
Mass Drop of Students Process

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

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Information Technology Services

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Mass Drop of Students Process

Introduction

Purpose USG Institutions requested a drop registration process that would utilize student holds or a population selection as the trigger for dropping registration. In addition to this functionality, the process offers the option to make a change to the registration status code to keep the student registration.

Target Audience Office of Registration

Purpose and Scope of Document This document explains how to use the Mass Drop of Students Process and outlines the expected results.

Graphics Graphic cues used in this document assist with labeling steps and items that are particularly important.



Steps for recovery or support.



For additional information, see references.



Exercise caution.



Important information.



On target: steps completed successfully.

References



For information about the baseline product, see Ellucian's user manuals for Student, WebTailor, Student Self Service (Web for Student), and General

Support

For additional ITS resources and support, contact the ITS Helpdesk:

- Web support request self-service:
http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations, call the ITS Helpdesk immediately

- 706-583-2001

Toll free within Georgia: 1-888-875-3697

Mass Drop of Students Processing Flow

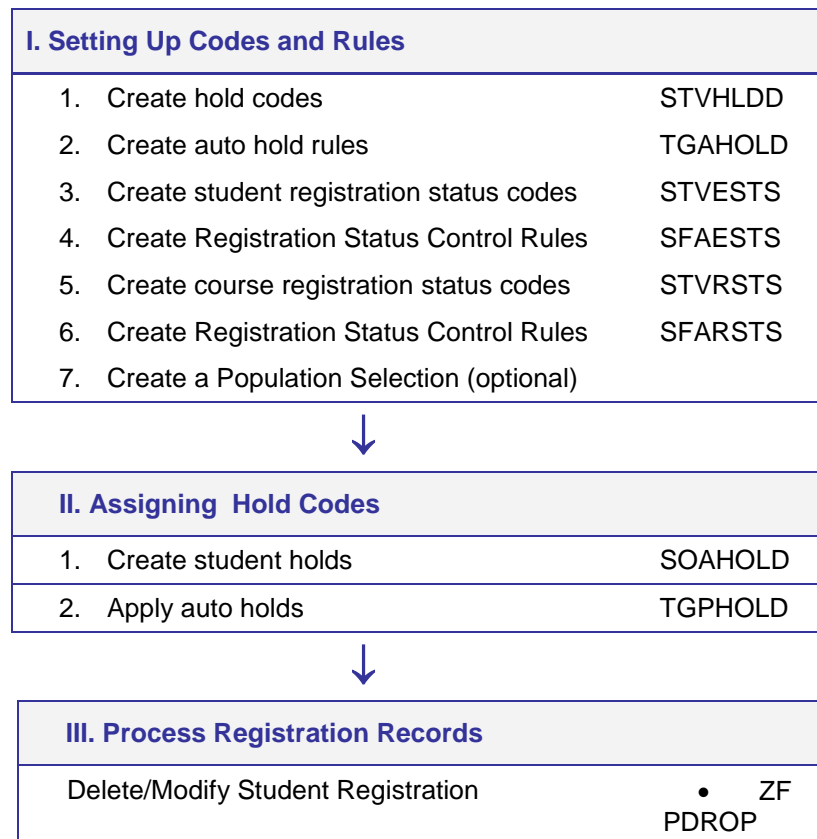
Description

The Mass Drop of Students Process (ZFPDROP) 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.

The Mass Drop of Students Processing flow includes the following major steps:

- Create hold codes
- Create auto hold rules
- Create student registration status codes
- Create course registration status codes
- Create student holds
- Drop/Modify student registration records

Overview of the Mass Drop of Students Process Flow



Using Mass Drop of Students

I. Setting Up Codes and Rules

Introduction

The Hold Type Validation form (STVHLDD) will be used to define specific hold codes to be associated with student's account when processing mass drop.

The Enrollment Status Control form (SFAESTS) is used to provide the rules associated with a student's status. Enrollment Status Control Form is specific for a term. Codes should be defined to be associated with a student's registration record.

The Course Registration Status form (SFARSTS) is used to provide the rules associated with a student's course status. Course Registration Status Form is specific for a term. Codes should be defined to be associated with a student's courses in the registration record.

A population selection can also be created to ensure processing of specified students only.

1. Create hold codes (STVHLDD)

The hold code created will be assigned to student records that will be processed for mass drop (deleting or modifying the registration record).

Code	Description	Enrollment							Application	Compliance	Voice Message
		Registration	Verification	Transcript	Graduation	Grade	A/R				
A1	Admissions Hold 2-6290	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
AD	Admissions Office Hold-2774	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10029	
AH	Advisor Hold	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10030	
AR	Accounts Receivable Hold-525	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10031	
AT	Athletic Office Hold-6341	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10032	
AW	(Warning)Temp Advr Release	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10033	
BO	Business Office Hold-5254	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10093	
CA	Grad Cond'l Not Satisfied-628	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10094	
CD	Confirmation Deposit-2774	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CE	CPC-English-5016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10095	
CF	CPC-Foreign Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10096	
CG	Conditional Graduate-6289	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10097	
CM	CPC-Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10098	
CN	CPC-Natural Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10099	
CS	CPC-Social Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10100	
CT	Cindy's hold	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
D2	Disciplinary/Judicial Hld-5169	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10101	
DC	Denied by Coordinator-6289	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10102	
DD	Deserved detention (BIPHI)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
DH	Acad Dept Hold	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10103	

2. Create auto hold rules (TGAHOLD)

The auto hold rules created will be used as criteria for the Auto Hold Process.

3. Create student registration status codes (STVESTS)

This form is used to create, update, insert, and delete enrollment status codes (i.e., Administratively Withdrawn, Eligible to Register, Pre-Registered, etc.). Several other forms use this form to validate enrollment status codes. You can only create or update these codes from this form.

The student registration status code will be assigned to the student's registration record being modified (not deleted).

Code	Description	Withdrawal Code	Withdrawal Indicator	Third Party Withdrawal Indicator	Affect Course	Prevent Registration	Affect Headcount	System Required	Activity Date
AC	Testing Stu 7.3.1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28-NOV-2006
AD	Administrative Drop-Ws		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JAN-2005
AW	Administrative Withdrawal		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28-NOV-2006
EA	Excessive Absences-F		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JAN-2005
EL	Eligible to Register	WD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13-MAR-2007
RS	Reinstated Student		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-APR-1988
W1	Withdraw Student-WF		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JAN-2005
WA	Withdrawal Autofinalization		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14-OCT-2004
WM	Military Withdrawal		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14-OCT-2004
WP	Withdraw-Petition-W		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-MAR-2005
WR	WD Prorata Refund		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14-OCT-2004
WS	Withdraw Student-W	WS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-MAR-2007
WT	Withdraw Student-100%		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06-JAN-2005
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**4. Create
 Registration
 Status
 Control Rules
 (SFAESTS)**

The Enrollment Status Control Form provides the rules associated with a student's status. Status values are user-defined, with the exception of the "EL" status which must be used as the default for registration. While the "EL" status is required, its attributes may be defined according to your institution's policy.

Term: 200608 Fall 2006

Enrollment Status Dates			
Status	Description	Start Date	End Date
<input checked="" type="checkbox"/> AW	Administrative Withdrawal	10-JUL-2005	10-DEC-2006
<input type="checkbox"/> EL	Eligible to Register	10-JUL-2005	10-DEC-2007
<input type="checkbox"/> RS	Reinstated Student	18-AUG-2005	10-DEC-2007
<input type="checkbox"/> W1	Withdraw Student-WF	18-AUG-2005	10-DEC-2006
<input type="checkbox"/> WM	Military Withdrawal	18-AUG-2005	10-DEC-2007
<input type="checkbox"/> WP	Withdraw-Petition-W	18-AUG-2005	10-DEC-2006
<input type="checkbox"/>			

Enrollment Status Refund Rules				
Status	Start Date	End Date	Percentage Tuition Refund	Percentage Fees Refund
<input checked="" type="checkbox"/> AW			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

5. Create course registration status codes (STVRSTS)

This form is used to create, update, insert, and delete course registration status codes such as Audit, Registered, and Web Drop. Other forms use this form to validate course registration statuses. You can set the switches in the checkboxes to determine what the various status codes allow (i.e., count in enrollment, place on waitlist, whether the course is gradable, etc.). You may also specify an automatic grade which will be placed on the student's registration record when the status is entered. For example, a course registration status of WF, Withdraw Failing, can automatically place an F on the student registration record.

The course registration status code will be assigned to the student's courses in the registration record being modified (not deleted).

Status Code	Description	Allowed to Enter	Count in Enrollment	Count in Assessment	Count in Attempted	Count in Time Status	Withdrawal Indicator	Waitlist Indicator	Gradable Indicator
AC	Add Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AD	Admn. Drop-W	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AU	Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AW	Admn. Withdrl.-100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CD	Test code for Dan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CW	Web Drop DO NOT USE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DA	Drop After Deadline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DC	Drop Course -The longest title	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DD	Drop/Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DG	GOML Drop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DW	Web Drop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EA	Excessive Absences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EX	OL Extension	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IA	Instructor Assigned F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JG	Julia's code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RC	Reinstate Crse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RE	**Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RG	**Registered - GOML**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RS	Reinstated Stu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RW	**Web Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W1	WD Student-WF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Create Registration Status Control Rules (SFARSTS)

The Course Registration Status Form provides the rules associated with a student's course status. Status values are user-defined, with the exception of the "RE" (Register Course) status, which must be used as the default for a student's course registration. While the "RE" status is required, its attributes may be defined according to your institution's policy.

Warning



For the ZFPDROP process to change a course status, the Affected By Student Status checkbox must be checked.

The screenshot shows a web application window titled "Course Registration Status Form SFARSTS 8.0". At the top, it displays "Term: 200608 Fall 2006" and "Part of Term: 1 Full Term". Below this is a section titled "Course Registration Status Dates" with a table of options:

Status	Description	Affected By Student Status	Start Date	End Date	Voice Response Indicator
AU	Audit	<input checked="" type="checkbox"/>	10-JUN-2006	12-DEC-2006	<input type="checkbox"/>
AW	Admn. Withdrl.-100%	<input checked="" type="checkbox"/>	10-AUG-2006	12-DEC-2006	<input type="checkbox"/>
CW	Web Drop DO NOT USE	<input type="checkbox"/>	10-AUG-2006	12-DEC-2006	<input type="checkbox"/>
DA	Drop After Deadline	<input type="checkbox"/>	10-AUG-2006	12-DEC-2006	<input type="checkbox"/>
DD	Drop/Delete	<input type="checkbox"/>	10-AUG-2005	12-DEC-2006	<input type="checkbox"/>
DW	Web Drop	<input type="checkbox"/>	10-JUN-2005	12-DEC-2007	<input type="checkbox"/>

Below this is a section titled "Course Registration Status Refund Rules" with a table of input fields:

Status	Start Date	End Date	Percentage Tuition Refund	Percentage Fees Refund
AU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Create a Population Selection (optional)

Create a population selection for the selection of students that will be processed for ZFPDROP.

For more information about creating a population selection, see *Ellucian's Banner General User Guide, Chapter 3, Processing*.

II. Assigning Hold Codes

Introduction

The Hold Information Form (SOAHOLD) is used to assign holds to an individual student's account.

The Auto Hold Release Process (TGPHOLD) is used to automatically add and release holds on a student accounts.

1. Create individual student holds (SOAHOLD)

The hold code will be assigned to student records that will be processed for mass drop (deleting or modifying the registration record).

Warning



In order for a hold to be selected by the ZFPDROP process the Release Indicator for that hold type must be unchecked. Any hold type with the Release Indicator checked will not be processed.

Hold Information SOAHOLD 8.2

ID: 147147147 Guy Really Special

Hold Details

Hold Type: AH Advisor Hold Reason: needs to see advisor Release Indicator CTAYLOR

Amount: From: 09-NOV-2009 To: 31-DEC-2009 Origination Code:

Hold Type: Reason: Release Indicator

Amount: From: To: Origination Code:

Hold Type: Reason: Release Indicator

Amount: From: To: Origination Code:

Hold Type: Reason: Release Indicator

Amount: From: To: Origination Code:

Hold Type: Reason: Release Indicator

Amount: From: To: Origination Code:

2. Apply auto holds (TGP HOLD)

The hold code will be assigned to student records that will be processed for mass drop (deleting or modifying the registration record).

Process Submission Controls GJAPCTL 8.2

Process: TGP HOLD Auto Hold Release Process Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Selection Identifier	
02	Application Code	
03	Creator ID	
04	User ID	
05	Hold Rule Code	
06	Apply-Release Mode	
07	Run Mode	A
08	Exclude ID	

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single
Code that Identifies the Sub-population to Work With.

Submission

Save Parameter Set as Name: Description: Hold Submit

III. Process Registration Records

Introduction

The Mass Drop of Students Process (ZFPDRO) provides the user with the ability to delete student registration records. It also provides the user the option to modify student's registration status code or course status code without deleting the registration record.

Delete Student Registration

The ZFPDRO 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.

Modify Student Registration

The ZFPDRO 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.

The parameters displayed in the Job Submission Form (GJAPCTL) are as follows. The parameter number, name, requirement, and description are provided to assist you when entering the parameter values.

Parameters for ZFPDRO

No	Name	Required?	Description/Instructions	Default Values
01	Process Term	Yes	Enter term to be processed.	
02	Hold Code	No	Enter code to be used when dropping/modifying registration. Parameter 3 must equal E or R.	
03	End or Remove Hold	No	Enter 'E' to end holds. Enter 'R' to remove holds. Must populate parameter 2 if parameter 3 is E or R.	
04	Application Code	No	Population selection application code. Required if Selection Identifier used.	
05	Selection Identifier	No	Enter the selection ID for the population selection to be processed..	
06	Creator ID	No	User ID of person creating the population. Required if Selection ID used.	
07	User ID	No	The User ID of the sub-population, if applicable.	
08	Keep Registration ?	Yes	Enter 'Y' – Keeps Registration, only changes the student and/or course status code. Enter 'N' – Deletes Registration.	
09	ESTS Replacement Code	No	Enter code to replace the student and course status based on Banner rules. Required if parm 8 is Y and 10 is blank.	
10	RSTS Replacement Code	No	Enter code to replace the course status only. Required if parameter 8 is Y and 9 is blank.	
11	Run Mode	Yes	Enter A for audit mode; U for Update mode.	

Sample Files

Samples of the zfpdrop.log and .lis files follow

Sample zfpdrop.lis

```
23-Oct-12 at 01:51:13      Database      Page:1
ZFPDROP  Mass Drop of Students      ZFPDROP 8.16

ID NUMBER NAME                                MESSAGES
-----
091050622 Bainbridge, Richard                ***Processed Successfully***
001122334 Carter IV, Shawn Michael Jacks     ***Processed Successfully***
001176164 Jensen, Andrew                     ***Processed Successfully***
001098365 Jensen, Heath                      ***Processed Successfully***

ZFPDROP --- Mass Drop of Students
Version: ZFPDROP 8.16

Run began on: 23-Oct-12 at 01:51:13
-----
***** Run parameters *****
Term Code      : 201008
Hold Code      :
End/Remove Hold :
Selection      : BARRY_SAMPLE
Application    : STUDENTS
Creator ID     : BMEEK
User ID        : BMEEK
Keep Registration : Y
ESTS Code      : WS
RSTS Code      :
Run Mode       : U
REPORT LINE LIMIT : 55
-----

Records Read   : 4
Holds Ended    : 0
Holds Dropped  : 0
Students with
  Deleted Courses : 0
Students with
  ESTS code chgs : 4
Students with
  RSTS code chgs : 4
-----

Run ended on 23-Oct-12 at 01:51:13
```

Sample zfpdrop.log

```
Username: Connected.

RUN SEQUENCE NUMBER:
Selection is based on a population selection.
**** Process completed successfully. ****
Connected.
Connected.
```

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 7.5, August 2006	NA	All	Original
Georgia Enhancements 8.0, March 31, 2010	NA	All	Updated screenshots for 8.0 Added Appendix B
Georgia Enhancements 8.16, November 30, 2012	ZFPDROP	9,10	Updated screenshots for 8.16

Appendix B: Process Flow

