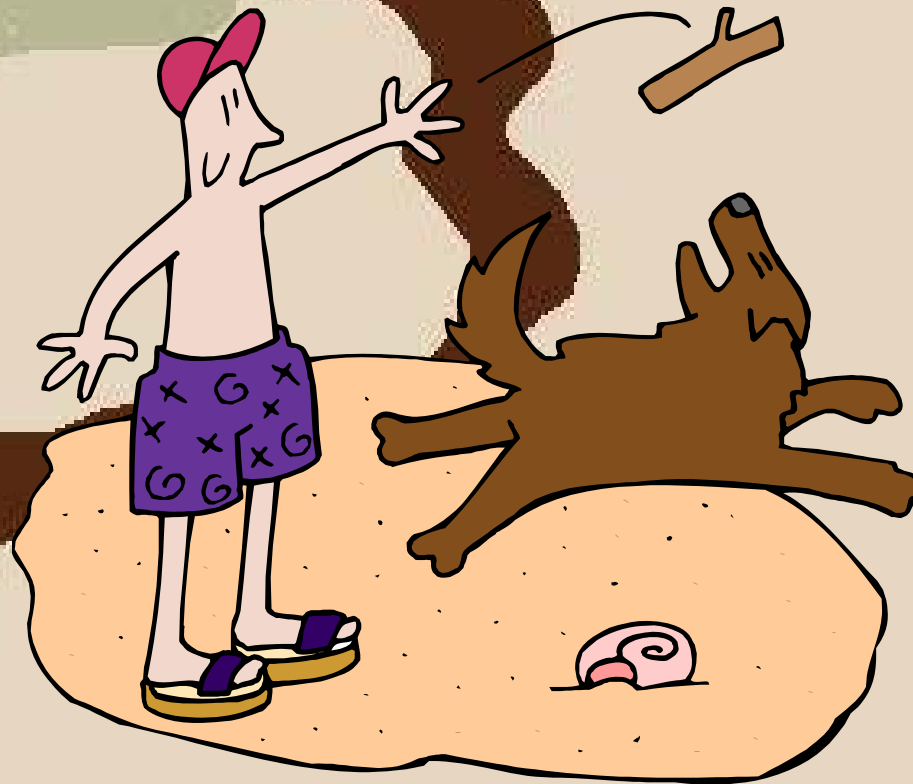
II. Viewing the Student Information Status Summary

- | |
|--|
| 1. Accessing the page as a Student |
| 2. Accessing the page as an Advisor |
| 3. Viewing the Student Information Status
Summary |

Student Information Status Summary

- Information Status Summary contains seven information blocks
 - General Student Information
 - Academic Standing and GPA
 - Test Scores
 - Georgia Requirements
 - Regents' GPA
 - HOPE Eligibility Status
 - GTP Attributes
 - Transfer Credit

Retrieve ID



Retrieve ID

- Background
 - The Self-Service Retrieve ID enhancement allows the user to enter the name, birth date and last 4 digits of the Social Security Number to retrieve the institutional ID for a specific student. This functionality is available via a Retrieve ID button on the secure login page and the institution can deactivate the button via GTVSDAX.

Retrieve ID

I. Activate the Retrieve ID Button

- | | |
|---------------------------------------|---------|
| 1. Activate the Retrieve ID button | GTVSDAX |
|---------------------------------------|---------|



II. Retrieving a Student's Institutional ID

- | |
|--|
| 1. Accessing the Retrieve ID button |
| 2. Enter the Search Data |
| 3. Retrieve the Student ID |

Retrieve ID

- Activate the Retrieve ID button
 - Create the RETRIEVEDID rule in the Crosswalk Validation (GTVSDAX).
 - Set the External Code to 'Y' for the button to appear in Self-Service.
- Retrieving a Student's Institutional ID
 - Select the Enter Secure Area menu option from Self-Service.
 - The Retrieve ID button is displayed.

Retrieve ID

- Retrieving a Student's Institutional ID
 - When the Retrieve ID button is selected, the search criteria is entered.
 - First Name
 - Last Name
 - Birth Date
 - Last 4 Digits of SSN
 - Clicking on the Search Button will display the institutional ID for the search criteria entered.

Local Print Solution



Local Print Solution

- Background
 - This modification to Banner baseline provides users the ability to view and print process .lis and .log files in Banner rather than users directly accessing the operating system. This enhancement also creates a .pdf of the .lis file and permits the saved documents to be opened directly from the Process Submission Controls form (GJIREVO).

Local Print Solution

I. Retrieve the Output File

1. Login to the Secure FTP Manager
2. Select folder
3. Transfer the file



II. Run Processes to a Network Printer

- | | |
|-------------------------------------|---------|
| 1. Confirm setup of network printer | GTVPRNT |
| 2. Run a process to the printer | GJAPCTL |
| 3. Confirm the output printed | |



III. Run Processes to the Database

- | | |
|----------------------------------|---------|
| 1. Run a process to the database | GJAPCTL |
| 2. Review the output | GJIREVO |



IV. Copy Output to Another User

- | | |
|--|---------|
| 1. Query file to be copied | GJIREVO |
| 2. Copy output to another user | GJIREVO |
| 3. Confirm receipt of file by other user | GJIREVO |

Local Print Solution

- Retrieve Output File
 - Log into the file manager tool.
 - Select the jobsub folder to retrieve the files.
 - Transfer the file(s) to your desktop.
- Run Processes to a Network Printer
 - Printer Validation form (GTVPRNT)
 - Confirm the setup of the network printer.
 - Run a process to the printer
 - Enter the network printer in the printer code field.

Local Print Solution

- Run Processes to the Database
 - Execute the process from job submission using Database in the Printer field.
 - When process has completed, output may be viewed by selecting the Saved Output Review form (GJIREVO) from the Options menu.
- Copy Output to Another User
 - Query the file to be copied in GJIREVO.
 - Check the Select File box next to the files to be copied.
 - Select Copy To and enter the user name the file should be copied to in the User Name box.



Ancillary Products

Axiom

- Provides the ability to upload application data directly into Banner from GaCollege411.
- Loads the Georgia Testing ID from High School Transcripts into Banner.

Appworx

- Provides the ability to schedule Banner processes to execute at a specific time and date.

Questions



Additional OIIT Resources and Support

- To create a new or update an existing production down, business interrupting (emergency) support request, call the OIIT Helpdesk immediately
 - 706-583-2001
 - 1-888-875-3697 (toll free in Georgia)
- For anything else, contact the OIIT Helpdesk at
 - http://www.usg.edu/customer_services (self-service support request) or
 - E-mail helpdesk@usg.edu

Note: Self-Service requires login using a user ID and password. Contact the OIIT Helpdesk at helpdesk@usg.edu to obtain self-service login credentials.