



# Georgia Enhancements and Modifications to Baseline Overview - STUDENT

# Session Rules

- Audio will only be available for the instructor.
- Questions may be entered in the 'text chat window' at any time during the session.

# Topics for Discussion

- Academic Requirements
- Non-Academic Requirements
- Admissions Index
- Immunization Requirements
- Enhancements for Georgia ONmyLine
- 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

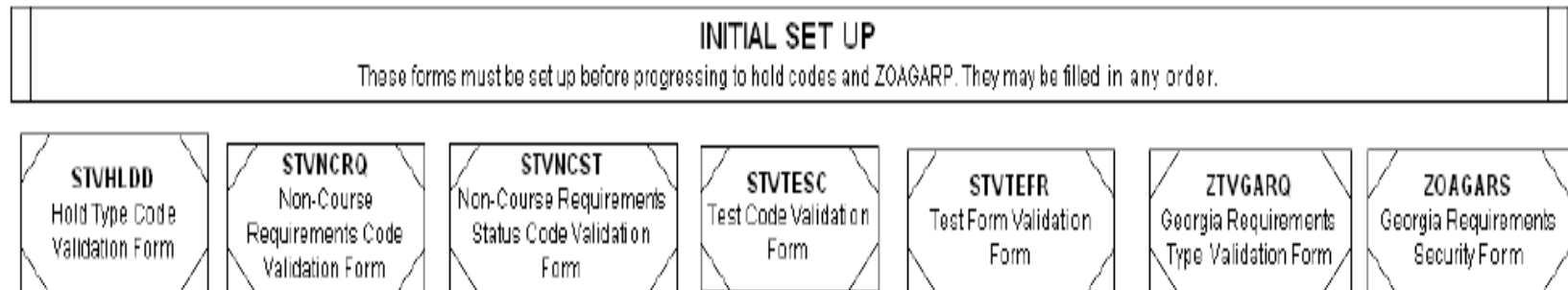


# Academic Requirements

- 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.

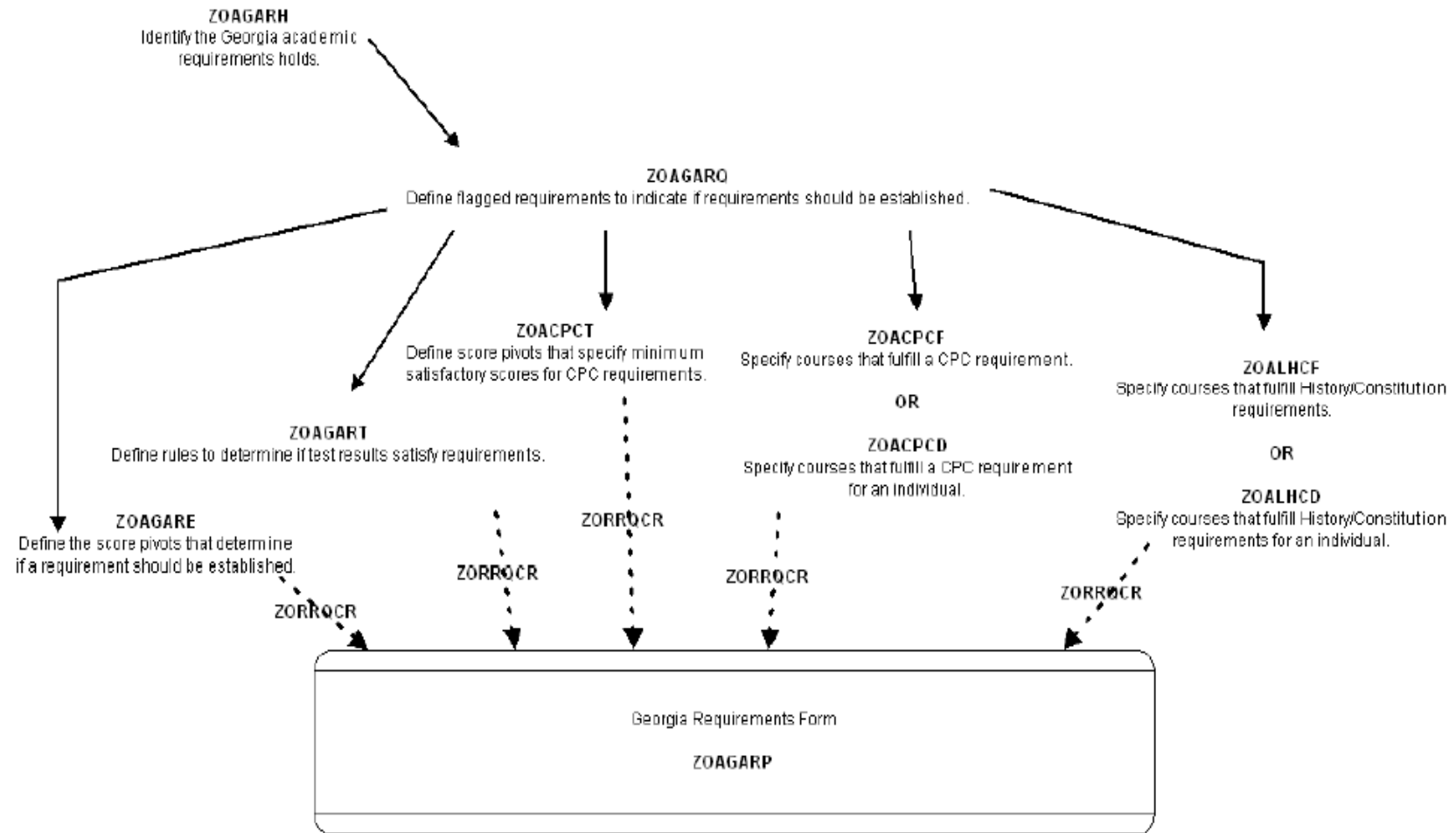
# Academic Requirements

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



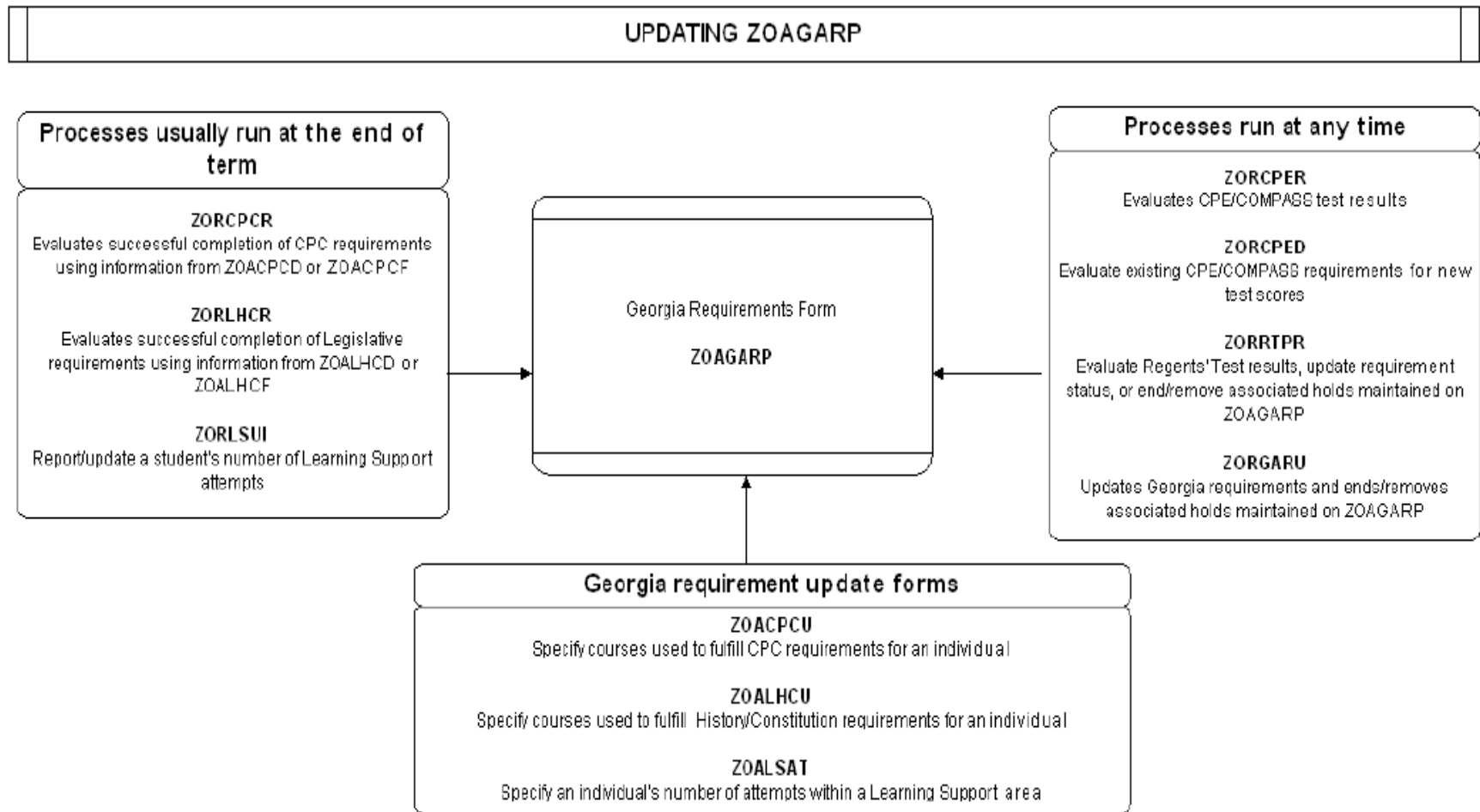
# Academic Requirements

## 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

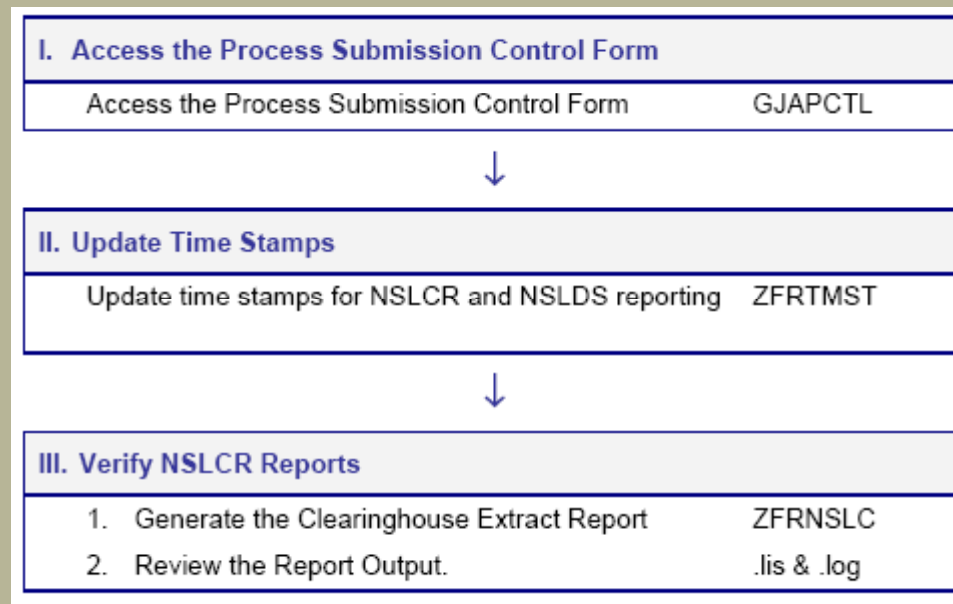


# Non-Academic Requirements

- 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 SORTEST 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

## 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

## 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

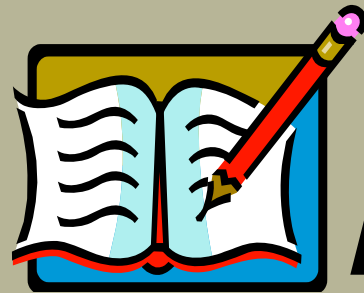
6. Verify the updates on SORTTEST



# 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.

# 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

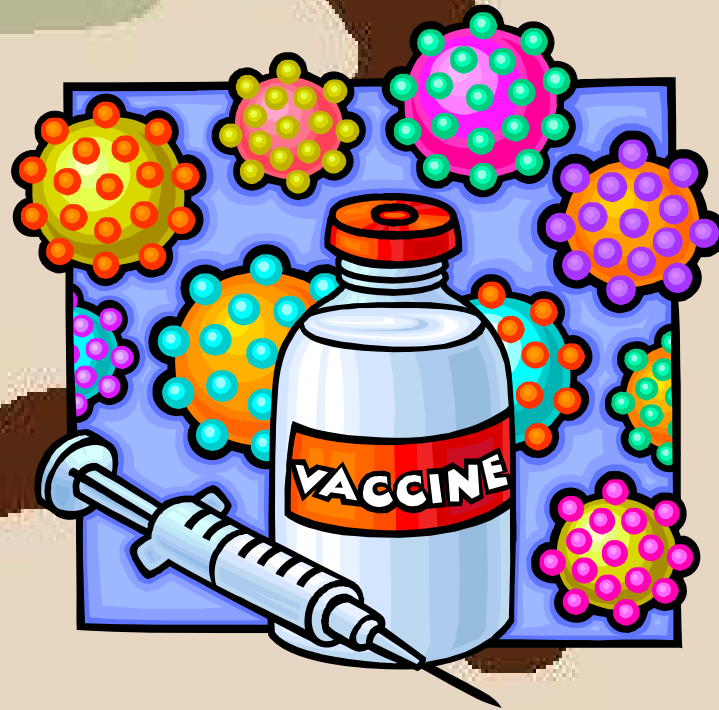
4. Calculate indices

ZORINDC

# Admissions Index

- Index Code Validation form (ZTVINDEX)
  - Used to create codes for the index process
- Index Calculation Rules form (ZOAINDEX)
  - Used to create rules for the index process
- Index Information form (ZOAINDP)
  - Used to display calculations for an individual applicants
- Admission Index Calculation process (ZORINDC)
  - Used to calculate indices for specified applicants

# 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

<b>I. Access the Medical and Immunization Information Menu</b>	
Access the Medical and Immunization Information Menu	*GENMEDICAL
↓	
<b>II. Setting Up Codes and Rules</b>	
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
↓	
<b>III. Execute the Immunization Requirement Creation Process</b>	
Run the Immunization Requirement Creation Process	ZPRIMMU
↓	
<b>IV. Execute the Generic Hold Set Process</b>	
Create holds for unfulfilled requirements	ZPRHOLD

# Immunization Requirements

- Immunization Requirement Creation (ZPRIMMU)
  - ZPRIMMU establishes immunization requirements on GOAIMMU based on entries placed in GTVSDAX.
  - This process can be run for a selected term, student ID, or a population selection.

# Enhancements for Georgia ONmyLINE



# Georgia ONmyLINE

- Background:
  - The Georgia ONmyLINE (GOML) Registration System (CampusVue) allows USG institutions participating in the GOML academic franchise programs or offering eCore courses to provide students the ability to register for on-line courses offered as part of these programs. This provides the institutions with cross-institutional registration capabilities not available through individual institutional Banner systems.

# Georgia ONmyLINE

- Students must be admitted and eligible to register at one of the home institutions approved for their particular academic franchise program or approved as eCore participants before registration will be permitted.

• <b>Setting Up Rules and Codes</b>	
1. Create cohort codes	STVCHRT
2. Create a campus code	STVCAMP
3. Create the GOML parts of term	STVPTRM
4. Set synchronize partner systems indicator	SOATERM
5. Associate GOML parts of term to the term	SOATERM
6. Create a cross referenced partner system code	GTVINTP
7. Create an integration partner rule	GORINTG
8. Build the business rules	GORRSQ
9. Create integration configuration settings	GORICCR
10. Create new course registration status codes	STVRSTS
11. Create course registration status rules	SFARSTS
12. Create enrollment status withdrawal codes	STVESTS
13. Create withdrawal enrollment status rules	SFAESTS
14. Build programs	SMAPRLE
15. Create cross reference labels	STVXLBL
16. Create the cross reference rules	SOAXREF
17. Build grade codes	SHAGRDE
18. Assign campus code and integration partner code	SSASECT
19. Admit students to programs of study	SAAADMS SAADCRV
20. Assign student cohorts	SGASADD



• <b>Creating the Person Extract file</b>	
1. Execute GURIROL	
2. Execute ZSRPCEX	ZSRPCEX
3. Submit the data file to <u>CampusVue</u>	

• Loading Registration Event Records	
1. Request and retrieve the Registration Events data file	
2. Execute ZSRLREG	ZSRLREG
3. Verify loaded registration records	SFAREGS
4. Assess tuition and fees	SFRFASC
5. Disburse financial aid	RPEDISB
6. Invoice student for outstanding charges	TSRCBIL



• Loading Attendance Verification Records	
1. Request and retrieve the Attendance data file	
2. Execute ZSRAVER	ZSRAVER
3. Verify loaded attendance records	ZHANOSH
4. Execute ZHRNOSH	ZHRNOSH



• Extracting Drop Cancel/Withdrawal Records	
1. Execute ZSRDWLD	ZSRDWLD
2. Submit the data file to <u>CampusVue</u>	



• Loading Grade Records	
1. Request and retrieve the Grades data file	
2. Execute ZSRGRDL	ZSRGRDL
3. Verify loaded grade records	ZFASLST



# Enhancements for Georgia ONmyLINE

- GOML Person/Course Extract (ZSRPCEX)
  - Extracts students from Banner participating in eCore or admitted to an approved academic franchise program.
  - Students are required to have a GOML or ECore cohort assigned in SGASADD.
  - Students must be eligible to register for the term.

# Enhancements for Georgia ONmyLINE

- GOML 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 within 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

- GOML Drop Cancel/Withdrawal (ZSRDWLD)
  - Extracts administrative 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

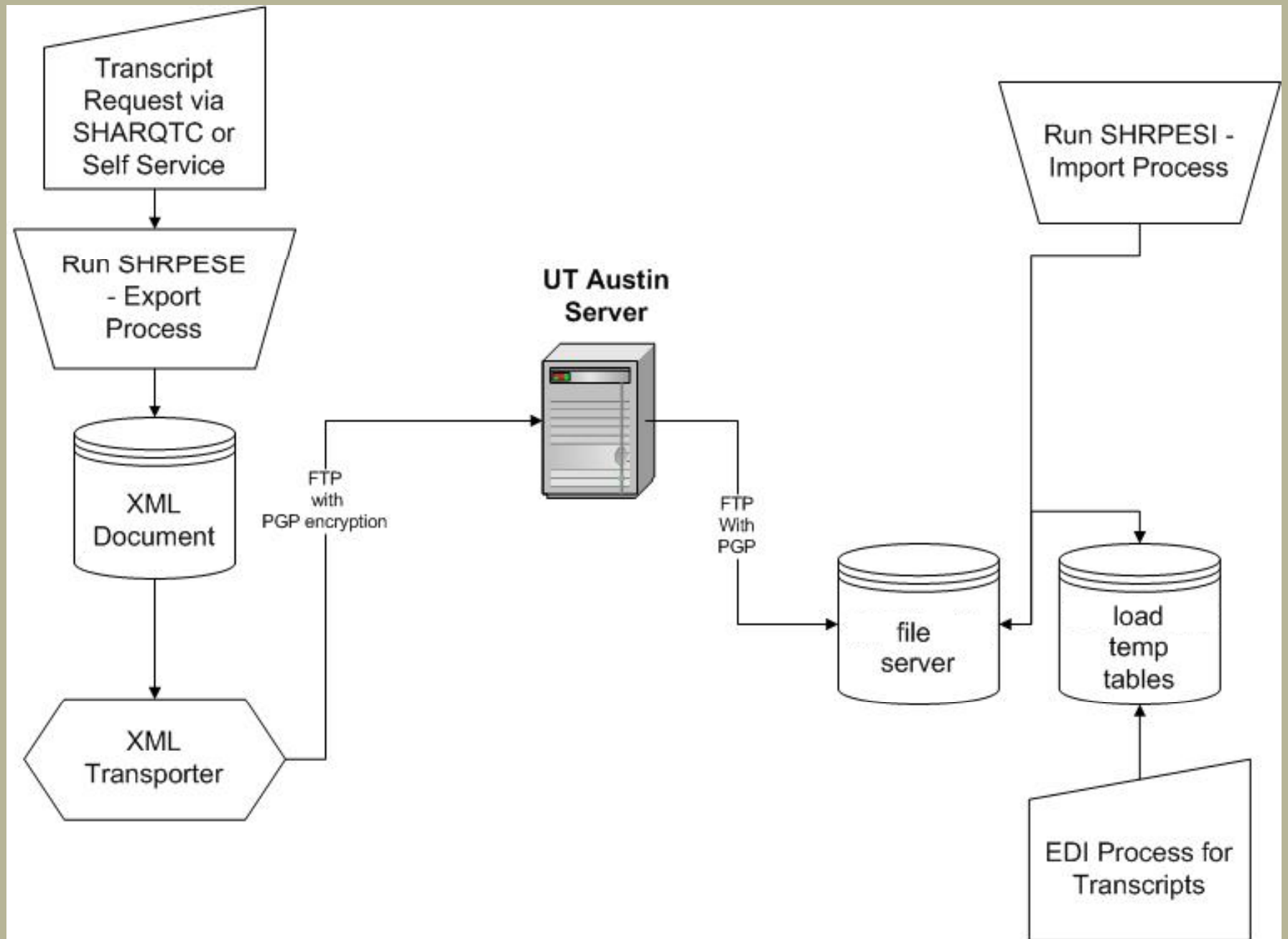
- |   |         |
|---|---------|
| 1. Request system to produce individual transcript.<br><b>Note:</b> Student can also request via Web self-service for SHARQTC to produce individual transcript. | SHARQTC |
| 2. Create population selection to print batch of transcripts.   | SHRTPOP |
| 3. Produce transcripts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

# Postsecondary 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.





# Postsecondary 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 |



# Postsecondary XML Transcript

## III. Building Import Rules

Create status rules on the EDI Document Status Validation form	STVDSTS
---	---------



## 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                                 |          |



# Postsecondary 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

# Postsecondary XML Transcript

## Transmission Data

### Transmission Data

Document ID :	transb2008-04-04T11:54:15.02
Document Creation :	2008-04-04T11:54:15.02
Document Type :	RequestedRecord
Transmission Type :	Original
Source :	DB on Solaris
Contact Information :	
Phone :	
Destination :	Institution A
Contact Information :	
Phone :	
Document Process Code :	TEST
Document Official Code :	Official
Document Complete Code :	Complete

## Transcript Data

### Student Information

Composite Name :	Jensen,Conway
Full Name :	Conway Jensen
ID :	753753753
Birth Date :	1969-04-23
SSN :	753753753
Address :	123 Main St Athens GA 30606
High School :	
Email :	CJensen@school.edu

## Academic Record Data

### Academic Record

Academic Award Type :	Associate of Arts			
Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	4.00	12.00	3.00
Academic Summary Type :	All			
Academic Summary Level :	Undergraduate			
Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	4.00	12.00	3.00

## Regents' Level GPA

### Regents' Level GPA

Student Level :	Undergraduate
Credit Hours Attempted:	3
Credit Hours Earned:	3
Grade Point Average:	4
Total Quality Points:	12

# 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.
  - Provided a load of the entire high school transcript into college databases utilizing a third party load process (Xap and SSD Technology Partners).

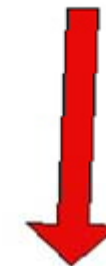
Student Requests  
Transcript



High School Exports  
Transcript



Georgia Student  
Finance  
Commission



XAP Control  
Center



SSD Axiom Load via  
High School XML  
Transcript Source



Banner Database  
at USG Institution

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: \_\_\_\_\_

# High School Data

- Xap load into Banner via Axiom (or manual entry for non-SSD contracted institutions)

I. Set Up for High School XML Transcript		
1.	Load STVSBJC using the High School Subject Validation Table Loader	load_stvsbjcctl
2.	Build rules in the CPC Fulfilling High School Courses Rules Form	ZOACPCH
↓		
II. Post Load Processing Steps for High School XML Transcript		
1.	Update Academic Requirements using the CPC Requirement Update process	ZORCPCH
2.	Calculate High School GPAs in Batch	ZORHSBG



## High School Subject Validation table (STVSBJC) Loader Background

- 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.

# 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

Use the following Banner baseline forms to establish and maintain SSN Masking:

Descriptive Title	Name
Originator Code Validation Form	STVORIG
Identification Form	SPAIDEN
General Student Form	SGASTDN
General Person Form	SPAPERS
Transcript Events and Comment Form	SHATCMT
Transcript Type Rules Form	SHATPRT
Transcript Request Form	SHARQTC
Process Submission Control Form	GJAPCTL

Use the following Georgia Enhancement processes to load and update student records for the SSN Masking process for transcripts:

Descriptive Title	Name
USG Academic Transcript Process	ZHRTRTC
SSN Masking Process	ZHRMSK

# 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.

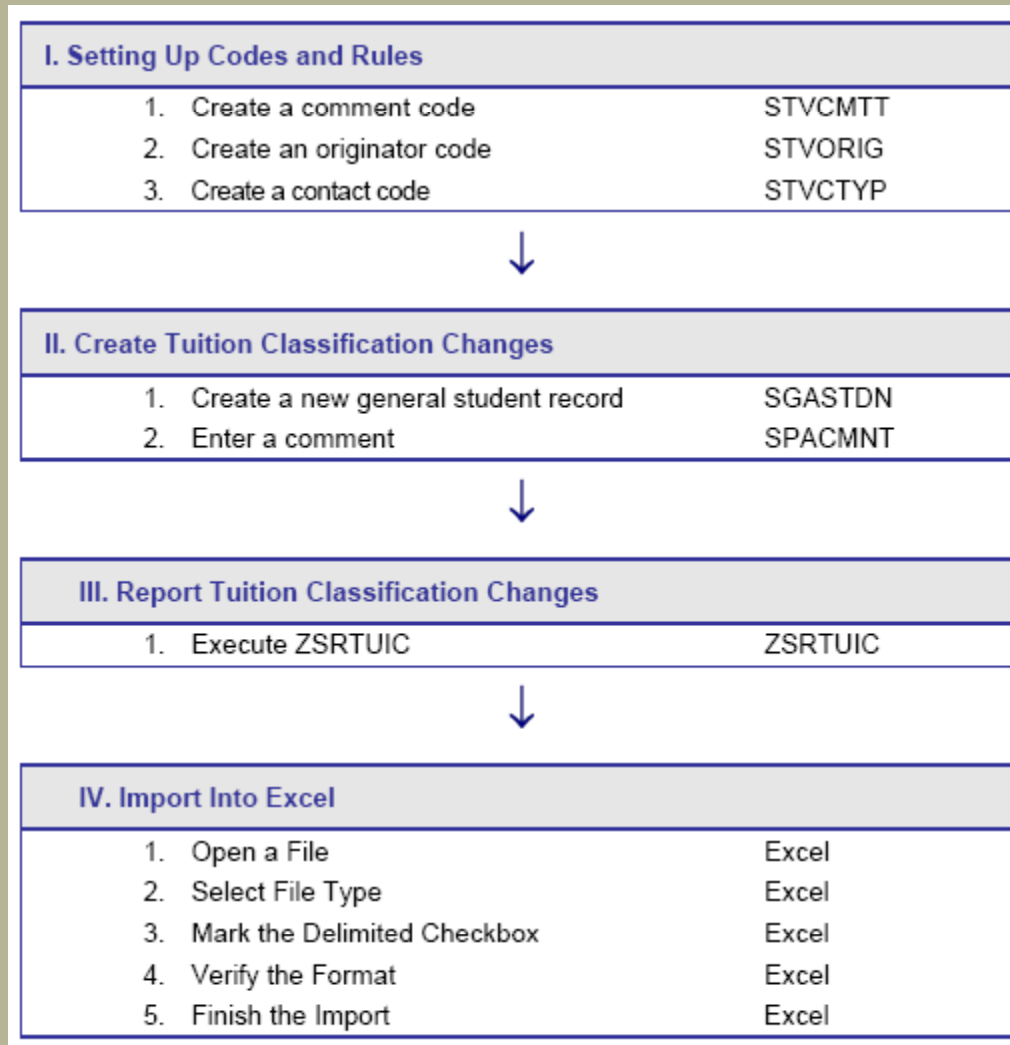
# Tuition Classification Changes



# 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

## I. Defining the Months for Calculation

- |    |   |         |
|----|---|---------|
| 1. | Create level codes                          | STVLEVL |
| 2. | Define the number of months for calculation | ZOAANGR |



## II. Execute the Anticipated Graduation Date Process

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).

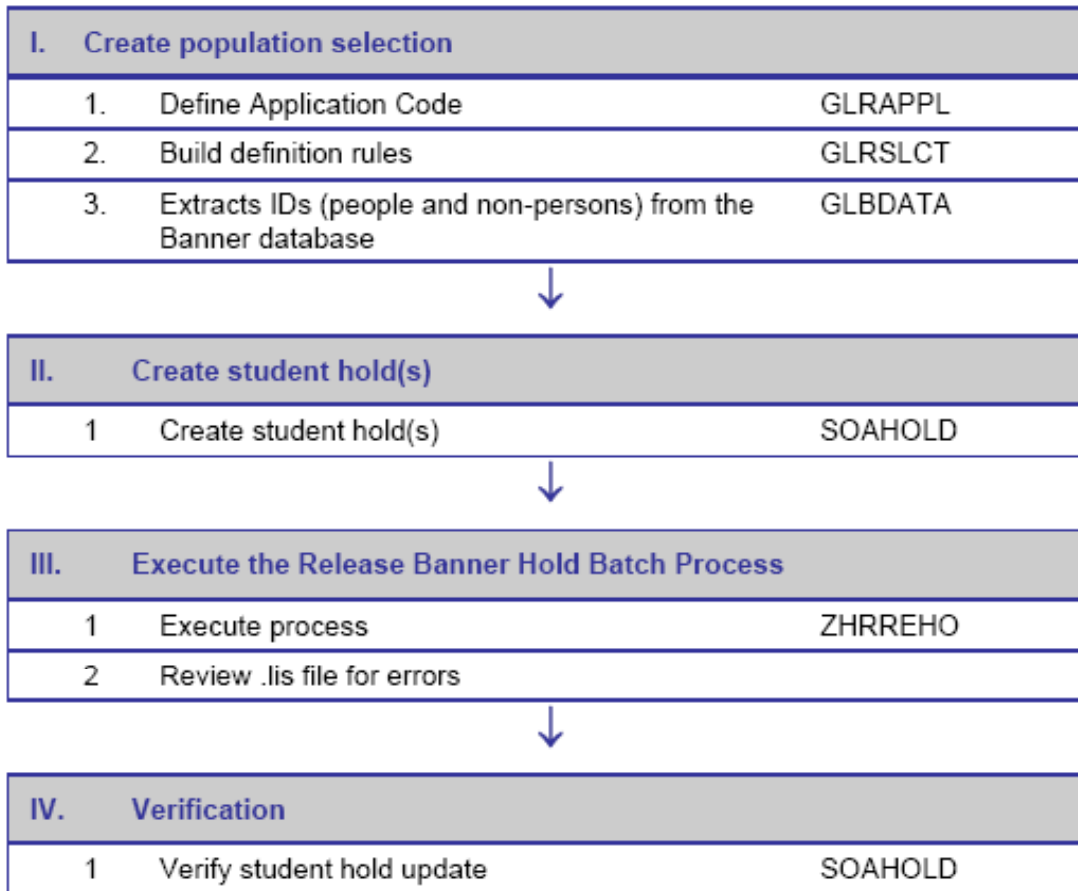
# Release of Banner Holds



# 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





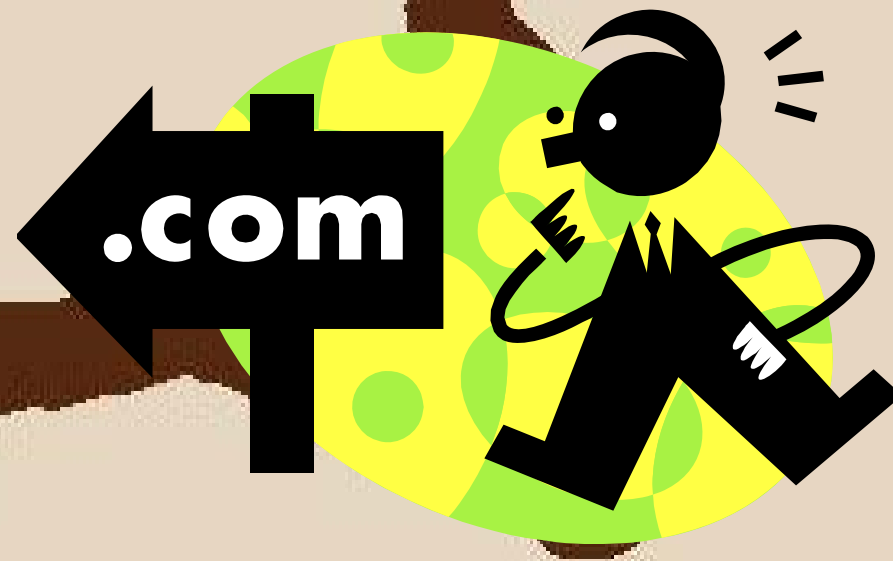
# Release of Banner Holds

- Release Banner Hold Batch Process (ZHRREHO)
  - Use the Release Banner Hold Batch Process to update student holds based on an institutional defined population selection.
  - The .lis file will contain a list of all students processed, the individual the ID, name, hold code, release indicator, hold code end date and new hold code end date for all records.

# 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

## **I. Administering WebTailor**

1. Log into the secure area of Banner Self Service
2. Select New WebTailor Administration
3. Select procedures to modify
4. Modify Associated Roles
5. Exit WebTailor Administration Menu



## **II. Changing Student's Attendance Status**

1. Log in to Banner Self-Service as a WebTailor Administrator
2. Select Attendance Verification
3. Select the term code
4. Select the instructor's CRN
5. Change Students' enrollment status
6. Review save records page
7. Exit Self-Service



# Attendance Verification



## III. Verifying Students Marked as Not Attending

Review changes made on the Attendance Verification webpage ZHANOSH



## IV. Executing Attendance Status Changes

Execute the Attendance Verification process ZHRNOSH

# 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

# Transfer Articulation

**DISCLAIMER: Transfer Articulation** is for reference only. OIIT course equivalents are subject to change upon official evaluation by the OIIT's Office of Admissions. The listing or exclusion of courses from this program does not reflect on the acceptability of the courses to OIIT. If credit hours are listed, the credit hours reflect the maximum possible credits. Individually awarded credit may vary. If minimum grades are listed, they reflect the minimum grade generally allowed for the course. Please consult the catalog for additional information.

Honolulu Community College				vs.	OIIT		
Class	Title	Credit Hours	Minimum Grade	=>	Class	Title	Credit Hours
ENGL 1101	English Comp I	3.000	C	=>	ENGL 1101	English Composition I	3.000
ENGL 1102	English Comp	3.000	C	=>	ENGL 1102	English Composition II	3.000
HIST 2130	US History	6.000	D	=>	( HIST 2111 The United States to 1877		3.000
				And	HIST 2112 The United States Since 1877		3.000 )
				Or	( HIST 1131 World Civilization & Soc I		3.000
				And	HIST 1132 World Civilization & Soc II		3.000 )
HIST 3000	History of HI	3.000	D	=>	HIST 4050	World War II	3.000
MATH 1111	College Algebra	17.000	D	=>	MATH 1101	Intro to Mathematical Modeling	21.000
( MATH 2000	Intro to Math	6.000	C	=>	( MATH 1101	Intro to Mathematical Modeling	3.000
And MATH 2000L	Math lab	1.000 )	C	And	MATH 1113	Precalculus	4.000 )
SPA 101	Elem Span I	5.000	D	=>	SPAN 1001	Elem Spanish I	3.333
SPAN 2000	Advanced Spanish	3.000	D	=>	( SPAN 2001 Elementary Spanish III		3.000
				Or	SPAN 2002 Intermediate Spanish Readings		3.000 )
WELL 4000	Wellness	3.000	D	=>	WELL 2910	Adapted Activities	3.000

[Return](#)

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# 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.

# Self-Service Release of Holds

## 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



# 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<br>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<br>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

# Student Information Status Summary

SUNGARD HIGHER EDUCATION

Personal InformationStudent Services & Financial Aid

SearchGo

RETURN TO MENU | SITE MAP | HELP | EXIT

Student Information

147147147 Guy R. Special  
Fall 2007  
May 12, 2009 05:22pm

Student Information effective from Fall 2005 to The End of Time

Registered for Term: Yes  
First Term Attended: Winter 1997  
Last Term Attended: Fall 2006  
Status: Active  
Matric Term: Winter 1997  
Site: Milledgeville Campus  
Residence: In State Resident  
Citizenship: U.S. Citizen  
Student Type: Continuing  
Class: Senior  
Primary Advisor: Thomas A. Goodfriend  
Primary Advisor Type: Academic Advisor

Curriculum Information

Current Program  
Bachelor of Arts  
Level: Undergraduate Semester System  
Program: BA in Liberal Studies  
Admit Term: Fall 2005  
Catalog Term: Fall 2005  
College: School of Liberal Arts & Sci  
Major and Department: Liberal Studies, Dean of Arts and Sciences

Academic Standing and GPA

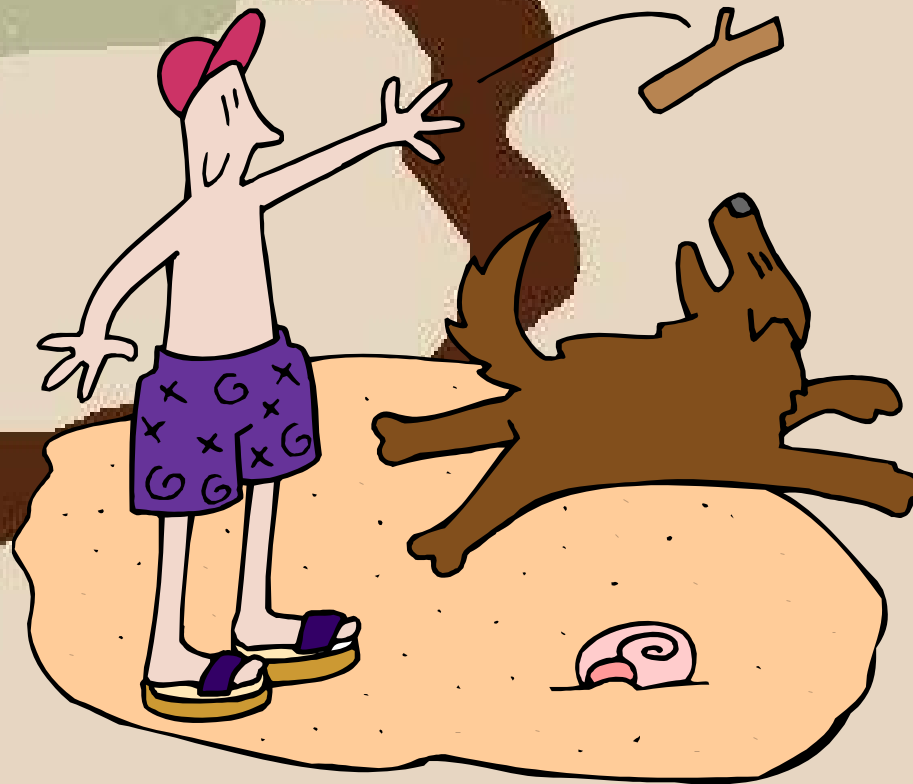
Academic Standing: Good Standing

TRANSCRIPT TOTALS (UNDERGRADUATE QUARTER SYSTEM)

Level Comments: SSN: XXX-XX-3123

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	69.000	62.000	64.000	62.000	186.00	3.00
Total Transfer:	155.000	148.000	130.000	148.000	297.00	2.01
Overall:	224.000	210.000	194.000	210.000	483.00	2.30

# 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

- 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 High School XML Transcripts into Banner.



# Appworx

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

# Questions



# Participant Poll

Your participation in this session is important to us. Please be sure to fill out the participant poll. Include your name and the names of all participants in the room with you and the institution name.

# 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](http://www.usg.edu/customer_services) (self-service support request) or
  - E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu)

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

# Survey

We want to hear your questions, comments, and critiques. Please be sure to fill out the survey following the presentation.