

ACADEMIC HISTORY NAVIGATION

TABLE OF CONTENTS

Revision History 2

Introduction and Purpose 2

Related Policies, Regulations, Guiding Principles, and Common Practices 2

History Impacted Departments, Units, Programs, and Centers..... 2

Before You Begin..... 2

Pages..... 2

Procedures to View Academic History..... 3

 How to View Grade Rosters 3

 Steps..... 3

 How to View Grade History (List of All Grades, Grade Changes, EAP Course Specifics) 3

 Steps..... 3

 How to View End of Term Information (Academic Standing, Dean’s List) for an Individual Student 6

 Steps..... 6

 How to View Academic Standing and Dean’s List Query for Groups of Students..... 7

 Steps..... 7

 How to View Graduation Application, Conferred Degree, Diploma Information 9

 Steps..... 9

 How to View Transfer and Institutional Course History by Term 12

 Steps..... 12

 How to View Student Hours and GPA by Subject 12

 Steps..... 12

 How to View Unofficial and Official Transcript for Advisors and Faculty Advisors..... 13

 Steps..... 13

REVISION HISTORY

Version	Date	Name	Description
2	Sept 2016	Kari Geske	Updated special programs and academic dismissals
3	Sept 2018	Kari Geske	Updated for Banner 9

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how the academic history portion of the student record is recorded and viewed in Banner. It reveals at a high level where to look to review the student's achievements at UCR. This navigation is not intended to instruct a user how to make changes on these pages, but to provide an understanding of the data they contain.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Academic history information is traditionally updated by the Registrar's Office or the Graduate Division Academic Affairs Office. The following components are considered part of academic history:

1. Grade Rosters
2. Grade History (list of all grades, grade changes, EAP course specifics, etc.)
3. End of Term (academic standing, withdrawal reason) for an Individual Student
4. Academic Standing and Dean's List Query for a Group of Students
5. Graduation application, conferred degree, diploma information
6. Transfer and Institutional Course History by Term
7. Student Hours and GPA by Subject

HISTORY IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Graduate Division Academic Affairs Office
3. Advisors
4. Other users who have access to academic history screens.

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description

PROCEDURES TO VIEW ACADEMIC HISTORY

HOW TO VIEW GRADE ROSTERS

Grades will be submitted by faculty through iGrade. Upon submission, the grades will populate in SFASLST. Starting the 10th week of the quarter we will “roll” the grades from SFASLST, or the registration side, to academic history (SHACRSE/SHATCKN). The designated time we will roll all grade rosters faculty have submitted is early morning. Students cannot see their grades in self-service and they are not on the transcript until they are “rolled” to history.

STEPS

1. **SFASLST** – class roster.
2. The check box stating **Roll** (in the key block) will be checked if the roster has been rolled to SHACRSE/SHATCKN.
 - a. Grade rosters in iGrade must be 100% complete to receive the submit button in iGrade so all class rosters will be complete when rolled. All students will be rolled for the course at the same time.
 - b. The only deviation is if a student has withdrawn. The student who receives a “W” final grade will have that grade rolled to academic history at the point he/she withdrawals, so that it appropriately reflects the withdrawal in self-service and on the transcript. You will see the checked **Rolled** box for that specific student only.
3. Midterm grade will not be used.
4. **Final Grade** is where you will see the grade submitted.
5. The incomplete final grade and extension date will not be visible on SFASLST but will be available on SHATCKN.

Class Roster SFASLST 9.3.4 (PPRDXE)											
Term: 201840 Fall 2018 CRN: 25791 HIST 017A 000 Roll: <input checked="" type="checkbox"/> Degree Award Status: Select...											
CLASS ROSTER											
Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolled
1	860779577	Applicant, Jane A.	RE	09/06/2018		B	L			4.000	<input checked="" type="checkbox"/>

HOW TO VIEW GRADE HISTORY (LIST OF ALL GRADES, GRADE CHANGES, EAP COURSE SPECIFICS)

STEPS

1. **SHACRSE** – is a full history of all courses the student has completed and that have been graded and rolled to history.
2. **Term** – if you leave the term field blank and next block you will see all courses the student has taken an UCR. If you have put a term in the key block and next block you will only see courses for that term.
3. **Repeat column** – this is where you can see how a course is being counted for repeats.
 - a. Include (I) - Include in GPA.
 - b. Exclude (E) - Exclude from GPA, but include only in attempted hours.
 - c. Include GPA (A) - Include in attempted hours and GPA, but exclude from earned hours.

COURSE SUMMARY													Insert	Delete	Copy	Filter
Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title			
	201620	1	C	U	10903	BIOL	005B	050	4.000	C L		I	INTRO: ORGANISMAL BIOLOGY			
	201620	1	C	U	16225	MATH	009B	030	4.000	F L		I	FIRST-YEAR CALCULUS			
	201620	1	C	U	18377	PSYC	002	001	4.000	B L			INTRODUCTORY PSYCHOLOGY			
	201610	1	C	U	10933	BIOL	005B	001	2.000	D L		E	INTRO: ORGANISMAL BIOLOGY			
	201610	1	C	U	22479	BIOL	005B	091	2.000	D L		A	INTRO: ORGANISMAL BIOLOGY			
	201610	1	C	U	12096	CHEM	112A	001	4.000	D+ L		A	ORGANIC CHEMISTRY			
	201610	1	C	U	16501	MATH	009B	040	4.000	F L		E	FIRST-YEAR CALCULUS			
	201610	1	C	U	17858	PHYS	040A	001	5.000	D L		A	GENERAL PHYSICS			
	201540	1	C	U	10716	BIEN	010	001	4.000	W L			OVERVIEW OF BIOENGINEERING			
	201540	1	C	U	20053	CHEM	112A	003	4.000	W L			ORGANIC CHEMISTRY			
	201540	1	C	U	16232	MATH	009B	020	4.000	W L			FIRST-YEAR CALCULUS			
	201540	1	C	U	17359	PHIL	009	001	4.000	W L			BIOMEDICAL ETHICS			
	201540	1	C	U	19870	PHYS	040A	020	5.000	W L			GENERAL PHYSICS			
	201530	S1	C	U	10045	ANTH	162	101	4.000	A L			CULTURE & MEDICINE			
	201530	S2	C	U	11119	ETST	170	201	4.000	A L			THIRD WORLD LITERATURE			
	201530	S6	C	U	11350	MATH	008B	601	5.000	A L		I	INTRO TO COLL MATH FOR SCIENCES			
	201530	S2	C	U	11856	PSYC	178	201	4.000	C L			HEALTH PSYCHOLOGY			
	201520	1	C	U	10869	BIOL	005A	001	4.000	C L			INTRO: CELL&MOLECULAR BIOLOGY			
	201520	1	C	U	20014	BIOL	05LA	022	1.000	C L			INTRO TO CELL&MOLECULR BIO LAB			
	201520	1	C	U	16022	MATH	008B	010	5.000	D L		E	INTRO TO COLL MATH FOR SCIENCES			

Note: This is a great screen to use the query functionality if you want to see all courses a student has taken in a specific discipline. For example, if you want to see all courses the student took in MATH, you would use the filter function Filter to enter the subject of MATH and it will display those courses only.

COURSE SUMMARY

InsertDeleteCopyFilter

Active filters: Subject: MATH Clear All

Filter Again

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
	201730	S03	C	U	71269	MATH	046	D01	4.000	W L			ORDINARY DIFF EQUATIONS
	201730	S07	C	U	71272	MATH	046	E01	4.000	C L			ORDINARY DIFF EQUATIONS
	201720	1	C	U	56486	MATH	009C	010	4.000	C L			FIRST-YEAR CALCULUS
	201720	1	C	U	56508	MATH	010A	010	4.000	C L			CALCULUS SEVERAL VARIABLES
	201710	1	C	U	36710	MATH	009C	001	4.000	W L			FIRST-YEAR CALCULUS
	201710	1	C	U	36743	MATH	010A	020	4.000	W L			CALCULUS SEVERAL VARIABLES
	201630	S7	C	U	11310	MATH	009B	701	4.000	B+ L		E	FIRST-YEAR CALCULUS
	201620	1	C	U	16225	MATH	009B	030	4.000	F L		I	FIRST-YEAR CALCULUS
	201610	1	C	U	16501	MATH	009B	040	4.000	F L		E	FIRST-YEAR CALCULUS
	201540	1	C	U	16232	MATH	009B	020	4.000	W L			FIRST-YEAR CALCULUS
	201530	S6	C	U	11350	MATH	008B	601	5.000	A L		I	INTRO TO COLL MATH FOR SCIENS
	201520	1	C	U	16022	MATH	008B	010	5.000	D L		E	INTRO TO COLL MATH FOR SCIENS
	201510	1	C	U	16136	MATH	008A	001	5.000	C L		I	INTRO TO COLL MATH FOR SCIENS
	201440	1	C	U	15950	MATH	008A	010	5.000	D L		E	INTRO TO COLL MATH FOR SCIENS

20 of 1 Per Page

Record 1 of 1

4. **SHATCKN** – is more specific details about a course. You can get to SHATCKN two different ways:
 - a. You can go directly to that page. Once in the page, enter the term you desire and scroll through the courses until you find the course you want to view.
 - b. In SHACRSE highlight the row that you want to see and then you can click on the magnifying glass under the **Select** column. This will bring up SHATCKN for that specific course.
5. **Course Detail** – information about the course.

6. **Grades** – this area contains the official grades and any grade changes. The most recent grade will always be the top row (the highest sequence number).
7. **Grade Change Reason** – provides you the reason for the change on the record.
 - a. Grade changes submitted by paper by the faculty member are considered Clerical and Procedural (CP).
8. If the student had an incomplete (I) or an incomplete extension (IE) the date the grade is due is listed under **Extension Date**.
9. The **Incomplete Final Grade field** is NOT the student's final grade. This represents the grade the student will receive if the grade is not changed by the faculty by the extension date.
 - a. If the course is an S/NC course the incomplete final grade field will still show an F, but the system will automatically know to convert the F to an NC if a grade change is not submitted by the extension date.
10. **Level** – this shows the level of the student's record the course is a part of.
 - a. **U** – Course is on the undergraduate transcript and is calculating in the undergraduate GPA.
 - b. **G** – Course is on the graduate transcript and is calculating in the graduate GPA.
 - c. **M** – Course is on the medical transcript.
 - d. **U and G** – Course is on both the undergraduate and graduate transcript and is calculating in both the undergraduate and graduate GPA.

COURSE DETAIL

Cooperative Education

Components

CRN	Subject	Subject Description	Course	Course Title	Section	Campus	Campus Description	Repeat	Schedule Type
41784	BIOL	Biology	005B	INTRO: ORGANISMAL BIOLOGY	001	C	Riverside	None	LEC

1

of 1

10 Per Page

Record 1 of 1

GRADES

Sequence Number	Grade	Grade Mode	Grade Mode Description	Credit Hours	Attempted Hours	Change Reason	Change Reason Description	Extension Date	Incomplete Final Grade
3	C	L	Letter	4.000	4.000	IC	Incomplete Change		
2	IE	L	Letter	4.000	4.000	IE	Incomplete Extension	07/01/2018	F
1	I	L	Letter	4.000	4.000	OE	Original Entry	06/15/2018	F

1

of 1

10 Per Page

Record 1 of 3

LEVEL

Code *	Code Description	Primary Level Indicator *
U	Undergraduate	<input checked="" type="checkbox"/>

1

of 1

10 Per Page

Record 1 of 1

11. Students who have grade changes, transfer work, or REPEAT/TAH permits added to their record will have their GPA, academic standing, and Dean's List updated on a daily basis for applicable terms.
12. **Education Abroad Program (EAP) and Other Special Program coursework** – when a student is enrolled in units for EAP or another special program they are enrolled in placeholder courses that count for registration purposes but do not roll to academic history. Once transcripts/grades have been received, the Registrar's Office will enter the coursework as transfer credit. They will also place a comment in transcript comments by term (SHATCMT) reflecting the program of participation and for EAP, the country and institution attended. The transcript comment can also be seen on the unofficial transcript.
Note – prior to fall 2016 EAP information is located in SHACRSE/SHATCKN.

Transcript Events and Comments SHATCMT 9.3.4 (PPROXE)					ADD	RETRIEVE	RELATED	TOOLS
ID: 860779577 Applicant: Jane A. Level: U Undergraduate Originator: Term: 201840 Fall 2018					Start Over			
Academic Events Transcript Comments By Level Transcript Comments By Term								
TRANSCRIPT COMMENTS BY TERM					Insert Delete Copy Filter			
Comment	Level	Term	Originator	Effective Date				
UNIV OF CALIFORNIA STUDY ABROAD PROGRAM	U	201840						
UC CREDIT EARNED THROUGH	U	201840						
TORCUATO DI TELLA UNIVERSITY: ARGENTINA	U	201840						
<div> <div>1 of 1</div> <div>10</div> <div>Per Page</div> </div>					Record 1 of 3			

HOW TO VIEW END OF TERM INFORMATION (ACADEMIC STANDING, DEAN'S LIST) FOR AN INDIVIDUAL STUDENT

STEPS

1. Go to **SHAINST**.
2. Enter the **Term** – you are required to enter the term you want to review.
3. **End of Term Academic Standing** – academic standing will run for the first time the day after grades are due for the term. It will be updated once per day if any grade changes do occur on the student's record, unless the student was dismissed.
 - a. If a student is academically dismissed or is lapsed for not satisfying the ELWR requirement, the value is updated by the Registrar's Office to AD or ED respectively. This value prevents the student from registering. The standing earned for that term is stored in the Progress Evaluation field for reference.
4. **Dean's List Status** – if a student meets the qualifications for Dean's List, DL will populate into this field. It first runs the day after grades are due. If a student has Dean's List for fall, winter and spring then the value for the spring term will be CL for Chancellor's List.
5. **Progress Evaluation** – this is used only for dismissed students and will hold the original academic standing value the student had before the Registrar's Office replaced it with AD for academic dismissal or ED for ELWR Lapse.
6. We are not using any of the additional fields at this time.
7. You can use the Cohort Information and Stored GPA by Term tabs as informational. This information can be found on other pages as well.

Student Term Course Maintenance SHAINST 9.3.5 (PPRXE)

ID: 860779577 Applicant: Jane A Term: 201840 Confidential

ADD RETRIEVE RELATED TOOLS 1

Start Over

Term Header Information Cohort Information Stored GPA by Term Calculation

TERM HEADER

Data Added by ☐ System ☒ User

☐ Pre-Catalog Entry

Record Status: New Record

End of Term: 00 ... Good Standing

Academic Standing

Dean's List Status: DL ... Dean's Honors List

Progress Evaluation: ...

Combined Academic Standing: ...

Special Exam Credit: ...

Withdrawal Reason: ...

☐ Duplicate Mailer Request Date

Original Grade Mailer Sent Date

Transfer Institution: ...

Student Centric: ...

Period: ...

Record Status Date: 08/29/2018

End Of Term: 09/06/2018

Academic Standing Date: ...

Dean's List Status: 09/06/2018

Dean's List Status Date: ...

Progress Evaluation Date: ...

Combined Academic Standing Date: ...

Revised/Duplicate Grade Mailer Sent Date: ...

SAVE

dmintest.ucr.edu/BannerAdmin/Forms/SFAR6Q&ban_args=&ban_mode=ss#tabShainstTabCanvas-page_cohort

allucian

HOW TO VIEW ACADEMIC STANDING AND DEAN'S LIST QUERY FOR GROUPS OF STUDENTS

STEPS

1. Go to **SHASTAT**.
2. This page can be a helpful query tool to review students in your college, major, or minor based on your job responsibilities. The information provided in the key block give you the first level of filter. Here you can select **College** or use the **combination of Field of Study Type and Field of Study Code** to capture the students you are responsible for.
3. Next Block and the system will populate the **Academic Standing tab** with all students that meet the above criteria.

Academic Standing Query SHASTAT 9.3 (PPRDXE) ADD RETRIEVE RELATED TOOLS

Term: 201810 Winter 2018 Level: Campus: College: HS Degree: Program: Field of Study Type: MAJOR Field of Study Code: HIST Start Over

Academic Standing **Deans List**

ACADEMIC STANDING Insert Delete Copy Filter

Status	Date	Last Name	First Name	Middle Initial	ID
00	04/05/2018	Abd			00004
00	04/05/2018	A			00067
00	04/05/2018	A			00062
00	04/05/2018	A			00008
00	04/05/2018	A			00010
00	04/05/2018	A			00018
00	04/05/2018	A			00030
00	04/05/2018	A			00035
00	04/05/2018	A			00088
00	04/05/2018	Amad			0020891

1 of 34 10 Per Page Record 1 of 335

CURRICULA SUMMARY - PRIMARY Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
1	201640	BA in History	201640	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts			

1 of 1 1 Per Page Record 1 of 1

FIELD OF STUDY SUMMARY Insert Delete Copy Filter

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
----------	------	------	----------------	------------	-------------------

READ Record: 1/335 SHVACST.SHRTRM_ASTD_CODE_END_OF_TERM [1] ellucian

4. To view the Dean's List or Chancellor's List for the same group, click on the Dean's List tab.

Academic Standing Query SHASTAT 9.3 (PPRDXE) ADD RETRIEVE RELATED TOOLS

Term: 201810 Winter 2018 Level: Campus: College: HS Degree: Program: Field of Study Type: MAJOR Field of Study Code: HIST Start Over

Academic Standing **Deans List**

DEANS LIST Insert Delete Copy Filter

Status	Date	Last Name	First Name	Middle Initial	ID
DL	04/05/2018	Ad			00067
DL	04/05/2018	A			00008
DL	04/05/2018	A			00001
DL	04/05/2018	A			00003
DL	04/05/2018	A			00004
DL	04/05/2018	B			00000
DL	04/05/2018	C			00004
DL	04/05/2018	C			00001
DL	04/05/2018	C			00006
DL	04/05/2018	Coley			0000375

1 of 7 10 Per Page Record 1 of 68

CURRICULA SUMMARY - PRIMARY Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
1	201810	BA in History	201640	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts	201840		

1 of 2 1 Per Page Record 1 of 2

FIELD OF STUDY SUMMARY Insert Delete Copy Filter

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
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READ Record: 1/68 SHVDEAN.SHRTRM_ASTD_CODE_DL [1] ellucian

HOW TO VIEW GRADUATION APPLICATION, CONFERRED DEGREE, DIPLOMA INFORMATION

STEPS

1. **SHAGAPP** - shows the student's application(s) to graduate.
2. **Graduation Application Sequence** - shows how many applications to graduate the student has filed.
3. **Active check box** – indicates that the application is active based on an active application status.
4. **Application date** – when the student submitted the application through self-service.
5. **Application status** – the key field that says where the student's application is at.

Graduation Application SHAGAPP 9.3 (PPRDXE)

ID: 860779577 Applicant, Jane A Confidential

ADD RETRIEVE RELATED TOOL

Start Over

Application Diploma Information

APPLICATION TO GRADUATE

Graduation Application Sequence: 1 ☒ Active

Graduation Application Information

Application Date: 09/06/2018 Application Status: 09/06/2018

Application Status: AC Application Filed Create/Update Degree Record

Graduation Information

Graduation Term: 201830 Graduation Year: 2017 Graduation Date: 09/15/2018

Graduation Status: Attend Ceremony: ☐ Yes ☐ No ☐ Undecided ☒ No Response

Fee Amount: Fee Date: Fee Term: Transaction: Receipt Number:

Record 1 of 1

CURRICULA SUMMARY STUDENT

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation
1	201840	BA in Art (Studio)	201840	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201840	

Record 1 of 1

6. **Curricula Summary block** – shows the curricula the student selected to apply for. Students with double majors or two degree objectives will have two active applications. Each application is for one curriculum. The student must apply for each curriculum separately.

Graduation Application SHAGAPP 9.3 (PPRDXE)

ID: 860779577 Applicant: Jane A. Confidential

Application Sequence

Graduation Application Information

Application Date * 09/06/2018 Application Status * 09/06/2018

Application Status * AC ... Application Filed

Graduation Information

Graduation Term 201830 ...

Graduation Year 2017 ...

Graduation Date 09/15/2018

Graduation Status ...

Attend Ceremony ☐ Yes ☐ No ☐ Undecided ☒ No Response

Fee Detail ...

Fee Amount ...

Fee Date ...

Fee Term ...

Transaction ...

Receipt Number ...

Record 1 of 1

CURRICULA SUMMARY STUDENT

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation
1	201840	BA in Art (Studio)	201840	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201840	

Record 1 of 1

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201840	Major	Art (Studio)	Art	

Record 1 of 1

EDIT Record: 1/1 SHAGAPP:SHAGAPP_REQUEST_DATE [1] ellucian

7. **SHADEGR** - This is where you can see that the student's degree is conferred.
8. **Degree Sequence** - if the student has more than one major or degree objective, the student will have multiple degree sequence records. In addition, if the student received a bachelor's degree from UCR and now is receiving their masters or PhD the student will have more than one degree sequence record. You need to use the arrow button to look up the degree sequence you want to review.
9. **Outcome Status** - will be DA for Degree Awarded if the student's degree has been awarded.
10. **Graduation Term and Graduation Date** - tells you the term and the date in which the student graduated.
11. **Curricula Summary** - provides an overview of the curricula for this degree or you can click on the Curricula tab to see the more specifics.

Degree and Other Formal Awards SHADEGR 9.3.5 (PPRDXE)

ID: 860779577 Applicant, Jane A. Degree Sequence: 1 Graduation Holds: Override Hold: View Current/Active Curricula: Confidential

Learner Outcome Curricula Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

LEARNER OUTCOME INFORMATION

Outcome Status: DA Degree Awarded

Student Record Term: 201540

Bulletin Academic Year: 2015

Graduation Information

Graduation Term: 201540

Graduation Year: 2015

Graduation Status: RR Registrar's Rev: Confer

Graduation Date: 12/11/2015

Degree Completion Term: 201540

Graduation Application Date:

Calculate GPA

Apply to Graduate

Fee: ☐ Charge Fee ☐ Waive Fee ☒ None

Fee Date:

Fee Term:

Fee Detail:

Fee Amount:

Fee Indicator: ☐ Fee Charged ☐ Fee Waived ☒ No Fee

Authorize: CONVERSION

CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201540	BA in Sociology	201540	Undergraduate	Riverside	Humanities, Arts, and Soc Sci	Bachelor of Arts

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201540	Major	Sociology	Sociology	

Record: 1/1

SHRDXGMR.SHRDXGMR_DEGS_CODE [1]

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12. **The Honors Information** – on the Honors tab you will find the Institutional Honors. If the student received one of the three institutional honors it will show here.

Degree and Other Formal Awards SHADEGR 9.3.5 (PPRDXE)

ID: 860779577 Applicant, Jane A. Degree Sequence: 1 Graduation Holds: Override Hold: View Current/Active Curricula: Confidential

Learner Outcome Curricula Dual Degree **Honors** Institutional Courses Transfer Courses Non-Course Work Course Attributes

DEPARTMENTAL HONORS

Code	Description	Print on Transcript	Print on Commencement Report
		<input type="checkbox"/>	<input type="checkbox"/>

INSTITUTIONAL HONORS

Code	Institutional Honors Description	Print on Transcript	Print on Commencement Report	Default EDI
HON2	With High Honors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Calculate GPA

Degree Comments

Record: 1/1

SHRDXGDH.SHRDXGDH_I_HOND_CODE [1]

ellucian

13. The additional tabs of Institutional Courses, Transfer Courses and Non-Course Work are informational and provide a summary of the work the student has for that degree. This information can also be found on other pages.

HOW TO VIEW TRANSFER AND INSTITUTIONAL COURSE HISTORY BY TERM

STEPS

1. Go to **SHATERM**.
2. This is a query screen that you might find helpful in reviewing the student's academic history. This page is designed to look at courses the student took **by Term**. You will also see that this page includes both institutional course and transfer courses.
3. Enter the level of the record you want to review: U, G, or M. If you select a specific term at the top of the page then the tab called Term GPA and Course Detail information will begin the Term GPA review with that term. If you leave the term field blank it will start at the beginning of the student's record.
4. The first tab, Current Standing, gives you the Term GPA, Cum GPA and all coursework for that term.
5. Go to the next tab, Term GPA and Course Detail Information, to see a breakdown of history by term. As you scroll through the Term GPA information, you will notice that it will show both Institution and Transfer coursework. Indicators you are viewing transfer work are if the Transfer Number and Attendance period have values, and if the first Hours and GPA row says Transfer, and if the bottom section header says Transfer Courses.

Term Sequence Course History SHATERM 9.3.3 (PPRXE)

ADD

RETRIEVE

RELATED

TOOLS

ID: Course Level Codes by Person: UStart Term: Confidential

Current Standing

Term GPA and Course Detail Information

Student Centric GPA and Course Information

Start Over

▼ TERM GPA

Insert

Delete

Copy

Filter

Term

201520

Transfer Number

Attendance Period

Attempted Hours

Passed Hours

Earned Hours

GPA Hours

Quality Points

GPA

Institutional

13.000

9.000

9.000

9.000

23.00

2.55

Cumulative

127.000

109.500

109.500

104.000

337.30

3.24

10 of 16

1 Per Page

Record 10 of 16

▼ INSTITUTIONAL COURSES

Insert

Delete

Copy

Filter

Subject

Course

Title

Grade

Mode

Hours

Repeat

Repeat System

Campus

MATH

009B

FIRST-YEAR CALCULUS

B L

4.000

C

PHYS

02LA

GENERAL PHYSICS LABORATORY

B L

1.000

C

SPN

001

ELEMENTARY SPANISH

NC P

4.000

E

S

C

PHYS

002A

GENERAL PHYSICS

C L

4.000

C

1 of 1

10 Per Page

Record 1 of 1

HOW TO VIEW STUDENT HOURS AND GPA BY SUBJECT

STEPS

1. Go to **SHASUBJ**.

- This is another query screen that you might find helpful in reviewing the student's academic history. This page is designed to look at courses the student took **by Subject**. You will also see that this page includes both institutional courses and transfer courses.
- If you know the subject you specifically want you can include that in the **Start with Subject field** or you can select to leave that field blank if you want to scroll through all subjects the student has taken. Go to the Subject GPA and Course Detail Information tab.
 - If you enter a subject please note that Banner will also display any subjects that alphabetically follow, in addition to the one you entered.
- Please note that the GPA statistics provided in this page relate specifically to the subject and the courses that are in that subject area. This could be helpful if you are interested in their GPA in a specific subject group of courses.

Student Subject Sequence History SHASUBJ 9.3.3 (PPRDXE)

ID: 06 [REDACTED] N Level: U Start with Subject: [REDACTED] Start Over

Current Standing Subject GPA and Course Detail Information

SUBJECT GPA

	Subject	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	ENGL	8.000	8.000	8.000	8.000	25.60	3.20
Transfer		0.000	4.500	4.500	0.000	0.00	0.00
Total		8.000	12.500	12.500	8.000	25.60	3.20

INSTITUTIONAL COURSES

Term	Subject	Course	Title	Grade	Mode	Hours	Repeat	Campus
201210	ENGL	001B	INTERMEDIATE COMPOSITION	B- L		4.000	(None)	C
201220	ENGL	001C	APPLIED INTRMTD COMPOSITION	A- L		4.000	(None)	C

TRANSFER COURSES

Term	Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
201140	ENGL	001A	BEGINNING COMPOSITION	TA T		4.500		(None)

Record 5 of 19

Record 1 of 2

Record 1 of 1

EDIT Record: 5/19 SHITORN_OVERALLSTYDUBJ_CODE[S] ellucian

HOW TO VIEW UNOFFICIAL AND OFFICIAL TRANSCRIPT FOR ADVISORS AND FACULTY ADVISORS

STEPS

- In addition to the above pages, if you would like to see the information in transcript form, you can access a view of the unofficial and official transcript through your self-service.
- There are minor differences between the unofficial and official transcripts. This includes:
 - Curriculum display** – The official transcript only shows the current curriculum at the beginning of the transcript. This will show all majors/degrees if the student is in multiple programs. The unofficial transcript also shows the student's primary major per term, so an advisor can see if the student changed majors over time.

- b. **High school Information** – The unofficial transcript shows the high school the student attended. This is not displayed on the official transcript.
 - c. **Student type** – The unofficial transcript shows the student type each term. This is not displayed on the official transcript.
3. These views are only available to advisors and faculty advisors (not all staff have access) and for students through their self-service.
4. More information about the self-service and the Student Profile functionality for advisors is provided in a different procedure document.

Note: The transcript that you can view in self-service is not in the same format as the official transcript produced for the student and third parties, but does have the same information.

The screenshot shows a web interface for 'STUDENT INFORMATION'. At the top is a navigation bar with tabs: Student Profile, Student Services, Financial Aid, Student Account, Advisee Records, My Teaching, Authorization and Privacy, and a RETURN TO MENU button. Below the navigation bar, the page is titled 'STUDENT INFORMATION'. The main content area is a grid of links and descriptions:

- [Term Selection](#)
- [Select Student](#)
- [Student Summary](#)
Quick view of the student account per term. View residency determination for tuition purposes, class level, advisor, expected graduation date, major/minor/concentration.
- [Student Address and Phones](#)
- [Student E-mail](#)
- [Student Class Schedule](#)
Lists the course, day/time, location, instructor and status of registration
- [Student Unofficial Transcript](#)
View an unofficial transcript (This link is highlighted with a red box)
- [Student Active Registrations](#)
Quick view of term registration. Excludes withdrawn courses, day/time, location and instructor.
- [Registration History with Grade](#)
Term by term list of registered courses and grades.
- [Your Advisee Listing](#)
View all students assigned to you with quick links to addresses, student information, holds, test scores, transcripts and the degree audit.
- [Test Scores](#)
View placement scores for math, english and foreign languages.
- [Application To Graduate](#)
View the status of the student's request to graduate.

Term: Fall 2018

Standing:

Curriculum and Courses

Prior Education and Testing

Additional Links

Unofficial Transcript

Student Schedule

Student Summary

Student Information

Notes: 0

Bio Information

Email:

Phone:

Date of Birth:

General Information ⓘ

Level:

Class:

Status:

Student Type:

First Term Attended:

Last Term Attended:

Leave of Absence:

Graduation Information

Graduation Applications:

Awarded Degree:

Term:

Date:

Advisors

Primary / College Advisor

+ New