

# NAVIGATION OF GENERAL STUDENT (SGASTDN)

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## REVISION HISTORY

Version	Date	Name	Description
2	Aug 2018	Kari	Updated for Banner 9 and changes to readmission policy

## INTRODUCTION AND PURPOSE

The purpose of this document is to explain how the student record is recorded and viewed in SGASTDN or the General Student record in Banner. The page contains general but important information on the type of student and program of study over time. This navigation is not intended to instruct a user how to make changes on this page but to provide an understanding of the data it contains.

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

The page is updated by designated offices on campus. Certain fields such as student status, residency for tuition purposes, and fee assessment rate are updated by the Registrar and/or offices that are an extension of the Registrar, such as, Summer Session and the Graduate Division Academic Affairs Office. Due to the wide use of this page, it is essential that the meaning and nuances of the record are understood.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

Most users on campus utilize this page to understand a student's basic information.

## 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

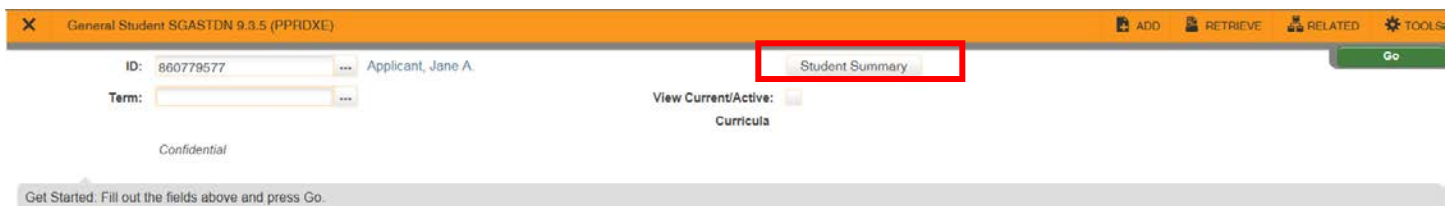
The pages listed below are covered in this training.

Page	Page Name	Description
SGASTDN	General Student	General Academic Information

## PROCEDURES TO VIEW THE GENERAL STUDENT RECORD (SGASTDN)

### TOP OF PAGE

1. **ID** - The student number is the identification number assigned to the student upon first entering UCR.
2. **Student Name** - appears after the ID is entered. The ID field is searchable if you do not have the ID and have a name.
3. **Term**- Best Practice is to leave this field blank. If a specific term is entered, Banner will not display any Learner records *after* the record in which the term entered spans. The benefits of leaving this field blank is that the user can:
  - i. Automatically view the newest record first and
  - ii. Scroll through to view all other records.
4. **View Current/Active Curricula** - Check this box to limit the display of curriculum records in the Curriculum and Field of Study tabs to only those that are current and active.
5. **Student Summary** - This button changes the view from a specific General Learner Record to a summary of each General Learner Record.
  - a. Make sure there is no Term in the Key Block before you select the Student Summary.



- b. The user can get an overview of periods when the student was inactive.
- c. Although each row represents a period of time that may span several terms, the **Academic Standing field** shows the standing calculated in the earliest term, or the From Term.
- d. The **override in Academic standing** is used when a Dismissed Student returns for Summer Session.
- e. **Progress Evaluation** is used to record the earned standing if a student was academically dismissed or lapsed for the ELWR requirement. This is necessary to place in another field because the academic dismissal code replaces the earned standing code in that term.

From Term	To Term	Student Status	Student Type	Residence	Academic Standing Code	Academic Standing Term	Academic Standing Override Code	Academic Standing Override Term	Progress Evaluation Code
201620	201810	AS	C	R	00	201620			
201510	201620	AS	C	R	00	201510			
201440	201510	AS	F	R	00	201440			
201810	999999	IS	C	R	AD	201740			CD

### GENERAL LEARNER

1. **From Term** - Shows the effective term of a specific General Learner Record.

- a. When you use the arrows, the From Term changes to show the effective term a change was made to the Student's General Learner Record and/or Curriculum.
  - b. The period between the From Term and the To Term means that the data on the Learner record and the curriculum stayed the same during those terms.
2. **To Term** - Shows end term of the General Learner Record.
  - a. When you use the arrows, the "To Term" changes to show the quarter the next General Learner Record was effective, therefore, the "To Term" is not inclusive. The General Learner Record is effective up *until* this term.
  - b. For example, if the student status is active from 201440 (From Term) to 201540 (To Term), then switches to inactive in 201540 (new From Term once you scroll), Fall 2015 is the first term the student was inactive.
  - c. When the "To Term" shows 999999, this means "to the end of time". The record remains the same until there is a change to the student's General Learner Record or Curriculum. Once a change is made, the "To Term" shows the term that the change took place and a new Learner Record is created with 999999 as the "To Term".
3. **New Term** - Shows the effective term of the General Learner record being viewed.
  - a. If the term at the top of the page is left blank, the first General Learner Record will always show the most recent record regardless of an "active" or "inactive" student status. When you use the arrow keys, the New Term shows the effective term a change was made to the student's General Learner and/or Curriculum.
4. **Student Status** - Active, Inactive, or Ready to Enroll
  - a. The Registrar, Graduate Division Academic Affairs and Undergraduate Admissions Offices update this field
  - b. An inactive status prevents enrollment but does not prevent the student from accessing their record for items like requesting a transcript, viewing grades, or applying for graduation
  - c. Some examples when students may have an inactive status include cancellations, withdrawal, dismissals, graduation, or an approved leave of absence.
  - d. The Ready to Enroll status is used for students who have a break in attendance and have 3 quarters, not counting summer, to enroll before their status is changed to IS (inactive) and filing for readmission is required. New students must have registered for classes in order to gain this status if they choose not to attend.
5. **Student Type** - This field gives a specific designation for the Learner record.
  - a. The first term, for most students, will have one of these codes:
    - i. First Time Freshman (F)
    - ii. First Time Graduate (G)
    - iii. First Time Medical (M)
    - iv. Post Baccalaureate (P)
    - v. First Time Transfer (T)
    - vi. Readmitted/ Returning (R) – will be their first term returning from an inactive status.
  - b. Active terms following the initial Student Type code are given the student type "C" for continuing.
  - c. Student Types that do *not* change to C for Continuing for subsequent terms are:
    - i. Visitor (V)
    - ii. Summer Session (S) (for non-degree seeking students)
    - iii. Archived Transcript/ URIS (X)
6. **Residence** - Shows the student residency for tuition purposes.
  - a. This is maintained by the Registrar's Office. Students who are approved for a waiver of the non-resident supplemental tuition will show as a non-resident student in this field and then will be assigned an exemption on the financial record to remove the charge from their account.
7. **Fee Assessment Rate** - This is designated for Special Programs, Filing Fee status and Tuition Assistance Program.
  - a. Special programs that are identified in this field include:

▼ STUDENT FEE ASSESSMENT CODE VALIDATION	
Code * ▲	Description *
CSI	CSU San Ber Cross-Reg Incoming
CSO	CSU San Ber Cross-Reg Outgoing
DCI	UC Washington Center Incoming
DCO	UC Washington Center Outgoing
EAP	Educ Abroad Prog
EAR	Educ Abroad Prog Reciprocity
FIL	Filing Fee
IEI	Intercamp Exchg Grad Incoming
IEO	Intercamp Exchg Grad Outgoing
IVI	Intercampus Visitor Incoming
IVO	Intercampus Visitor Outgoing
JDEB	Joint-Program with SDSU
KIL	Killea Concur SB1914
SEI	Simultaneous Enrlmt Incoming
SEO	Simultaneous Enrlmt Outgoing
SSUC	UC Summer Visitor
TAP	Tuition Assistance Program
UCOI	UCOE Cross-Campus Incoming
UCOO	UCOE Cross-Campus Outgoing
UCS	UC Sacramento Center Program

- b. This field is updated by the Registrar's Office or Graduate Division.
8. **Class** - shows the student's class standing.
- This field is not updatable. For Undergraduates, the class is a calculated field based on total Earned Units.
  - Graduate, Medical, and Visiting students' class is maintained by the student affairs offices representing these populations.
9. **Student Centric Cycle** - this is not used.

General Student SGASTDN 9.3.5 (PPROXE)

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

GENERAL LEARNER

From Term: 201840 To Term: 999999

New Term: 201840 Fall 2018

Student Status: RD Ready to Enroll

Student Type: C Continuing

Residence: U Undetermined

Fee Assessment: Rate: Class: SO Sophomore

Student Centric Cycle:

## ADDITIONAL INFORMATION BOX

1. **Site** - This is used to indicate which UC Institution a UCR student is attending during a Special Program or which UC Institution is a UCR visitor's Home Campus.
2. **Session** - this is not used.
3. **Block** - this is not used.
4. **Citizenship** - Pulls the citizenship information from SPAIDEN.
  - a. This is not updatable from this page, it is only Informational.

Additional Information

Site: LA UC Los Angeles

Block:

Session:

Citizenship: N Non-Immigrant

## CURRICULA SUMMARY

This information is a summary of the Curricula tab and represents the student's current and active curriculum.

1. You can view a history of the student's curricula by using the arrows in the General Learner section, located below the Session field.
2. If a student has more than one active curriculum at one time, you can view each by using the arrows in the Curricula Summary.
3. **Priority** - The lowest number indicates the Primary Curricula.
4. **Term** - The term a change occurred to the curricula.
5. **Program** - This is the combination of the student's degree and major.
6. **Catalog** - The catalog year specifying which requirements the student needs to meet in the degree audit.
  - a. The catalog requirements apply to one academic year and correspond to Fall, Winter, Spring and Summer - in that order. For example, the terms Fall 2016, Winter 2017, Spring 2017, and Summer 2017 would all utilize the same 2016-17 Catalog requirements.
7. **Level** - The most basic classification of a student.
  - a. Undergraduate, Graduate, Medical.
8. **Campus** - Riverside.

9. **College** - All students are assigned to a college associated with their course of study. For example, a Master of Science in Computer Engineering is assigned the college code for the Bourns College of Engineering.
10. **Degree** - The type of degree a student is seeking.
  - a. Examples: B.S., B.A., MS, Ph.D., MA, MBA, MD, MED, MFA

The screenshot displays the 'General Student SGASTDN 9.3.5 (PPDXE)' interface. At the top, it shows the student ID: 960779577, Applicant: Jane A., and Term: View Current/Active Curricula: Confidential. Below this are tabs for Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The 'GENERAL LEARNER' section includes fields for From Term (201840), To Term (999999), New Term (201840 - Fall 2018), Student Status (RD - Ready to Enroll), Student Type (C - Continuing), Residence (U - Undetermined), Fee Assessment, Rate, Class (SO - Sophomore), Site (LA - UC Los Angeles), Block, Session, and Citizenship (N - Non-immigrant). A navigation bar shows '1 of 6' records. The 'CURRICULA SUMMARY - PRIMARY' table is highlighted with a red box and contains the following data:

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	

Below this is the 'FIELD OF STUDY SUMMARY' section, which is also highlighted with a red box. It shows a single record:

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

The interface also shows the Activity Date (08/29/2018 03:44:22 PM), Activity User (KARIG), and a footer with 'EDIT Record 1/6' and 'elucian' logo.

## FIELD OF STUDY SUMMARY

This section designates the majors, minors, and concentrations on a student record that are associated with the program seen in the Curricula Summary.

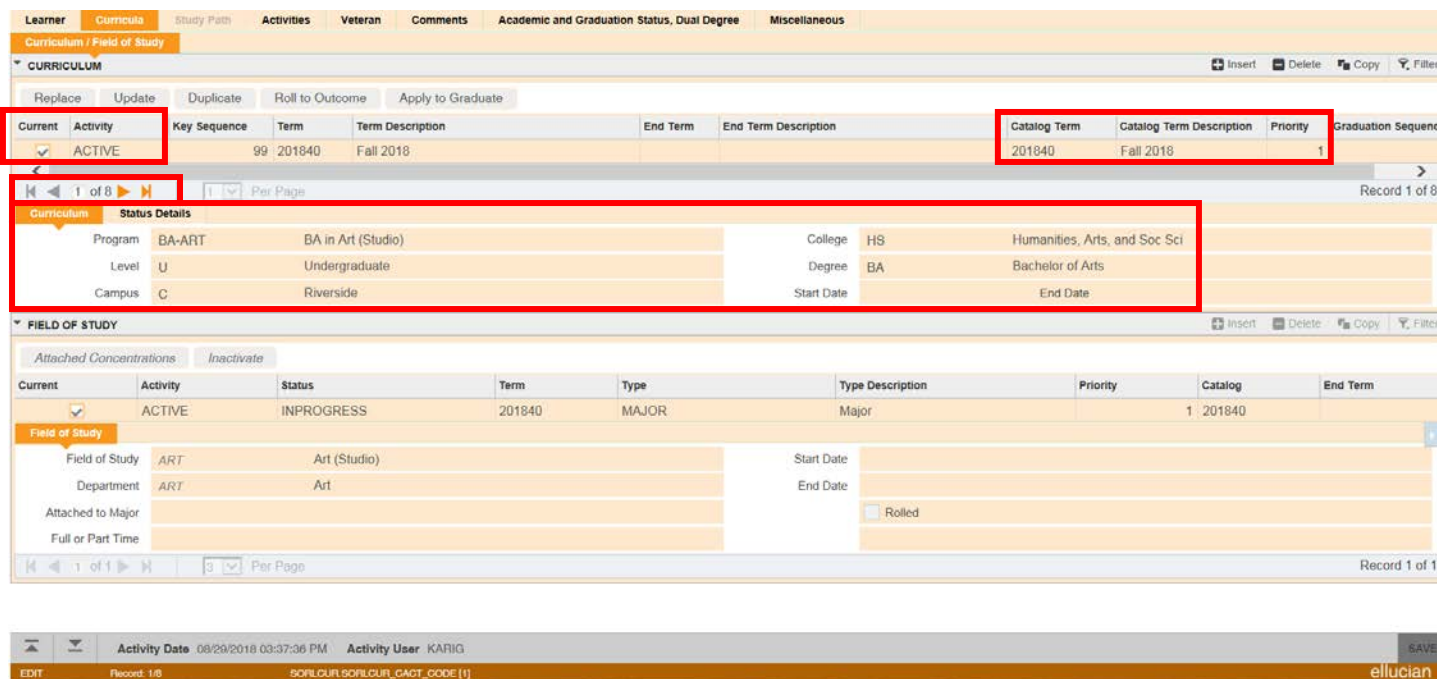
1. This information is attached to the General Learner and Curricula Records and changes by using the General Learner arrows and the Curricula Summary arrows, if more than one record exists.
2. **Priority** - The lowest number indicates the Primary Field of Study. For example, a student with two minors has different numbers indicating a primary minor.
3. **Term** - The term a curricula change became effective.
4. **Type** - the types are Major, Minor, or Concentration.
5. **Field of Study** - The description of the student's major, Minor, or Concentration.
6. **Department** - The home department of the Major.
7. **Attached to Major** - this is used for concentrations to specify which major the concentration corresponds to.

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201840	Major	Business Administration	Business Administration	
1	201840	Minor	Political Science		
1	201840	Concentration	Finance		Business Administration

## CURRICULUM SECTION OF THE CURRICULA TAB

1. The Current Active Curriculum has the **“Current” Box** checked and the **“Activity” Field** says **ACTIVE**.
  - a. If the student has more than one current and active curriculum the arrow keys below the Current checkbox will allow you to view other records.
  - b. You can scroll through the historical Curriculum Records, as long as the “View Current/Active Curricula” box at the top of the page is *not* checked by using the arrow keys.
2. **Term** - The term a change occurred to the curricula.
3. **Catalog Term/Catalog Term Description** - The catalog year specifying which requirements the student needs to meet for graduation.
  - a. The catalog requirements apply to one academic year and correspond to Fall, Winter, Spring and Summer - in that order. For example, the terms Fall 2016, Winter 2017, Spring 2017, and Summer 2017 would all utilize the same 2016-17 Catalog requirements.
  - b. This is maintained by the academic advisors.
4. **Priority** - The lowest number indicates the Primary Curricula.
5. **Program** - This is the combination of the student’s Degree and Major.
6. **Level** - The most basic classification of a student.
  - a. Undergraduate, Graduate, or Medical.
7. **Campus** - Riverside.
8. **College** - All students are assigned to a college associated with their course of study. For example, a Master of Science in Computer Engineering is assigned the college code for the Bourns College of Engineering.
9. **Degree** - The type of degree a student is seeking.
  - a. Examples: B.S., B.A., MS, Ph.D., MA, MBA, MD, MED, MFA.





## FIELD OF STUDY SECTION OF CURRICULA TAB

1. Review the Curriculum section in coordination with the **Field of Study** section. The fields of study correspond to the program.
  - a. The majors, minors, and concentrations associated with the curriculum, and specifically the program code, are visible.
  - b. Other fields of study active for a student may be associated with another curriculum. You can view them by using the arrows above the Curriculum.
  - c. If you use the arrows to view other records, remember the Current, Active curriculum is identified by the **“Current” box** being checked and the **“Activity” Field** says **ACTIVE** at the top of the page in the Curriculum section.
2. **Status** – in the Field of Study section, this auto-populates as INPROGRESS.
3. **Priority** – in the Field of Study section, the lowest priority indicates the primary field of study for *that particular field of study type*.
  - a. If there are 2 minors or concentrations the primary one is the lowest number. For example, the lowest number indicates the primary concentration for a student with 2 concentrations.
4. **Department** - The department for the major is listed.
5. **Attached to Major** - This is used for concentrations to specify which major the concentration corresponds to.

General Student SGASTDN 9.3.5 (PPRDYE)

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

**CURRICULUM**

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
<input checked="" type="checkbox"/>	ACTIVE	99	201840	Fall 2018			201840	Fall 2018	2	

**Status Details**

Program	BS-BSAD	BS in Business Administration	College	BU	Business Administration
Level	U	Undergraduate	Degree	BS	Bachelor of Science
Campus	C	Riverside	Start Date		End Date

**FIELD OF STUDY**

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201840	MAJOR	Major	1	201840	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201840	MINOR	Minor	1	201840	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201840	CONCENTRATION	Concentration	1	201840	

**Field of Study**

Field of Study	BSAD	Business Administration	Start Date	
Department	BSAD	Business Administration	End Date	
Attached to Major			<input type="checkbox"/> Rolled	
Full or Part Time				

Activity Date: 08/29/2018 03:41:53 PM Activity User: KARIG

## STUDY PATH TAB

**Note:** This tab is not used.

## ACTIVITIES TAB

This tab is used to record terms and countries of students who participate in **Planned Opportunities Abroad Program (POAA)**. Each term the student is on leave will show a separate row designating when and where the student went on the POAA program.

1. **Term** - This indicates the term the student is on leave.
2. **Activity Code** - This indicates which country the student visited.
3. **Description** - This shows the country name.

General Student SGASTDN 9.3.5 (PPRDXE)			
ID: 860779577 Applicant, Jane A.		Term: 201840	View Current/Active Curricula: <input type="checkbox"/> Confidential
Learner	Curricula	Study Path	Activities
▼ LEARNER ACTIVITIES			
Term	Activity Code	Description	
201820	PNZ	New Zealand	
201840	<a href="#">PNZ</a>	New Zealand	
<span>⏪ ⏩ 1 of 1</span>   <span>10</span> Per Page			

This is required data to report to UCOP. We do not collect information of this nature for EAP. EAP is designated by the Rate Code on the Learner record and the country information is provided in academic history.

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## VETERANS TAB

**Note:** Only Financial Aid will utilize this tab.

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## COMMENTS TAB

**Note:** This tab is not used. Comments can be viewed and recorded in other pages.

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## ACADEMIC AND GRADUATION STATUS, DUAL DEGREE TAB

View the range of terms on the Learner record before proceeding to this tab. The information on this tab corresponds to the General Learner record that is being viewed.

1. **Academic Term** – the term in which the Academic Action was earned.
  - a. For example, if the Academic Term has fall term and the Academic Status has Probation then the student earned Probation at the end of fall term.
  - b. View the From Term and To Term range on the Learner tab. If the term field is blank at the top of the page the Academic Action showing is for the most recent term included in that range. (**Note:** the To Term is not inclusive so would not be included. It may be helpful to review the definitions of the From Term and To Term above).

For example, a student’s Learner Record with the range of terms below:

Shows the latest academic status in that period when the Academic and Graduation Status, Dual Degree tab is accessed:

You can also enter a term at the top of the page and the Academic Action earned for that specific term displays.

2. **Status** - the academic action that was earned.
  - a. Dismissals are also recorded in this field.
3. **Academic Standing Override** – Advisors use this is for Summer Session enrollment for UCR Academically Dismissed Students. Registrar staff use it for readmissions in non-summer terms.
  - a. Summer Session works with the College Offices to update this to allow the student to enroll for summer only.
4. **Academic Status Override Term** - This is the term associated with the Academic Standing Override field above and, therefore, student enrollment.
5. **Progress Evaluation** - is used to record the academic standing a student earned in the term they are academically dismissed. This is necessary to place in another field because the academic dismissal code replaces the earned standing code in that term.
6. **Combined Academic Standing** - is not used.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
<b>ACADEMIC STATUS</b>							
Academic Term	201740		Progress Evaluation	CD			
Academic Status	AD		Progress Evaluation	...			
Academic Standing	...		Override				
Academic Status	...		Progress Evaluation	...			
Override Term			Override Term				

7. **Expected Graduation Date** - The date is always the last day of the term per the academic calendar. Upon matriculation to a degree-seeking program, this field will auto-populate and thereafter is updated by academic advisors.
  - a. Undergraduate Degree Seeking Students.
    - i. If a first-year (freshman) undergraduate student, AGD = Current term + 4 years
    - ii. If a second-year (sophomore) undergraduate student, AGD = Current term + 3 years
    - iii. If a third-year (junior) undergraduate student, AGD = Current term + 2 years
    - iv. If a fourth-year (senior) undergraduate student, AGD = Current term + 1 year
    - v. Else, AGD = end of current academic year
  - b. Medical Students – auto-populates for 4 years.
  - c. Graduate and Professional students - auto-populates and lengths vary by degree and major.
8. **Graduation Term** - corresponds to the expected graduation date. Upon matriculation to a degree-seeking program, this field auto-populates and thereafter is updated by academic advisors.
9. **Graduation year** - The academic year that corresponds to the expected graduation date. Upon matriculation to a degree-seeking program this field auto-populates and thereafter is updated by academic advisors.
  - a. The graduation year is driven by the fall quarter for the academic year (fall, winter, spring and summer). For example, the graduation year of 2015 includes Fall 2015, Winter 2016, Spring 2016 and Summer 2016.
10. **Dual Degree box** - These fields are not used.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
<b>ACADEMIC STATUS</b>							
Academic Term	201740		Progress Evaluation	CD		Combined Academic Standing	
Academic Status	AD		Progress Evaluation	...		Combined Academic Standing Override	...
Academic Standing	...		Override			Combined Academic Standing Override	...
Academic Status	...		Progress Evaluation	...		Combined Academic Standing Override	...
Override Term			Override Term			Term	
<b>Graduation Status</b>							
Expected Graduation Date	06/15/2018		Graduation Term	201820		Graduation Year	2017
<b>Dual Degree</b>							
Degree	...		College	...		Major	...
Level	...		Department	...			

MISCELLANEOUS TAB

1. **Leave of Absence** - students who apply for and receive approved leave have a code in this field. The description indicates the type of leave that was approved.
2. **From Date** - The first day of the Quarter of the first effective term of the Planned Leave as outlined in the academic calendar.
3. **To Date** - The last day of the Quarter of the last effective term of the Planned Leave as outlined in the academic calendar.
4. Students on a Planned Leave have an **inactive** General Learner record during terms they are on leave.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous																																		
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> <span>Insert</span> <span>Delete</span> <span>Copy</span> <span>Filter</span> </div> <div style="background-color: #f0f0f0; padding: 2px; margin-top: 5px;"> <b>MISCELLANEOUS INFORMATION</b> </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <table border="0" style="width: 100%;"> <tr><td>Orientation Session</td><td><input type="text"/></td></tr> <tr><td>Career Plan</td><td><input type="text"/></td></tr> <tr><td>Practical Training</td><td><input type="text"/></td></tr> <tr><td>Education Level</td><td><input type="text"/></td></tr> <tr><td>Income Range</td><td><input type="text"/></td></tr> <tr><td>Employment Expectation</td><td><input type="text"/></td></tr> <tr><td>Apprenticeship Code</td><td><input type="text"/></td></tr> <tr><td>Leave of Absence</td><td>E <input type="text"/> Undergraduate Leave - PELP</td></tr> </table> </td> <td style="width: 50%; vertical-align: top;"> <table border="0" style="width: 100%;"> <tr><td>Employee and Training Code</td><td><input type="text"/></td></tr> <tr><td>Vocational Education</td><td><input type="text"/></td></tr> <tr><td>Transfer Center</td><td><input type="text"/></td></tr> <tr><td>Educational Goal</td><td><input type="text"/></td></tr> <tr><td>Basic Skills</td><td><input type="text"/></td></tr> <tr><td>Graduate Credit Approved</td><td><input type="checkbox"/></td></tr> <tr><td>From Date</td><td>09/27/2018 <input type="text"/></td></tr> <tr><td>To Date</td><td>12/14/2018 <input type="text"/></td></tr> </table> </td> </tr> </table> </div>								<table border="0" style="width: 100%;"> <tr><td>Orientation Session</td><td><input type="text"/></td></tr> <tr><td>Career Plan</td><td><input type="text"/></td></tr> <tr><td>Practical Training</td><td><input type="text"/></td></tr> <tr><td>Education Level</td><td><input type="text"/></td></tr> <tr><td>Income Range</td><td><input type="text"/></td></tr> <tr><td>Employment Expectation</td><td><input type="text"/></td></tr> <tr><td>Apprenticeship Code</td><td><input type="text"/></td></tr> <tr><td>Leave of Absence</td><td>E <input type="text"/> Undergraduate Leave - PELP</td></tr> </table>	Orientation Session	<input type="text"/>	Career Plan	<input type="text"/>	Practical Training	<input type="text"/>	Education Level	<input type="text"/>	Income Range	<input type="text"/>	Employment Expectation	<input type="text"/>	Apprenticeship Code	<input type="text"/>	Leave of Absence	E <input type="text"/> Undergraduate Leave - PELP	<table border="0" style="width: 100%;"> <tr><td>Employee and Training Code</td><td><input type="text"/></td></tr> <tr><td>Vocational Education</td><td><input type="text"/></td></tr> <tr><td>Transfer Center</td><td><input type="text"/></td></tr> <tr><td>Educational Goal</td><td><input type="text"/></td></tr> <tr><td>Basic Skills</td><td><input type="text"/></td></tr> <tr><td>Graduate Credit Approved</td><td><input type="checkbox"/></td></tr> <tr><td>From Date</td><td>09/27/2018 <input type="text"/></td></tr> <tr><td>To Date</td><td>12/14/2018 <input type="text"/></td></tr> </table>	Employee and Training Code	<input type="text"/>	Vocational Education	<input type="text"/>	Transfer Center	<input type="text"/>	Educational Goal	<input type="text"/>	Basic Skills	<input type="text"/>	Graduate Credit Approved	<input type="checkbox"/>	From Date	09/27/2018 <input type="text"/>	To Date	12/14/2018 <input type="text"/>
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