

GENERAL STUDENT NAVIGATION

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	2
Before You Begin.....	3
Pages.....	3
Procedures to View General Information	3
Deceased Students and FERPA Restrictions.....	3
Personal Identification (Name, Address, Phone, Email)	4
Holds	7
Comments.....	8
Cohorts and Attributes	9
Athletes.....	11
International Students	14
Special Programs.....	15
Advisors Assigned to Student	16
Student Class Schedule	16
Key Reasons a Student Is Inactive.....	18

REVISION HISTORY

Version	Date	Name	Description
2	Aug 2018	Kari	Updates for Banner 9; remove references to lapse
	Dec 2023	Cindy	Name information resulting from GRLN

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how various portions of the student record are recorded and viewed in Banner. This navigation is not intended to instruct a user how to make changes on these forms, but to provide an understanding of the data they contain.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Student information is updated by various offices across campus. The following components are discussed in this navigation document:

When viewing any student record information, please be mindful of FERPA policies. For more information, please read <http://registrar.ucr.edu/registrar/privacy-ferpa/ucr-employees.aspx>. Access to the Student Information System – Banner is based on your “educational need to know” for your specific job function on campus. Not all staff will have access to all data provided below.

The expectation is that departments utilizing email to communicate to students will utilize the UCR email account. Students are expected to check their R’mail account on a regular basis.

1. Deceased Students and FERPA Restrictions
2. Personal Identification (name, address, phone, email, etc.)
3. Holds
4. Comments
5. Cohorts and Attributes
6. Athletes
7. International Students
8. Special Programs
9. Advisors Assigned to Students
10. Student Class Schedule
11. Key Reasons a Student is Inactive (cancellation, withdrawal, dismissal, ELWR lapse, disciplinary suspension and dismissals, leave of absence)

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. General users of Banner

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

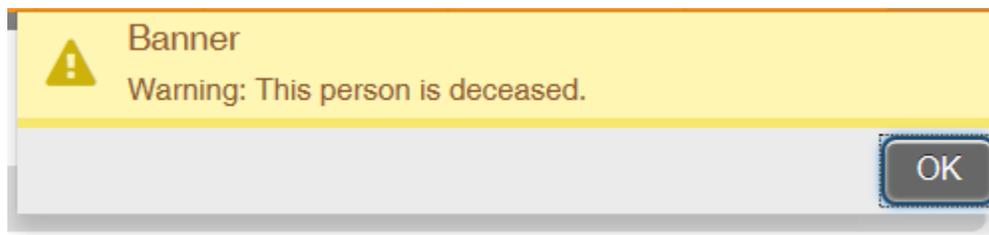
The pages listed below are covered in this training.

Page	Page Name	Description

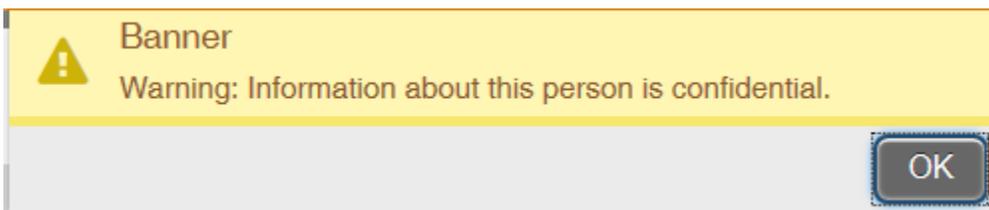
PROCEDURES TO VIEW GENERAL INFORMATION

DECEASED STUDENTS AND FERPA RESTRICTIONS

When you first bring up a student's account from any page within Banner, if the student has passed away you will receive a warning message. Click OK to acknowledge the message.



When a student has restricted at least one item within Directory Information, you will receive a warning message. Click OK to acknowledge the message.



If you are not speaking with anyone you can move through the warning and continue with your work. If you are speaking with someone you **MUST** check what restrictions have been put in place.

1. **GOADPRF.**
2. Input the **Student ID** in the key block and **NEXT BLOCK.**
3. This page lists all items that students can restrict from Directory Information. If there is a check mark under **Display in Directory** you **CANNOT** release this information.
 - a. *We are repurposing the use of this page in Banner for our Directory Information Restriction; therefore, the header "Display in Directory" can be misleading. If the item is checked it means that the student restricted the item through self-service.*

Directory Item Code	Description	Display in Directory
U_ATHLET	Height/Weight of Athlete	<input checked="" type="checkbox"/>
U_DATEOB	Date of Birth	<input checked="" type="checkbox"/>
U_DEGREE	Degrees Awarded	<input type="checkbox"/>
U_DIRRES	Online Student Directory	<input checked="" type="checkbox"/>
U_DTATTD	Dates of Attendance	<input type="checkbox"/>
U_ETHNTY	Ethnicity Communications	<input type="checkbox"/>
U_HONORS	Honors	<input type="checkbox"/>
U_MAJOR	Major	<input type="checkbox"/>
U_PLACEB	Place of Birth	<input checked="" type="checkbox"/>
U_PRVSCH	Previous Schools Attended	<input type="checkbox"/>
U_SPTPAR	Sports Participation	<input type="checkbox"/>
U_TELENO	Telephone Number	<input checked="" type="checkbox"/>

4. Any information outside of this list of student record items is **NON-Directory Information** and **CANNOT** be released without direct written consent by the student. Please see more detailed information about FERPA if you have questions.
5. The Confidential and Deceased indicators can be seen at the top left of each page in Banner.

ID	Name	Status
860779577	Applicant, Jane	Confidential Deceased

PERSONAL IDENTIFICATION (NAME, ADDRESS, PHONE, EMAIL)

1. Go to **SPAIDEN.**
2. **Current Identification tab** – provides the student’s lived name.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
<div style="border: 1px solid gray; padding: 2px;"> IDENTIFICATION + Insert - Delete Copy Filter </div>							
ID	860779577		Name Type	...			
<div style="border: 1px solid gray; padding: 2px;"> PERSON + Insert - Delete Copy Filter </div>							
Last Name	Applicant		Prefix				
First Name	Jane		Suffix				
Middle Name	Ann		Preferred First Name				
			Full Legal Name				
<div style="border: 1px solid gray; padding: 2px;"> NON-PERSON + Insert - Delete Copy Filter </div>							
Name	...						
<div style="border: 1px solid gray; padding: 2px;"> ID AND NAME SOURCE + Insert - Delete Copy Filter </div>							
Last Update							
Origin	SPAIDEN						
Original Creation							
User	SYSTEM		Create Date	10/08/2016			

3. **Alternate Identification** – provides legal and previous names for the student. Only those with approved access will be able to view legal name.
 - a. The **arrows on the bottom left** allow you to see historical names for the student.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
<div style="border: 1px solid gray; padding: 2px;"> ALTERNATE NAMES OR IDS + Insert - Delete Copy Filter </div>							
Name Type	...		First Name	Jane			
Change Type	Name		Middle Name				
ID	860779577		Origin				
Last Name	Applicant		Create User	KARIG			
			Create Date	08/24/2018			
<div style="border: 1px solid gray; padding: 2px;"> ⏪ ⏩ 1 of 9 1 Per Page Record 1 of 9 </div>							

4. **Address** – provides all addresses for the student.
 - a. The student can have **multiple address types** but not more than one active address for each type.
 - b. Address history is maintained with the **From and To dates**. If there is a To date provided then the address is no longer effective as of that date. We are not using the inactive address checkbox.
 - c. The **arrows on the bottom left** allow you to view additional address records.
 - d. Phone numbers are being stored separate from addresses and can be found under the telephone tab.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
ADDRESS INFORMATION							
From Date	10/15/2016		County	...			
To Date			Nation	US ... UNITED STATES			
Address Type	MA ... Local mailing address		Telephone Type	MA ... Local			
Sequence Number	1						
Street Line 1	900 University Avenue		Area Code				
Street Line 2	3132 Student Services Building		Phone Number				
Street Line 3			Extension	...			
City	Riverside		<input type="checkbox"/> Inactivate Address				
State or Province	CA ... California		Source	...			
ZIP or Postal Code	92521		Delivery Point				
			Correction Digit				
			Carrier Route				
1 of 2 1 Per Page							Record 1 of 2

Current Identification	Alternate Identification	Address
ADDRESS INFORMATION		
From Date	10/15/2016	
To Date	08/24/2018	
Address Type	MA ... Local mailing address	

5. **Telephone** - provides all phone numbers for the student.
 - a. Phone numbers have **Telephone Types** associated with them.
 - b. There are no From and To dates for phone numbers so if it is no longer an active number it will have the **Inactivate box** checked.
 - c. The **arrows on the bottom left** allow you to view additional phone records.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
TELEPHONE INFORMATION							
Telephone Type *	MA ... Local		<input checked="" type="checkbox"/> Primary				
Area Code	555		<input type="checkbox"/> Unlisted				
Phone Number	5555555		<input type="checkbox"/> Inactivate				
Extension			Comment				
International Access			Address Type	...			
			Sequence	...			
1 of 2 1 Per Page							Record 1 of 2

6. **E-Mail** – provides all email addresses for the student.
 - a. Once a student has a UCR email account it is always primary.

- b. Only UCR email addresses are marked to display on the web which means it will show in self-service for students and advisors.
- c. There are no From and To dates for e-mail so if it is no longer an active address it will have the **Inactivate box** checked.
- d. The **arrows on the bottom left** allow you to view additional email records.

The screenshot shows the 'E-MAIL INFORMATION' section of a student record. The 'E-mail Type' is set to 'UCR' and is highlighted with a red box. The 'E-mail Address' is 'kathleen.saltarelli@email.ucr.edu'. The 'Preferred' checkbox is checked. The 'Inactivate' checkbox is also checked and highlighted with a red box. The 'Display on Web' checkbox is checked, and the 'URL' checkbox is unchecked. The 'Comment' field contains the letter 'Y'. At the bottom, there are navigation arrows and a 'Per Page' dropdown set to '5', with 'Record 1 of 3' displayed on the right.

- 7. **GUASYST** – can be used to view what module contains information about this person.
 - a. This page is just informational only, but can sometimes be helpful to determine high level information on what is in the system about a student.

The screenshot shows the 'SYSTEM IDENTIFICATION' section. At the top, the title is 'System Identification GUASYST 9.3.10 (PPRDXE)'. Below the title, there are fields for 'ID' (860779577), 'Jane Ann Applicant', and 'Confidential Deceased'. The main area contains several rows of checkboxes for different modules and student statuses. The 'Recruiting' checkbox is unchecked, while 'Admissions' and 'Transfer Work' are checked. 'General Student' is checked, and 'Faculty' is unchecked. 'Registration' and 'Housing' are also checked. At the bottom, the 'Applicant' checkbox is checked, and 'Accounts Receivable' is checked. There are also 'Category' and 'Class' labels with empty input fields.

HOLDS

- 1. View **SOAHOLD**.

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
S1	TB Compliance		<input type="checkbox"/>		10/19/2018	12/31/2099	HLTH	Student Health Services	ZUR_CHC003_IMMUNE
ST	TB Compliance - Message		<input type="checkbox"/>		07/23/2018	12/31/2099	HLTH	Student Health Services	ZUR_CHC003_IMMUNE
S2	Vaccine Compliance		<input type="checkbox"/>		07/23/2018	07/23/2018	HLTH	Student Health Services	ZUR_CHC003_IMMUNE
WX	DPP Ineligible	DPP Ineligible	<input type="checkbox"/>		01/16/2018	12/31/2099			SBSPROD

2. The **Hold Type** and Description will tell you briefly what the hold is related to.
 - a. The student receives a much longer description and information on how to resolve the hold through R'Web.
3. **From Date** – is the date the hold became or will become effective
4. **To Date** – is the date the hold was released or will be released.
 - a. 31-DEC-2099 is the standard default date for the end of time.
5. **Origination Code** and **Description** – reflects the department who placed the hold and is visible to the student.
 - a. **Tip:** You can click on the column headers to sort the holds. For example, click on “To” to have the current/recent holds come to the top; click on Hold Type or Originator Code to sort by those columns.
6. Holds can restrict a student from various actions to include registration, ordering transcripts, graduating, or receiving their diploma.
 - a. You can see what is being held by looking up the Hold Type in STVHLDD. The validation table will appear, search for the hold that is currently assigned to the student, and you will see column headers associated with the different functions a hold can restrict a student. If the box is checked then a student is being prevented from that action based on that code.

Code *	Description *	Registration	Enrollment Verification	Transcript	Graduation	Grade	A/R	Application	Compliance	Voice Message	Web Indicator
B3	Returned Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	99	<input checked="" type="checkbox"/>
B7	Bankruptcy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
B8	Account in Collections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	99	<input checked="" type="checkbox"/>
B9	Loan Account in Collections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	99	<input checked="" type="checkbox"/>

- b. If you see a 99 in the VR MSG No field we are repurposing this field to indicate a student’s diploma is being held. A value of 99 means a diploma will not be released and if the field is blank the diploma may be released.

COMMENTS

1. Go to **SPACMNT**.
2. Comments are provided by various offices around the campus in an effort to provide consistency in messaging to the student and a collaborative understanding of what has occurred with the student’s academic record or information shared with the student.
 - a. Notes specifically related to the student’s degree audit, waivers/substitutions for requirements and information as to why they were not approved to graduate reside in the Degree Audit system, not in this page.
 - b. All other comments related to academic advising are placed in the Student Profile.

3. Comments are expected to be factual, brief, and without subjective statements (i.e. the student is irresponsible).
4. **Comment Type** – is used to categorize the topic of the comment for easy searching.
5. **Originator** – captures the department in which the staff member who wrote the note is affiliated.
6. **Add Date** – is the date the comment was added.
7. **Last Update by** – this is the user ID of the last staff member who updated the note.
8. The remaining fields on this page are not being used. The contact date will default to the date the comment is initially entered like the activity date. The activity date however, will update to a new date if someone makes a modification to the comment and saves the page.

Person Comment SPACMNT 9.3 (PPRDXE)

ID: 860779577 Applicant, Jane A. Confidential Deceased

PERSON COMMENT

Comment Type * HLD ... Holds

Originator SBSV ... Student Business Services

Contact ...

Contact Date 06/29/2011

From Time

Add Date 06/29/2011

Activity Date 10/15/2016

Last Updated by CONVERSION

Comments M-Chargeback - SBS--Cleared CB hold-CB was an error MG 2-1-12

4 of 17 | 1 Per Page | Record 4 of 17

9. If there are a lot of notes for a student and you want to find a specific note or group of notes you can do searches on this page.
 - a. Use the Filter to select the fields which you want to query from, such as **Comment Type** or **Originator**.
 - b. If you want all notes that have a specific word in the comment, you can add the Comments field to your Filter and **search by a word or phrase** in the text
 - i. Make sure you use the % wildcard in front of and behind your word, such as %petition%.

Person Comment SPACMNT 9.3 (PPRDXE)

ID: 860779577 Applicant, Jane A. Confidential Deceased

PERSON COMMENT

Basic Filter | Advanced Filter

Comment Type

Originator SBSV

Contact

Contact Date

From Time

Comments %Chargeback%

Add Another Field ...

Clear All | Go

1. Go to **SGASADD**.
2. Cohorts are a way to assign a student to a group that you want to track over time.
3. Some cohorts at UCR include Learning Communities and University Honors.
4. Cohorts are maintained by the department who oversees that population of students.
5. **Term** - you must provide a term in the key block.
6. **From Term** – the first term represented in the time period. It does not necessarily mean the first term the student has the cohort.
 - a. The From Term is populated when a change or update (maintenance) occurs to the student’s record for cohorts.
 - i. If the student was placed into a Learning Community for Fall 2016. That would create a From Term of 201640 to show the Learning Community.

Additional Student Information SGASADD 9.3.5 (PPRDXE) ID: 860779577 Applicant, Jane A. Term: 201640 Confidential

STUDENT COHORT

From Term	201640	Maintenance	To Term	999999
Cohort Code *	Description	Inactive	Reason	
LEENCS9CRN	ENCS MATH 9C	<input type="checkbox"/>		

Record 1 of 1

- ii. If the student was then admitted to Honors in Spring 2017, the page would be maintenance for Spring 2017 to add the Honors cohort and the student would show having two cohorts with the From Term as Spring 2017.
- iii. Note that this is not the initial effective term for the Learning Community.

Additional Student Information SGASADD 9.3.5 (PPRDXE) ID: 860779577 Applicant, Jane A. Term: 201720 Confidential

STUDENT COHORT

From Term	201720	Maintenance	To Term	999999
Cohort Code *	Description	Inactive	Reason	
LEENCS9CRN	ENCS MATH 9C	<input type="checkbox"/>		
HON1	1st year Honors entrance	<input type="checkbox"/>		

Record 2 of 2

7. **To Term** – if it is 999999 it means that this list of cohorts is effective for this student until the end of time.
 - a. If there is a different term from 999999 the cohorts are effective to the term *before* the To Term (the To Term is not inclusive). Maintenance occurred on the record and you would want to put that new term in the key block to review what occurred on the student’s record. A cohort may have ended or a new cohort might have been added.
8. **Inactive** – may be checked to signify that a student was made inactive for that cohort as of the To Term.
9. **Reason** – is the reason a student is no longer active in that cohort.

Additional Student Information SGASADD 9.3.5 (PPRDXE) ADD RETRIEVE RELATED TOOLS 1

ID: 860779577 Applicant, Jane A. Term: 201740 Confidential Start Over

STUDENT COHORT Insert Delete Copy Filter

From Term 201740 Maintenance To Term 999999

Cohort Code *	Description	Inactive	Reason
HON1	1st year Honors entrance	<input type="checkbox"/>	
LEENCS9CRN	ENCS MATH 9C	<input checked="" type="checkbox"/>	LC09

1 of 1 10 Per Page Record 2 of 2

10. **Attributes** will be used to identify undergraduate students who have IGETC and therefore, are waived of all breadth requirements for graduation. This attribute feeds to Degree Works so that it can appropriately update in the student's degree audit. The **IGETC attribute** is assigned by the Colleges at the time they receive the certification.
11. You may see additional attributes on the student's account which are used in the business rules, such as, for assigning class level to a student in SGASTDN or to control assessment of fees.

STUDENT ATTRIBUTE Insert Delete Copy Filter

From Term 201840 Maintenance To Term 999999

Attribute Code *	Description
DWIG	Full IGETC earned

1 of 1 10 Per Page Record 1 of 1

ATHLETES

1. Go to **SGISPRT**.
2. Most often you will query **by individual student** by entering the student ID.
 - a. You can also query **by team** by entering the sport code with no student ID.
3. **Select a view.**
 - a. **Current and Most Recent Records view (when searching by student)** - defaults and shows the most recent term and sport for the student.
 - i. Be mindful of the term so you can determine how that relates to the question you are trying to answer.
 - ii. Athletic procedures are to place a student on a team for an entire academic year (fall, winter, spring and summer), so you may see a future term available.
 - iii. A status of A (Active) indicates an active student athlete who is part of the team.

Athletic Compliance Inquiry SGISPRT 9.3 (PPRDXE) ADD RETRIEVE RELATED TOOLS Start Over

ID: 860779577 Applicant, Jane A. Sport:

ATHLETIC COMPLIANCE INQUIRY Insert Delete Copy Filter

Choose View * Current and Most Recent Records

Term	Term Description	Sport	Sport Description	Status	Eligible	Academic Eligibility	Student Status	Academic Standing	Athletic Aid	Season Used	Current
201840	Fall 2018	ACCW	Cross-Country - Wom...	A			AS			<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 1

- b. **All Records view** - displays every term an athletic record was kept.
 - i. A status of A (Active) indicates an active student athlete who is part of the team.

Athletic Compliance Inquiry SGISPRT 9.3 (PPRDXE) ADD RETRIEVE RELATED TOOLS Start Over

ID: 860779577 Applicant, Jane A. Sport:

ATHLETIC COMPLIANCE INQUIRY Insert Delete Copy Filter

Choose View * All Records

Term	Term Description	Sport	Sport Description	Status	Eligible	Academic Eligibility	Student Status	Academic Standing	Athletic Aid	Season Used	Current
201840	Fall 2018	ACCW	Cross-Country - Wo...	A			AS			<input type="checkbox"/>	<input type="checkbox"/>
201820	Spring 2018	ACCW	Cross-Country - Wo...	A			IS			<input type="checkbox"/>	<input type="checkbox"/>
201810	Winter 2018	ACCW	Cross-Country - Wo...	A			IS			<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 3

- c. **Current and Most Recent Records per Athlete per Sport (when a sport code is entered in the key block)** – defaults and shows the most recent term a student was part of the team.
 - i. Be very mindful of the term for the student. It could be a historical term meaning the student is no longer on the team.

X Athletic Compliance Inquiry SGISPRT 9.3 (PPRDXE)

ID: Sport: ACCW Cross-Country - Womens

ATHLETIC COMPLIANCE INQUIRY

Choose View **Current and Most Recent Records per Athlete per Sport**

Term	ID	Full Name	Status	Eligible	Academic Eligibility
201840	86077...	Applicant, Jane A.	A		
201840			A	PS	
201840			A	PR	
201840			A	PR	
201840			A	PS	
201840			A	PS	
201840			A		
201840		e S.	A		
201840			A		
201840			A		
201840			A		
201810			A		
201810			A		
201810			Q		
201810		M.	A		
201810		A.	A		
201810		e V.	A		
201810		a C.	A		
201810			A		
201810		th...	A		

Note: Compliance does not track competition in Banner therefore views related to competition are not used.

INTERNATIONAL STUDENTS

1. View **GOINTL** -This page is for students with a non-immigrant visa.
2. **Visa Type** – provides you the type of visa the student has.

International Information GOINTL 9.3.3 (PPRDXE)

ID: 860779577 Jane Ann Applicant Confidential Deceased

Start Over

Visa Passport Certification of Eligibility Nationality

VISA INFORMATION

Insert Delete Copy Filter

Visa Type F1 Student

Sequence Number 1 Entry

Visa Number

Nation of Issue

Issuing Authority

Port of Entry

Number of Entries

Date Requested

Date Issued

Start Date

End Date

1 of 1 Per Page Record 1 of 1

DOCUMENT INFORMATION

Document	Description	Source	Description	Date Requested	Disposition *	Date Received
				08/29/2018	Pending	

1 of 1 Per Page Record 1 of 1

3. The **Certification of Eligibility** tab – provides the date of issue for the visa.

International Information GOINTL 9.3.3 (PPRDXE)

ID: 860779577 Jane Ann Applicant Confidential

Visa Passport Certification of Eligibility Nationality

CERTIFICATION OF ELIGIBILITY INFORMATION

Certification

Number

Issue Date 08/29/2018

Receipt Date

Admission Request

4. **Nationality tab** – provides the student’s Nation of Birth and Citizenship.

International Information GOAINTL 9.3.3 (PPRDXE)

ID: 860779577 Jane Ann Applicant Confidential

Visa Passport Certification of Eligibility **Nationality**

▼ NATIONALITY/FAMILY INFORMATION

Nationality

Nation of Birth HR ... CROATIA

Nation of Citizen HR ... CROATIA

SPECIAL PROGRAMS

We have several special programs offered to students that provide opportunities for them to extend their learning to other campuses.

1. **SGASTDN.**
2. **Fee Assessment Rate** – provides the program the student is participating in.
3. **Site** – provides the campus the special program is associated with if it is a UC campus.
4. Dates of participation in the program can be determined by reviewing the From Term and the To Term in combination with the existence of the Fee Assessment Rate code.

General Student SGASTDN 9.3.5 (PPRDXE)

ID: 860779577 Applicant, Jane A. Term: View Current/Active Curricula: Confidential

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

▼ GENERAL LEARNER

From Term 201610 To Term 201620

New Term 201610 ... Winter 2016 Residence R ... Confirmed CA Resident Student Centric Cycle

Student Status AS ... Active Fee Assessment Rate IVO ... Intercampus Visitor Outgoing

Student Type Continuing Class MR Masters

Additional Information Site LA ... UC Los Angeles Block Citizenship N Non-Immigrant

5 of 6 Per Page Record 5 of 6

- The Fee Assessment Rate is also used to track graduate students who are on Filing Fee status. These students would have a rate code of FIL, but they would not have a SITE code associated with their record.

ADVISORS ASSIGNED TO STUDENT

- SGAADVR.**
- Input the **term**.
- Students can have one to four advisors on their record per term depending on their college and if the student is part of a learning community.
- Primary Indicator** – identifies who the college considers to be the main academic advisor contact for that student.

Multiple Advisors SGAADVR 9.3.5 (PPRDXE)

ID: 860779577 Applicant, Jane A. Term: 201740 Confidential

From Term: 201740 Maintenance To Term: 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
860	[REDACTED]	MAJR	Major Advisor	<input checked="" type="checkbox"/>
860	[REDACTED]	COLL	College Advisor	<input type="checkbox"/>
N6	J.	FACU	Faculty Advisor	<input type="checkbox"/>
860	[REDACTED]	LERN	Learning Community Advisor	<input type="checkbox"/>

Record 4 of 4

STUDENT CLASS SCHEDULE

- SFARGRP** – This page provides you the registration dates for this student. Most students will have two time tickets for registration.

Student Registration Group SFARGRP 9.3 (PPRDXE)

ID: 860779577 Applicant, Jane A. Term: 201840 Fall 2018 Confidential

Group * 5063SO

Priority	Begin Dates	End Dates	Begin Times	End Times
44	06/01/2018	06/22/2018	1400	2359
44	09/11/2018	10/12/2018	0300	2359

Record 1 of 2

2. **SFAREQQ**— Provides a query of the student’s registration by term or by date range.
- This page specifically pulls courses with the following registration statuses:
 - RE** – enrolled by a staff member.
 - RW** – enrolled through self-service on the web.
 - WC** – student withdrew from the course and earned a “W” grade.
 - WL** – student is currently waitlisted for the course.

Tip: Click on the Registration Status column header to sort the classes by this status.

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term
201840	15872	HIST	010	041	WL	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0910	1000	1
201840	18432	POSC	010	001	RE	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810	0900	1
201840	18433	POSC	010	021	RE	N		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1310	1400	1

1 of 1 Per Page 10 Record 1 of 3

Total Credit Hours: 5.000 Total CEU Hours: 0.000

3. **SFARHST** – Provides a comprehensive list of all enrollment transactions to include grades for courses completed. Grade are initial grades reported and do not reflect any grade changes that have occurred in academic history.

Note: Since this page has grades on it, you may not have access because you do not have a “need to know” under FERPA to see all student grades. Use the page discussed above to review registration.

- Course status lets you know if the student was enrolled, dropped or withdrew.
 - RE** – staff enrolled the student.
 - RW** – student enrolled through R’Web.
 - WL** – student is waitlisted for the course.
 - WC** – student withdrew from the course and earned a “W” grade.
 - DD** – staff member dropped course due to the decision at the time they are attempting to register the student, not to resolve a registration error.
 - DC** – staff member dropped course after student was enrolled or waitlisted.
 - DR** – student dropped course through R’Web.
 - CN** – student cancelled for the term and enrolled courses were dropped.
 - WD** – student withdrew from the university and courses were dropped.
 - WW** – student withdrew from the university and earned “W” grade.
- You can use the Filter function in this page to narrow your results for specific information you are looking for or click on a column header to sort by A to Z or Z to A.

Student Registration History and Extension SFARHST 9.3 (PPRDXE)

ID: 861149513 Banzuela, Pauleen D. Start Over

STUDENT REGISTRATION HISTORY AND EXTENSION

Term *	Part Of Term	CRN	Subject	Course	Level	Course Status	Start Date	Completion Date	Number Of Extensions	Midterm Grade	Final Grade	Grade Detail	Grade Rolled
201810	1	30828	BIEN	175B	U	RW							
201810	1	30829	BIEN	175B	U	RW							
201810	1	34812	ENGR	109	U	RW					B		
201810	1	35298	ETST	012	U	DR							
201810	1	35304	ETST	012	U	DR							
201810	1	41520	BIEN	142	U	RW					A		
201810	1	41521	BIEN	142	U	RW							
201810	1	42076	BIEN	175B	U	RW					IP		
201810	1	43485	ETST	140	U	DR							
201810	1	44198	PHIL	163	U	RW					S		
201740	1	10735	BIEN	135	U	RW					A-		
201740	1	10737	BIEN	135	U	RW							
201740	1	10742	BIEN	155	U	RW					A-		
201740	1	10745	BIEN	155	U	RW							
201740	1	10747	BIEN	167	U	RW					A+		
201740	1	10748	BIEN	175A	U	RW					IP		
201740	1	19978	BIEN	167	U	RW							
201740	1	19979	BIEN	175A	U	RW							
201740	1	20663	MUS	014	U	DR							
201740	1	22043	MUS	014	U	DR							

1 of 3 | 20 Per Page | Record 1 of 47

KEY REASONS A STUDENT IS INACTIVE

Students can become inactive for various reasons at UCR. The SGASTDN page will show that the student record is inactive, but to know why they are inactive you need to consider the following.

General Student SGASTDN 9.3.5 (PPRDXE)

ID: 860779577 Applicant, Jane A. Term: View Current/Active Curricula: Confidential Start Over

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

GENERAL LEARNER

From Term 201840 To Term 999999

New Term 201840 ... Fall 2018

Residence U ... Undetermined Student Centric Cycle ...

Student Status IS ... Inactive

Fee Assessment ...

Student Type F ... First Time Freshman

Class SO Sophomore

Additional Information

Site ... Block ...

Session ... Citizenship N Non-Immigrant

1 of 6 | 1 Per Page | Record 1 of 6

1. **SFAREGS** – the status in the Enrollment Information section will show if a student is **cancelled** or **withdrawn** for a term. The **Reason** field shows why the student cancelled or withdrew.

Student Course Registration SFAREGS 9.3.5 (PPRDXE)

Term: 201840 ID: 860779577 Applicant, Jane A. Date: 08/29/2018 Holds: Y *** View Current/Active Curricula: Print Bill: Print Schedule: Confidential Start Over

ENROLLMENT INFORMATION

Status * **CN** --- Cancellation
 Reason 05 --- Personal Health Reasons
 Status Date 08/29/2018
 Minimum * 0.000 --- Source MHRS
 Maximum * 17.000 --- Source MHRS
 Delete All CRNs
 Acceptance Confirmed None Accepted

COURSE INFORMATION

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Cam
											<input type="checkbox"/>				

Error Flag
 Status Type

1 of 1 | 10 Per Page | Record 1 of 1

ENROLLMENT TOTALS

Fees * Y - Immediate assessment
 Credit Hours
 CEU Hours
 Date 08/29/2018
 Bill Hours

EDIT Record: 1/1 SFBETRM.SFBETRM_ESTS_CODE [1] SAVE **ellucian**

2. **SHAINST** – will show an **academic dismissal** or an **ELWR lapse** in **End of Term Academic Standing**. **Progress Evaluation** shows the standing that was earned prior to the dismissal or ELWR lapse.

Student Term Course Maintenance SHAINST 9.3.5 (PPRDXE) ADD RETRIEVE RELATED TOOLS 1

ID: 860779577 Applicant, Jane A. Term: 201840 Confidential Start Over

Term Header Information Cohort Information Stored GPA by Term Calculation

TERM HEADER Insert Delete Copy Filter

Data Added by	<input type="radio"/> System <input checked="" type="radio"/> User	Transfer Institution	<input type="text"/>
	<input type="checkbox"/> Pre-Catalog Entry	Student Centric Period	<input type="text"/>
Record Status	New Record	Record Status Date	08/29/2018
End of Term	AD Academic Dismissal	End Of Term	08/29/2018
Academic Standing		Academic Standing Date	
Dean's List Status	<input type="text"/>	Dean's List Status Date	
Progress Evaluation	CD Cont Subj to Disqualification	Progress Evaluation Date	08/29/2018
Combined Academic Standing	<input type="text"/>	Combined Academic Standing Date	
Special Exam Credit	<input type="text"/>		
Withdrawal Reason	<input type="text"/>		
	<input type="checkbox"/> Duplicate Mailer Request Date	Revised/Duplicate Grade Mailer Sent Date	
Original Grade Mailer Sent Date			

EDIT Record: 1/1 SHRTTRM_SHRTTRM_EXAM_CODE [1] SAVE ellucian

3. SHATCMT – will show if a student was **disciplinarily dismissed** or is currently **disciplinarily suspended**.

Transcript Events and Comments SHATCMT 9.3.4 (PPRDXE) ADD RETRIEVE RELATED TOOLS 1

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
Disciplinary Dismissal Effective 09-27-2018	U	201840		
Student was suspended by disciplinary reasons.	U	201840		
Can readmit beginning Fall 2019.	U	201840		

1 of 1 10 Per Page Record 3 of 3

4. SGASTDN – will show if a student is on a leave of absence.

General Student SGASTDN 9.3.5 (PPRDXE)

ID: 860779577 Applicant, Jane A. Term: View Current/Active Curricula: Confidential

Miscellaneous

MISCELLANEOUS INFORMATION

Orientation Session ... Employee and Training Code ...

Career Plan ... Vocational Education ...

Practical Training ... Transfer Center ...

Education Level ... Educational Goal ...

Income Range ... Basic Skills ...

Employment Expectation ... Graduate Credit Approved

Apprenticeship Code ... From Date 09/27/2018

Leave of Absence E Undergraduate Leave - PELP To Date 12/14/2018

- If the student is planning to return to UCR, you will see that in SGASTDN. The student will have an active status and a student type of R for Readmit/Returning.

General Student SGASTDN 9.3.5 (PPRDXE)

ID: 860779577 Applicant, Jane A. Term: 201840 View Current/Active Curricula: Confidential

General Learner

From Term 201840 To Term 999999

New Term 201840 Fall 2018

Residence U Undetermined Student Centric Cycle ...

Student Status AS Active

Fee Assessment ...

Rate ...

Student Type R Readmitted / Returning

Class SO Sophomore

Additional Information

Site ... Block ...

Session ... Citizenship N Non-Immigrant

1 of 6 Per Page Record 1 of 6

You may also see a student with a **Student Status** of **RD (Ready to Enroll)**. This means the student is in the time period of 3 quarters, not including summer, where s/he can enroll without filing for readmission. After 3 quarters, the Student Status changes to IS (Inactive) and the student must file for readmission.

General Student SGASTDN 9.3.5 (PPRDXE)

ID: 860779577 Applicant, Jane A. Term: View Current/Active Curricula: Confidential

General Learner

From Term 201840 To Term 999999

New Term 201840 Fall 2018

Residence U Undetermined Student Centric Cycle ...

Student Status RD Ready to Enroll

Fee Assessment ...

Rate ...

Student Type C Continuing

Class SO Sophomore

Additional Information

Site ... Block ...

Session ... Citizenship N Non-Immigrant

1 of 6 Per Page Record 1 of 6