Mass Drop of Students Process

**Georgia Enhanced Banner Student and
Financial Aid Systems User Documentation**

Version 8.16

Information Technology Services

November 2012

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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
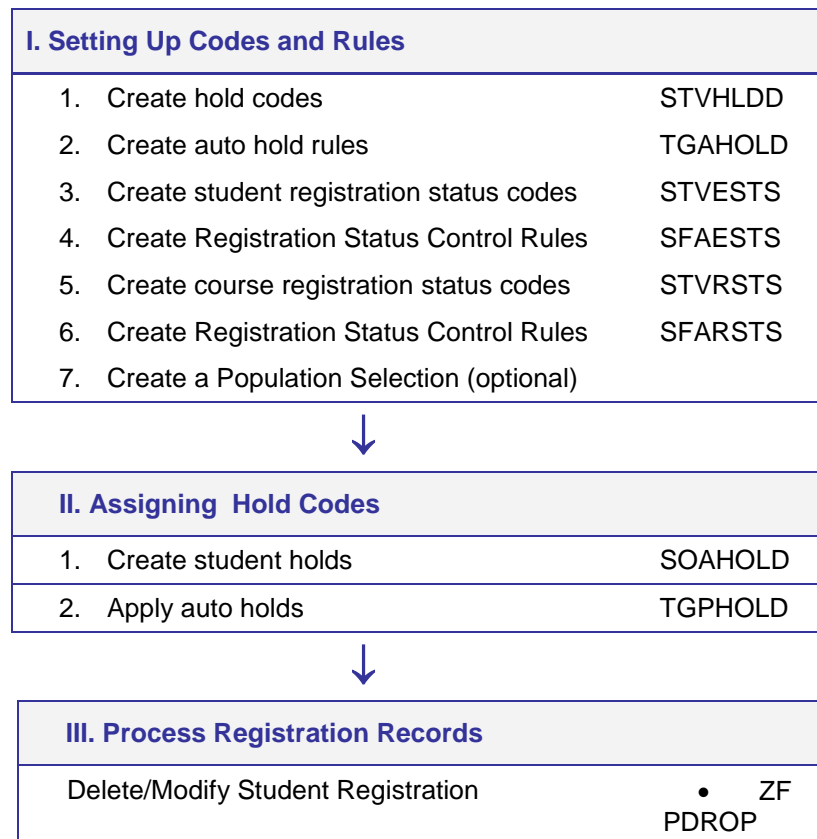
Mass Drop of Students Processing Flow

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

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	• ZF PDROP

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).

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).

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.

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).

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.

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.

2. Apply auto holds (TGPHOLD)

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

III.   Process Registration Records

Introduction   The Mass Drop of Students Process (ZFPDROP) 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 ZFPDROP 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 ZFPDROP 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 ZFPDROP

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 Stuuents              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

```
┌─────────────────────────┐
│                         │
│  Student registers for  │
│         class           │
│                         │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│  Place registration     │
│  hold on the individual │
│  student's record or    │
│  in batch               │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│  Delete or modify        │
│  students' registrations │
│  in batch based on the   │
│  specific hold           │
└─────────────────────────┘
```