



Academic History Module Transcripts

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.21

Information Technology Services

April 2013

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Table of Contents

University System Transcript	5
Introduction	5
<i>Purpose</i>	5
<i>Target Audience</i>	5
<i>Purpose and Scope of Document</i>	5
<i>Graphics</i>	6
<i>References</i>	6
<i>Support</i>	6
Transcript Process Flow Overview	7
I. Setup Procedures	12
II. Producing a Transcript	11
<i>Request Individual Transcript</i>	11
<i>Create a population selection to print batch transcripts</i>	12
<i>Produce a transcript</i>	12
<i>Parameters for ZHRTRTC</i>	13
<i>Sample Output for ZHRTRTC</i>	15
<i>e-Scrip Safe</i>	17
<i>Parameters for ZHRXMIT</i>	17
Appendix A: Document History	A-1
Appendix B: Forms and Processes No Longer Supported	B-1
<i>Transcript Request Form (ZHARQTC 5.9)</i>	B-1
Appendix C: Process Flow	C-1

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University System Transcript

Introduction

Purpose

The University System of Georgia Transcript may contain Banner baseline and Georgia Requirement information. The transcript procedure allows for definition of various transcript types. A Transcript Population Process allows production of an individual transcript or the academic transcript for an entire population of students without entry of individual requests.

Codes and descriptions of transcript types are defined on the Transcript Type Code Validation Form. The specific sections of information to be printed for each transcript are defined on the Transcript Type Rules Form.

Transcript requests are entered or displayed by ID. Transcript requests may not be entered without an override for a person who has holds in effect that prevent transcript production.

Transcript requests are displayed and can be entered in the Transcript Request Block. When the block is accessed, existing transcript requests are displayed in reverse chronological order. Unprinted requests are displayed first, followed by printed requests. Transcript requests can be viewed on the Transcript Request Query Form.

Transcripts can be printed using “sleep-wake” processing or through user-initiated runs of the Academic Transcript Process, or they can be sent electronically via XML.

The Academic Transcript Request Purge Process purges only the requests generated out of the Transcript Request Form. The only purge requests that are processed are those requests for which the date printed or the electronic Run Date is not null. This request process contains additional parameter selections that can qualify further the requests to be purged.

Target Audience

Staff responsible for producing transcripts

Purpose and Scope of Document

This document explains how to use the USG Academic Transcript

This chapter includes the following topics:

- Process Flow
- Setting Up Codes and Rules

- Processing Transcripts

Graphics

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



Steps for recovery or support.



For additional information, see references.



Exercise caution.



Warning: an error here is critical.

References



For information about the baseline product, see *Using SGHE Banner User Manual for Accounts Receivable, Financial Aid, and Student*.

Support



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

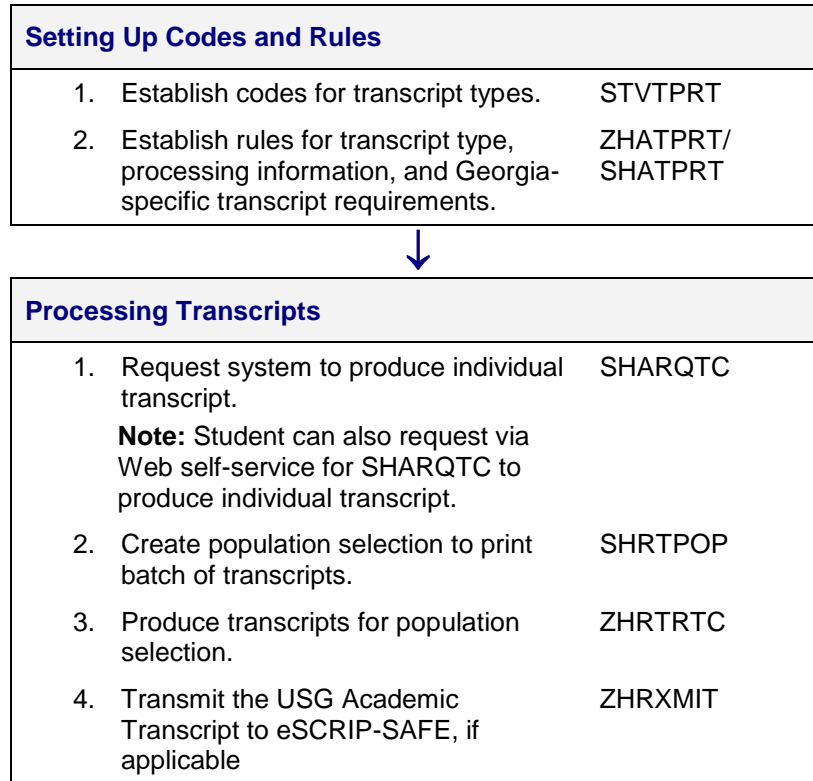
- Web support request self-service:
http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

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

- 706-583-2001
- Toll free within Georgia: 1-888-875-3697

Transcript Process Flow Overview

Following is an overview of the process flow for producing transcripts



information used for a Web transcript request.

The screenshot shows a web application window titled "Transcript Type Rules Form - ZHATPRT 9.0". At the top, there are fields for "Type" (set to "OFFC" with a dropdown arrow) and "Official", and "Activity Date" (set to "12-OCT-2007"). Below this is a "Request Processing Information" header. The main content is divided into three sections:

- Processing Control:** Contains three checkboxes: "Allow for End of Term Processing" (unchecked), "Allow EDI Transcripts on Web" (checked), and "Allow Hold for Degree Processing" (unchecked). There is also a dropdown menu for "Electronic Letter Code".
- Service Level:** A table with columns: Code, Description, Type, Charge, Per, User ID, and Activity Date. The "Type" column has a dropdown menu with "M" selected. There are three rows of input fields.
- Payment Options:** A table with columns: Code, Description, Detail Code, User ID, and Activity Date. There are three rows of input fields.

The Georgia Rules window allows for the selection of the rules for printing Georgia specific data on the transcript. The following print indicators are found in the Georgia Transcript Rules block.

- All Grades – the option to print all grade information about a student’s enrollment on the transcript.
- CPC – the option to print the status of the college preparatory curriculum requirements.
- Cumulative by Term – the option of printing cumulative by term on the transcript.
- Regents’ Term – the option to print Regents’ term on the transcript.
- SAT/ACT – the option of printing the highest SAT and ACT scores on the transcript.
- Regents’ GPA – the option of printing the Regents’ GPA on the transcript.
- Overlay Requirements – the option of printing Core Overlay Requirements on the transcript.
- Current Schedule – the option of printing the current schedule on the transcript.
- Final Standing Only – the option of printing the final standing on the transcript.
- Immunization – the option to print the status of immunization requirements on the transcript.
- Official – the option of printing official or unofficial transcripts.
- Legislative Req – the option of printing the status of the legislative requirements on the transcript.
- Regents’ Test – the option of printing the status of the Regents’ Test requirement on the transcript.

- Level Description – the option of printing the student level description on the transcript.

The student levels are directly related to how data will appear on the transcript. Therefore, the levels should be entered in the order in which they should appear on the transcript.

The screenshot displays the 'Transcript Type Rules Form - ZHATPRT 8.0' window. At the top, it shows 'Type: OFFC' (Official) and 'Activity Date: 12-OCT-2007'. Below this is the 'Georgia Transcript Rules' section with various checkboxes and radio buttons. The 'Student Level(s)' section contains a table with columns for Level, Description, and Activity Date.

Level	Description	Activity Date
U	Undergraduate Quarter System	03-APR-2002
US	Undergraduate Semester System	03-APR-2002
G	Graduate Quarter System	03-APR-2002
GS	Graduate Semester System	03-APR-2002

II. Producing a Transcript

Request Individual Transcript

The purpose of the Transcript Request Form is to permit the user to request that the system produce official transcripts. Transcripts may be produced immediately or on a delayed basis using sleep/wake processing. This form is used to request a printed academic transcript or an electronic transcript. Mailing or routing information is captured as well as optional billing information.

Electronic transcripts require the entry of a valid External Institution Code for an institution that is capable of receiving Postsecondary XML transcripts. If the institution is XML capable, the system will set the send type to "P" in the Output Type field of the Issue Information. The user can blank out the output type if the transcript is to be printed on paper.

The student must have entries in one or more of the tables associated with the Academic History module in order to generate a transcript. In addition, the transcript will not be produced if the student has holds against his or her record, which prevents the creation of transcripts. A transcript may be produced for a student with no institutional history information in academic history, who has only either registration or transfer information.

Transcript Request SHARQTC 8.2.1

ID: Holds Exist View Holds: Override Holds:

Transcript Request Issue Information Current Student Status

Transcript Request

Request Number:
Level:
Request Date:
Transcript Type:
Number of Copies:
 Official
Billing Term:
Detail:
Amount:
Student Information Term:
Receipt Number:
In-Progress Cutoff Term:
Transcript Sent Date:
Transcript Print Date:
User ID:

Hold Processing
 Hold for Grades Hold for Degrees

Electronic Transcript Status
Run Date:
Status:
Status Date:

Self-Service Request Details
Self Service Option:
Payment Option:

Use this window to view a student's level, term range, academic standing, hours, and GPA information.

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	85.000	77.330	74.660	73.330	226.00	3.08
Transfer:	106.330	101.660	89.660	101.660	210.00	2.07
Overall:	191.330	178.990	164.320	174.990	436.00	2.49

Create a population selection to print batch transcripts

Use the Transcript Population Creation Process (SHRTPOP) to select a population from among the student body, for whom you want to print transcripts. When you use the population selection parameters, the record is processed only if the student in the population selection has a SHADEGR record that is effective for the term value entered in the Selection Term parameter. The parameters for Student ID, Level(s), Advisor ID, Degree Code, Degree Status, Degree Graduation Date, College, and Major are bypassed when population selection is used in processing SHRTPOP.

Produce a transcript

The ZHRTRTC process must be run to produce a University System transcript. In order for a transcript to be produced through this process, a transcript must have been requested through one of two methods: through the use of the Transcript Request Form (SHARQTC), or through a transcript population for a transcript identified through the Transcript Population Creation Process (SHRTPOP). SHARQTC sends the request to a collector file that is read by this process and then printed. Transcripts may be produced for an individual with a pending request, or all requests that have been sent to the collector file can be run.

Students can request official and/or any type of printed transcripts via the Web, but students cannot print their own transcripts. Transcript requests are not created if the learner has a hold defined on SOAHOLD that prohibits transcript processing. A learner with this kind of hold receives a message describing the hold and the action needed to clear it.

ZHRTRTC uses SHRTPOP information from the collector table SHTRTC

that works with functionality in the Web Self-Service request.

Parameters for ZHRTRTC

No	Name	Required	Description/Instructions	Default Values
01	Transcript Population File	O	Enter Y if the population for which the transcript(s) is to be printed has previously been selected via the Transcript Population Process (ZHRTPOP).	
02	ID and {Sequence if Desired}	O	Enter % or a NULL value to select all IDs and sequences	%
03	Transcript Type	R	Enter the type of transcript requested.	%
04	Transcript Printer	O	If a specific printer is requested, only those students requested are printed. Enter % to select all printers.	%
05	Address Selection Date	O	Enter the date for which you wish to retrieve an active address record of the student for whom the transcript is being printed.	SYSDATE
06	Address Priority and Type	N	The user id of the person who ran the population selection.	1MA
07	Official Transcript Request	O	Enter Y if the transcript request is official; enter N or a NULL value if the request is not official.	N
08	Campus Selection Indicator	O	Enter Y if only the courses associated with the campus selected are to be printed. A 'N' includes all course campus codes on the transcript.	N
09	Campus Selected	R	Enter the course campus code representing the campus of the courses that are to be included on the transcript	
10	Control Report	O	Enter Y to generate a control report; enter N value to suppress printing the control report	N
11	Page Alignment	O	Enter Y to generate one page of alignment; enter N to suppress alignment	N
12	Run in sleep/wake mode	O	Valid values are Y or N. Enter Y to begin the sleep/wake cycling for this process and printer.	N
13	Sleep Interval	O	Enter the time (in seconds) that this process is to pause before resuming execution.	O
14	Substitute in Progress Title	O	Enter the value that you would prefer to print on the transcript if the default title 'Current Schedule' is not desirable.	
15	Starting Line	O	Enter the number of lines that are to be blank at the top of the transcript to accommodate the institution letterhead.	9
16	Laser Printer Indicator	R	Enter Y for laser printer or N for a non-laser printer.	Y
17	Semester Conversion Term Code	R	Enter the term code that designates quarter to semester conversion.	199809
18	Process Req Awaiting Grades	R	Enter Y to process requests waiting for end of term grades. Enter N to process requests not waiting for end of term grades.	N
19	Process Req	R	Enter Y to process requests waiting for degrees to be	N

	Awaiting Degrees		posted. Enter N to process requests not waiting for degrees to be posted.	
20	Web Self Service Options Code	O	Use this parameter to process requests learners submitted via Student Self Service.	
21	Web Payment Options code	O	Use this parameter to process requests that learners submitted via Student Self Service.	
22	Print Expanded Hours Formats	R	Print credits/points in GPA in expanded formats.	Y
23	Print Expanded Issued To	R	Print the Issue To column between 30 – 185	30
24	Print Expanded Address	R	Print the Address column between 30 – 185	30
25	Print Formatted Current Name	O	Enter the name format LFMI or FMIL (L = Last Name, F = First Name, MI = Middle Initial)	FMIL
26	Excluded Level(s)	O	Enter the level codes to be excluded from the transcript.	

Sample Output for ZHRTRTC

Student No: 000-00-2449 Date of Birth: 16-FEB-1971 Date Issued: 15-MAR-2013
OFFC
Page: 1

Issued To: William Jensen
12H123 MAIN STREET16.66H
12HMILLEGEVILLE, GA 3105916.66H

Record of: William Jensen Major : Management Information Systems

Level: Graduate Quarter System/Graduate Semester System
Student Type: Regular - Continuing
High School: Georgia Military Coll HS 01-JUN-1989
Admit: Spring 1997
Last Admit: Summer 2002

SATV: 580R SATM: 580R
Previous College(s):
Georgia Inst. of Technology
University Of North Texas
Georgia Military College
Institution A

Current Program:
College : School \ of ?*:Business\$, Ad
Major : Business Administration

Immunization:
MEAL: Y 01-MAR-72 First Measles Shot
MMR1: Y 20-NOV-91 First Measles/Mumps/Rubella

Comments:
Waterboarding is a form of torture in which water is poured over cloth covering the face and breathing passages of an immobilized captive, causing the individual to experience the sensation of drowning. Waterboarding can cause extreme pain, dry drowning, damage to lungs, brain damage from oxygen deprivation, other physical injuries including broken bones due to struggling against restraints, lasting psychological damage and death. Adverse physical consequences can manifest themselves months after the event, while psychological effects can last for years.

SUBJ NO.	CMP	COURSE TITLE	CRED	GRD	PTS	R
TRANSFER CREDIT ACCEPTED BY THE INSTITUTION: Georgia Inst. of Technology						
ELEC 102	MS	THE ARMY OF TODAY	2.00	A		
MAT 150		CALCULUS I	5.00	D		
Ehrs: 7.000 GPA-Hrs: 7.000 Pts: 13.00 GPA: 1.85 Georgia Military College						
ZOO 211		Human Anatomy & Physiology	5.00	A		
Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00 Georgia Military College						
HIS 202		The United States Since 1865	5.00	A		
Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00 Fall 1998 University Of North Texas						
ELEC 5140		Org Behav & Anly	3.00	A		

Degree Awarded : Bachelor of Science 27-AUG-1996
Ehrs: 0.000 GPA-Hrs: 0.000 Pts: 0.00 GPA: 0.00
Major : History/Anthro
Minor(s) : Biology

Degree Awarded : Master of Mgt Information 04-MAY-2002
Ehrs: 30.000 GPA-Hrs: 30.000 Pts: 110.00 GPA: 3.66
***** CONTINUED ON NEXT COLUMN *****

***** CONTINUED ON PAGE 2 *****

100U0p16.67h8.50v0s0b0T

^L

Student No: 000-00-2449 Date of Birth: 16-FEB-1971 Date Issued: 15-MAR-2013
OFFC
Page: 2

Record of: William Jensen
Level: Graduate Quarter System/Graduate Semester System

SUBJ NO.	CMP	COURSE TITLE	CRED	GRD	PTS	R
Ehrs: 3.000 GPA-Hrs: 3.000 Pts: 12.00 GPA: 4.00						

INSTITUTION CREDIT:

Spring 1997
School \ of ?*:Business\$, Ad
Management Information Systems
ACT 551 A Financial Accounting Concepts 5.00 B 15.00
Term: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 15.00 GPA: 3.00
TReg: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 15.00 GPA: 3.00
CReg: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 15.00 GPA: 3.00
Graduate
Summer 1997
School \ of ?*:Business\$, Ad
Management Information Systems
MIS 546 A Comp Hard/Sys Softwr/Data Comm 5.00 A 20.00
Term: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00
TReg: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00
CReg: Ehrs: 10.000 GPA-Hrs: 10.000 Pts: 35.00 GPA: 3.50
Graduate

Institution Information continued:

Winter 1998
School \ of ?*:Business\$, Ad
Management Information Systems
MIS 681 A Decision Support Systems 5.00 A 20.00
Term: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00
TReg: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00
CReg: Ehrs: 20.000 GPA-Hrs: 20.000 Pts: 75.00 GPA: 3.75
Graduate
Spring 1998
School \ of ?*:Business\$, Ad
Management Information Systems
FIN 505 A Financial Management 5.00 B 15.00
MIS 682 CON Data Comm And Distrib Process 5.00 A 20.00
Term: Ehrs: 10.000 GPA-Hrs: 10.000 Pts: 35.00 GPA: 3.50
TReg: Ehrs: 10.000 GPA-Hrs: 10.000 Pts: 35.00 GPA: 3.50
CReg: Ehrs: 30.000 GPA-Hrs: 30.000 Pts: 110.00 GPA: 3.66
Graduate
Summer 1998
effective Fall 1998. ***
School \ of ?*:Business\$, Ad
Management Information Systems
MKT 561 A Marketing And Distribut Theory 5.00 A 20.00
Term: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00
TReg: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00
CReg: Ehrs: 35.000 GPA-Hrs: 35.000 Pts: 130.00 GPA: 3.71
Graduate Good Standing

Fall 1997
School \ of ?*:Business\$, Ad
Management Information Systems
MIS 680 A Information Systems Concept 5.00 A 20.00
Term: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00
TReg: Ehrs: 5.000 GPA-Hrs: 5.000 Pts: 20.00 GPA: 4.00
CReg: Ehrs: 15.000 GPA-Hrs: 15.000 Pts: 55.00 GPA: 3.66
Graduate

***** CONTINUED ON NEXT COLUMN *****

***** CONTINUED ON PAGE 3 *****

^L

Student No: 000-00-2449 Date of Birth: 16-FEB-1971
Record of: William Jensen
Level: Graduate Quarter System/Graduate Semester System

Date Issued: 15-MAR-2013
OFFC
Page: 3

SUBJ NO.	CMP COURSE TITLE	CRED	GRD	PTS	R
***** BEGIN GRADUATE QUARTER SYSTEM					TOTALS *****
	Earned Hrs	GPA Hrs	Points	GPA	
TOTAL INSTITUTION	35.000	35.000	130.00	3.71	
TOTAL TRANSFER	0.000	0.000	0.00	0.00	
OVERALL	35.000	35.000	130.00	3.71	
REGENTS	35.000	35.000	130.00	3.71	
***** ENDGRADUATE QUARTER SYSTEM					TOTALS *****

T11852 DATABASE
CONVERTED FROM QUARTER TO SEMESTER CALENDAR
EFFECTIVE FALL 1998.

***** CONTINUED ON NEXT COLUMN *****

Institution Information continued:

***** BEGIN SEMESTER CONVERSION					TOTALS *****
	Earned Hrs	GPA Hrs	Points	GPA	
TOTAL INSTITUTION	23.330	23.330	86.66	3.71	
TOTAL TRANSFER	0.000	0.000	0.00	0.00	
OVERALL	23.330	23.330	86.66	3.71	
REGENTS	23.330	23.330	86.66	3.71	
***** END SEMESTER CONVERSION					TOTALS *****

Summer 2001
School /\ of ?*:Business\$, Ad
Management Information Systems
MMIS 6292 A Microcomputer App in Business 3.00 A 12.00
MMIS 6505 A Special Top/Interactive Conten 3.00 A 12.00
Term: Ehrs: 6.000 GPA-Hrs: 6.000 Pts: 24.00 GPA: 4.00
TReg: Ehrs: 6.000 GPA-Hrs: 6.000 Pts: 24.00 GPA: 4.00
CReg: Ehrs: 29.330 GPA-Hrs: 29.330 Pts: 110.66 GPA: 3.77
Graduate Good Standing

Fall 2001
School /\ of ?*:Business\$, Ad
Management Information Systems
MMIS 6296 M Data Base Management 3.00 A 12.00
MMIS 6299 M Research Proj in Info Systems 3.00 A 12.00
Term: Ehrs: 6.000 GPA-Hrs: 6.000 Pts: 24.00 GPA: 4.00
TReg: Ehrs: 6.000 GPA-Hrs: 6.000 Pts: 24.00 GPA: 4.00
CReg: Ehrs: 35.330 GPA-Hrs: 35.330 Pts: 134.66 GPA: 3.81
Graduate Good Standing

***** CONTINUED ON PAGE 4 *****
100U0p16.67h8.50v0s0b0T

^L

Student No: 000-00-2449 Date of Birth: 16-FEB-1971
Record of: William Jensen
Level: Graduate Quarter System/Graduate Semester System

Date Issued: 15-MAR-2013
OFFC
Page: 4

SUBJ NO.	CMP COURSE TITLE	CRED	GRD	PTS	R
Spring 2002					
School /\ of ?*:Business\$, Ad					
Management Information Systems					
ACCT 6105 A	Managerial Accounting	3.00	B	9.00	
MMIS 6298 M	Systems Analy, Tools, Prototyp	3.00	A	12.00	
Term:	Ehrs: 6.000 GPA-Hrs: 6.000 Pts: 21.00	GPA: 3.50			
TReg:	Ehrs: 6.000 GPA-Hrs: 6.000 Pts: 21.00	GPA: 3.50			
CReg:	Ehrs: 41.330 GPA-Hrs: 41.330 Pts: 155.66	GPA: 3.76			
Graduate Good Standing					

Fall 2010
School /\ of ?*:Business\$, Ad
Business Administration

***** BEGIN GRADUATE SEMESTER SYSTEM					TOTALS *****
	Earned Hrs	GPA Hrs	Points	GPA	
TOTAL INSTITUTION	41.330	41.330	155.66	3.76	
TOTAL TRANSFER	3.000	3.000	12.00	4.00	
OVERALL	44.330	44.330	167.66	3.78	
REGENTS	41.330	41.330	155.66	3.76	
***** ENDGRADUATE SEMESTER SYSTEM					TOTALS *****
***** END OF TRANSCRIPT *****					

e-Scrip Safe

The ZHRXMIT process allows users to transmit the USG Academic Transcript to eSCRIP-SAFE. It facilitates PDF Transcript transfer between USG Academic Transcript and eSCRIP-SAFE in the Banner hosted environment. Non-hosted institutions already using the eSCRIP-SAFE product may or may not find this functionality useful.

Although ITS is providing this functionality as an optional release, institutions are not constrained to this particular provider. For more information on PDF Transcript vendor options, go to http://www.usg.edu/georgia_best/projects/pdf_transcript_demonstrations/

Review the release technical documentation regarding the connection setup for eSCRIP-SAFE.

In order to transmit a file to eSCRIP-SAFE, a DBA or technical representative on campus will need to add the eSCRIP-SAFE ID and eSCRIP-SAFE server to the zhrxmit.shl. These values should be provided by the vendor.

The ZHRXMIT process produces three output files:

- The zhrxmit_{xxxxxx}.lis file contains a copy of the transcript.
- The zhrxmit_{xxxxxx}.log file contains information pertaining to the submission of the transcript to eSCRIP-SAFE. Check the file to be sure the transfer was successful.
- The zhrtrtc_{xxxxxx}.txt file contains the converted transcript file the is sent to eSCRIP-SAFE. The job number of this file will match the value provided as a parameter to the ZHRXMIT process.

NOTE: These files will NOT be available to be viewed on GJIREVO. The files can only be viewed from the job submission directory.

Parameters for ZHRXMIT

No	Name	Required	Description/Instructions	Default Values
01	ZHRTRTC Job Number	R	Enter the job number associated with the ZHRTRTC results that will be transmitted to eSCRIP-SAFE. The field will accept a maximum of 7 characters.	

Appendix A: Document History

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

Release and Date	Page	Update Description
Georgia Enhancements 8.0, March 31, 2010	NA	Updated screenshots for 8.0 Added Appendix C
Georgia Enhancements 8.4, September 17, 2010	NA	NA
Georgia Enhancements 8.11.0.1, February 8, 2012	5, 23	Updated to include the ZHRXMIT process
Georgia Enhancements 8.14, June 29, 2012	23	Added note regarding parameter length.
Georgia Enhancements 8.21	Multiple	Added parameter to the ZHRTRTC process. Reformatted the user documentation.

Appendix B: Forms and Processes No Longer Supported

Appendix B includes forms and Georgia Enhanced forms and processes for which ITS has discontinued support.

Transcript Request Form (ZHARQTC 5.9)

The screenshot shows a web browser window titled "Transcript Request Form". The form contains several input fields and checkboxes, including "ID:", "Holds:", "Request:", "Level:", "Date:", "Type:", "Copies:", "Official", "Billing:", "Fee:", "Student Information Term:", "In-Progress Cut-Off Term:", "Outside Institution Code:", "Forward to Internal Coll:", "Student Address Type:", "Issued:", "Address:", "City:", "State/Prov:", "Nation:", and "User:". A dialog box titled "Forms" is overlaid on the form, displaying a red "X" icon and the following text: "ZHARQTC has become obsolete and query only. Please use the baseline Banner form, SHARQTC, to request academic transcript(s).". An "OK" button is visible at the bottom of the dialog box.

Note

The Georgia Enhancements 5.12 release included modifications that are part of the Georgia BEST Model Implementation. With this release, USG institutions can use the Transcript Request Form (SHARQTC) and the Transcript Population Creation Process (SHRTPOP) to produce USG transcripts from the USG Academic Transcript Process (ZHRTRTC). These enhancements to ZHRTRTC offer Web Self-Service functionality available through the baseline product.

With this release, ITS is has decommissioned support for the USG Transcript Request Form (ZHARQTC). However, ZHARQTC will remain on the menu as a read-only source of information regarding academic transcripts. Users will receive a warning message that states that the form is a read-only form, and to use the baseline transcript request form (SHARQTC) to request an academic transcript.

Description

The purpose of the Transcript Request Form is to request that the system produce official transcripts. Transcripts may be produced immediately or on a delayed basis using “sleep/wake” processing. This form is used to request a printed academic transcript or an electronic transcript. Mailing or routing information, as well as optional billing information, is captured.

The student must have entries in one or more of the tables associated with the Academic History module in order to generate a transcript. In addition, the transcript is not produced if the student has holds against the record that prevent the creation of transcripts. A transcript may be produced for a student who has no institutional history information in academic history, but who does have either registration or transfer information.

Electronic transcripts require the entry of a valid External Institution Code for an institution that is capable of receiving EDI transcripts. If the institution is EDI capable, the system sets the send type to "E" in the EDI Information section of the Transcript Request Block. The user can blank out the send type if the transcript is to be printed on paper.

The **Student Information Term** field displays the value stored in the column `shtrtran_term`. The USG Academic Transcript (ZHRTRTC) process uses this value to select the student record information (e.g., majors, minors, and concentrations) that prints in the transcript heading section.

A term defaults to this field based upon the following logic:

1. The effective term of the maximum student record (`sgbstdn`) for the level selected for the transcript will default, if available.
2. If no effective term can be defaulted based upon the first criteria (no level code entered), the effective term of the maximum student record that is less than or equal to the term of the maximum academic history term header record (`shtrtrm`) defaults.

In some cases, for example, when “future term” major changes have been entered in the student record, the transcript prints the future term major(s) because of the default logic describe above. The Student Information Term field allows the requester of the transcript to change the Student Information Term to the “current” term, if desired, to prevent future term majors from printing. The database field `shtrtran_term` includes display of the data element so that it can be changed.

Key Block

The **Key ID** field is the identification number of the person for whom transcript request information is to be entered. Once a valid ID is entered, the name displays in the next field, which is protected from user access. The Person Name/ID Search Form (SOAIDEN) underlies this field.

The **Override Hold Ind** field is activated if holds exist which affect the production of a transcript. The Holds Query-Only Form underlies this block, showing all of the holds that are still active that have been flagged to prevent transcript production.

Transcript Request Block

This block captures and maintains the information necessary to produce academic transcripts. Each request for a transcript requires that a Transcript Request Block be completed. Within this block, mailing information must be supplied.

The **Level(s)** field indicates the level of the transcript requested. Each request must be for a specific level or use the value 'AL' to print the levels that are defined on the Transcript Type Rules Form (ZHATPRT) for the specific transcript type requested. Coursework for levels defined in the third block of ZHATPRT is printed in order of entry for the student. The Level Code Validation Form (STVLEVL) underlies this field.

If the user makes a manual entry or selects a level from the list of values (LOV), that entry overwrites the default value. When selecting a transcript for a specific level (STVLEVL), the transcript prints only coursework for that specific level.

The **Type** field identifies the type of transcript to be produced. This value defaults from the **EDI Type** field in the Academic History Control Form (SHACTRL) after the transcript request is committed. When you commit, if you have not entered the Type, you receive a message that you need to do so.

The sections of data that print on the transcript are controlled through the rules defined for the transcript type. The user must enter the specific transcript type that is being requested. The Transcript Type Rules Form (ZHATPRT) underlies this field.

If no value exists in the **EDI Type** field on SHACTRL, the user must manually enter a valid transcript type or select a type from the list of values.

The **Official** field is the official transcript indicator. This field is automatically populated with the value entered in the Official Indicator field on the Transcript Type Rules Form (ZHATPRT) for the specific transcript type entered in the Type field. The user may override the automatically populated value.

Current Student Status Block

This block allows the user to view the student's record by level, displaying the GPA and hour totals. Using the NEXT and PREVIOUS RECORD function, the user may scroll through all of the student's records.

The screenshot shows a software window titled "Current Student Status ZHARQTC 5.9". At the top, there is a "Transcript Request" sidebar on the left. The main area contains the following fields and table:

Level: First Term: Last Term:

Academic Standing:

	Attempted	Passed	Earned	GPA Hrs	Quality Pts	GPA
Institution:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Transfer:	<input type="text" value="550.00"/>	<input type="text" value="550.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="1.00"/>
Total:	<input type="text" value="550.00"/>	<input type="text" value="550.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="10.00"/>	<input type="text" value="1.00"/>

Return

Appendix C: Process Flow

