

University System of Georgia Semester Conversion

Answers to Frequently Asked Questions

This list of frequently asked questions will be revised and updated as additional information becomes available. Questions that have been updated or added are labeled as such.

Policy Issues

Student System Issues

Accounts Receivable Issues

Financial Aid System Issues

Georgia Enhancement Issues

Policy Issues

Q1: Do colleges and universities have an option to convert all academic history from quarter hours to semester hours?

Q2: What is the official formula for converting quarter hours to semester equivalents?

Q3: Will the STVTERM, STVSUBJ, and STVLEVL tables be populated by OIIT with the standardized values? **(UPDATED 6/26/98)**

Q4: Have other standardized codes been mandated? **(UPDATED 6/26/98)**

Q5: When, and how often, should the conversion process developed by OIIT be run? **(UPDATED 6/26/98)**

Q6: What steps must be performed by institutions electing to preregister for Fall Semester during the Spring? **(UPDATED 6/26/98)**

Q7: How will grade changes to pre-semester conversion academic history be handled? **(UPDATED 6/26/98)**

Q8: Will the Curriculum (CIR) and Room Utilization (RUR) extracts use the same Regents' term codes as used by SIRS? **(UPDATED 6/26/98)**

Q9: Will the Curriculum (CIR) extract be modified to accept the expanded 5-position course number field length? **(UPDATED 6/26/98)**

Q10: Will OIIT provide any scripts to correct records already entered using non-standard codes? **(UPDATED 6/26/98)**

Q11: Will the Board of Regents still collect utilization statistics from the second full week of Fall Term? If not, please define the window? **(QUESTION ADDED 6/26/98)**

Q12: Are any adjustments being made with respect to system reporting time tables under the semester time calendar?

(QUESTION ADDED 6/26/98)

Student System Issues

Q1: Will my curriculum rules (SOACURR) and all the program definitions need to be rewritten to include the new level? **(UPDATED 6/26/98)**

Q2: How will the summary strip information appear on grade mailers? Will the grade mailer program be rewritten to indicate both quarter hours and semester hours?

Q3: Must I create a new General Student (SGASTDN/SGBSTDN) record for Fall 199808 Semester? **(UPDATED 6/26/98)**

Q4: What is the overall impact of having multiple levels in BANNER? How will having two undergraduate levels (i.e., UG and US) impact transcripts, academic advising, end-of-term processing (specifically repeat processing), and consolidation after conversion, etc.? **(UPDATED 9/22/98)**

Q5: When we build our semester catalog, should we enter quarter equivalencies on SCADETL?

Q6: Should transfer detail for Fall 1998 applicants be entered at the quarter or semester level? **(UPDATED 6/26/98)**

Q7: How should we handle re-admits from pre-semester conversion?

Q8: Will home-grown reports, scripts, and processes need to be re-written?

Q9: What impact will semester conversion have on CAPP graduation requirements and program substitutions?

Q10: Will I need to inactivate all the courses in my quarter catalog? **(UPDATED 9/22/98)**

Q11: Should I include quarter-level information on my semester catalog and schedule restrictions?

Q12: Will I need to rewrite my Admissions Checklist Rules? **(UPDATED 6/26/98)**

Q13: We have a few programs that students may only enter in the summer and then must complete in sequence; this means that a set of students will begin this summer under quarter but then complete under semester. How will BANNER calculate this?

Q14: What forms related to General Student, Academic History, and Registration require review?

Q15: Are there any problems associated with transfer articulation? **(UPDATED 6/26/98)**

Q16: Why do you need new level codes for semester conversion? **(QUESTION ADDED 6/26/98)**

Q17: The instructions require the loading of the semester strip before any early registration for fall. We do not see that as a requirement. Why was this recommendation made? **(QUESTION ADDED 6/26/98)**

Q18: I have just started looking at the OIIT semester conversion scripts and noticed that the student record script (ZGBSTDN.SQL) always replaces the column SGBSTDN_LEVL_CODE_2 with sem_level_code when a student record is inserted. Should this column be populated if the student does not have a secondary curriculum? **(QUESTION ADDED 6/26/98)**

Q19: Is OIIT going to provide a script/direction on updating all transfer catalogs from quarter to semester? Maybe institutions could post catalogs somewhere so that information could be imported into appropriate tables? **(QUESTION ADDED 6/26/98)**

Q20: Will prerequisite checking take into consideration prior coursework taken at the quarter level? **(QUESTION ADDED 6/26/98)**

Q21: Is there a problem with using both quarter and semester courses in calculating the program GPA in CAPP? I have been entering and testing a program and noticed that the program GPA was 0.00 for my test student who has only quarter courses (level UG). The native level for the program is US. The manual states that program GPA uses only the native level for calculation. Therefore, instead of having an inflated GPA as anticipated,

our quarter courses are not being averaged into the GPA at all. **(QUESTION ADDED 6/26/98)**

Q22: How do we convert future quarter term codes to semester term codes that are already present on the BANNER database? We have miscellaneous tables and numerous recruiting and application records with term codes of 199809 and beyond. **(QUESTION ADDED 6/26/98)**

Q23: What is the transfer articulation process and what forms are required to complete it? **(QUESTION ADDED 6/26/98)**

Q24: How do I handle Fall ♦98 Semester Conversion-Transfer Credit? **(QUESTION ADDED 6/26/98)**

Accounts Receivable Issues

Q1: What are schools doing with detail codes for semesters? **(QUESTION ADDED 6/26/98)**

Q2: Are there any concerns regarding refunding and financial aid disbursement? **(QUESTION ADDED 6/26/98)**

Financial Aid System Issues

Q1: What changes need to be made in the 1998-99 Financial Aid rollover process to accommodate semester conversion? Specifically, can the RORROLL process be used?

Q2: Are there any adjustments to the HOPE Scholarship or book money that need to be addressed now? **(QUESTION ADDED 6/26/98)**

Q3: If a new level is created for semester students (US), how will HOPE GPA calculations be impacted? **(QUESTION ADDED 6/26/98)**

Q4: In addition to the HOPE GPA calculations, has consideration been given to the calculation of Regents' and Academic Forgiveness GPA calculations? **(QUESTION ADDED 6/26/98)**

Q5: The tier process for HOPE is presently set by quarter hours, i.e. 45 and 90 hours. HOPE has indicated the tier for semester will be 30 and 60. With no total conversion of

quarter hours to semester hours, how will BANNER calculate these tiers beginning fall semester? (**QUESTION ADDED 6/26/98**)

Q6: Standards of progress for financial aid eligibility are an issue since we will not be calculating quarter hours to semester hours. How will BANNER handle the calculation of a combination of quarter to semester hours to determine eligibility in regards to standards of progress? (**QUESTION ADDED 6/26/98**)

Q7: How do I set up semester level records for students in ZHAHOPE? (**QUESTION ADDED 6/26/98**)

Q8: Once this setup is complete, how do I process HOPE records? (**QUESTION ADDED 6/26/98**)

Georgia Enhancement Issues

Q1: Which Georgia Enhancement forms must be reviewed?

Policy Issues

Q1: Do colleges and universities have an option to convert all academic history from quarter hours to semester hours?

A1: No, the University System of Georgia will NOT be converting quarter hour credit histories. Per a memorandum to Registrars and Institutional Banner Project Directors dated March 17, 1998,

"...Dr. Muyskens has decided that it is more important to retain the actual academic history and to have student transcripts reflect both quarter and semester information. This can be accomplished through the use of the 'summary strip' approach suggested by SCT, OIIT and the SIS Committee; therefore, as we change to the semester calendar, quarter credit hour records will not be converted to semester credit hour equivalents on the transcript."

(Source: Barry Fullerton, Board of Regents)

Q2: What is the official formula for converting quarter hours to semester equivalents?

A2: The official method is to divide the total quarter hours by 3 and multiply that number by 2, e.g., 145 quarter hours = 97 semester hours. Although many divisions will result in

a decimal number, semester conversion hours should be rounded to the nearest whole number.

(Source: Barry Fullerton, Board of Regents)

Q3: Will the STVTERM, STVSUBJ, and STVLEVL tables be populated by OIIT with the standardized values? (UPDATED 6/26/98)

A3: Originally, OIIT planned to release the standardized values. With most institutions already using the new codes, no release is planned.

STVTERM - Term Code Validation Form

YYYY02 - Winter/Spring Semester

YYYY05 - Summer Semester

YYYY08 - Fall Semester

Such as:

199808 - Fall 1998

199902 - Winter 1999

199905 - Summer 1999

STVLEVL - Level Code Validation Form

UG - Quarter System Undergraduate

US - Semester System Undergraduate

GR - Quarter System Graduate

GS - Semester System Graduate

CE - Continuing Education

The Semester Conversion Level Code Translation Table (ZOBSCLV) and the Semester Conversion Level Code Translation Form (ZOASCLV) were delivered in the March release. This new form/table is used to translate each institution's quarter level codes to the new semester level codes. This file is located on the ftp.peachnet.edu server in the following location:

/Sw-Dist/banner/prod/gamod/21/semester/semester_conv.tar

(Source: SIS Committee)

Q4: Have other standardized codes been mandated? (UPDATED 6/26/98)

A4: Yes. The SIS Committee approved all the following codes:

STVCLAS - Class Code Validation Form

NOTE: The use of the following codes will require the use of attributes to calculate class standing properly.

BANNER Code	Equivalent SIRS code
FR - Freshman	10
SO - Sophomore	20
JR - Junior	30
SR - Senior	40
JE - Joint Enrolled from High School	11
VT - Vocational/Technical	05
TU - Unclassified Undergraduate (Transient)	50
SU - Unclassified Undergraduate (Other) Non-Degree	51
AU - Auditor Only	52
SG - Post Baccalaureate (bachelor's degree required)	60
GR - Graduate	70
MS - Graduate Masters	70
DR - Graduate PHD	70
PA - First Professional A	80
PB - First Professional B	81
MD - Medical/Dental/Vet/Intern/Resident	90

STVRES D - Residence Code Validation Form

- 0 - Undeclared/Unknown
- R - Georgia Resident
- N - Non-Resident

STVSTST - Student Status Code Validation Table

- AS - Active Student
- IS - Inactive Student

STVCITZ - Citizen Type Code Validation Table

- R - Resident Alien
- C - Born US Citizen
- N - Naturalized US Citizen
- A - Alien Non-Resident

STVETHN - Ethnic Code Validation Table

- A - Asian or pacific islander
- B - Black (non-Hispanic)
- H - Hispanic
- I - American Indian/Alaskan Native
- M - Multi-racial
- W - White (non-Hispanic)

STVSSTS - Section Status Code Validation Table

- A - Active

I - Inactive
C - Cancelled

STVCSTA - Course Status Code Validation Table

A - Active
I - Inactive
P - Pending Curriculum Committee/Academic Affairs Approval

STVTEC - Test Code Validation Form

Add the codes:
PX1R - Praxis 1 Reading
PX1W - Praxis 1 Writing
PX1M - Praxis 1 Math

STVNCST - Non-Course Requirements Status Code Validation Form

Add the code:
S2 - CPC requirement satisfied by SAT II test

(Source: SIS Committee)

Q5: When, and how often, should the conversion process developed by OIIT be run? (UPDATED 6/26/98)

A5: The OIIT process to create the summary strip should be run before Fall Semester registration. If you plan on preregistering for Fall Semester during Spring Quarter, you should run the summary strip calculation process during each end-of-term processing for the prior quarter terms; specifically, you should run after Spring Quarter and after each Summer Quarter part of term.

Database triggers for automatically recalculating quarter to semester grade or credit hour changes will execute on SHRLGPA whenever an insert or update is made on the table. The triggers will first check if it is a quarter level being updated. Then the triggers will update or insert the converted data to the record in SHRTGPA using the translated semester level record from table ZOBSCLV. The triggers will also cause the semester level SHRLGPA records to be recalculated.

Because of performance reasons, you should disable these triggers when any batch process is run to recalculate GPAs, such as SHRGPA or SHRGRDE.

Your DBA should disable the triggers using the following commands:

```
ALTER TRIGGER zt_shrlgpa_cnv_row disable
```

```
ALTER TRIGGER zt_shrlgpa_cnv_stm disable
```

(Source: OIIT)

Q6: What steps must be performed by institutions electing to preregister for Fall Semester during the Spring? (UPDATED 6/26/98)

A6: Below is an outline of the minimum setup required:

Table changes

STVTERM - Term Code Validation Form

YYYY02 - Winter/Spring Semester

YYYY05 - Summer Semester

YYYY08 - Fall Semester

Such as:

199808 - Fall 1998

199902 - Winter 1999

199905 - Summer 1999

STVLEVL - Level Code Validation Form

UG - Quarter System Undergraduate

US - Semester System Undergraduate

GR - Quarter System Graduate

GS - Semester System Graduate

CE - Continuing Education

Academic History

- Leave quarter history "as is"
- Convert totals from quarter hours to semester hours
(Multiply quarter hour quality points and hours by 2 and divide by 3)
- Process Semester Hours Summary line to SHAPCMP

NOTE: OIIT has delivered a process (zhrcgpa.shl) for conversion of summary totals and population of SHAPCMP.

This script should be run according to the following timeline:

- Before Fall Semester preregistration
- After Spring Quarter
- After each Summer Quarter part of term

See discussion of triggers in answer to previous question.

Student Record Data

- Leave old SGASTDN records alone
- Create new SGASTDN/SGBSTDN records for first semester term at the equivalent semester level (only required for all "active" student records)

Catalog

- STVSUBJ - Add new Subject codes as necessary
- Build new semester catalog
- Add new levels and level restrictions (if applicable)
- Inactivate quarter courses

Schedule

- Check levels and level restrictions (if applicable)

Admissions

- SAACHKB - Admissions checklist rules should be reviewed in case term or level specific

General Student

- SOACURR - Curriculum rules should be reviewed and potentially modified
- New SGASTDN/SGBSTDN records must be created for Fall 1998 Semester.

Registration

- SOATERM - Term Control Form
- SFARGFE - Fee Assessment Rules
- SFAMHRS - Max Hours Rules
- SFAESTS/SFARSTS - Effective dates and refund rules
- SFATMST - Time Status Rules
- SFAFMAX - Maximum Fees Rules
- STVASTD - Academic Standing Codes/Max Hrs

(Source: OIIT)

Q7: How will grade changes to pre-semester conversion academic history be handled? (UPDATED 6/26/98)

A7: OIIT has delivered a script to create database triggers on SHRLGPA to automatically update quarter to semester grade changes.

(Source: OIIT)

Q8: Will the Curriculum (CIR) and Room Utilization (RUR) extracts use the same Regents' term codes as used by SIRS? (UPDATED 6/26/98)

A8: Yes.

(Source: Cathie Hudson, Board of Regents)

Q9: Will the Curriculum (CIR) extract be modified to accept the expanded 5-position course number field length? (UPDATED 6/26/98)

A9: Yes.

(Source: Cathie Hudson, Board of Regents)

Q10: Will OIIT provide any scripts to correct records already entered using non-standard codes? (UPDATED 6/26/98)

A10: Yes. Institutions should continue to use already established local codes until scripts are provided by OIIT to convert the local values to University System standards. No date has been set for the availability of these scripts.

(Source: OIIT)

Q11: Will the Board of Regents still collect utilization statistics from the second full week of Fall Term? If not, please define the window. (UPDATED 6/26/98)

A11: Due dates for collection of SIRS and CIR for 1998 ♦ 1999 will be as follows:

SIRS and CIR Census and Due Dates for 1989 ♦ 1999

Term	SIRS and CIR Census Dates	SIRS Due Dates	CIR Due Dates
Summer Quarter	July 27, 1998	August 3, 1998	August 10, 1998
Fall Semester	September 28, 1998	October 5, 1998	October 12, 1998
Spring Semester	February 22, 1999	March 1, 1999	March 8, 1999

SIRS and CIR Census and Due Dates for 1989 ♦ 1999

Georgia Institute of Technology ONLY

Term	SIRS and CIR Census Dates	SIRS Due Dates	CIR Due Dates
Summer 1998	July 27, 1998	August 3, 1998	August 10, 1998

Fall 1998	October 12, 1998	October 19, 1998	October 26, 1998
Winter 1999	February 1, 1999	February 8, 1999	February 15, 1999
Spring 1999	April 26, 1999	May 3, 1999	May 10, 1999

Q12: Are any adjustments being made with respect to system reporting time tables under the semester time calendar? (UPDATED 6/26/98)

A12: See due dates listed in answer to Policy Question 11.

Student System Issues

Q1: Will my curriculum rules (SOACURR) and all the program definitions need to be rewritten to include the new level? (UPDATED 6/26/98)

A1: Yes, all curriculum rules and program definitions that include level will need to be rewritten. However, you cannot have the same program definition at multiple levels.

The purpose of Curriculum Rules is to allow you to define the valid field values, which, in combination, represent the valid academic programs at your institution.

Planning Your Curriculum Rules

Curriculum rules are used to define valid academic programs at your institution. Curriculum rules use a number of fields that are defined individually in different validation tables and rules forms. These fields, and the forms on which their values are defined, include the following:

Field	Validation or Rules Form where values are defined
Program	Program Definition Rules Form (SMAPRLE)
Campus	Campus Code Validation Form (STVCAMP)
Level	Level Code Validation Form (STVLEVL)
College	College Code Validation Form (STVCOLL)
Degree	Degree Code Validation Form (STVDEGC)
Concentrations	Major, Minor, Concentration Code Validation Form (STVMAJR)

Department	Department Code Validation Form (STVDEPT)
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On each individual validation and rules form, you define all of the valid values for each field for all uses within all Banner systems. For example, on the Degree Code Validation Form (STVDEGC), you define entries for all degrees that you want to enter anywhere that degree codes can be entered. Degree codes can be entered for transfer students, faculty members, etc. The Degree Code Validation Form, therefore, needs to include all degrees offered by your institution, plus codes for all degrees offered by other institutions that you want to record. Even though the individual validation values can include all possible values, when you are entering recruiting, admissions, student, degree, or compliance-request data for a person, you need to limit the values that can be entered to those valid for your institution.

There are three major portions to curriculum rules: Base Rules, Attachments, and Module Controls.

Base Rules define the valid combinations of program, campus, level, college, and degree for students enrolled at your institution.

Attachments define the major(s), department(s), concentration(s), and/or minor(s) that are valid for the Base Rule.

Module Controls represent rules that define the modules in which the Base Rule is valid and should be checked.

Building Curriculum Rules

Base Rules

In a Base Rule, level, college and degree are required, and program and campus are optional.

When curriculum checking is in effect, any field entered in a recruiting, admissions, general student, degree or compliance request must match exactly an existing combination of fields in a Base Rule and its attachments. Program and campus, if entered in a person's record, must match exactly the values in any base rule in which those same fields are valued.

NOTE: If the program and campus fields in a base rule are null (blank), those values are treated as wildcards, and any entered value is valid.

Each Base Rule must be unique.

Attachments

Major/Department Rules and Minor Rules are attached directly to Base Rules. In a Major Attachment Rule, major is required, and department is optional. When department is not entered in a Major Attachment rule, departments entered in a person's data are treated as wildcards, and any entered department is valid. However, if the department field is valued in a Major Attachment Rule, the major/department combination must match exactly.

Concentrations can be attached to either the Base Rule or to Major/Department Rules, depending upon overall control options selected.

Curriculum rules are also used to connect a set of program requirements with the appropriate identifying fields, and that is the purpose of the Program field in the Base Rule. Program Rules define the academic programs for which you will define CAPP compliance requirements. Program Rules are defined on the Program Definition Rules Form (SMAPRLE). The Program Code defined in a Program Rule identifies the program's requirements and associates a set of program requirements to a curriculum Base Rule. The structure you use for curriculum rules is determined largely by the decisions you make about the structure of your program requirements.

When defining Curriculum Rules, access the Curriculum Rules Form (SOACURR).

In the Term field in the Key Information Block, enter an appropriate term if you want to restrict the curriculum rules displayed only to those in effect for a specific term. If you leave Term blank in the Key Information Block, curriculum rules for all terms are displayed based upon any additional query criteria you enter in the Base Rules area.

Navigate to the Base Rules area. The Base Rules area is placed in Enter Query mode. The query criteria you enter selects curriculum rules in effect for the term entered in the Key Information Block. When the Key Term is blank, all curriculum rules in effect for all terms are retrieved based only on the query criteria you enter. In the Base Rules area, you can search program, level, campus, college, degree, primary indicator, secondary indicator, and lock indicator. If a program code exists in a rule, the rules are sorted in alpha order based on the program code. If not, base rules are sorted in numeric order by rule number.

Execute the query to retrieve and display the selected base curriculum rules.

Review and/or update existing base rules as needed, or build additional base curriculum rules if needed.

If building a new curriculum base rule, enter the following fields:

Program. Enter a program code, if required, to define correctly the base curriculum rule. If entered, the program code must be valid on the Program Definition Rules Form (SMAPRLE).

Enter only programs that are curriculum-dependent (the Curriculum Dependent checkbox for the program is checked on SMAPRLE).

Base curriculum rules can be defined without program codes, and the program code can be updated from blank to a value in an existing base curriculum rule.

Level. Enter the level appropriate for the base curriculum rule. If a program code is assigned to a base curriculum rule, the level of the program rule (from SMAPRLE) must agree with the level in the base curriculum rule.

Campus. Enter the campus appropriate for the base curriculum rule, if the base rule is restricted to a specific campus. If the base curriculum is valid on all campuses, you can leave the field blank, and campus is treated as a wildcard value. A base rule with no campus entered is valid for any campus.

College. Enter the college appropriate for the base curriculum rule. If a program code is assigned to a base curriculum rule, the college of the program rule (from SMAPRLE) must agree with the college in the base curriculum rule.

Degree. Enter the degree appropriate for the base curriculum rule. If a program code is assigned to a base curriculum rule, the degree of the program rule from (SMAPRLE) must agree with the degree in the base curriculum rule.

Term. Enter the term in which the base program rule becomes effective.

Primary. Check the primary curriculum indicator if degree records should be created or updated when the base curriculum values are present in a student's primary curriculum. When a new base curriculum rule is built, the value will default from the value currently maintained on the Curriculum Rules Control Form (SOACTRL). This checkbox can be changed at any time.

Secondary. Check the secondary curriculum indicator if degree records should be created or updated when the base curriculum values are present in a student's secondary curriculum. When a new base curriculum rule is built, the value defaults from the value currently maintained on the Curriculum Rules Control Form (SOACTRL). This checkbox can be changed at any time.

Locked. Check the lock indicator when the curriculum rule has been defined completely.

Curriculum rules are not completely defined until the base rule has been saved and all appropriate attachments and module controls have been saved. When a curriculum rule is locked, it is a valid rule that is enforced by curriculum checking, based upon the error severity flags maintained on the Curriculum Rules Control Form (SOACTRL) and the module flags set in the Module Control window for the base curriculum rule. When a curriculum rule is not locked, the rule is not yet available for use in curriculum checking. A record with the values defined in the curriculum rule fails curriculum checking when the appropriate curriculum rule is not locked.

Save your entries or updates.

Module Controls

Navigate to the Module Control and Attachments area, where you can use the buttons to transfer to additional windows where you will define appropriate Module Controls and Major/Department, Concentration, and Minor Attachments for the base curriculum rule.

Use the Module Control window to set appropriate module controls for each base curriculum rule. Module control rules are defined using effective term, and module controls for a base rule can be changed over time.

Use the Curriculum Control Form (SOACTRL) for the following:

- Define how you will use the various areas that are related to curriculum
- By module, set the severity level of error checking,

Set the Use CAPP♦s Program Planning radio group to the appropriate value based upon your progress in defining program rules and attaching them to appropriate curriculum rules.

If you have not defined all appropriate program rules and assigned a program code to every base curriculum rule, you must leave this value set to **No**. Once you have defined appropriate program rules and assigned a program code to every base curriculum rule, you can set this value to **Yes**. When set to **Yes**, you cannot build new base curriculum rules unless you assign a program code to the base rule.

Set the Use Curriculum Rules radio group to the appropriate value based upon whether or not curriculum rules should be enforced. When set to **Yes**, curriculum rules are applied based upon the Error Severity flags for each module and the Module Controls set for each Base Curriculum Rule. When set to **No**, no curriculum checking is performed. When Use CAPP♦s Program Planning is set to **No**, you can either enforce curriculum rules checking or not. When you change Use Curriculum Rules from **No** to **Yes**, curriculum

rules checking goes into effect for all users immediately, based upon the curriculum rules themselves, the error severity set for each module, and the module controls set for each Base Curriculum Rule.

The Attach Concentrations to Majors radio group controls how concentrations may be built on curriculum rules.

If you set the radio group to **Yes**, concentrations must be attached directly to major(s)/department rules.

If you set the radio group to **Yes**, concentrations can be attached either to major/department rules or to base curriculum rules. When attached to a major/department rule, a concentration is valid only within the specified major/department combination. When set to **No**, concentrations cannot be attached to majors and can be attached only to base curriculum rules, and the concentration(s) will be valid for any majors within the base curriculum rule.

The Create/Update Degree with Primary Curriculum and Create/Update Degree with Secondary Curriculum radio groups are used to set the value, which defaults into base curriculum rules when new base rules are created on the Curriculum Rules Form (SOACURR). The values that default to the base curriculum rules can be updated in each base rule. The value in the base curriculum rule is set in each student record when curriculum checking is performed on a student record. Set the Create/Updated Degree with Primary Curriculum radio group to **Yes**, if you want to create or update a degree record in academic history from the primary curriculum in general student.

Set the Create/Update Degree with Secondary Curriculum radio group to **Yes** to create or update a degree record in academic history from the secondary curriculum in general student.

At the bottom of SOACTRL, set your error severity checking to tell the system how you want to check your curriculum rules on a module by module basis.

The Error Severity options follow:

Fatal. The system will not allow a curriculum combination that is not in effect on the Curriculum Rules Form (SOACURR) to be used.

Warning. A message is generated that the combination is invalid, and the user is given the option to continue or cancel.

No Checking. The rules are not checked, and no message is displayed.

(Source: OIIT/SCT)

Q2: How will the summary strip information appear on grade mailers? Will the grade mailer program be rewritten to indicate both quarter hours and semester hours?

A2: For Fall 199808 Semester, the grade mailers will show the term data in semester hours. The cumulative information will include a combination of the pre-BANNER converted data from SHAPCMP plus the current term semester data.

(Source: SCT)

Q2: How will the summary strip information appear on grade mailers? Will the grade mailer program be rewritten to indicate both quarter hours and semester hours?

A2: For Fall 199808 Semester, the grade mailers will show the term data in semester hours. The cumulative information will include a combination of the pre-BANNER converted data from SHAPCMP plus the current term semester data.

(Source: SCT)

Q3: Must I create a new General Student (SGASTDN/SGBSTDN) record for Fall 199808 Semester? (UPDATED 6/26/98)

A3: New general student records must be created reflecting that the student is now under the semester system. You will need to create a new SGBSTDN_TERM_CODE_EFF record for EVERY student currently in your institution's BANNER database with the new semester level code. OIIT has released a script (ZGBSTDN.SQL) to create/update the general student record with the new semester level code. The script is available on the ftp.peachnet.edu server in the following location:

/Sw-Dist/banner/prod/gamod/21/semester/semester_conv.tar

(Source: OIIT)

Q4: What is the overall impact of having multiple levels in BANNER? How will having two undergraduate levels (i.e., UG and US) impact transcripts, academic advising, end-of-term processing (specifically repeat processing), and consolidation after conversion, etc.? (UPDATED 9/22/98)

A4: If the student is a "UG" at the end of Summer 1998 (199806), convert to "US" for 199808.

Run the script (ZGBSTDN.SQL) included in the semester conversion *BETA* release (2.1.10b) to create semester level General Student records. This process will create/update the general student record with the new semester level code. The Semester

Conversion *BETA* release (2.1.10b) has been placed on ftp.peachnet.edu in the following location:

/Sw-Dist/banner/beta/gamod/semester/semester_conv.tar

From a Financial Aid perspective, there should not be a problem with the different levels. Both forms (ROAINST and RPRCLSS) are year-specific, so awarding and disbursement should not be affected if the rules are defined correctly. US level must be updated on the ROAINST and RPRCLSS BANNER Financial Aid forms. Additionally, end-of-term processing should not be affected since Summer 1998 will be UG level for 1997/1998 award year, and Fall 1998 will be US level for 1998/1999 award year.

(Source: SCT)

Transcripts

- There is one TERM comment created in the script that is run per level. The comment, as worded by the Student Information System committee, reads as follows:

"inst_name" converted from quarter to semester calendar effective Fall YYYY, where 'inst_name' is the institution's name (GUBINST_NAME) and 'YYYY' is the year portion of the parameter "conversion term."

- The script needs to be run using the first semester term code, preferably at the end of the first semester term.
- OIIT has released a script (ZHRTCMT.SQL) that creates transcript comments. If the student has only semester level coursework, the comment is not added. The script is available on the ftp.peachnet.edu server in the following location:

/Sw-Dist/banner/prod/gamod/21/semester/semester_conv.tar

- Additionally, transcript rules will need to be modified to include the new semester level.

(Source: OIIT)

Financial Aid Transcripts

- Financial Aid transcripts should not be affected.

(Source: SCT)

Academic Advisement

- Regarding advisement, one five-credit course in a three-course sequence, for example, would not qualify as meeting a prerequisite requirement. For the most part, the answer to this one is, "It all depends." Students should check (and double check) with their academic advisors.

(Source: Barry Fullerton, Board of Regents)

End-of-Term Processing

- End-of-term processing should not take place until all academic history rule forms and validation tables have been examined and modified as necessary. The only way a semester-level course would be considered a repeat of a quarter-level course is if the quarter-level course were identified as an equivalent course on SCADETL. This situation could present a problem because there is no and/or logic associated with the equivalent course logic, i.e., the logic assumes a one-to-one equivalency that in most cases that will not hold true. Additionally, you need to build repeat rules on SHARPTR specifically for equivalencies.

(Source: SCT)

Q5: When we build our semester catalog, should we enter quarter equivalencies on SCADETL?

A5: The Equivalency Block looks just at Subject and Course Number and term range. It makes no difference at what level the course is. It does not matter if the course were offered on a quarter-basis or a semester-basis because the system looks simply at Subject Code and Course Number. Please refer to the question above for problems associated with this logic.

NOTE: Institutions should not reuse the same subject and course number if the courses are not equivalent. BANNER assumes courses are equivalent to themselves, so do not use the same subject/course combination in semesters that existed in quarters unless the content is the same and the courses are equivalent.

(Source: SCT)

Q6: Should transfer detail for Fall 1998 applicants be entered at the quarter or semester level? (UPDATED 6/26/98)

A6: Transfer detail for Fall 1998 applicants should be entered at the semester level.

NOTE REGARDING HOPE: After Semester Conversion, all transfer work of effective term less than semester conversion term should be entered manually in the Transfer Information Block of ZHAHOPE using the Quarter Undergraduate level code. This process ensures that the tier checkpoints will be correct. But if ZORHTGA is run, any transfer terms entered under the semester level (even though taken at the quarter level)

will be entered in the semester level ZORHTGA Block. To work around this, the amounts will have to be zeroed out (manually updated) and not deleted, so that they will not be pulled in again. ZORHGPA should then be run to accumulate and determine if checkpoints and eligibility have been affected for the quarter undergraduate level work. Additional details will be available later.

(Source: SCT/OIIT)

Q7: How should we handle re-admits from pre-semester conversion?

A7: Update re-admits on an individual basis. This would necessitate running the OIIT conversion script.

(Source: SCT and OIIT)

Q8: Will home-grown reports, scripts, and processes need to be re-written?

A8: No, they do not necessarily have to be "re-written;" however, all institutionally developed reports, scripts, and processes must be analyzed to determine if they have any quarter-hour-specific logic built into them. For example, do they have the old level codes embedded or make assumptions based on a freshman status of 45 hours? If so, they will need to be modified to account for the new semester codes, rules, and logic.

(Source: OIIT)

Q9: What impact will semester conversion have on CAPP graduation requirements and program substitutions?

A9: For current students, define your CAPP program level as quarter, and include the semester level.

For new 199808 students, define your CAPP program level as semester.

Your area requirements may be defined as follows:

- Humanities 1: number of quarter hours required
- **OR**
- Humanities 2: number of semester hours required

Additional Notes Regarding CAPP

1. You can bring the quarter and semester hours in together by authorizing the program to use the courses from the quarter level. The programs/areas/groups will be defined using the semester level as the Native level.
2. GPAs calculated from courses used by the program will include **ONLY** the courses taken at the Native level (US). However, at the program level, you can

use the overall level GPA (as stored in shr1gpa) as a criterion. Since the level GPA includes the converted quarter level hours, that GPA will be correct.

(Source: SCT)

Q10: Will I need to inactivate all the courses in my quarter catalog? (UPDATED 9/22/98)

A10: The preferred method is to end the course on SCABASE. This can be done in batch via an SQL script to update the SCBCRKY_TERM_CODE_END field to be equal to the last term the quarter catalog was used. OIIT has developed a script, zcbrky.sql, to terminate the quarter catalog once the semester conversion is complete. The scripts to terminate the quarter catalog are available on the ftp.peachnet.edu server in the /banner/beta/gamod/21/2111 directory.

The .shl file executes zcbrky.sql & zcbrky_out.sql in that order. The first .sql updates zcbrky_term_code_end and zcbrky_activity_date in the zcbrky table where the zcbrky_term_code_start is less than an inputted term value. The second .sql creates a list (zcbrky.lis) file from the zcbrky table of what was updated by the first .sql.

When you are confident that you have used the quarter catalog for the last time, probably after end-of-term processing for the term before conversion, the data base administrator should run zcbrky.sql to close out the catalog to prevent future use and errors.

WARNINGS: Make sure that ALL catalog information is converted before running zcbrky.sql. ONCE THE QUARTER CATALOG IS TERMINATED, IT CANNOT BE REGENERATED.

If you have already terminated your quarter catalog, do NOT run this script.

(Source: SCT)

Q11: Should I include quarter-level information on my semester catalog and schedule restrictions?

A11: Yes, all catalog restrictions on SCARRES and schedule restrictions on SSARRES must take into account the old quarter level as well as the new semester level.

(Source: SCT)

Q12: Will I need to rewrite my Admissions Checklist Rules? (UPDATED 6/26/98)

A12: If your rules on SAACHKB are specific to level, then they will need to be rewritten with the new level codes for the new effective term.

(Source: SCT)

Q13: We have a few programs that students may only enter in the summer and then must complete in sequence; this means that a set of students will begin this summer under quarter but then complete under semester. How will BANNER calculate this?

A13: You may consider using one of several approaches.

- Continue these students on the quarter basis until they finish the program.
- Start their records and program on semester during the summer term.
- Use transitional courses.

Transition courses may be established for students who have not completed a two- or three-quarter course series, e.g., English 101-102-103 for three quarter hours in each of the three quarters. You could have two-semester-hour transition courses for students who had only completed English 101. Engl 102S and Engl 103S could be the semester hour transition courses to satisfy the semester hour requirement of English 111-112 for three semester hours in each of the two semesters.

- The student who took Engl 101-102-103 quarter-level would satisfy the Engl 111-112 semester-level requirement
- The student who took Engl 101 quarter-level and Engl 102S-103S semester-level would also satisfy the Engl 111-112 semester level requirement
- The student who took Engl 101-102 quarter-level and Engl 103S semester-level would also satisfy Engl 111-112 semester-level requirement.

The length of time transition courses are offered could be limited (two years perhaps).

Without the transition courses, the student who took Engl 101 quarter-level would be required to take both Engl 111-112 semester-level courses, and the student who took Engl 101-102 quarter-level would be required to take the Engl 112 semester-level course to satisfy the complete course series requirement. The transition courses would be assigned fewer credits than the regular semester Engl 111-112 courses since they are semester-transition courses to replace missing quarter courses.

(Source: SCT)

Q14: What forms related to General Student, Academic History, and Registration require review?

A14: Institutions should review the following forms:

SOACURR

- Curriculum Rules Form

Programs should be defined for semester level

SGACLSR

- Student Classification Rules Form

Rules should be built for semester level

SFATMST

- Time Status Rules Form

Any rules built utilizing quarter level should be converted for semester level

SFARGFE

- Registration Fees Process Control Form

Rules should be built for semester level

SFAMHRS

- Registration Maximum Hours Form

Any rules built utilizing quarter level should be converted for semester level

SFARSTS

- Course Registration Status Form

Evaluate refund rules

SFAESTS

- Enrollment Status Control Form

Evaluate refund rules

SFAFMAX

- Registration Fees Min/Max Charge Control Form

Evaluate charges for any amount changes due to semester term

STVASTD

- Academic Standing Code Validation Form

Evaluate maximum hours for changes due to semester term

SHARPTR -

Repeat/Equivalent Course Rules Form

Rules should be built for semester level

SOACTRM -

Continuant Terms Rule Form

Evaluate rules for changes due to semester term

SHAACST -

Academic Standing Rules Form

Evaluate hour and GPA rules for changes due to semester term

SHACTRL -

Academic History Control Form

Rules should be built for semester-level term type

SOABGTA -

Transfer Articulation Institution Form

Any rules built utilizing quarter level should be converted for semester level

SHATATR -

Transfer Course Articulation

Rules should be built for semester-level term type

SHAGRDE -

Grade Code Maintenance Form

Rules should be built for semester level

SHATGRD -

Transfer Grade Code Maintenance

Rules should be built for semester level

SHAGRDS

- Grade Code Substitution Form
Rules should be built for semester course level
STVTLVL -
Transfer Level Code Validation Form
Rules should be built for semester-level codes
STVCALD -
Calendar Type Code Validation Form
Review multiplier definitions
(Source: OIIT/SCT)

Q15: Are there any problems associated with transfer articulation? (UPDATED 6/26/98)

A15: On the Transfer Articulation Institution Form (SOABGTA), you should set the Calendar Type and Multiplier to quarter until To Term of Summer 1998. You will need to set the Calendar Type and Multiplier to semester From Term as Fall Semester 1998.

The Transfer Articulation Institution Form (SOABGTA) will need to be built for the new effective term with calendar type and multiplier as Semester and the transfer level as "US."

The Transfer Grade Code maintenance Form (SHATGRD) needs to be updated with the new effective term code for the new level grade combinations.

The Transfer Institution Catalog Entry Form (SHATATC) must be updated with the new effective term and level for courses to be articulated.

See answers to Student System Issues Questions 23 and 24 for a thorough explanation of the transfer articulation process.

(Source: SCT)

Q16: Why do you need new level codes for semester conversion? (QUESTION ADDED 6/26/98)

A16: New level codes are needed for GPA calculations. Also, Georgia enhancements will have level US hardcoded.

(Source: OIIT)

Q17: The instructions require the loading of the semester strip before any early registration for fall. We do not see that as a requirement. Why was this recommendation made? (QUESTION ADDED 6/26/98)

A17: Loading the semester strip before early registration for fall is necessary because class is calculated using the earned hours from the semester strip. If not handled this way, any registration checking would then be invalid.

(Source: SCT)

Q18: I have just started looking at the OIIT semester conversion scripts and noticed that the student record script (ZGBSTDN.SQL) always replaces the column SGBSTDN_LEVL_CODE_2 with sem_lvl_code when a student record is inserted. Should this column be populated if the student does not have a secondary curriculum? (QUESTION ADDED 6/26/98)

A18: A message was sent to GABEST-L on April 23, 1998 indicating that this script had been corrected and released. The specific problems that were corrected are:

1. The zgbstdn.sql will not populate the SGBSTDN_LEVL_CODE_2 column if the student does not have a secondary curriculum.
2. There was an output problem causing an ORA ♦ 06512: "SYS.DBMS_OUTPUT" error that has been corrected.

This corrected version of the script can be found on ftp.peachnet.edu at:

/Sw-Dist/banner/prod/gamod/21/semester/semester_conv.tar

(Source: SCT/OIIT)

Q19: Is OIIT going to provide a script/direction on updating all transfer catalogs from quarter to semester? Maybe institutions could post catalogs somewhere so that information could be imported into appropriate tables? (QUESTION ADDED 6/26/98)

A19: OIIT is examining the possibility of providing a script. More information will be provided later.

(Source: SCT/ OIIT)

Q20: Will prerequisite checking take into consideration prior coursework taken at the quarter level? (QUESTION ADDED 6/26/98)

A20: Prerequisite checking will take prior coursework at the quarter level into consideration in version 3.0 by using CAPP areas as prerequisites. However, the real question is whether coursework taken at the quarter level can actually be used as prerequisites at the semester level? Prereq checking will look at whatever you say the prerequisite is.

(Source: SCT)

Q21: Is there a problem with using both quarter and semester courses in calculating the program GPA in CAPP? I have been entering and testing a program and noticed that the program GPA was 0.00 for my test student who has only quarter courses (level UG). The native level for the program is US. The manual states that program GPA uses only the native level for calculation. Therefore, instead of having an inflated GPA as anticipated, our quarter courses are not being averaged into the GPA at all. (QUESTION ADDED 6/26/98)

A21: You are correct about the Program GPA calculation, only Native course levels (US) are used to compute this GPA. If quarter and semester hour values were combined, the resulting GPAs would be invalid; therefore, the Native course level restriction prevents invalid data results.

Notes about CAPP: You can bring the quarter and semester hours in together by authorizing the program to use the courses from the quarter level. The programs/areas/groups will be defined using the semester level as the Native level.

GPAs calculated from courses used by the program will include ONLY the courses taken at the Native level (US). However, at the program level you can use the overall level GPA (as stored in SHRLGPA) as a criterion. Since the level GPA will include the converted quarter level hours, that GPA will be correct.

A bigger problem arises in use of credit requirements. The quarter hour credits will come into CAPP as just that. They will not be converted to semester hours. Therefore, you will not be able to write requirements that say "x required credits, " possibly not even able to use "x required courses" because 3 quarter credits generally equal 2 semester courses.

(Source: SCT)

Q22: How do we convert future quarter term codes to semester term codes that are already present on the BANNER database? We have miscellaneous tables and numerous recruiting and application records with term codes of 199809 and beyond.

A22: OIIT is examining the feasibility of providing a script to update admissions applications and recruiting records to the correct term and level codes.

Q23: What is the transfer articulation process and what forms are required to complete it? (QUESTION ADDED 6/26/98)

A23: The forms listed below are used in the Transfer Articulation process. They are listed in the order of completion. This information is intended for use in conjunction with the Transfer Articulation procedures detailed in the Academic History module documentation of the Student System User Manuals.

- SHATRNS

(Transfer Course Form) - This form is used to enter the student's transfer institution and transfer attendance information. The Transfer Institution block and the Transfer Attendance Period block must be completed prior to a successful roll of articulated courses.

- **SOABGTA**

(Transfer Articulation Institution Form) - Information about the sending institution is entered on this form. Key in the institution code and the effective term. The code must be in STVSBGI (Source/Background Institution Code Validation Form). At least one entry must be made in the General Information block and at least one transfer level must be entered in the Transfer Level block before transfer grades can be entered on SHATGRD (see below).

- **SHATGRD**

(Transfer Grade Code Maintenance Form) - The sending institution's grade symbols, entered on this form, govern how hours will be used, and are stored by level within this form. The form contains the institution grade used to convert the transferring grade into an acceptable grade at the receiving institution in the articulation process. This must be established before the creation of transfer catalog course entries and the creation of transfer articulation equivalent courses. Grades can be copied (on this form) from ONE institution to another by using the default institution field. ALL validation codes must exist before completing this form.

- **SHATATC**

(Transfer Institution Catalog Entry Form) The transfer (sending) institution's courses are created on this form. The institution code must be on STVSBGI and the minimum information about the institution must exist in the SOABGTA form. Course equivalents may be established directly as catalog courses are built and saved. For example, if course PSYC 400 is equivalent to PSYC 401, under a nursing program, then the equivalent course would be built on the SHATATR form using the Count Query function.

- **SHATATR**

(Transfer Course Articulation Form) - This form maintains the transfer course information and equivalent course data. Transfer course data can also

be entered on SHATATC. This is the only form that allows entry and maintenance of equivalent course data. The "and/or" parameters can be used to indicate how courses are articulated. NOTE: the institution must be on STVSBGI and SOABGTA. Data entered here is used in SHATAEQ (see below) for evaluating the Transfer Articulation.

- **SHATRTA**

(Transfer Articulation Attributes Form) - This form maintains course attributes. Courses must have been articulated. Attributes default in from the catalog when articulation is performed on SHATAEQ (see below). If attributes do not exist in the catalog, they can be entered. Attributes will roll to Academic History. Transfer institution information must be built in SHATRNS. Courses will not show on this form after they are rolled to Academic History from SHATAEQ.

- **SHATAEQ**

(Transfer Articulation Evaluation Form) - This form is the one in which the articulation process occurs. The transfer institution and attendance period information must be on the transfer course form SHATRNS prior to articulation. If courses from the sending institution exist on the SHATRNS form prior to an articulation, they must be removed by deleting them back to the evaluation form.

AFTER ALL courses have been articulated, they are rolled to SHATRNS in Academic History.

Q24: How do I handle Fall ♦98 Semester Conversion-Transfer Credit?
(QUESTION ADDED 6/26/98)

A24: The following explain the process you should follow.

- **Transfer Articulation vs. Direct Entry**

Once course equivalencies have been created, articulation of transfer student coursework occurs in SHATAEQ. After the student ♦s articulation is completed and rolled to SHATRNS, the system appropriately processes the coursework/ credit hours rolled as a result of the articulation process. Direct entry of transfer credit into Academic History occurs when the receiving institution chooses to manually enter the transfer student ♦s coursework, credit hours, equivalencies, etc., in SHATRNS.

- **Catalog**

Semester Undergraduate/Graduate Level Codes

◆US◆ = Undergraduate (Semester)

◆GS◆ = Graduate (Semester)

Creation of semester hour courses w/ semester hours applied

i.e.: English 101 = 3 semester hours for the ◆US◆ level vs. English 1011 = 5 quarter hours for the ◆UG◆ level. The hours will default from the catalog into the schedule section, then through the Grade Roll process into Academic History, creating the permanent transcript record where the appropriate course level and semester hours are calculated into term and cumulative totals.

- **Transfer Articulation**

Multiplier (found in STVCALD-Calendar Validation Table) is critical! If the sending institution is a quarter-hour institution, calendar code for the sending institution must be quarter to semester hour. If the sending institution is a semester-hour institution, then the calendar code must be semester to semester hour.

- **Term totals**

Beginning with the Fall 1998 term, Georgia state institutional courses will be based on semester hours, which will roll into Academic History through end-of-term processing. Term and cumulative totals will be calculated based upon semester hours. Any quarter-hour work posted will be calculated w/ the semester-hour totals to equal the total-term hours. This combination will produce invalid term total calculations.

- **Coursework Appearing on Transcripts**

Coursework and term/cumulative totals appear, on transcripts, as they are stored in Academic History. Quarter hours posted as such will appear on transcripts as quarter hours and semester hours posted as such will appear as semester hours. All hours should appear as semester hours.

- **CAPP**

CAPP program GPA calculations are based on **◆native◆** course level (**◆US◆**), set up in the Program Definition Rules Form (SMAPROG). The overall GPA in CAPP is pulled in from the Academic History cumulative total.

- **Recommended Method for Posting**

Transfer Course Form (SHATRNS) must be complete before articulation or direct entry can take place. In Transfer Attendance Period block, "Apply to Level" field must be **◆US◆**. In the Equivalent Course Detail block, **◆US◆** level is also required for either direct entry or articulated courses. Once subject and course # are entered, system will validate back to the catalog & the valid **◆US◆** level courses in catalog. If the course is found, hours and course title will default from the catalog information.

- **If quarter hours have already been posted,**

What does it affect?

- **Term totals**
- **Transcript Appearance**
- **CAPP**

What are some suggestions?

- **Prior terms◆ quarter hour courses in the catalog should be inactivated in SCABASE (Course Base Maintenance Form) for End term Fall 1998.**
- **Beyond fall semester, repeat recommended posting (above).**

If quarter hour work is received after fall semester, what do I do with it?

- **If articulation is in place, conversion will occur automatically through the articulation process and the institutional calendar multiplier. If direct entry, then the semester level (**◆US◆**) & course must be entered.**

If semester hour work is received after fall semester, what do I do with it?

- Same as above.

The SOABGTA, SHATGRD, SHATATC, SHATATR, SHATAEQ, and SHATRNS forms are required to produce the valid quarter or semester hour results in the appropriate quarter- and semester-hour academic history terms.

NOTE the relationships on each of the forms of the effective terms, quarter vs semester grade code entries, quarter vs semester hour course numbers, active/inactive indicators, AP (attendance period) codes, and the ♦UG♦ and ♦US♦ level codes for the corresponding effective terms for each of the entries.

NOTE also, the CREDITS USED FIELD values in SHATATR, for the EQUIVALENT COURSE set up. This value determines the hours that will roll to SHATRNS after the coursework is articulated in SHATAEQ.

Example:

What do I do if ♦

an enrolled student has transfer credit posted in a quarter hour term and, in a subsequent semester hour term, earns additional transfer credit from the same institution?

In SHATAEQ, delete the previously articulated coursework from SHATRNS back into the evaluation form (go to Options, Equivalent Rollback, & enter ♦D♦ in "Roll to History").

NEXT, in SHATRNS, for the same institution, create and define a new attendance period (AP) with the new semester-hour effective term and ♦US♦ level.

THEN, back in SHATAEQ, on the next blank line, enter the new AP number, the new effective term, add the new course(s), re-articulate all of the courses, and roll the courses to SHATRNS. The result should show 2 APs for the same institution: the first AP with the original effective term, ♦UG♦ level, and the original quarter hour course(s) posting in the equivalent course block, and the 2nd AP with the new effective term, ♦US♦ level code, and the semester hour posting in the second equivalent course block.

and does not enroll until a subsequent semester term?

From SHATAEQ, delete the previously articulated coursework from SHATRNS back into the evaluation form.

Then, in SHATRNS, for AP one (1), delete the AP information with the quarter-hour effective term and ◆UG◆ level, and re-create the AP information with the new semester hour effective term and ◆US◆ level.

Return to SHATAEQ and delete the previously articulated courses and save.

Then, re-create the courses with the new effective term, articulate the courses, and roll the courses to SHATRNS. The result should show semester hour course(s) in the equivalent course block.

and has quarter hour course(s) in a quarter hour term and a correction is required in the quarter hour term?

From SHARAEQ, delete the previously articulated coursework from SHATRNS back into the evaluation form. Then, add any additional course(s) and/or correct the previous course(s), re-articulate all of the courses, and roll the courses to SHATRNS. The result should show the quarter hour courses in the equivalent course block.

Accounts Receivable Issues

Q1: What are schools doing with detail codes for semesters? (QUESTION ADDED 6/26/98)

A1: Most of the schools indicated that they are using the same detail codes and changing the description.

(Source: A/R Subcommittee)

Q2: Are there any concerns regarding refunding and financial aid disbursement? (QUESTION ADDED 6/26/98)

A2: During summer term 1999, most institutions will have semesters with many terms.

Refunds have not been working correctly with parts of terms in the past. There are supposed to be corrections to this process, which currently have not been tested. The problem with disbursement is that it will pay the financial aid to a student who is registered but not yet attending class because the student is expected to attend in a later part of term for the semester. If that student never attends the class for which money has been disbursed, the student is not eligible for the money.

(Source: A/R Subcommittee)

Financial Aid System Issues

Q1: What changes need to be made in the 1998-99 Financial Aid rollover process to accommodate semester conversion? Specifically, can the RORROLL process be used?

A1: The RORROLL process can be used without modifications. Refer to Appendix A, New Year System Start-Up Checklist in the BANNER Financial Aid 2.1.5 User's Manual as a guide to ensure a complete review of all rules and validation forms. Some validation and rules forms that must be updated include the following:

ROAINST

- Institution Financial Aid Options

Window 1:

- Active flagged**
- Description for aid year coded**
- Start date and year for award year coded**
- End date and year for award year coded**
- Current term represented Fall 1998 semester coded**
- Default aid period coded**

Window 3:

- Terms in semester for 1998/1999 coded**
- US level coded**
- Credit hours coded**

Window 6:

- Academic calendar updated to 3**
- Payment months for semester terms in 1998/1999 indicated. Example: Aug 8, Jan 9, Apr 9**

RTVAPRD

- Aid Period Validation

- Add semester aid periods**

Example: Full 100%

Fall 1998/Spring 1999 99.999%

Fall 1998/Spring 1999/Summer 1999 150%

NOTE: If the institution already has an aid period coded as 100% Full Year Percent and EFC, a second 100% Full Year Percent and EFC cannot be coded. If the school changes the first 100% to less than

100% and codes the new semester aid period to 100%, 1997/1998 award year will cause the paid PELL to be backed out when the disbursement process for terms in 1997/1998 is run again. To avoid this, the 100% PELL for 1997/1998 should not be changed to less than 100%.

Possible options:

- **If the school used FULL for 100% aid period, there is not a problem. Use RORTPRD to specify the terms in the FULL aid period by award year.**
- **Code 1998/1999 as 99.999% aid period using Fall 1998/Spring 1999; the 99.999% will act just like the 100%.**
- **Change the aid period for 1997/1998 to 100% through SQLPlus and not on the RTVAPRD form. This should keep the paid PELL funds from backing off, while allowing 1998/1999 to have the 100% on RTVAPRD.**

RORTPRD

- Aid Period/Term Rules

List terms in semester aid periods.

RFRMGMT

- Fund Management

Adjust award minimums and maximums if necessary.

RPRGFND

- Packaging Group Fund Rules

Adjust award minimums and maximums if necessary.

RPROPTS

- Packaging Options

List terms in the semester and cutoff dates.

RPRLPRD

- Loan Period Base Data

Create loan periods for semester aid periods.

RPRCLSS

- Class Code Translation

Add US Level code and link Student System Class Code and Financial Aid Class Code.

RFRDEFA

- Default Award and Disbursement Schedule Rules

Set default award and disbursement schedule rules for 1998/1999.

RFRASCH

- Fund Award and Disbursement Schedule Rules

Set fund award and disbursement schedule rules for 1998/1999 if applicable.

RJRSEDR

- Student Employment Default Rules

Establish semester authorization start and end dates/starting and ending pay dates.

(Source: SCT)

Q2: Are there any adjustments to the HOPE Scholarship funds or book money that need to be addressed now? (QUESTION ADDED 6/26/98)

A2: Yes, you will need to adjust book amounts for semester aid year 9899. You can obtain the exact amount from GA STUDENT FINANCE CORP. For packaging the HOPE fund amount, you need to adjust the tuition and fees budget components for 9899. For disbursing the HOPE fund amount, you need to know the appropriate detail codes used for tuition and fees for the aid year. Then enter the budget components and detail codes on RFRMGMT for the HOPE funds for the aid year.

(Source: SCT/OIIT)

Q3: If a new level is created for semester students (US), how will HOPE GPA calculations be impacted? (QUESTION ADDED 6/26/98)

A3: The HOPE processes are being rewritten to handle the conversion of HOPE hours and HOPE GPAs from quarter to semester.

(Source: SCT/OIIT)

Q4: In addition to the HOPE GPA calculations, has consideration been given to the calculation of Regents' and Academic Forgiveness GPA calculations? (QUESTION ADDED 6/26/98)

A4: For Academic Forgiveness, will look at the Count Toward GPA flag on SHAGRDE where grades are already defined by level.

The Regents' GPA process is being rewritten to have its own conversion accumulation strip and will NOT use the baseline accumulation strip. This process should be run before submitting SIRS under a semester term and before printing transcripts in a semester term.

(Source: OIIT)

Q5: The tier process for HOPE is presently set by quarter hours, i.e. 45 and 90 hours. HOPE has indicated the tier for semester will be 30 and 60. With no total conversion of quarter hours to semester hours, how will BANNER calculate these tiers beginning fall semester? (QUESTION ADDED 6/26/98)

A5: Level code will be added to ZTVTIER; a script will be provided to recreate the table and fill it with codes and hours from Ga. Student Finance Authority.

(Source: OIIT)

Q6: Standards of progress for financial aid eligibility are an issue since we will not be calculating quarter hours to semester hours. How will BANNER handle the calculation of a combination of quarter to semester hours to determine eligibility in regards to standards of progress? (QUESTION ADDED 6/26/98)

A6: The process is in development and will be coded to look at level and the conversion of quarter to semester hours will happen "on the fly" in the background processing.

(Source: OIIT)

**Q7: How do I set up semester level records for students in ZHAHOPE?
(QUESTION ADDED 6/26/98)**

A7: Use the following steps to set up semester-level records.

- 1. A script will be available that will create semester-level records for applicants who have a "processable" eligibility status code in their quarter level HOPE record. Processable means any eligible status, as well as ineligible due to low GPA. Status codes that are not processable are 'Graduated' and 'No longer enrolled.' All values will be duplicated from the quarter level records except for the level code, which will be the translated semester level code, and the verified term code, which will be set to 000000. This script is optional; if you have been creating US level HOPE records for students who already have a quarter level HOPE record, you should not run this script. If US level records have been created only for new students, you may still run this script.**
- 2. Set up US level funds on ZFRHOPE. An optional script will be available to do this automatically, but most, if not all, of you have already been doing this manually.**
- 3. Set up excluded SGBI codes and excluded grade modes and grades on ZHAHPEX. Make entries at the US level that correspond to those set up for the quarter level.**
- 4. Set up new tiers for the US level on ZTVTIER. This step will be done automatically with a script. The new validation table will allow tiers for different levels. This method will allow you to keep your quarter level tiers, as well as add new US level tiers. This validation table will be populated with seed data when delivered. You will need to check this because the seed data may not use the same quarter level code you use at your institution. The seed data will use the quarter undergraduate level of UG. If you use a different level code, you will need to change the UG back to your quarter undergraduate level code. The checkpoint hours in the seed data will be correct as received by the Georgia Student Finance Commission.**

(Source: OIIT)

Q8: Once this setup is complete, how do I process HOPE records? (QUESTION ADDED 6/26/98)

A8: Use the following steps to process HOPE records.

- 1. Run transfer recalculation for quarter level.**
- 2. Run transfer recalculation for semester level.**
- 3. View semester transfer records to ensure that they are in chronological order. If not, you will need to zero out the information that is out of order and re-enter that information under the appropriate quarter level term so the information will be evaluated in the correct sequence. If the information is out of order, the checkpoints may not be calculated correctly.**
- 4. Run accumulation for semester. The runtime parameters will include an option to set this process to run quarter accumulation before running semester accumulation. It's a good idea to run both in order to catch any grade changes that may be made on quarter level work. Also, when running accumulation online instead of in batch, the default will be to run quarter accumulation before running semester accumulation. This process will give you a semester level accumulation and eligibility status.**

When you run accumulation and get an eligibility status, the process will update both the quarter level eligibility status and the semester eligibility status to be the same. For example, if a student were ineligible for HOPE at the point of semester conversion, the student would have an ineligible status on his quarter level record. If the student becomes eligible later on after semester conversion, the semester level record will have an eligible status and so will the quarter level record, even though the student was ineligible at the point of semester conversion. This will prevent any miscommunication about a student's status, even if the quarter level record is mistakenly retrieved during counseling, for example.

(Source: OIIT)

Georgia Enhancement Issues

Q1: Which Georgia Enhancement forms must be reviewed?

A1: The following forms should be reviewed for modification:

ZHATPRT

- Transcript Type Rules Form

Include semester level

ZOACPCF

**- CPC Fulfilling Courses Rules Form and
ZOALHCF**

**- History/Constitution Fulfilling Courses Rules Form
Establish rules using semester course detail and hours**

ZOASLVL

**- Regents' Student Level Rules Form
Rules should be built for semester-level code**

ZOATRMT

**- Term Code Translation Form
Include semester term codes and translate to appropriate Regents' Code**

**NOTE: Don't forget to check appropriate level indicator (i.e., Und, Grad, 1
pr)**

ZHAHPEX

**- HOPE Exclusions
Rules should be built for semester level code**

ZHAHOPE

**- HOPE Eligibility Form
Create semester level record**

ZFRHOPE

**- HOPE Fund Rules Form
Create HOPE fund records at the semester level**

ZTVTIER

**- HOPE Tier Validation Form
Modified form will allow tier codes for multiply levels and will be delivered
by OIIT with 'seed' data that should be checked for the correct level codes.**

(Source: OIIT)