

# DISMISSED STUDENTS ATTENDING SUMMER

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## REVISION HISTORY

Version	Date	Name	Description
2	Feb 2017	K. Geske	Updated where original standing value is stored
	8/27/2018	Wendy Yu	Banner 9 verbiage update

## INTRODUCTION AND PURPOSE

Allow students who have previously been academically dismissed the ability to register for summer session classes.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Students who are academically dismissed from UCR may want to attend Summer Session as a visiting student. The colleges provide the students approval to do this. Since the academic dismissal value in Banner prevents registration, the override functionality will be used as a way for colleges to give the necessary approval for the student to register.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Summer Session
2. Colleges

## 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
<b>SGASTDN</b>	General Student	

# PROCEDURES

## APPROVE AND ALLOW A DISMISSED STUDENT TO REGISTER

- 1. When a student is academically dismissed they will show in their End of Term Academic Standing in a value of AD. This can also be seen in SGASTDN for the term. The academic standing the student had *prior* to the academic dismissal will show in the Progress Evaluation field.

Student Term Course Maintenance SHAINST 9.3.5 (PPRDXE)

ID: [redacted] Term: 201830

Term Header Information Cohort Information Stored GPA by Term Calculation

TERM HEADER

Data Added by	<input type="radio"/> System <input checked="" type="radio"/> User	Transfer Institution	[...]
	<input type="checkbox"/> Pre-Catalog Entry	Student Centric Period	[...]
Record Status	New Record	Record Status Date	06/19/2018
End of Term Academic Standing	AD ... Academic Dismissal	End Of Term Academic Standing Date	06/19/2018
Dean's List Status	[...]	Dean's List Status Date	
Progress Evaluation	DD ... Subject to Disqualification	Progress Evaluation Date	06/19/2018
Combined Academic Standing	[...]	Combined Academic Standing Date	
Special Exam Credit	[...]		
Withdrawal Reason	[...]		
	<input type="checkbox"/> Duplicate Mailer Request Date	Revised/Duplicate Grade Mailer Sent Date	
Original Grade Mailer Sent Date			

General Student SGASTDN 9.3.5 (PPRDXE)

ID: [redacted] Term: 201830 View Current/Active Curricula:

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

ACADEMIC STATUS

Academic Term	201830	Progress Evaluation	DD	Combined Academic Standing	
Academic Status	AD	Progress Evaluation Override	[...]	Combined Academic Standing Override	[...]
Academic Standing Override	[...]	Progress Evaluation Override Term	[...]	Combined Academic Standing Override Term	[...]
Academic Status Override Term	[...]				
Graduation Status		Graduation Term	202020 ...	Graduation Year	2019 ...
Expected Graduation Date	06/12/2020				
Dual Degree		College	[...]	Major	[...]
Degree	[...]	Department	[...]		
Level	[...]				

2. An academically dismissed student will apply for summer session using the Summer Session online application like all other visiting students. The application will be processed by Summer Session. Go to SGASTDN to view that the application was processed by Summer Session. The student will have a General Learner record effective for the current summer term.

General Student SGASTDN 9.3.5 (PPRDXE)

ID: [redacted] Term: 201830 View Current/Active Curricula: [ ]

ADD RETRIEVE RELATED TOOLS

Start Over

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

GENERAL LEARNER

From Term 201830 To Term 999999

New Term 201830 Summer 2018

Residence R Confirmed CA Resident Student Centric Cycle

Student Status AS Active

Fee Assessment Rate

Student Type V Visitor

Class VS Visiting/Non-degree seeking

Additional Information

Site Block

Session Citizenship Y Citizen

Record 1 of 3

CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student
1	201830	Unclassified-Sum...	201640	Undergraduate	Riverside	Summer Session	Non-Degree Pro...				201830		

Record 1 of 1

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201830	Major	Unclassified-Summer/Undergrad	Summer Session	

Record 1 of 1

3. You will notice on the **Academic and Graduation Status, Dual Degree** tab that the Academic Dismissal still remains. This will prevent the student from registering even though the student is Active "AS".

Once the College approves the application they must make the following update to the student record.

4. On SGASTDN, ensure that you are viewing the current summer General Learner record. In this example, it's Summer 2018.

General Student SGASTDN 9.3.5 (PPRDXE)

ID: [redacted] Term: 201830 View Current/Active Curricula: [ ]

ADD RETRIEVE RELATED TOOLS

Start Over

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

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Record 1 of 1

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1	201830	Major	Unclassified-Summer/Undergrad	Summer Session	

Record 1 of 1

5. Go to the **Academic and Graduation Status, Dual Degree** tab.

**X** General Student SGASTDN 9.3.5 (PPRDXE)

ID:  Term: 201830 View Current/Active Curricula:

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
<b>ACADEMIC STATUS</b>							
Academic Term	201830			Progress Evaluation	DD		
Academic Status	AD			Progress Evaluation	<input type="text"/> ...		
Academic Standing	<input type="text"/> ...			Override			
Academic Status	<input type="text"/> ...			Progress Evaluation	<input type="text"/> ...		
Override Term				Override Term			
<b>Graduation Status</b>							
Expected Graduation	06/12/2020 <input type="text"/>			Graduation Term	202020 ...		
Date							
<b>Dual Degree</b>							
Degree	<input type="text"/> ...			College	<input type="text"/> ...		
Level	<input type="text"/> ...			Department	<input type="text"/> ...		

- 6. **For Academic Standing Override** = type in the SAME VALUE that you see in the Progress Evaluation field.
- 7. **For Academic Status Override Term** = the current summer term the student is eligible to register for.

General Student SGASTDN 9.3.5 (PPRDXE)			
ID:	<input type="text"/>	Term: 201830	View Current/Active Curricula: <input type="checkbox"/>
Learner	Curricula	Study Path	Activities
Veteran		Comments	Academic and Graduation Status, Dual Degree
Miscellaneous			
ACADEMIC STATUS			
Academic Term	201830	Progress Evaluation	DD
Academic Status	AD	Progress Evaluation	<input type="text"/> ...
Academic Standing	DD ... Subject to Disqualification	Override	
Override		Progress Evaluation	<input type="text"/> ...
Academic Status	201830 ...	Override Term	
Override Term			
Graduation Status			
Expected Graduation	06/12/2020 <input type="text"/>	Graduation Term	202020 ...
Date			
Dual Degree			
Degree	<input type="text"/> ...	College	<input type="text"/> ...
Level	<input type="text"/> ...	Department	<input type="text"/> ...

8. **Save.**

- a. Please note, if the General Learner record is not yet created by Summer Session for the current summer term, you may receive an error that says, "ERROR Academic Standing term must be equal begin effective term". You must wait until Summer Session processes the student's application.

The student can now register for summer session. Academic standing runs at the end of each quarter; therefore, at the end of summer session the academic standing will run and provide the college with the most updated academic standing with the inclusion of the summer session coursework. **Dismissed students who do not receive approval to continue in fall will be returned to the status of Academically Dismissed by the Registrar's Office.**

**The student WILL NOT be able to register for fall, winter or spring without submitting a readmission application for review and approval from the college. ALL visiting summer session students are automatically inactivated for the fall quarter.**