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Using Tuition Classification Changes

Introduction to Tuition Classification Changes

Purpose

The Audit Department has requested the Board of Regents provide the USG institutions with a standard method of monitoring and reporting any tuition classification changes to student records on campus. The institution is required to identify all students that have a change in tuition classification, the individual responsible for the change within Banner, the number of changes to tuition classification, and indication that the changes were reviewed and approved.

The Tuition Classification Changes Report (ZSRTUIC.sql) will be used to provide information related to classification changes for students enrolled at the institution based on a requirement by the Audit Department. Changes in the tuition classification must be recorded and tracked based on the approval of the change and the user making the changes to the classification in Banner.

The report output will be used by the institution to audit their files internally before it becomes time for an audit. As a result, the output would be provided to the appropriate person on the campus (possibly the tuition classification officer).

Target Audience

Registrar’s Office, Business Office, and Tuition Classification Officer

Purpose and Scope of Document

This document explains how to use the Tuition Classification Changes process.

This chapter includes the following topics:

- Setting up rules and Codes
- Creating tuition classification changes
- Reporting tuition classification changes

Graphics

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

Steps for recovery or support.

For additional information, see references.

Exercise caution.

Warning: an error here is critical.
For information about the baseline product, see *Using SCT Banner User Manual for Student*.

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

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

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

1. 706-583-2001

Toll free within Georgia: 1-888-875-3697
Tuition Classification Changes Forms and Processes Reference

Overview

Use the following forms to maintain Tuition Classification Changes:

<table>
<thead>
<tr>
<th>Descriptive Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment Type Validation Form</td>
<td>STVCMTT</td>
</tr>
<tr>
<td>Originator Validation Form</td>
<td>STVORIG</td>
</tr>
<tr>
<td>Contact Code Validation Form</td>
<td>STVCTYP</td>
</tr>
<tr>
<td>General Student Form</td>
<td>SGASTDN</td>
</tr>
<tr>
<td>Comment Form</td>
<td>SPACMNT</td>
</tr>
</tbody>
</table>

Use the following processes to report Tuition Classification Changes:

<table>
<thead>
<tr>
<th>Descriptive Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Classification Changes script</td>
<td>ZSRTUIC.sql</td>
</tr>
</tbody>
</table>
Tuition Classification Changes Flow

Description

The Tuition Classification Changes report (ZSRTUIC.sql) provides output for review of classification changes made to student records. A student can appeal a tuition classification based on the BOR policy and the procedures defined by the institution. This information should be tracked in Banner.

When a tuition classification change is approved, a new General Student Record (SGASTDN) should be created for the term the change will take effect. A comment is entered on the Comment form (SPACMNT) for the comment code specified for tuition classification changes. The comments should describe why the classification was changed, who approved the change, and the individual that made the change to the SGASTDN record.

Complete the following steps to implement and execute Tuition Classification Changes information into Banner.

<table>
<thead>
<tr>
<th>I. Setting Up Codes and Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create a comment code</td>
</tr>
<tr>
<td>2. Create an originator code</td>
</tr>
<tr>
<td>3. Create a contact code</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Create Tuition Classification Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create a new general student record</td>
</tr>
<tr>
<td>2. Enter a comment</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Report Tuition Classification Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Execute ZSRTUIC</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Import Into Excel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Open a File</td>
</tr>
<tr>
<td>2. Select File Type</td>
</tr>
<tr>
<td>3. Mark the Delimited Checkbox</td>
</tr>
<tr>
<td>4. Verify the Format</td>
</tr>
<tr>
<td>5. Finish the Import</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Implementing Tuition Classification Changes

I. Setting Up Rules and Codes

Overview

Tuition classification changes will require institutional users to set up rules and codes related to the changes. Comments will be entered in the Comment form (SPACMNT) with a specific comment code.

1. Create a comment code

The comment code is created in the Comment Type Validation form (STVCMTT). The code ‘TCC’ with a description of ‘Tuition Classification Change’ will be used for the tuition classification change comments.

2. Create an originator code

The Originator Validation form (STVORIG) is used to define the originator codes associated with a comment. The code related to the tuition classification change will be ‘TCC’ with a description of ‘Tuition Classification Change’.
3. **Create a contact code**

A comment allows for the entry of a contact. The contact code of ‘TCA’ with a description of ‘Tuition Classification Admin’ will be created in the Contact Code Validation form (STVCTYP).

![Contact Code Validation Form](image)
II. Create tuition classification changes

Overview

Tuition classification changes will be recorded in the General Student form (SGASTDN) and the Comment form (SPACMNT). The creation of the change records is based on the approval of the tuition classification change.

Once approval of the tuition classification is completed, a new student record is created for the term the classification takes effect in the General Student form (SGASTDN).

1. Create a new general student record

![Image of General Student form (SGASTDN)]
2. **Enter a comment**

A comment is entered in the Comment form (SPACMNT) using the comment code, comment originator code, and the comment contact code created. The comment should reflect the individual responsible for the change within Banner, the term approved, and indicate that the changes were reviewed and approved.

![Comment Form Example](image-url)
III. Execute ZSRTUIC

Overview

The Tuition Classification Change Report (ZSRTUIC) is used to review the tuition classification changes made in Banner for a specified term. The report output will provide the student level, the current term and associated classification, prior term and associated classification, comments entered, the date the comment was entered, and the user associated with the comment.

The process will generate a lis file that users may export into Excel.

1. Execute ZSRTUIC

The ZSRTUIC script is executed through Job Submission (GJAPCTL). Log and lis files are created. The lis file will be exported into Excel.

Parameters for ZSRTUIC

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Required</th>
<th>Description/Instructions</th>
<th>Default Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Term</td>
<td>Yes</td>
<td>Enter term to be processed.</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Comment Code</td>
<td>Yes</td>
<td>Enter the comment code to be selected.</td>
<td></td>
</tr>
</tbody>
</table>

Sample Files

Sample of the lis file follow:

Sample zsrtuic

```
001743493;Jensen, Jeffrey;B220006018;2200008;0;TC;BSEE;06-SEP-12/06-SEP-12;
001743493;Jensen, Jeffrey;B220006018;2200008;0;TC;BSEE;06-SEP-12/06-SEP-12;This student had a change in tuition classification.
001743493;Jensen, Ola;A22000488;2200208;1;FC;BSEE;06-SEP-12/06-SEP-12;
001743493;Jensen, Ola;A22000488;2200208;1;FC;BSEE;06-SEP-12/06-SEP-12;Exam.
001034600;Jensen, Tahlia;A220000810;2200001;1;111;
001184587;Jensen, Brandi;A22000488;2200208;0;TC;BSEE;01-OCT-12/01-OCT-12;
001184587;Jensen, Brandi;A22000488;2200208;0;TC;BSEE;01-OCT-12/01-OCT-12;This student had a classification change.
```
IV. Import into Excel

Introduction

ZSRTUIC creates a .lis file to be loaded into Excel. The file produced contains the values required to evaluate the tuition classification changes made for a specified term.

1. Open a file

In Excel, open one of the text files created by ZSRTUIC. This should start the Text Import Wizard.

2. Select file type

Click the Delimited Radial button to identify the file as delimited. Verify the file is importing on the correct row (the row may change if you are loading multiple files or all files to the same workbook or spreadsheet). Click next.

3. Mark the delimited checkbox

Verify the Semicolon checkbox is marked. Make sure that no other delimited indicator checkboxes are marked. Click next.
4. Verify the format

Warning

Click the text button to verify the Column Data Format is in Text format. Failure to use the text format may cause an unwanted decimal place in the course number.

![Text Import Wizard - Step 3 of 3](image)

5. Finish the import

Click finish to import the file.

Sample Files

Sample of an Excel file:

![Sample of an Excel file](image)

Note: This file has been modified for formatting to allow you to view all the information found in the file.
Appendix A: Document History

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

<table>
<thead>
<tr>
<th>Release and Date</th>
<th>Page</th>
<th>Update Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Enhancements 7.11,</td>
<td>NA</td>
<td>Original</td>
</tr>
<tr>
<td>February 2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Georgia Enhancements 7.14,</td>
<td>NA</td>
<td>Fixed duplicate student entries for students with name changes and corrected multiple line comment codes to only display as a single line in the output file.</td>
</tr>
<tr>
<td>July 2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Georgia Enhancements 7.20,</td>
<td>N/A</td>
<td>Removed the activity date comparison and modified the residency code comparison to select appropriate records for the report output.</td>
</tr>
<tr>
<td>June 2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Georgia Enhancements 8.0,</td>
<td>All</td>
<td>Inserted new screen captures.</td>
</tr>
<tr>
<td>March 31, 2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Process Flow

Tuition Classification Changes Process Flow

1. Student is Assigned Tuition Classification
2. Student appeals the Tuition Classification
   - Appeal Approved
     - Tuition Classification Updated
     - Fees Assessed
   - Appeal Declined
     - Stop