
Academic History Module Transcripts

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.0

**Office of Information and
Instructional Technology**

March 2010

This page left blank to facilitate front/back printing.

Table of Contents

University System Transcript Introduction.....	1
University System Transcript Forms Narrative	2
University System Transcript Forms Reference	4
Transcript Process Flow Overview.....	5
University System Transcript Forms and Processes.....	6
<i>Main Georgia Enhancement Menu (*GEORGIA)</i>	6
Description	6
<i>Academic History and Transcript Menu (*GAHT)</i>	7
Description	7
<i>Transcript Type Code Validation Form (STVTPRT)</i>	8
<i>Transcript Type Code Validation Form (STVTPRT)</i>	8
Description	8
<i>Transcript Type Rules Form (ZHATPRT)</i>	9
Description	9
Web Transcript Controls Block	10
Request Processing Information Window.....	10
Service Level Block	11
Student Level(s)	14
<i>Student System Distribution Initialization Form (SOADEST)</i>	15
Description	15
<i>Transcript Request Form (SHARQTC)</i>	16
Description	16
<i>Transcript Population Creation Process (SHRTPOP)</i>	20
<i>USG Academic Transcript Process (ZHRTRTC)</i>	21
Description	21
Parameters.....	21
<i>Transcript Request Purge (SHPTRTC)</i>	23
Description	23
Parameters.....	23
Appendix A: Document History	A-1
Appendix B: Forms and Processes No Longer Supported	B-1
Appendix C: Process Flow	C-1

This page left blank to facilitate front/back printing.

University System Transcript Introduction

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.

University System Transcript Forms Narrative

1. The Academic History and Transcript Menu (*GAHT) is accessed from the Main Georgia Enhancement Menu (*GEORGIA).
2. The Transcript Type Code Validation Form (STVTPRT) is used to define codes for different transcript types.
3. The Transcript Type Rules Form (ZHATPRT) is used to create the rules associated with the transcript requested.
4. The Transcript Request Form (SHARQTC) is used to request academic transcripts in printed form or to transmit them electronically via XML.
5. The Person Name/ID Search Form (SOAIDEN) uses the query capabilities of the system to determine the correct ID number for a person. This form may be accessed from all forms that require an ID number in the Key Block.
6. The Person Address Information Query Form (SOADDRQ) is used to display all of the address information associated with a person.
7. The Holds Query-Only Form (SOQHOLD) is used to display those holds that are still active and have been flagged to affect the process being performed.
8. The Transcript Events and Comments Form (SHATCMT) is used to capture significant events and comments pertaining to a student's tenure at the institution. The user has the option of printing these entries on the student's official transcript. Events and level-specific comments are associated with a specific student level and are printed at the top of the transcript. Term-specific comments, which are also associated with a specific level, are printed along with the specific term's summary and detailed information. This form is selected from the Academic History Menu, which is selected from the Main Student System Menu.
9. The ZIP Code Validation Form (GTVZIPC) is used to define valid ZIP Codes utilized in the system.
10. The Address Type Code Validation Form (STVATYP) is used to define address type codes, such as Billing, Permanent, or Mailing.
11. The College Code Validation Form (STVCOLL) is used to define college codes, such as College of Engineering, College of Law, and College of Music.
12. The Level Code Validation Form (STVLEVL) is used to define student-level codes, such as Undergraduate, Graduate, or No Level Declared.
13. The Nation Code Validation Form (STVNATN) is used to define nation codes, such as France, Italy, and Spain.

14. The Source/Background Institution Code Validation Form (STVSBGI) is used to define high school and college institution codes.
15. The State Code Validation Form (STVSTAT) is used to define state codes, such as Alaska, Pennsylvania, and Guam.
16. The Term Code Validation Form (STVTERM) is used to define term codes. Type codes are validated against the Term Type Validation Form and used in transmitting transcript information electronically via XML.
17. The Transcript and Advisor Menu (*AHISTORYB), which is selected from the Academic History Menu, contains other Banner baseline functions available in the Transcript and Advisor section of the Academic History Module.
18. The Process Parameter Entry Form (GJAPCTL) is used to submit the Population Creation Process (SHRTPOP), the University System of Georgia Academic Transcript Process (ZHRTRTC), and the Academic Transcript Request Purge Process (SHPTRTC), using the defined parameter values.

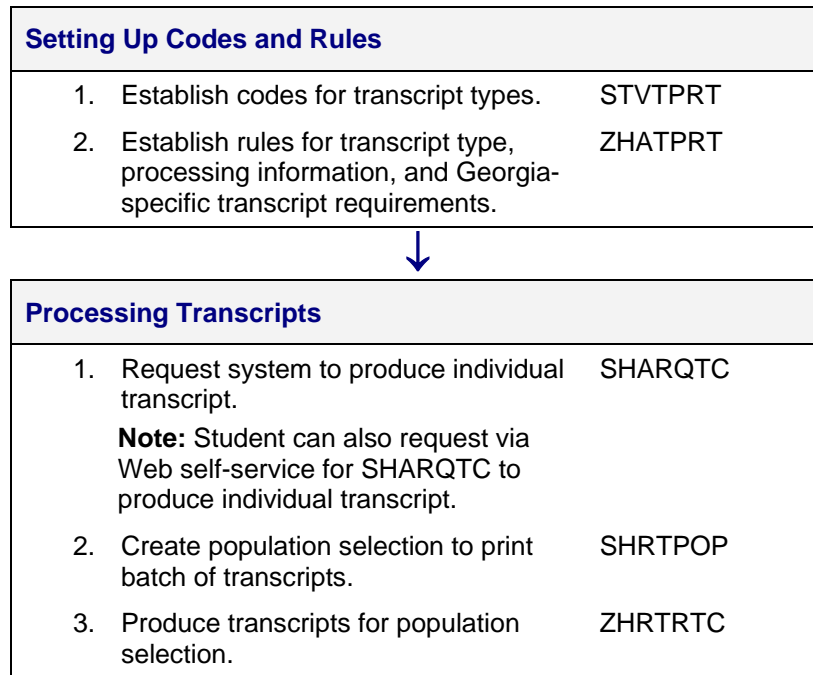
University System Transcript Forms Reference

The following list references Banner baseline and Georgia Enhancement forms that are used to request an academic transcript.

Application/Functional Forms	Forms	Description
SHARQTC Transcript Request Form	ZHATPRT	Transcript Type Rules Form
	GTVZIPC	Zip Code Validation Form
	STVATYP	Address Type Code Validation Form
	STVCOLL	College Code Validation Form
	STVLEVL	Level Code Validation Form
	STVNATN	Nation Code Validation Form
	STVSBGI	Source/Background Institution Code Validation Form
	STVSTAT	State Code Validation Form
	STVTERM	Term Code Validation Form
ZHATPRT Transcript Type Rules Form	STVTPRT	Transcript Type Code Validation Form
	STVLEVL	Level Code Validation Form

Transcript Process Flow Overview

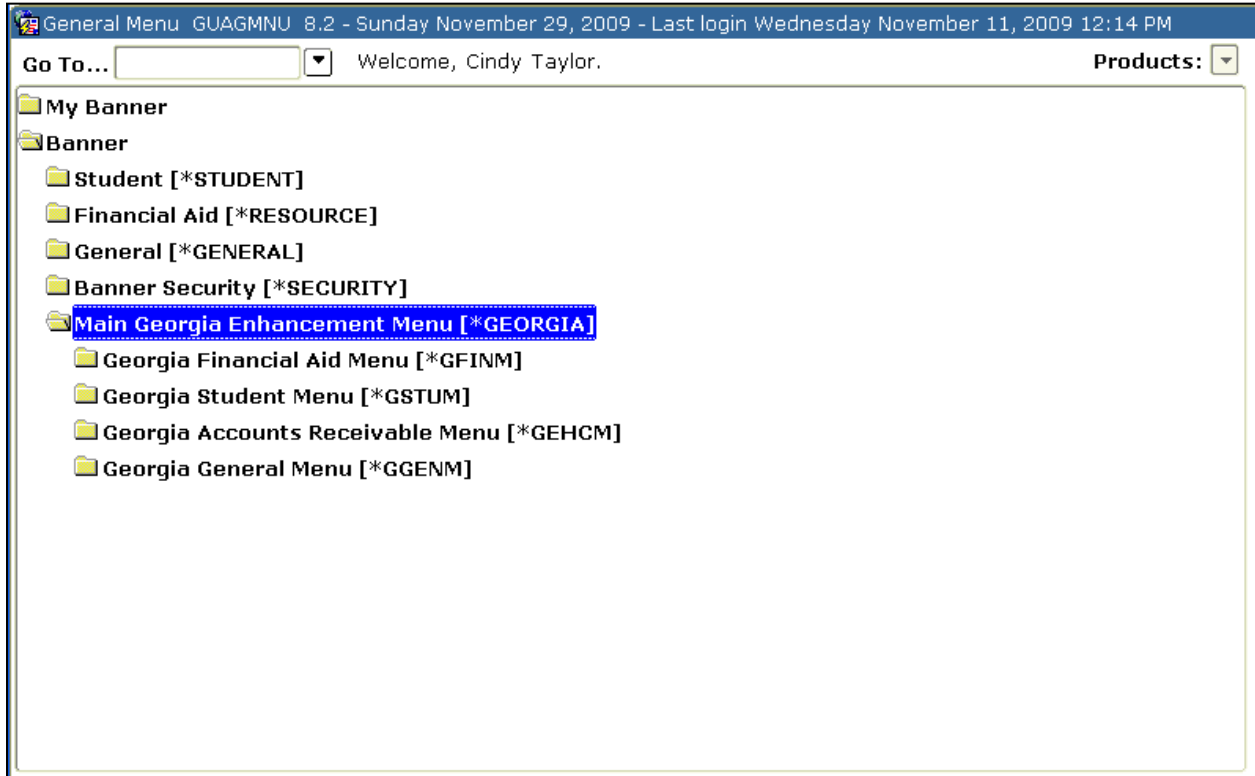
Following is an overview of the process flow for producing transcripts



University System Transcript Forms and Processes

This section includes information about the forms and processes in the order in which you use them to process USG transcripts.

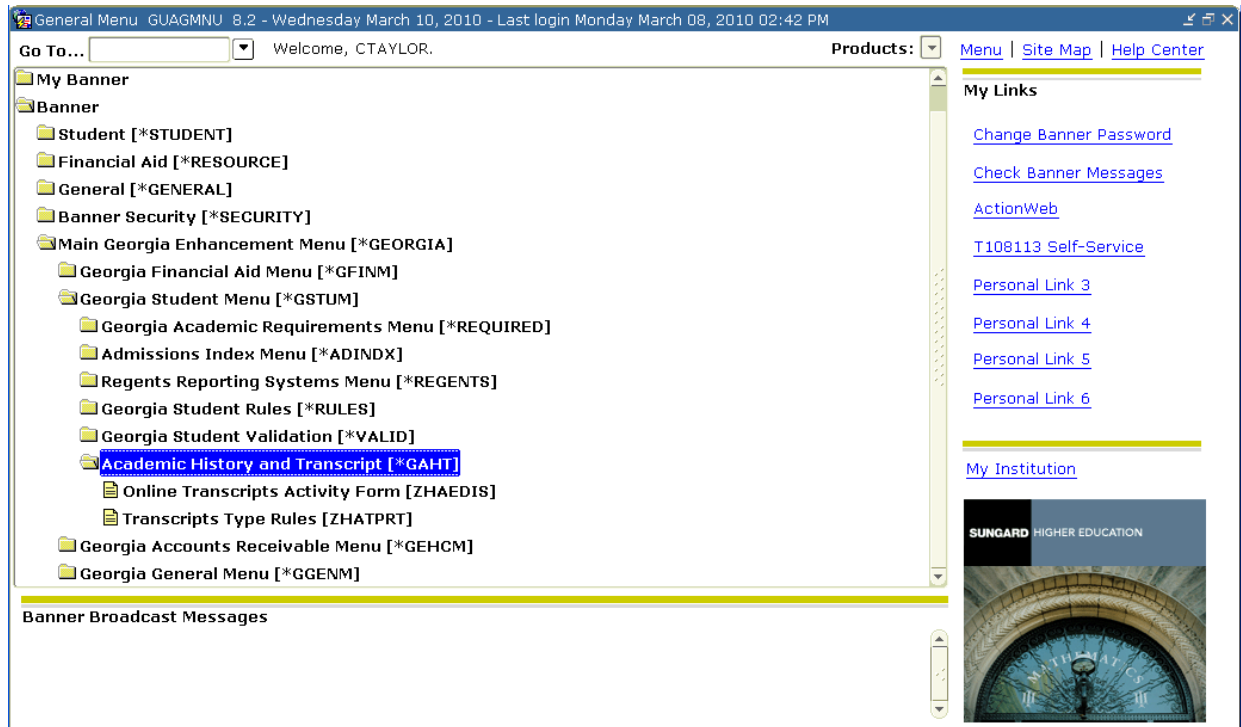
Main Georgia Enhancement Menu (*GEORGIA)



Description

The Main Georgia Enhancement Menu contains the Georgia Enhancement functions.

Academic History and Transcript Menu (*GAHT)



Description

The Academic History and Transcript Menu, which is selected from the Main Georgia Enhancement Menu, contains the Georgia forms used to produce a University System Academic Transcript.

Transcript Type Rules Form (ZHATPRT)

The screenshot shows a web browser window titled "Transcript Type Rules Form ZHATPRT 8.0". At the top, there are two fields: "Type:" with a dropdown menu set to "OFFFC" and "Official", and "Activity Date:" with a text box containing "12-OCT-2007". Below these fields is a large rectangular area containing a list of 30 items, each with a checkbox. The items are arranged in three columns. The first column contains: Student Address, Issued Address, Course Comments, Term Comments, Level Comments, Birth Date, High School, CEU Hours, CEU Dates, Contact Hours, Campus, Term Admitted, and Term Matriculated. The second column contains: Qualifying Papers, Qualifying Papers Text, Academic Events, Academic Event Decision, Academic Event Grade, Academic Standing, Committees, Dean's List, Current College, Current Minor, Current Major, Current Student Type, and Transcript Type. The third column contains: College by Term, Major by Term, Student Type by Term, Degree Major, Degree Second Major, Degree Minor, Print Transfer Detail, Institution Totals, Transfer Totals, Overall Totals, GPA Statistics, and Degree GPA. Most checkboxes are checked, while "Student Address", "Qualifying Papers Text", "Academic Events", "Academic Event Decision", "Academic Event Grade", "Committees", "CEU Hours", "CEU Dates", "Contact Hours", "Current College", "Current Minor", "Current Student Type", "Student Type by Term", "Degree Second Major", "Degree Minor", "Print Transfer Detail", "Institution Totals", "Transfer Totals", "Overall Totals", "GPA Statistics", and "Degree GPA" are unchecked.

Description

Use the Transcript Type Rules Form (ZHATPRT) to create rules associated with the type of transcript requested. Examples of transcript type include External Official Transcript or Advisor Transcript. Place a check in the Dean's List field to print this information on the transcript.

The Transcript Type Validation Form (STVTPRT) must be created before creating the rules. You must complete ZHATPRT before requesting the transcript via the Transcript Request Form (SHARQTC).

ZHATPRT contains three screens.

Transcript Type Rules

Screen one is a clone of the Banner baseline Transcript Type Rules Form (SHATPRT) and uses the baseline table. With the exception of **Academic Standing**, all fields are the same as those on SHATPRT.

The **Academic Standing** print indicator field is the only one that allows the user the option of printing academic standing on a transcript. The academic standing print indicator setting of checked and the Georgia enhancement *final standing only* print indicator setting of unchecked result in printing academic standing by term. The academic standing print indicator cannot be set to checked if the final standing only print indicator is checked. The default value for final standing only is unchecked for no. If the user overrides the default, a warning message informs the user that the Final Standing Only flag (screen 3) must be unchecked.

Request Processing Information

Screen two is a clone of the baseline enhancements so that a learner can request a USG transcript using Self-Service Banner.

Processing Control

Allow for End of Term Processing
 Allow EDI Transcripts on Web
 Allow Hold for Degree Processing

Electronic Letter Code:

Service Level

Code	Description	Type	Charge	Per	User ID	Activity Date
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment Options

Code	Description	Detail Code	User ID	Activity Date
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Web Transcript Controls Block

- The **Allow Hold for End of Term Processing** checkbox determines whether or not the learner can request that the transcript be printed after end-of-term grades have been processed.
- The **Allow EDI Transcripts on the Web** checkbox indicates whether the institution allows students to request that their transcripts be sent electronically to other institutions.
- The **Allow Hold for Degree Processing** checkbox determines whether or not the learner can request that the transcript be printed after the degree has been posted.
- The **Electronic Letter Code** field determines which electronic letter is to be used in the Web Transcript Request Process Confirmation Page.

Request Processing Information Window

This window specifies the detailed information used for a Web transcript request.

Service Level Block

This block sets up the Web self-service options for the Web transcript request.

- The **Code** field associates a Web self-service option with a specific transcript type code. (Required.)
- The **Description** field is automatically populated with the description of the code entered in SHRTRSS_WSSO_CODE that comes from STVWSSO_DESC. (Display-only.)
- The **Type** field determines to what type of Accounts Receivable account the charges associated with the learner's transcript request are posted. The institution can choose to have charges posted to the learner's account or to a miscellaneous account. Valid values are S for Student and M for Miscellaneous. (Required.) The default value is M.
- The **Charge** field is automatically populated with the charge associated with the code entered in SHRTRSS_WSSO_CODE that comes from STVWSSO_CHRG and maps to SHRTRSS_CHRG. When the field is populated, it can be updated. Optional. Valid values are 0.00 – 999999999.99.
- The **Per (Charge Per Request or Copy)** field selects whether the charge associated with the Web self-service option will be charged per transcript request or per transcript copy. This field maps to SHRTRSS_CHRG_PER. Valid values are R for Request and C for Copy. The default value is C. It is a required field if SHRTRSS_CHRG is not Null.
Note: All self-service codes with a charge per value set to C will be evaluated against the number of free copies as defined on SHAWTRR. Self-service codes with a charge per value set to R will always be charged.
- The **User ID** field maps to SHRTRSS_USER_ID and is automatically updated whenever any of the fields in the Service Level block of the Transcript Type Rules Form (SHATPRT) are entered or updated.
- The **Activity Date** field maps to SHRTRSS_ACTIVITY_DATE and is automatically updated whenever any fields in the Service Level block of the Transcript Type Rules Form (SHATPRT) are entered or updated.

Georgia Rules

Screen three contains indicators determining Georgia-specific information and student levels to be printed on the USG transcript.

Transcript Type Rules Form ZHATPRT 8.0

Type: OFFFC Official Activity Date: 12-OCT-2007

Georgia Rules ZHATPRT 8.0

Georgia Transcript Rules

All Grades
 CPC
 Cumulative by Term
 Regent's Term
 SAT/ACT
 Regent's GPA

Current Schedule
 Final Standing Only
 Immunization
 Official
 Legislative Req
 Regent's Test
 Level Descriptions

Learning Support:
 All
 Most Recent
 None

Previous College:
 All
 Last
 None

Student Level(s)

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

The **All Grades** print indicator field provides the user the option of printing all grade information about a student's enrollment on a transcript. The default value is checked for yes. When the all-grade print indicator is checked, all grades assigned for the course are printed on the transcript. A message indicating that a course grade change has occurred also prints. For example, when the all-grade print indicator is checked, an incomplete and the grade issued upon removal of the incomplete are both shown. Any change to the course grade is printed. When the all-grade print indicator is unchecked, only the last grade assigned in a course taken during a term is printed on the transcript, and there is no visible indication that the grade has been changed. If a student enrolls in the same course on more than one term, those course grades are treated independently.

The **CPC** print indicator field allows the user the option of printing the status of the college preparatory curriculum requirements. The default value is checked for yes.

The **Cumulative by Term** print indicator field allows the user the option of printing cumulative by term on a transcript. The default value is unchecked for no.

The **Regents' Term** print indicator field allows the user the option of printing Regents' term on a transcript. The default value is unchecked for no.

The **SAT/ACT** print indicator field allows the user the option of printing the highest SAT and ACT test scores on a transcript. Recentered SAT test scores are indicated by an "R" following the score. The default value is checked for yes.

The **Regents' GPA** print indicator field allows the user the option of printing the Regents' GPA on a transcript. The default value is checked for yes.

The **Current Schedule** print indicator field allows the user the option of printing the current schedule on a transcript. The default value is checked for yes.

The **Final Standing Only** print indicator field allows the user the option of printing the final standing only on a transcript. The default value is checked for yes. When the final standing only print indicator is checked, only the last academic standing is printed on the transcript. When the final standing only print indicator is unchecked, academic standing by term is printed on the transcript. The final standing only print indicator setting of unchecked and the academic standing print indicator setting of checked denote print academic standing by term; therefore, both the final standing only and the academic standing print indicator may not be set to checked. If these two fields are not set properly, an error message is issued. The user is then unable to continue until the situation is corrected.

The **Immunization** print indicator field allows the user the option of printing the status of the immunization requirements on a transcript. The default value is checked for yes.

The **Official** indicator field allows the user the option of printing official or unofficial transcripts. The default value is checked for yes. Only official transcripts are processed via EDI.

Note: The **Official** field is not auto populated and must be populated manually.

The **Legislative Req** print indicator field allows the user the option of printing the status of the legislative requirements on a transcript. The default value is checked for yes.

The **Regents' Test** print indicator field allows the user the option of printing the status of the Regents' Test requirement on a transcript. The default value is checked for yes.

The **Level Description** print indicator field allows the user the option of printing the description of the student level on the transcript. These descriptions are taken from the Student Level Block on the ZHATPRT form.

Note: The Level Description indicator field does not default and must be populated manually.

The **Learning Support** print indicator field allows the user the option of printing the test scores, term, and status of the learning support requirements on a transcript. The default value is All. When the learning support print indicator selected is 'All,' all learning support attempts print in chronological order from original to current. When the learning support print indicator selected is 'Recent,' the most recent learning support attempts print. When the learning support print indicator selected is "None," learning support information does not print.

The **Previous College** print indicator field allows the user the option of printing the previous institutions attended on a transcript. The default value is Last. When the previous college print indicator selected is 'Last,' only the last institution attended by the student prints. When the previous college print indicator selected is 'All,' all previous institutions attended by the student are printed. When the previous college print indicator selected is 'None,' no previous institutions information prints.

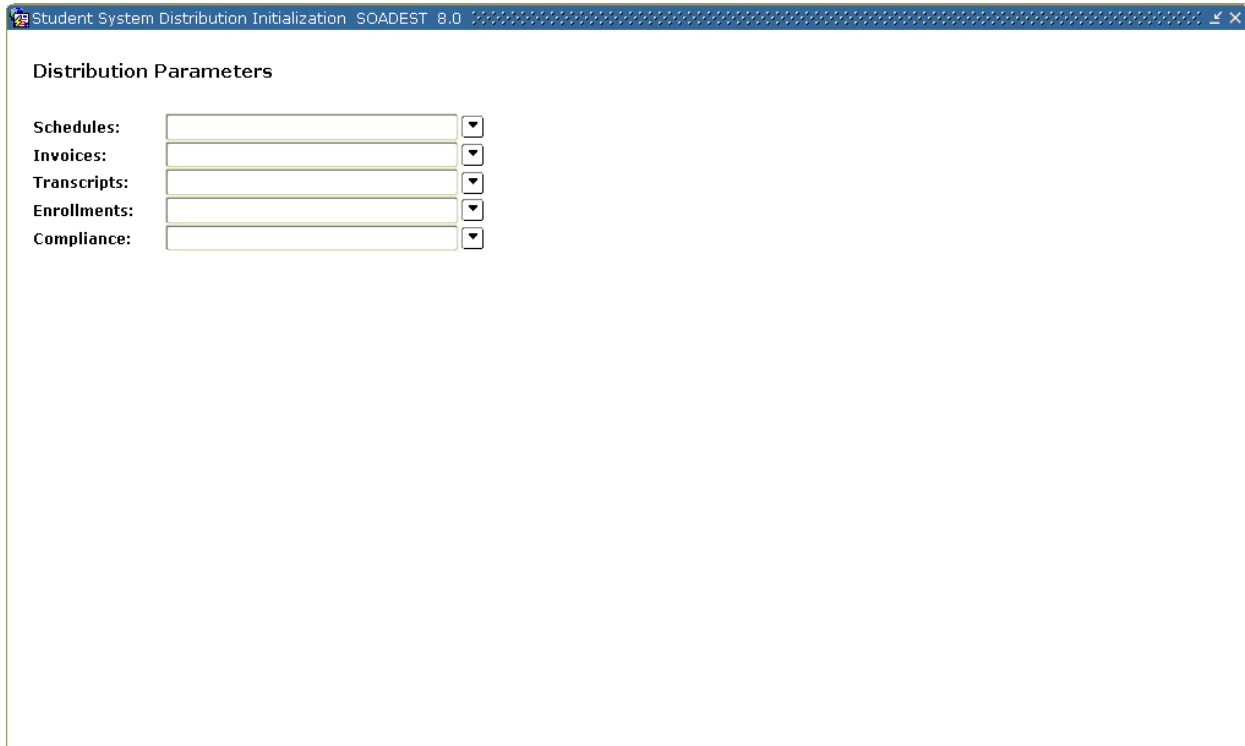
Student Level(s)

The **Level** field identifies which student levels print on a specific type of transcript. The order in which codes are chosen is the order in which they appear on this type of transcript. The Level Code Validation Form (STVLEVL) underlies this field.

Before using the AL option on the Transcript Request Form (SHARQTC), an institution first must verify or define rules on the Transcript Type Rules Form (ZHATPRT). AL does not have to be a listed level in the Student Level Block. If an institution does not define student levels on the rules control form, then the user receives an error message in the .log file.

The **Description** field displays the descriptive name of the level code specified in the Level Code field.

Student System Distribution Initialization Form (SOADEST)



The screenshot shows a web browser window titled "Student System Distribution Initialization SOADEST 8.0". The main content area is titled "Distribution Parameters" and contains five rows of input fields, each with a dropdown arrow on the right:

Schedules:	<input type="text"/>	▼
Invoices:	<input type="text"/>	▼
Transcripts:	<input type="text"/>	▼
Enrollments:	<input type="text"/>	▼
Compliance:	<input type="text"/>	▼

Description

The Student System Distribution Initialization Form is displayed by the system to each user before performing any Registration or any transfer request for the first time after accessing the system. The user can designate the selection criteria used in the "sleep/wake" routines when processing schedules, invoices, transcripts, and enrollment verifications.

Values entered on SOADEST must correspond to the institution's defined "sleep/wake" selection criteria. Your institution's technical support staff must create report-distribution-selection criteria before the user can enter them on SOADEST.

If the user is not going to be generating any "sleep/wake" routines, this form can be bypassed with the Exit/Cancel function key.

Transcript Request Form (SHARQTC)

Note

Note that the **Official** checkbox and the **Level** field on SHARQTC do not default and must be populated manually.

Description

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.

The **Student Information Term** field is used by the Academic Transcript (SHRTRTC) to select the student record information (for example: majors, minors, and concentrations) which will print in the transcript heading section. A term will default to this field based upon the following logic:

- The effective term of the maximum student record for the level selected for the transcript will default, if available.
- If no effective term can be defaulted based upon the first criteria, the effective term of the maximum student record (which is less than or equal to the term of the maximum academic history term header record) will default. In some cases, for example, when future term major changes have been entered in the student record, the transcript will print the future term major(s), because of the default logic described above. Using 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. When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation Form (GTVZIPC) and entered in the ZIP/PC field, the combination of City, State/ Province, and Nation information (which exists in GTVZIPC) will default into the appropriate fields. The related information does not default in when the ZIP/Postal Code is entered manually.

Transcript Request Block

Use the following fields in the Transcript Request block for Web transcript request processing:

Fields	Descriptions/Buttons
Receipt Number	This field is automatically populated with the value generated by the Web credit card procedure once the credit card payment is approved. This field maps to SHTTRAN_WPYO_RECEIPT_NUMBER. It is an optional field and is not validated.
Phone	Use this field to enter a phone number with area code and extension for the intended recipient of the transcript. This field maps to SHTTRAN_PHONE_AREA, SHTTRAN_PHONE_NUMBER, and SHTTRAN_PHONE_EXT. It is an optional field and is not validated. The default value is null. This information may be required for express delivery services.
International Access	This field is used to enter an international phone number with country and city codes for the intended recipient of the transcript. This field maps to SHTTRAN_INTL_ACCESS. It is an optional field and is not validated. The default value is null.
Hold for Grades	This checkbox is used to specify that the requested transcript should not be printed until after the end of term grades have been processed. This field maps to SHTTRAN_HOLD_GRDE_IND. It is a required field. Valid values are checked (Y) and unchecked (N). The default value is unchecked (N). Note: When this field is set to Y, a transcript request will not be printed unless the <i>Process rqsts awaiting grades?</i> parameter on SHRTRTC is set to Y.
Hold for Degrees	This checkbox is used to specify that the requested transcript should not be printed until after learner's degree has been posted. This field maps to SHTTRAN_HOLD_DEGR_IND. It is a required field. Valid values are checked (Y) and unchecked (N). The default value is unchecked (N). Note: When this field is set to Y, a transcript request will not be printed unless the <i>Process rqsts awaiting degrees?</i> parameter on SHRTRTC is set to Y.
Self-Service Option	Web Self-Service Option Code. This field is used by learners to specify a Web self-service option on a transcript request. This field maps to SHTTRAN_WSSO_CODE. It is an optional field. (lookup) List Web Self-Service Options Validation (STVWSSO)
Payment Option	Web Payment Option Code. This field is used by learners to specify a Web payment option on a transcript request. This field maps to SHTTRAN_WPYO_CODE. It is an optional field. (lookup) List Web Payment Options Validation (STVWPYO)
Transcript Sent Date	This field displays the actual date on which the requested transcript was sent. This field maps to SHTTRAN_SENT_DATE. It is an optional field.

Current Student Status Window

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

Transcript Request SHARQTC 8.2.1

ID: 147147147 Special, Guy R. Holds Exist View Holds: Override Holds:

Transcript Request Issue Information **Current Student Status**

Current Student Status

Level:

First Term:

Last Term:

Academic Standing:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	<input type="text" value="85.000"/>	<input type="text" value="77.330"/>	<input type="text" value="74.660"/>	<input type="text" value="73.330"/>	<input type="text" value="226.00"/>	<input type="text" value="3.08"/>
Transfer:	<input type="text" value="106.330"/>	<input type="text" value="101.660"/>	<input type="text" value="89.660"/>	<input type="text" value="101.660"/>	<input type="text" value="210.00"/>	<input type="text" value="2.07"/>
Overall:	<input type="text" value="191.330"/>	<input type="text" value="178.990"/>	<input type="text" value="164.320"/>	<input type="text" value="174.990"/>	<input type="text" value="436.00"/>	<input type="text" value="2.49"/>

Transcript Population Creation Process (SHRTPOP)

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.

For more information, see the *Banner Student User Guide*.

Note Note that the **Official** checkbox and the **Level** field on SHARQTC do not default and must be populated manually.

USG Academic Transcript Process (ZHRTRTC)

Description

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

Parameters

- 01 Transcript Population File** (Optional). 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]** (Optional). Enter % or a NULL value to select all IDs and sequences.
- 03 Transcript Type** (Required). Enter the type of transcript(s) requested. Valid values are selected from the Transcript Type Code Validation Form (STVTPRT). Enter % to select all transcript types.
- 04 Transcript Printer** (Optional). If a specific printer is requested, only those students requested via that printer are printed. Enter % to select all printers.
- 05 Address Selection Date** (Optional). Enter the date (format DD-MON-YY) for which you wish to retrieve an active address record of the student for whom the transcript is being printed.
- 06 Address Priority and Type** (Required). Enter the priority number and the address type code (format 1MA) for the address selection.
- 07 Official Transcript Request** (Optional). Enter Y if the transcript request is official; enter N or a NULL value if the request is considered unofficial.
Note: Value is validated against SHTTRAN_OFFICIAL_IND.
- 08 Campus Selection Indicator** (Optional). Enter Y if only the courses associated with the campus selected are to be printed. An 'N' includes all course campus codes on the transcript.

- 09 Campus Selected** (Required if Campus Selection Indicator is set to 'Y.') Enter the course campus code representing the campus of the courses that are to be included on the transcript. Valid values should be selected from the campus Code Validation Form (STVCAMP).
- 10 Control Report** (Optional). Enter Y to generate a control report; enter N or a NULL value to suppress printing of the control report.
- 11 Page Alignment** (Optional). Enter Y to generate one page of alignment; enter N or a NULL value to suppress alignment.
- 12 Run in Sleep/Wake Mode (Y/N)** (Optional). Valid values are Y or N. Enter Y to begin the sleep/wake cycling for this process and printer.
- 13 Sleep Interval** (Optional). Enter the time (in seconds) that this process is to pause before resuming execution.
- 14 Substitute In Progress Title** (Optional). Enter the value that you would prefer to print on the transcript if the default title "Current Schedule" is not desirable. A title of up to 30 alphanumeric characters may be entered.
- 15 Starting Line** (Optional). Enter the number of lines that are to be blank at the top of the transcript to accommodate the institutional letterhead.
- 16 Laser Printer Indicator** (Required). Enter Y for laser printer or N for a non-laser printer.
- 17 Semester Conversion Term Code** (Required). Enter the term code that designates quarter to semester conversion.
- 18 Process req. awaiting grades?** (Required) Use this parameter to process requests that learners want held until end of term grades are rolled to academic history. Enter Y to process requests waiting for end of term grades. Enter N to process requests not waiting for end of term grades. The default is N.
- 19 Process req. awaiting degrees?** (Required) Use this parameter to process requests that learners want held until their degrees are posted to SHADEGR. Enter Y to process requests waiting for degrees to be posted. Enter N to process requests not waiting for degrees to be posted. The default is N.
- 20 Web Self-Service Options** (Optional) Use this parameter to process requests that learners submitted via Web for Students with Web self-service options selected. Valid values come from STVWSSO. The default is null.
- 21 Web Payment Options Code** (Optional) Use this parameter to process requests that learners submitted via Web for Students with Web payment options selected. Valid values come from STVWPYO. The default is null.

Transcript Request Purge (SHPTRTC)

Description

This process must be run to purge the University System transcript requests from the system. Transcript requests are defined as official, unofficial, or both. Within these criteria, the following purge options are available: 1) Purge by request date, 2) Purge by level, and 3) Purge by TPRT type. A transcript must have been requested through the use of the Transcript Request Form (ZHARQTC) to be purged through this process.

Parameters

- 01 Report Term** (Optional). Enter the term to be used in the heading of the report (has no effect on the purge).
- 02 Option** (Required). Enter 1 to purge by date, 2 to purge by level, or 3 to purge by transcript request type.
- 03 Official Determination** (Required). Enter Y if only official transcripts are to be purged; enter N if only unofficial transcripts are to be purged; enter % if both types of transcripts are to be purged.
- 04 Purge Date** (Optional). If option 1 was selected in parameter 2, enter the date prior to which data are to be purged.
- 05 Purge Level** (Optional). If option 2 was selected in parameter 2, enter the level from which data are purged. Enter '%' to select all levels. Valid values are derived from the Level Code Validation Form (STVLEVL).
- 06 Purge Transcript Type** (Optional). If option 3 was selected in parameter 2, enter transcript type for which data are purged. Valid values are derived from the Transcript Type Code Validation Form (STVTPRT).
- 07 EDI Transcript Purge Option** (Optional). Valid values are Y, N, and %. Enter Y to purge selected EDI transcripts by EDI transcript status. Enter N if no EDI transcripts are to be purged. Enter % to purge all selected EDI transcripts.
- 08 Mode** (Required). Valid values are A and U. Audit mode (A) prints a report of all transcript requests purged without actually updating the database. Update mode (U) updates the database.

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

Appendix B: Forms and Processes No Longer Supported

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

Transcript Request Form (ZHARQTC 5.9)

The screenshot shows a web-based form titled "Transcript Request Form". At the top, there are input fields for "ID:" and "Holds:". Below this is a section titled "Transcript Request" containing various fields: "Request:" (checkbox), "Level:" (dropdown), "Date:" (text), "Type:" (dropdown), "Copies:" (text), "Official:" (checkbox), "Billing:" (text), "Fee:" (text), "Student Information Term:" (text), "In-Progress Cut-Off Term:" (text), "Outside Institution Code:" (text), "Forward to Internal Coll:" (text), "Student Address Type:" (text), "Issued:" (text), "Address:" (text), "City:" (text), "State/Prov:" (text), "Nation:" (text), and "User:" (text). A "Forms" dialog box is open in the center, featuring a red "X" icon and the text: "ZHARQTC has become obsolete and query only. Please use the baseline Banner form, SHARQTC, to request academic transcript(s)." with an "OK" button.

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, OIIT 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 (`shrttrm`) 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 and a header area with "ID: NNNNNNNN" and "Last name, First Name, I.". Below this, the "Current Student Status" section contains the following fields:

- Level: MD
- First Term: []
- Last Term: []
- Academic Standing: []

	Attempted	Passed	Earned	GPA Hrs	Quality Pts	GPA
Institution:	0.00	0.00	0.00	0.00	0.00	0.00
Transfer:	550.00	550.00	10.00	10.00	10.00	1.00
Total:	550.00	550.00	10.00	10.00	10.00	1.00

A "Return" button is located at the bottom right of the form.

Appendix C: Process Flow

