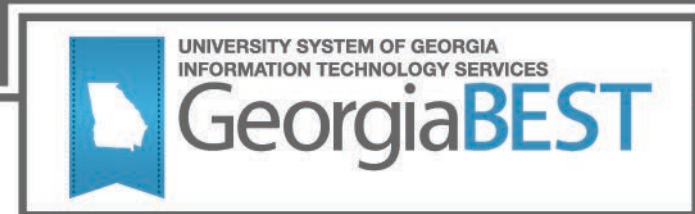


Information Technology Services



Study Abroad Course Attributes

Business Practice

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Study Abroad Course Attributes

Introduction

University System of Georgia (USG) International Education office will begin tracking student participation in Study Abroad Programs. This data will be collected by the Academic Data Collection (ADC) Spring Midterm 2019.

Description

Study Abroad course section attributes will be collected in a similar manner as the No Cost and Low Cost Materials Course Attributes. The ADC will collect the course section attribute code. This would enable the collection of data regarding all 'for credit' Study Abroad courses, including the type of program offering (Study Abroad, Study Away, Internship Abroad or International Service Learning), the length of the program, and student participation.

Purpose

This document contains the steps required to create the Study Abroad attribute codes and associate the attributes with individual course sections per term. It also contains optional steps required to roll the attributes to future individual courses and course sections.

Target Audience

This document is for functional data-entry staff members responsible for maintaining course and section level data.

Purpose and Scope of Document

The information in this document explains how to create and enter Study Abroad course section attributes into Banner.

More Information and Support

For emergency, business interruption or other production down situations, immediately call the ITS Helpdesk at (706) 583-2001 or 1-888-875-3697 (toll-free within Georgia). For noncritical issues, log in with your username and password at <https://usg.service-now.com/usgsp> to submit a ticket.

Resources

Information on ITS Service Level Guidelines and the maintenance schedule can be found at http://www.usg.edu/customer_services/service_level_guidelines. The operational status of USG IT systems and services can be found at <http://status.usg.edu>.

Setting up Codes

Create attribute validation codes (STVATTR)

Create the required values on the Attribute Validation page (STVATTR). These codes will be associated with course sections.

Refer to the “Entering Attributes on Course Sections” portion of this document for specific usage scenarios.

Primary Codes: Must have one primary code

| Code | Description |
|------|---|
| ZSAB | Study Abroad (The course is taught outside of the United States and results in the progress toward a degree at the student’s home institution) |
| ZSAW | Study Away (The course is similar to Study Abroad and also results in progress toward a degree at the student’s home institution but is taught within the United States in a location significantly different from the home campus) |

Note: if the study abroad or study away course is taught at an approved external site, be sure the appropriate external site is applied. If the course is taught at multiple approved external sites, select the primary site of the course.

Duration Codes: Must have one duration code (*duration intervals are related to the length of the trip, not the length of the course*)

| Code | Description |
|------|--|
| ZSA1 | Less than 2 weeks |
| ZSA2 | 2 to less than 4 weeks |
| ZSA3 | 4 to less than 8 weeks |
| ZSA4 | At least 8 weeks but less than a full semester |
| ZSA5 | One Semester |

Supplementary Codes: May include one or more (with primary and duration)

| Code | Description |
|------|---|
| ZSAC | Faculty Led (course is taught by a faculty member at your institution who is leading the trip) |
| ZSAD | Branch Campus Abroad (course is taught at a USG branch campus abroad such as the sites in Costa Rica, Cortona, Oxford, Montepulciano) |
| ZSAE | Embedded (course is partially taught on the USG campus, and partially taught abroad, such as courses with a trip over Spring or Winter break) |
| ZSAF | USG Consortium Study Abroad (course is taught as part of one of the USG Goes Global (G3) Study Abroad trips, such as the European Council and Asia Council trips) |
| ZSAG | International Service Learning (credit bearing volunteering, community development and/or other related educational experience abroad) |
| ZSAH | Internship Abroad (credit bearing work experience abroad) |
| ZSAI | Research Abroad (credit bearing research experience abroad, self-organized or sponsored) |

ellucian Attribute Validation STVATTR 9.3

ATTRIBUTE VALIDATION

| Code * | Description * |
|--------|--------------------------------|
| ZSAB | Study Abroad |
| ZSAW | Study Away |
| ZSA1 | Less than 2 weeks |
| ZSA2 | 2 to less than 4 weeks |
| ZSA3 | 4 to less 8 weeks |
| ZSAC | Faculty Led |
| ZSAD | Branch Campus Abroad |
| ZSAE | Embedded |
| ZSAF | USG Consortium Study Abroad |
| ZSAG | International Service Learning |
| ZSAH | Internship Abroad |

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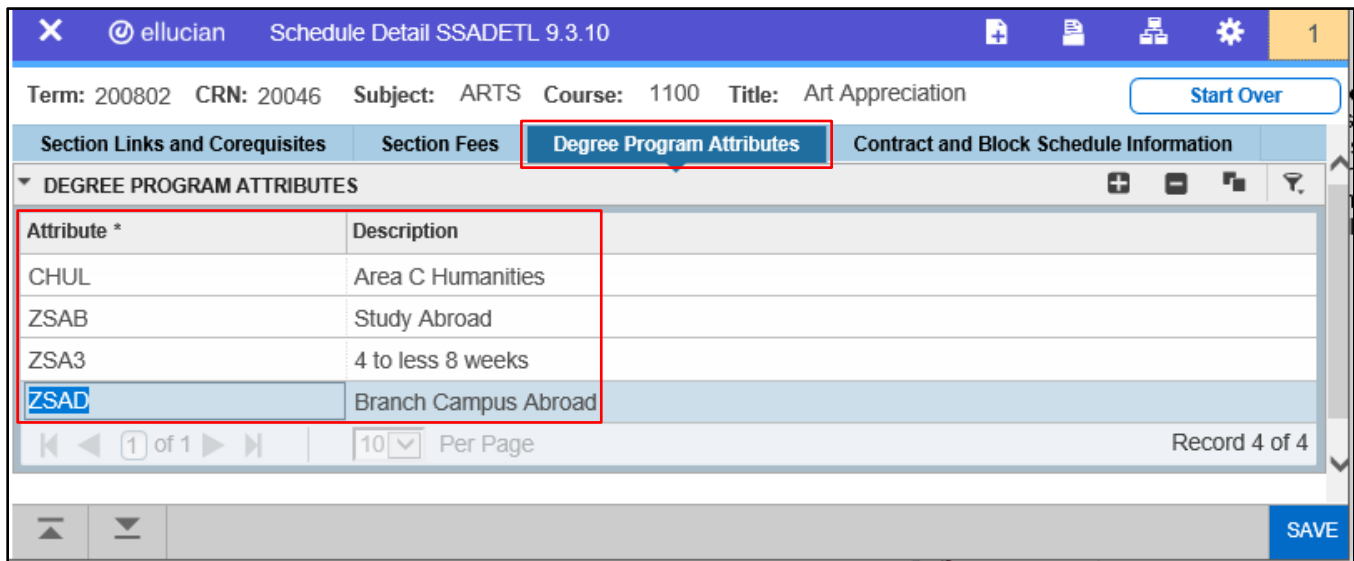
Activity Date 10/18/2018 02:11:00 PM SAVE

Entering Attributes on Course Sections

Add attributes to course sections (SSADETL)

The appropriate attribute code(s) should be added to the section on the Degree Program Attributes tab of the Schedule Detail page (SSADETL). The Attribute field validates against the Attribute Validation page (STVATTR).

In the Key Block of SSADETL, enter the term code and CRN. Navigate to the Degree Program Attributes tab. Use the Attribute field query to select a value from the list of valid STVATTR codes or directly enter the code in the Attribute field.



Term: 200802 CRN: 20046 Subject: ARTS Course: 1100 Title: Art Appreciation

Section Links and Corequisites Section Fees **Degree Program Attributes** Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES

| Attribute * | Description |
|-------------|----------------------|
| CHUL | Area C Humanities |
| ZSAB | Study Abroad |
| ZSA3 | 4 to less 8 weeks |
| ZSAD | Branch Campus Abroad |

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SAVE

The following scenarios must be met in order to successfully pass the data validations in the ADC:

- Each course section must have one primary code.
- Each course section must have one duration code.
- Each course section may only have one primary code and one duration code.
- If a course section has a supplementary code, the section must also have a primary code and a duration code.

Optional: Entering Attributes on Courses, and Rolling Attributes

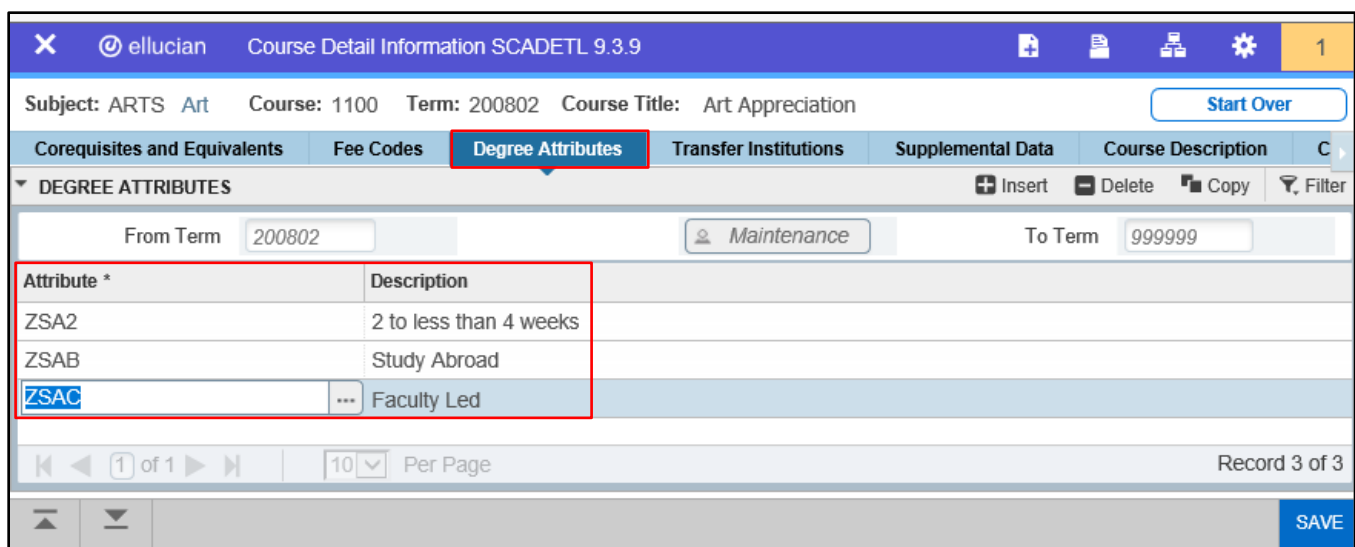
Add attributes to courses (SCAETL)

The appropriate attribute code(s) may be added to the course on the Degree Attributes tab of the Course Detail Information page (SCAETL). The Attribute field validates against the Attribute Validation page (STVATTR).

Any attributes existing for a course will be defaulted to the course section when creating the section on the Schedule page (SSASECT). If the Term Roll process (SSRROLL) is used to roll the schedule to the next term, the Roll Degree Attributes parameter may be set to C to roll attributes from the catalog.

In the Key Block of SCAETL, enter the course subject, course number, and effective term code and click Go. Navigate to the Degree Attributes tab. (If the Key Block term code and the From Term code for the Degree Attributes tab do not match, the Maintenance button can be used to end all existing attributes or copy all existing attributes forward to the new effective term. Please follow established institutional business practices with regard to effective term and maintenance of degree attributes.)

Use the Attribute field query to select a value from the list of valid STVATTR codes or directly enter the code in the Attribute field.



Course Detail Information SCAETL 9.3.9

Subject: ARTS Art Course: 1100 Term: 200802 Course Title: Art Appreciation Start Over

Corequisites and Equivalents Fee Codes **Degree Attributes** Transfer Institutions Supplemental Data Course Description

DEGREE ATTRIBUTES Insert Delete Copy Filter

From Term Maintenance To Term

| Attribute * | Description |
|-----------------------------------|------------------------|
| ZSA2 | 2 to less than 4 weeks |
| ZSAB | Study Abroad |
| <input type="text" value="ZSAC"/> | Faculty Led |

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SAVE

Roll attributes to the next term (SSRROLL)

If the Term Roll process (SSRROLL) is used to roll the schedule to the next term, the Roll Degree Attributes parameter may be set to C to roll attributes from the catalog or Y to roll attributes from the schedule of the term entered the From Term parameter. The parameter defaults to Y. Please follow established institutional business practices with regard to rolling degree attributes using SSRROLL.

Process: SSRROLL Term Roll Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE Submit Time: PDF Font Size:
 Special Print: MIME Type: None Delete After Days:
 Lines: 55 PDF Font: Delete After Date:

PARAMETER VALUES Insert Delete Copy Filter

| Number * | Parameters | Values |
|----------|--------------------------------|--------|
| 11 | Roll Degree Attributes | Y |
| 12 | Roll Text | Y |
| 13 | Roll Class Restrictions | Y |
| 14 | Roll College Restrictions | Y |
| 15 | Roll Fld of Study Restrictions | Y |
| 16 | Roll Level Restrictions | Y |
| 17 | Roll Reserved Seats | Y |
| 18 | Roll Cross List Data | Y |
| 19 | Roll Campus Restrictions | Y |
| 20 | Roll Contract Information | Y |

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LENGTH: 1 TYPE: Character O/R: Required M/S: Single

Enter Y to roll from schedule, C to roll from catalog, otherwise enter N

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

SAVE

Translate Non-Standard Codes

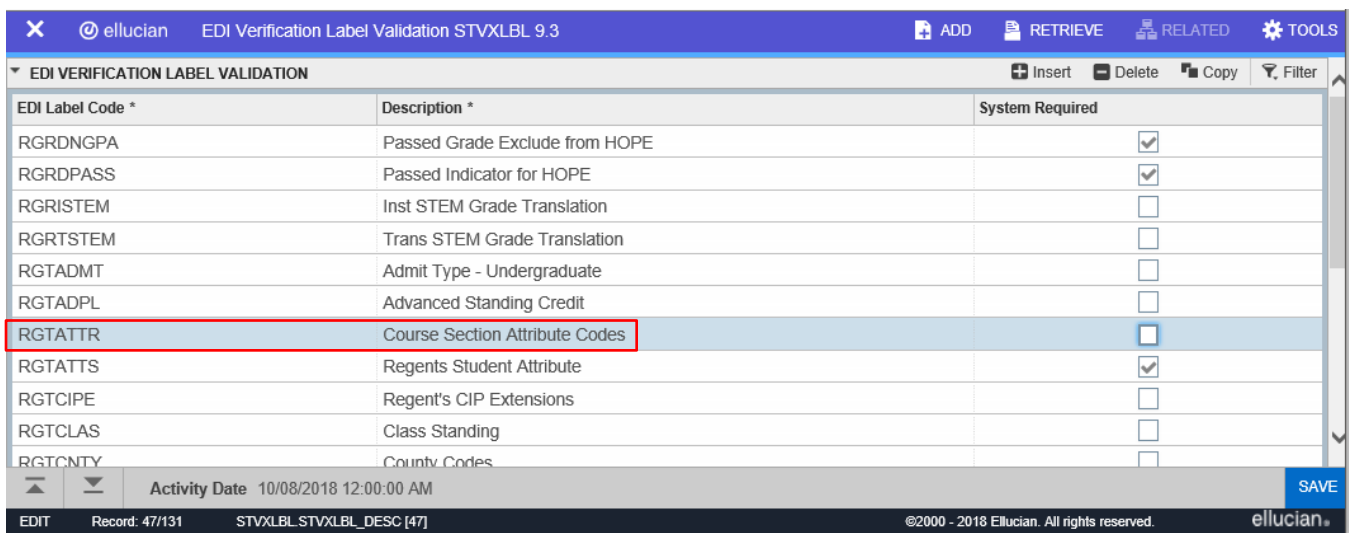
Any non-standard course attribute codes must be translated to values defined within the Data Element Dictionary (DED) for the ADC.

Confirm that cross reference labels exist (STVXLBL)

Confirm that the cross reference label for course attributes exist on the EDI Verification Label Validation Page (STVXLBL).

| Code | Description |
|---------|--------------------------------|
| RGTATTR | Course Section Attribute Codes |

The RGTATTR label may already exist on STVXLBL. It was previously used by the ADC for a data element that was decommissioned. The label is being reactivated for the current Course Section Attribute Codes (SEC027) element.



| EDI Label Code * | Description * | System Required |
|------------------|--------------------------------|-------------------------------------|
| RGRDNGPA | Passed Grade Exclude from HOPE | <input checked="" type="checkbox"/> |
| RGRDPASS | Passed Indicator for HOPE | <input checked="" type="checkbox"/> |
| RGRISTEM | Inst STEM Grade Translation | <input type="checkbox"/> |
| RGRSTEM | Trans STEM Grade Translation | <input type="checkbox"/> |
| RGTADMT | Admit Type - Undergraduate | <input type="checkbox"/> |
| RGTADPL | Advanced Standing Credit | <input type="checkbox"/> |
| RGTATTR | Course Section Attribute Codes | <input type="checkbox"/> |
| RGTATTS | Regents Student Attribute | <input checked="" type="checkbox"/> |
| RGTCIPE | Regent's CIP Extensions | <input type="checkbox"/> |
| RGTCLAS | Class Standing | <input type="checkbox"/> |
| RGTCNTY | County Codes | <input type="checkbox"/> |

Translate non-standard codes (SOAXREF)

Any non-standard course attribute codes must be translated on the EDI Cross-Reference Rules page (SOAXREF). Use Cross-Reference Label RGTATTR to translate course attribute codes.

In the Electronic Value field, enter the required value for ADC reporting. In the Banner Value field, enter the institutional code. The Description field may be manually populated.

If multiple Banner Values equate to a single Electronic Value, populate the Electronic Qualifier field with a value such as "0001."

Translation values may already exist for SOAXREF > RGTATTR. These values were previously used for an ADC data element that was decommissioned. Any existing translations should be deleted before establishing the translations for the current Course Section Attribute (SEC027) element.

ellucian EDI Cross-Reference Rules SOAXREF 9.3.5 ADD RETRIEVE RELATED TOOLS

Cross-Reference Label: RGTATTR Course Section Attribute Codes Start Over

CROSS-REFERENCE RULES Insert Delete Copy Filter

| Electronic Label * | Electronic Qualifier | Electronic Value * | EDI * | Web * | XML * | Banner Value | Description |
|--------------------|----------------------|--------------------|-------------------------------------|--------------------------|--------------------------|--------------|--|
| RGTATTR | | ZSAB | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ZSAB | Study Away |
| RGTATTR | | ZSAD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ZSAD | Branch Campus Abroad |
| RGTATTR | | ZSAE | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ZSAE | Embedded |
| RGTATTR | | ZSL1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ZSL1 | Service learning 10 or less hours of service |
| RGTATTR | | ZSL2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ZSL2 | Service learning 11-20 hours of service |
| RGTATTR | | ZSL3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ZSL3 | Service learning 21-50 hours of service |
| RGTATTR | | ZSL4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ZSL4 | Service learning 51 or more hours of serv... |

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EDIT Record: 1/7 SORXREF.SORXREF_XLBL_CODE [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian SAVE

Academic Data Collections References

Collection of Study Abroad Course Data

The Academic Data Collection (ADC) collects the Banner data related to students participating in Study Abroad Courses for USG reporting purposes. Refer to the ADC Data Element Dictionary (https://www.usg.edu/research/reporting_resources) for any changes to the reporting requirements, valid values, and potential errors that could be encountered during the ADC submission for the following data elements:

- Study Abroad Course Section Attribute (SEC027)