

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

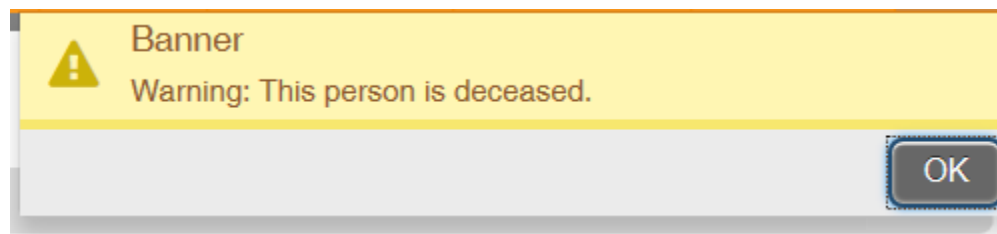
The pages listed below are covered in this training.

Page	Page Name	Description

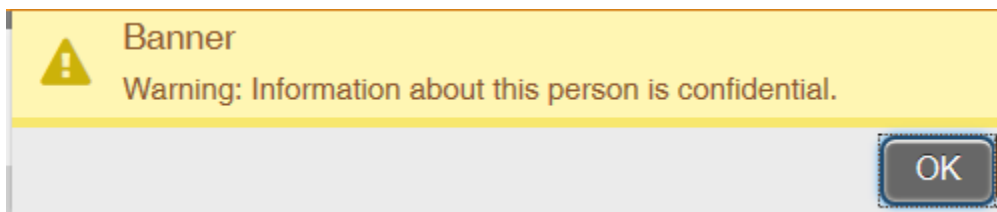
PROCEDURES TO VIEW GENERAL INFORMATION

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.*

Web User Directory Profile GOADPRF 9.3.3 (PPRDXE)			ADD	RETRIEVE	RELATED	TOOLS
ID: 860775934 Marygradesd H Littlelamb Deceased			Start Over			
WEB USER DIRECTORY PROFILE			Insert	Delete	Copy	Filter
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"/>				
1 of 1		20 Per Page	Record 1 of 12			

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.

General Person SPAPERS 9.3 (PPRDXE)			ADD	RETRIEVE	RELATED	TOOLS
ID: 860779577 Applicant, Jane Confidential Deceased			Start Over			

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>IDENTIFICATION</div> <div> <div>ID</div> <div>860779577</div> <div>Name Type</div> <div>...</div> </div>							
<div>PERSON</div> <div> <div> <div>Last Name</div> <div>Applicant</div> <div>...</div> </div> <div> <div>First Name</div> <div>Jane</div> <div>...</div> </div> <div> <div>Middle Name</div> <div>Ann</div> <div>...</div> </div> </div> <div> <div>Prefix</div> <div></div> </div> <div> <div>Suffix</div> <div></div> </div> <div> <div>Preferred First Name</div> <div></div> </div> <div> <div>Full Legal Name</div> <div></div> </div>							
<div>NON-PERSON</div> <div> <div>Name</div> <div></div> <div>...</div> </div>							
<div>ID AND NAME SOURCE</div> <div> <div>Last Update</div> <div> <div>Origin</div> <div>SPAIDEN</div> </div> </div> <div> <div>Original Creation</div> <div> <div>User</div> <div>SYSTEM</div> </div> <div> <div>Create Date</div> <div>10/08/2016</div> </div> </div>							

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>ALTERNATE NAMES OR IDS</div> <div> <div> <div>Name Type</div> <div>...</div> </div> <div> <div>Change Type</div> <div>Name</div> </div> <div> <div>ID</div> <div>860779577</div> </div> <div> <div>Last Name</div> <div>Applicant</div> </div> </div> <div> <div>First Name</div> <div>Jane</div> </div> <div> <div>Middle Name</div> <div></div> </div> <div> <div>Origin</div> <div></div> </div> <div> <div>Create User</div> <div>KARIG</div> </div> <div> <div>Create Date</div> <div>08/24/2018</div> </div>							
<div> <div> <div>1 of 9</div> <div>Per Page</div> </div> <div>Record 1 of 9</div> </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
<div>ADDRESS INFORMATION</div> <div> <div> <div>From Date</div> <div>10/15/2016</div> </div> <div> <div>To Date</div> <div></div> </div> <div> <div>Address Type</div> <div>MA ... Local mailing address</div> </div> <div> <div>Sequence Number</div> <div>1</div> </div> <div> <div>Street Line 1</div> <div>900 University Avenue</div> </div> <div> <div>Street Line 2</div> <div>3132 Student Services Building</div> </div> <div> <div>Street Line 3</div> <div></div> </div> <div> <div>City</div> <div>Riverside</div> </div> <div> <div>State or Province</div> <div>CA ... California</div> </div> <div> <div>ZIP or Postal Code</div> <div>92521 ...</div> </div> <div> <div>County</div> <div>...</div> </div> <div> <div>Nation</div> <div>US ... UNITED STATES</div> </div> <div> <div>Telephone Type</div> <div>MA ... Local</div> </div> <div> <div>Area Code</div> <div></div> </div> <div> <div>Phone Number</div> <div></div> </div> <div> <div>Extension</div> <div>...</div> </div> <div> <div><input type="checkbox"/> Inactivate Address</div> </div> <div> <div>Source</div> <div>...</div> </div> <div> <div>Delivery Point</div> <div></div> </div> <div> <div>Correction Digit</div> <div></div> </div> <div> <div>Carrier Route</div> <div></div> </div> </div> <div> <div>1 of 2</div> <div>1 Per Page</div> <div>Record 1 of 2</div> </div>							

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

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
<div>TELEPHONE INFORMATION</div> <div> <div> <div>Telephone Type *</div> <div>MA ... Local</div> </div> <div> <div>Area Code</div> <div>555</div> </div> <div> <div>Phone Number</div> <div>5555555</div> </div> <div> <div>Extension</div> <div></div> </div> <div> <div>International Access</div> <div></div> </div> <div> <div><input checked="" type="checkbox"/> Primary</div> <div><input type="checkbox"/> Unlisted</div> <div><input type="checkbox"/> Inactivate</div> </div> <div> <div>Comment</div> <div></div> </div> <div> <div>Address Type</div> <div>...</div> </div> <div> <div>Sequence</div> <div>...</div> </div> </div> <div> <div>1 of 2</div> <div>1 Per Page</div> <div>Record 1 of 2</div> </div>							

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.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
<div> <div> <div> <div>E-mail Type</div> <div>UCR</div> <div>...</div> <div>UCR email address</div> </div> </div> <div> <div>E-mail Address</div> <div>kathleen.saltarelli@email.ucr.edu</div> </div> <div> <div>Preferred</div> <div><input checked="" type="checkbox"/></div> <div>Inactivate</div> <div><input checked="" type="checkbox"/></div> <div>Display on Web</div> <div><input type="checkbox"/></div> <div>URL</div> </div> <div> <div>Comment</div> <div>Y</div> </div> </div>							
<div> <div>1 of 1</div> <div>5</div> <div>Per Page</div> <div>Record 1 of 3</div> </div>							

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.

System Identification GUASYST 9.3.10 (PPRDXE)			
ID	860779577	Jane Ann Applicant	Confidential Deceased
<div> <div> <div> <div>SYSTEM IDENTIFICATION</div> </div> </div> </div>			
<input type="checkbox"/> Recruiting <input checked="" type="checkbox"/> Admissions <input checked="" type="checkbox"/> Transfer Work	<input checked="" type="checkbox"/> General Student <input checked="" type="checkbox"/> Registration <input checked="" type="checkbox"/> Housing	<input type="checkbox"/> Faculty	
Category		Category	
Class			
<input checked="" type="checkbox"/> Applicant			
<input checked="" type="checkbox"/> Accounts Receivable			

HOLDS

1. View **SOAHOLD**.

Hold Information SOAHOLD 9.3.8 (PPRDXE)									
ID: 860779577 Jane Ann Applicant Confidential Deceased									
HOLD DETAILS									
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.

Hold Type Code Validation STVHLDD 9.3 (PPRDXE)											
HOLD TYPE CODE VALIDATION											
Code *	Description *	Registration	Enrollment Verification	Transcript	Graduation	Grade	A/R	Application	Compliance	Voice Message	Web Indicator
B6	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) ADD RETRIEVE RELATED TOOLS

ID: 860779577 Applicant, Jane A. Term: 201640 Confidential Start Over

STUDENT COHORT Insert Delete Copy Filter

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

1 of 1 Per Page 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) ADD RETRIEVE RELATED TOOLS 1

ID: 860779577 Applicant, Jane A. Term: 201720 Confidential Start Over

STUDENT COHORT Insert Delete Copy Filter

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"/>		

1 of 1 Per Page 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

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

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)											
ID: 860779577 Applicant, Jane A. Sport:											
ATHLETIC COMPLIANCE INQUIRY											
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				
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)											
ID: 860779577 Applicant, Jane A. Sport:											
ATHLETIC COMPLIANCE INQUIRY											
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				
201820	Spring 2018	ACCW	Cross-Country - Wo...	A			IS				
201810	Winter 2018	ACCW	Cross-Country - Wo...	A			IS				
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.



Athletic Compliance Inquiry SGISPT 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	[REDACTED]	[REDACTED]	A	PS	
201840			A	PR	
201840			A	PR	
201840			A	PS	
201840			A	PS	
201840			A		
201840			A		
201840			A		
201840			A		
201840			A		
201810			A		
201810			A		
201810			Q		
201810			A		
201810			A		
201810			A		
201810			A		
201810			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) ADD RETRIEVE RELATED TOOLS

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		Number of Entries	
Nation of Issue	...	Date Requested	
Issuing Authority	...	Date Issued	
Port of Entry	...	Start Date	
		End Date	

1 of 1 Per Page Record 1 of 1

DOCUMENT INFORMATION Insert Delete Copy Filter

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

GENERAL LEARNER

From Term	201610	To Term	201620
New Term	201610 ... Winter 2016	Residence	R ... Confirmed CA Resident
Student Status	AS ... Active	Fee Assessment Rate	IVO ... Intercampus Visitor Outgoing
Student Type	C ... Continuing	Class	MR Masters
Additional Information	Site LA ... UC Los Angeles	Block	...
	Session	Citizenship	N Non-Immigrant

5 of 6 | 1 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

Start Over

ADVISOR INFORMATION

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"/>
50	[REDACTED]	LERN	Learning Community Advisor	<input type="checkbox"/>

1 of 1 Per Page 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

Start Over

GROUP ASSIGNMENT

Group * 5063SC

GROUP REGISTRATION DATES AND TIMES

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

1 of 1 Per Page 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.

Registration Query SFAREGQ 9.3 (PPRDXE)

ADD

RETRIEVE

RELATED

TOOLS

Term: 201840

Registration From Date:

Registration To Date:

ID: 862021852

Ayllon, Sandra V.

Start Over

REGISTRATION QUERY

Insert

Delete

Copy

Filter

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									0910	1000	1
201840	18432	POSC	010	001	RE	N									0810	0900	1
201840	18433	POSC	010	021	RE	N									1310	1400	1

1 of 1

10

Per Page

Record 1 of 3

Co-op Education

Total CEU Hours

0.000

Total Credit Hours

5.000

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.

ADD

RETRIEVE

RELATED

TOOLS

ID: 861149513

Banzuela, Pauleen D.

Start Over

STUDENT REGISTRATION HISTORY AND EXTENSION

Insert

Delete

Copy

Filter

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)													ADD	RETRIEVE	RELATED	TOOLS
ID: 860779577 Applicant, Jane A. Term: View Current/Active Curricula: <input type="checkbox"/> Confidential													Start Over			
Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous													Insert	Delete	Copy	Filter
GENERAL LEARNER																
From Term				201840				To Term				999999				
New Term				201840 ... Fall 2018				Residence				U ... Undetermined				
Student Status				IS ... Inactive				Fee Assessment				Rate ...				
Student Type				F ... First Time Freshman				Class				SO Sophomore				
Additional Information																
Site				Block				Citizenship				N Non-Immigrant				
Session																

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) ADD RETRIEVE RELATED TOOLS 1

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

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION Insert Delete Copy Filter

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

COURSE INFORMATION Insert Delete Copy Filter

Section Detail View Detailed Results

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 Insert Delete Copy Filter

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

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

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 AD Academic Dismissal

Academic Standing

Dean's List Status

Progress Evaluation CD Cont Subj to Disqualification

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 Academic Standing Date 08/29/2018

Dean's List Status Date

Progress Evaluation Date 08/29/2018

Combined Academic Standing Date

Revised/Duplicate Grade Mailer Sent Date

EDIT Record: 1/1 SHRTTRM SHRTTRM_EXAM_CODE [1] 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)

ID: 860779577 Applicant, Jane A. Level: U Undergraduate Originator: Term: 201840 Fall 2018

Academic Events Transcript Comments By Level Transcript Comments By Term

TRANSCRIPT COMMENTS BY TERM

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

Start Over

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

5. 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

Start Over

Miscellaneous

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

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

Start Over

Miscellaneous

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

Record 1 of 6