

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
SGASTDN	General Student	

PROCEDURES

APPROVE AND ALLOW A DISMISSED STUDENT TO REGISTER

- 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.

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

X 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 <input type="text"/> ...					
Academic Status AD	Progress Evaluation Override <input type="text"/> ...	Combined Academic Standing Override <input type="text"/> ...					
Academic Standing Override <input type="text"/> ...	Progress Evaluation Override Term <input type="text"/> ...	Combined Academic Standing Override Term <input type="text"/> ...					
Academic Status Override Term <input type="text"/> ...							
Graduation Status Expected Graduation 06/12/2020 <input type="text"/> ... Date	Graduation Term 202020 <input type="text"/> ...	Graduation Year 2019 <input type="text"/> ...					
Dual Degree		College <input type="text"/> ...	Major <input type="text"/> ...				
Degree <input type="text"/> ...	Department <input type="text"/> ...						
Level <input type="text"/> ...							

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: [REDACTED]

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 Status AS ... Active Fee Assessment Rate

Student Type V ... Visitor Class VS Visiting/Non-degree seeking

Additional Information Site Block Citizenship Y Citizen

Session

1 of 3 Per Page 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		

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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	

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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: [REDACTED]

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

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1	201830	Unclassified-Sum...	201640	Undergraduate	Riverside	Summer Session	Non-Degree Pro...				201830		

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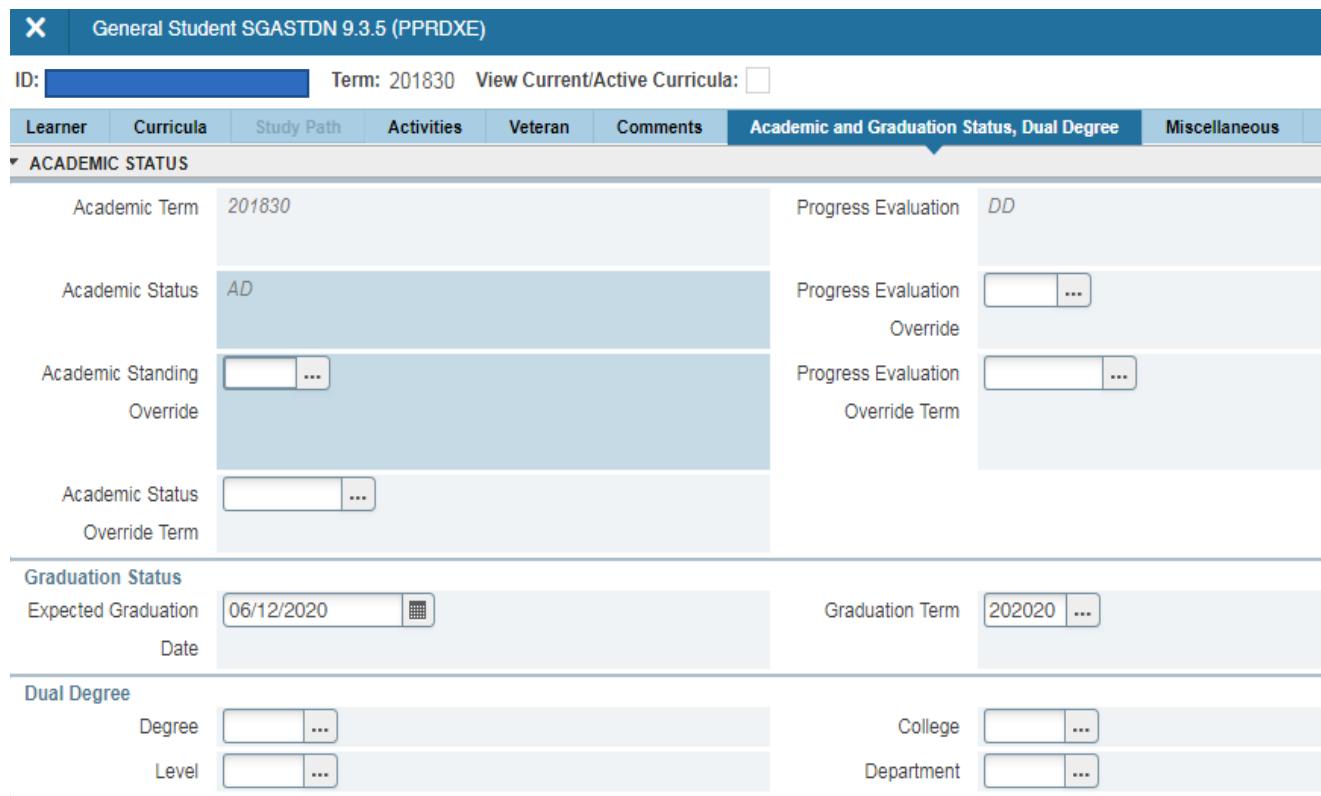
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1	201830	Major	Unclassified-Summer/Undergrad	Summer Session	

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

A screenshot of a software application window titled "General Student SGASTDN 9.3.5 (PPRDXE)". The window has a blue header bar with the title and some buttons. Below the header is a toolbar with tabs: Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree (which is highlighted in blue), and Miscellaneous. Underneath the toolbar, there's a section titled "ACADEMIC STATUS" with a plus sign icon. This section contains several input fields and dropdown menus. One field shows "201830" under "Academic Term". Another field shows "AD" under "Academic Status". A third field shows "DD" under "Progress Evaluation". There are also fields for "Override" and "Override Term" which are currently empty. Below this section is another titled "Graduation Status" with fields for "Expected Graduation" (set to "06/12/2020") and "Graduation Term" (set to "202020"). At the bottom of the window is a section titled "Dual Degree" with fields for "Degree" and "Level" on the left, and "College" and "Department" on the right, all of which are currently empty.

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.

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
▼ 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		
Override Term							
Graduation Status							
Expected Graduation	06/12/2020		<input type="button" value="Calendar"/>	Graduation Term	202020		...
Date							
Dual Degree							
Degree	<input type="text"/> ...			College	<input type="text"/> ...		
Level	<input type="text"/> ...			Department	<input type="text"/> ...		

8. Save.

- 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.